

Welcome new member/office of the MCBOR MLS!

The Marinette County Board of Realtors MLS Inc. is a wholly owned subsidiary of the Marinette County Board of Realtors. Inc. With board of choice you might be a member of MCBOR or another board. Our MLS works in conjunction with our local association. The Board and MLS services areas of WI and MI Our primary area we serve is Marinette County WI and Menominee County MI. However we also serve all the counties around us in WI and MI. If you are a dual licensed agent, talk to your broker / office about how you are set up in the MLS system for your dual license. Some office have just one sign on to the system and some have 2, one for WI and one for MI.

We also have established documents and rules for MLS of Choice. If you are an office joining, and you have agents that will want to opt out of the Marinette MLS due to MLS of Choice, please make sure you filled out the correct paper work with our MLS Admin.

This Booklet will help you with your training, tips and short cuts to better use the system and understand it. This booklet goes along with the list of training videos you are required to watch. You are welcome to call the MLS for additional support/training and work with the Broker of your office.

FlexMLS & Milwaukee Metro MLS

The Marinette County Board of Realtors MLS Inc. is in partnership with Milwaukee Metro MLS as our MLS Vendor or more simply, we use their system and are a part of Metro MLS. However the Marinette MLS is still its own company, we follow the Marinette MLS Bylaws and Rules of Procedure. Not Metro. Metro is just our vendor for the MLS program. Metro provides us with support as well. Our Marinette MLS Admin is PART TIME - they are not available very day or 24/7!

Communicating with the MLS

Preferred method is to email the MLS Admin at: **marinetteMLS@gmail.com**

You may also call or text the admin at 715-923-0609 *email is still preferred * Up to 48 hrs for reply.

You may contact the Admin for any MLS issues or questions. However, we prefer you use the following lines of communication which will be quicker for you by contacting our vendors direct:

Almost all forms, documents, and info is found at: www.mcbor.net MLS Tab

** Metro MLS Technical Support: 414-778-5450 suport@metromls.com

** Metro Admin Support: 414-778-5400 admin@metromls.com

** WIRE data Corp. . (tax program in the MLS system) 414-778-6154

** Supra (Electronic Lock Box's) 877-699-6787 5am-7pm PST 7 Days a week

If you use the ELB's you can also go to Supra Web for help or for authorization codes.

** MLS formal complaints - visit www.mcbor.net MLS tab Print Document - email to MLS Admin.

Required Video Training:

As a new agent, you have received a list of video's you must watch. You can find these at:

metromls.com Hover over Member Support click on Video Library.

There are also manuals you are welcome to read and print under this section as well.

Under Member Support they also have past Webinars, Upcoming Training Classes and New Webinars. Take advantage of these online classes and webinars!

Broadcast Messages & Email Notifications

This is how the MLS communicates with its members on updates and info. Broadcast messages will show up when you sign into the MLS as a pop up. You can read it, print it, or skip it to read later. Members do not have the ability to send out broadcast messages. But, if you have something that you would like sent out, submit it to the MLS admin for review and approval. Must be MLS related.

At time the Admin or MLS may also send emails out with additional info or documents. Documents can not be sent through the Broadcast Messaging system in the MLS. We try not to over load members with too many emails. So when one is sent, pay attention and take time to read it or print the info.

Broker Load / Updating Listings

All listings are Broker Load, which means the agent/office is responsible for entering it into the MLS. The MLS Admin - does NOT enter listings for agents/office. Each Broker/Office decides how they would like to enter listings, either by their office admin or the actual agent. Please check with your Broker.

This also goes for updating an existing listing. Either your office Admin will or you as an agent will. You will need to verify with your Broker/Office.

Sign On's All Marinette MLS sign on's start with **met.mnt** then your user ID This will be assigned to you by the MLS Admin. If you are a new office - you will receive an individual sign on for each agent along with an office sign on. The office sign on is the Broker Load sign on for the office, unless the Broker authorizes each or specific agents to have this features activated. Please verify with the MLS Admin as to how you would like your office/agents set up.

Profile (Same process for everyone including each office sign on)

Admin will update your profile with select info. You must go in and update it and complete it.

Click on Menu, Preferences, My Profile

**** Valid Email address is REQUIRED ****

Agents need to update all of these sections: Address, Email, Phone/Fax #'s, Company or agent web
This is where you can also update your Profile Picture and Company Logo.

General Preference

General Preferences is just that, your preferences as to how you want to see things and how functions work in the system. **** New Agents - should work with your Broker or Manager to set these up****

Select Menu Select Preferences Select General Preferences

Look through all of the selections there. Read them and Update them.

**** DO NOT **** Opt out of **Messaging!** This is how the MLS notifies you of very important updates.

All 4 boxes should be checked of Messaging.

Once the above tasks are complete, make sure you do all your video's at this point. The following tasks will be difficult to follow and understand if you have not. So pause now and do your training.

Please see the **New Agent Training Form** provided by your Broker or MLS Admin.

Setting up your Menu - across the top of the MLS Dashboard.

Set up your menu for easy access and to make work flow easier. Click on Menu Top Left on Home Page
The functions you want up on the home page in your menu bar, click to the left so the star is yellow.
You can select as many as you want, but there is only room for about 10, the rest will be in the menu bar under the More selection, Click on the down arrow next to More to see these.

* Think about what functions you do or use the most or on a daily basis. An Example is below.

You can also reorder them by clicking on Reorder far right in Blue in the menu bar. Then you can click and drag to order them the way you want.



Home Page / Dashboard

First Select what Gadgets you want on your dashboard. Gadgets are basically windows with different functions or features that you would like to see. Click on Customize - Far Upper Right on Home Page
Click on Add Gadgets. Far left you will see sections for different feature categories, or just click on All.

Suggested Gadgets: My Listing, Hot Sheets, Saved Searches, Contacts, My Sent Emails, Messages
Other good ones are New Search, Listing Cart. Keep in mind that message board or MLS links are for everyone in Metro, not just our local group. Our - Marinette - info that use to be on our mgs board and the links are now on the MCBOR website. Also keep in mind that any of the statistical reports will be based on all of metro, not our local group. You have to edit them to view certain areas.

Layout: After Selecting what Gadgets you want, you can select a layout. Click on Customize again in upper far right on home page, select Change Layout. There are 9 to select from. Chose one that you like.

After your Gadgets and Layout are selected, you can then **reorder** the Gadgets so they are on the dashboard the way you want to look at them. Again go into Customize, select reorder. You can then click and drag each box where you want them to be.

Here is an example of a dashboard with 9 Gadgets selected with the 5th layout - 3 column.

Category	Count	Action
New Listing	1	Withdrawn
With Offer	0	Extension
Cancelled	0	Back on Market
Closed	0	Price Change
Expired	1	New Delayed Listing
Pending	0	

MLS #	Address	LP	DOM
68173	1344 Oakes ST	\$64,500	50
67521	W5703 County Rd B	\$129,000	366
67042	N16615 Dam RD	\$75,000	487
68184	376 S EMERY AVE	\$94,000	95
68170	N3055 Schacht RD	\$168,000	82
1583327	N9753 Central AVE	\$52,000	355

3 DOTS UPPER RIGHT OF ANY GADGET WINDOW: Is the Menu or Edit for that individual window.

Hot Sheets

Customize your Hot Sheets to just our area. This Hot Sheet will include WiREX listings also!
On the Hot Sheet Gadget (once you put it on your Dashboard) You will see 3 dots on the far upper right corner of the window. Click on the 3dots. Select Settings.

Here is where you Select the Counties you want in your hot sheets. You can select one or multiple Hold down the CTRL key on your keyboard, and then click on the counties you want. It is suggest to click on Marinette and Menomonee MI. Add others as you wish.

Then Select Property Type - you can select one, multiple or all. We suggest you click on All.

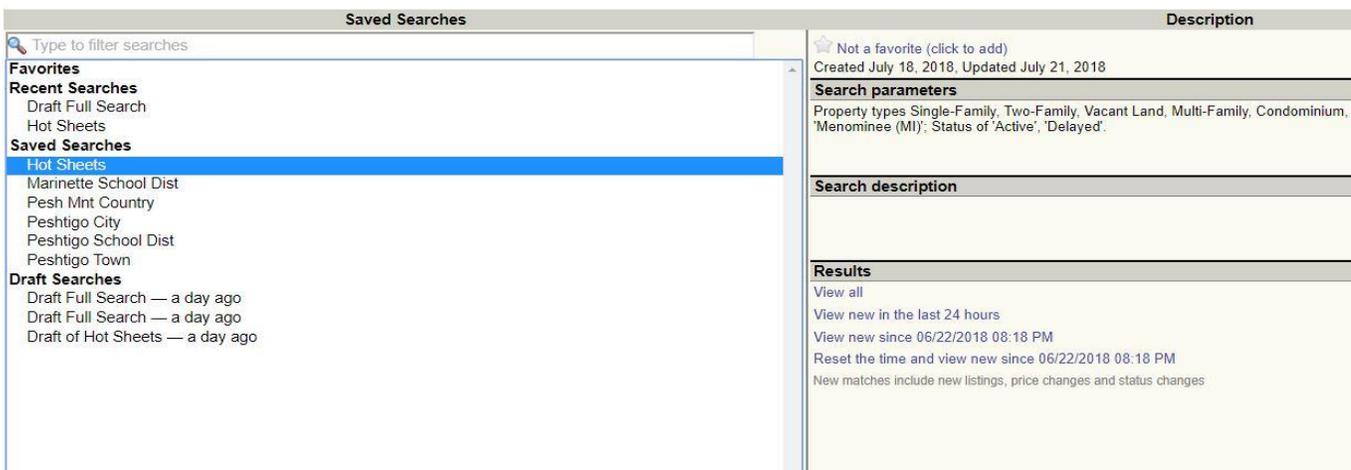
Once you have selected Counties and Property Type, upper right of window select Save.

Your system default Hot Sheets are now saved to the criteria you selected above!

If you want to run a custom Hot Sheet, say your looking for specific properties with specific criteria, Click on the 3Dots, Click on Custom Hot Sheet, and a criteria window will come up for you to select from. Or, if you can create a custom Hot Sheet and create a Saved Search (covered below)

When you create a custom hot sheet in saved searched, you have additional options to view all, view new in last 24 hours, view new last 30 days... To do this, you have to go into Saved Searches. In the example Below, a Hot Sheet Saved Search was created.

Show My Saved Searches



Saved Searches

Click on Saved Searches, - Either Under Menu, In your Menu Bar, or your Saved Search Gadget
Go to Bottom, click on NEW. Select all your search criteria.

OR - you can do a New Full Search or Quick Search, and Select all your criteria.

When your criteria is all selected,
upper right you have 5 choices:



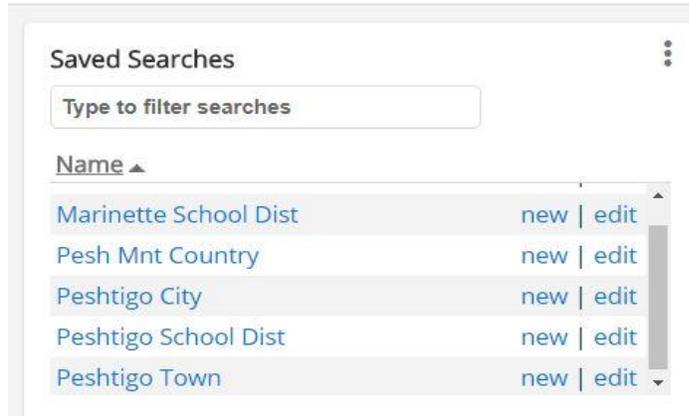
1 Of 2 Things you can do:

1. You can View Results - this way you can see if the criteria you put in is right.
If not, edit the criteria, if the criteria seems ok, then click on SAVE
2. Or once you enter your criteria, you can just click on SAVE

Will bring you to the Show My Saved Searches Page after you NAME that Search.

** Think about what you search for the most, how you search, and created Saved Searches for those.

Example of some saved searched:



You can see this agent has Saved Searches in the areas they search the most, some by in town or out of town, some by school district.

In the Box, you can click on New - that will generate a new search as of that moment with all current listings. Of your can edit that search and re-save that Saved Search.

Use Saved Searches as a short cut to start a search - you can always edit it and add criteria.

You can also click on the Saved Search, and then edit it. For Example if this agent wanted to search for a Buyer in the City of Peshtigo in a price range with a number of bedrooms, they do not have to start a new full search or quick search. They can just click on the blue Peshtigo City, then edit the search, add the price range and bedroom requirement and View Results.

Saved Searches save you time of having to enter every field of criteria you need. For more info and more details on Saved Searches, visit Metro's website and watch tutorial videos or print the PDF they are located under Member Support, Under Search - Click on How To Use Saved Search Under Member Support - Under Search - Click on How To Use Saved Search

This is a 5 minute tutorial video.

My Saved Sorts: Once you have your saved views done. Go into My Saved Sorts. On the bottom click New. (saved sorts works like saved views) Select Street # Address, List Price. Save this and name it. Example would be My Default. What this will do is sort any of your criteria by address and list Metro and WiREX listings that are the same next to each other.

Once you have your Sort Saved. Then you have to go back into each of your Saved Views. Edit each view, upper left there are 3 tabs: General, Fields and Sort. Click on Sort. Select the default sort you created and click save in the upper right.

Saved Views are for viewing the LIST TAB as seen here:

Marinette School Dist [Work on behalf of a contact](#) Save E-Mail Print CMA Export ShowingCart

1 Edit Search List Detail Photos Map Compare Messages

Results: 104 Selected: 0

	Price	Status	MLS #	Municipality	Postal Municipality	Days On Market	Taxes	Bedrooms	Full Baths	Half Baths	Est. Total Sq. Ft.	Est. Acreage	Garage Spaces	Garage Type	School District	Waterfront on Lot
	\$249,900	Active	W5590	Lake	Porterfield	374	3,585.85	3			1,716	20.14	4	A	Marinette	
Loomis RD Lake, WI 54159 Active / 1583315																
	\$44,900	Active	W4802	Lake	Marinette	279		3	2		1,352	3.97	2	D	Marinette	
MUDBROOK ROAD Lake, WI 54143-9671 Active / 50173385																
	\$89,900	Active	813	Marinette	Marinette	7	1,133.86	3	1	0	1,302	0.28	2	D	Marinette	
Cleveland ave Marinette, WI 54143 Active / 1595805																

Saved Views Click on Menu - upper left of home page, Under Preferences, Click on My Views

This window will come up:

My Views

Available Views	Description
Land	Report title: ***Land***
My & Office Listings	
Residential Active View	The following columns are included in this view: Listing photo Address Postal Municipality Municipality School District Listing Date Days On Market Rented Price, Sold Price Rented Date, Sold Date Taxes Est. Acreage Garage Spaces
Sold for CMA	
Address & MLS Number [inherited]	
Business Opportunity [inherited]	
CMA [inherited]	
Comm/Industrial [inherited]	
Condominium [inherited]	
General View [inherited]	
History [inherited]	
Hot Sheet [inherited]	
IDX View [inherited]	
Multi Family [inherited]	
No Photo [inherited]	
One-Line 8pt [inherited]	
Residential [inherited]	
Residential Rentals [inherited]	

Please note that editing a view marked with [inherited] will not edit the view, but instead will make a copy of the view and give it the same name.

New Copy Edit Remove Give to someone

INHERITED - These are views that are standard in the system, you can not change them, you can not delete them. You can view them and edit them and save them as a new name.

In this agents My Views, they have created 4 Views and Saved them at the top. By Using the ** or maybe a number, it ordered them and put them at the top for easier access.

This agent has a view for LAND, Agent & Office Listings, Residential Active, Sold for CMA.

Each of these views has different criteria in it them, and by selecting the criteria, you create your list view - example show above. The Example above is the Residential Active View for this agent. Every time this agent does a search and views a list that this selection is the default, this is the data that they will see in their list.

Create a New View

Click on New - Window will come up with 3 tabs on upper left: General, Fields, Sort
Under General add a Description (Name) Select if you want to see photo,
Then you can select what property type searches this will be the default for.

Click on Fields - Long list of fields come up on the left. Click on what fields you want to show up.
They will transfer to the right of the screen and your list is started.

You will notice on the right, Price, Status, MLS# are already there and standard.

** Keep in Mind, you can only fit so many across the top in the List Tab. Look at the example above. They have 13. If you select too many, they will run off the page to the right, you will have to use the scroll bar to see them, and they will not all print when you print your list.

Once you select all your fields, they will show up on the right side. You can click and drag to reorder.

After you are done, upper right click on SAVE. You will be taken back to the above picture - list of all the views. You can create as many New as you like. You can copy one and edit it and save it as a new one. You can remove one.

And there is an option for Give To Someone. If you want to share one of your Views you created, you can click on this box, search for the Office, Click o the office, you can give to that whole office or you can click on Give view to someone in this office, all the office members will come up, and select each, then click on the Bottom Box that says Give View To Selected Member.

That Member will automatically see this view come up in their My Views.

Creating Views is how you see what you want to see for each property type you are looking at!

***** If you follow all the above instructions, it will help you immensely in your daily work in the MLS! *****

Here are some tips and things to pay attention to in the MLS

Maps & Map Searching - Please watch the video's on how to use the Maps in the MLS

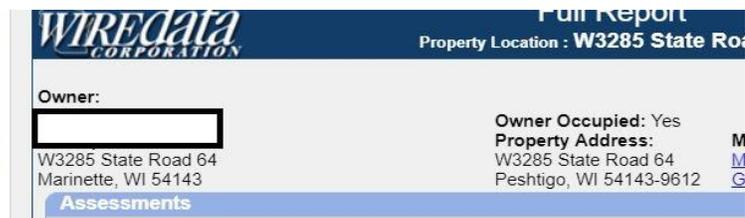
Addresses

Look at the tax bill or Wiredata - what ever it says on the tax bill or in Wiredata is what you use!
The address may look funny, but it's the only way to match up the tax info in the MLS and properly map and geo code the property. Highway and County Roads its critical you look them up!

Example: For this property, Hwy 64 must be typed in as " State Road 64" or it wont match or come up.



1
\$164,900
W3285 State Road 64
Peshtigo, WI 54143
Active / 1584350



WIREdata
CORPORATION
Full Report
Property Location : W3285 State Ro

Owner:
[Redacted]
W3285 State Road 64
Marinette, WI 54143

Owner Occupied: Yes
Property Address: M
W3285 State Road 64 M
Peshtigo, WI 54143-9612 G

Assessments

**** Example of how to know if your address is wrong:**

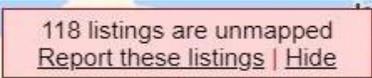
View the list of your listings. Click on the first one and view the data sheet there is a selection for TAX INFO click on that. If the Wiredata page does NOT come up, either your address is wrong or you have entered the tax id wrong.

You can stay on the TAX INFO selection, and click on each of your listings. Any that the Wiredata is not coming up, you need to edit.

**** TAX ID's **** are to be entered with no - or . in them (dash or period) You MUST enter the entire ID, do not leave off any Zero's at all! Example: 024-00848.001 enter as 02400848001 For other counties like Oconto, enter all numbers and letters.

Geo Coding - all properties must be geo coded.

To check your properties, click on your listings, view your list, click on the MAP tab upper right, the map will come up with all your listings. If any are NOT GEO CODED, **in the bottom lower right** of the map, there will be a **red box**, it will say how many are not geo coded, click on **Report these listings** at the list that need locating will come up. Correct all that are not!



Multi Task - Multi Windows in the MLS

You can open up multiple windows or tabs of the MLS. You do not sign into the system multiple times, you can not do that. You open up a new tab:

Top of the MLS Home Page - there is a Search Box

In this box, start typing what you would like to do: Full Search, Member Look Up, Quick Search

Here is an example: Full Search was typed in the Search Box, this box will come up:



Hover over Full Search and you see the NEW TAB in blue come up, click on this... it will open this function up in a new window! You will have a new window tab open. You can keep doing this multiple times. You do not need to stop or get out of what you are doing to look something You can keep multiple window tabs open. But once you sign off, they all sign out.

Some Searching Tricks

Sometimes Less is better! The more you narrow down your criteria the less properties will come up.

Address Search

Address Number - put the whole number in if you know it. If not you can put a partial number in The Whole number will narrow it down to just that property. Partial you will get any address with the numbers you entered in it

****** Enter the address in both "From and To" to narrow it down to only that address.

Street Name - First box is Begins With, Contains, Ends With. If you are unsure, Select Contains
Second Box is the actual name. If you do not know how to Spell it, look it up or only put a few letters. Example is Schacht Rd. Its easy not to remember how to spell Schacht. So, when you search this road, select Contains in the first box and put in Sch in the second. Any Street Name that has a SCH will come up.

Don't forget to use your * in front of or behind what your Typing. For example River...
You know the street name has "river" in it. In the first box select Contains, in the second box type *River* (use an asterisk in front and back) this tells the computer that there may or is more letters before River and after. We also have a lot of directional letters in roads or street names. So if the address is Peck but you do not know if its N Peck or S Peck, type in *Peck* and it will look for both or any street with the letters PECK in it.

You can use the * in any searching field in the MLS.

MLS # Search Our old Marinette MLS's numbers are in the system. You can search for them but not under MLS # Search - you have to do a quick search - see below.

For Metro or WiREX MLS# - you use the MLS # Search function. Type on MLS# in each box, you can search for several at one time, then on the bottom select Metro or WiREX or both.

Search for our old MLS#

You have to use Quick Search
Add a Field to the Search
Type in Marinette MLS
On the right, a box will open up
Marinette MLS # will show up
Click on it. This adds it to your list.

Property Type of [Vacant Land](#)

Location, address or MLS # [Browse »](#)

- Status of Active  x
- List Price x
- Est. Acreage x
- Price/Acre x
- Body of Water x
- Subdivision x
- School District x
- Street Name x
- Start Showing Date x

+ Marinette MLS#

+ Additional Search Options

Add A Field

Directions, Showing & Remarks

Marinette MLS #

After you click on it this is what the left column will show:

Marinette MLS # 

Check the box to the left, then type the old Marinette MLS number in the box below.

** However - up at the top, change the property type to what ever it is, land, residential, multi fam or select them all. Also uncheck the status or check them all, The number of listings found should show up and you can click on the view results.

** This feature can be tricky, You're better off to do an address search.

Property Status Types:

Active Property is listed, its available to show, Seller is ready to look at and accept offers

Delayed This is for property that you have listed, but the Seller wants to delay showings for a bit. Property must have a signed listing contract, Seller must indicate what date showings can start. Listings can be delayed in the system up to 15 days and no more. Delayed means NO SHOWINGS by anyone, including the listing office/agent! This also means Seller is not ready to look at or accept offers. See the Delayed Status detail sheet for more info. Hefty Fines Apply for agents to misuse this!

Active With Offer - Property stays in Active Status, Property is still being Shown, and Seller is still looking at or accepting secondary offers.

Pending Property has an accepted offer, Seller is not allowing any more showings and will not look at or take any secondary offer.

Bump Clause: You have two options, you can show it Active With Offer and in the Private Remarks indicate there is a bump clause and how long it is. Or - you DO NOT have to show the listing Active With Offer - you can leave it Active, but then in the private remarks you MUST indicated there is an offer with a Bump Clause and then indicate how long of a bump clause. Agents need to know because they have to write their offer as secondary!

When Updating a listing as **Active With Offer** - when you edit your listing, you do not select Pending You Select Edit Current Status (Active) This is where you set the listing as Active With Offer. Under contingencies, click the down arrow and select With Off, Then check mark the box next to Active With Offer Date, And then Select the date - Date is the date the offer was accepted. In the system, the listing will show active, there are no words that say "With Offer" You will see the yellow box with a C in it this indicated there is an offer accepted and/or an offer with contingencies. If your offer does not have contingencies, but you do not want to put it in Pending yet, you still have to show it contingent or the yellow box will not show up and show the listing Active With Offer.

Active With Offer Date is the date the offer was accepted!
Pending is also the date the offer was accepted.



Changing the Status of a Listing: Please see the Broker Load Reference Manual

Showing Property Closed, DOM & Selling Agent

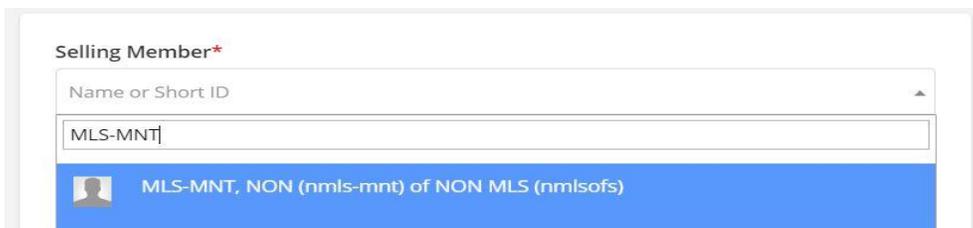
In Metro, **DOM (Days on Market)** is list date to accepted offer date.

Sellers Concessions should be filled in when they apply. You can also put See Private Remarks if there is more detail that will not fit in this field. Then update the Private Remarks.

All Other Fields when showing a property sold or closed are self explanatory.

Selling Agent - is not listed or reported until the property is closed. Not w

Non Marinette Selling Agent: For an agent that sold a property that is not a member of the Marinette MLS, use the following Non Member profile when showing listings sold.



Single Party Listings and FSBO Mnt allows Single Party Listings to be entered as comps after they are closed! FSBO can be entered, but Agent must either get a Single Party Listing Contract or be a Buyers Agent for the Buyer. In either case, the agency contract is required to be filed with the MLS.

Other things to note:

* **4 Calendar Days to enter new listings - Day 1 is calculated by one of the following:**

1. The following or next day after the Contract Start Date and/or
2. Date the first signature is received by Seller (not all signatures are required - only 1 is to enter listing)
3. Date the agent received the contract back by email, mail, or personal delivery.

In #3 - proof of email, mail, or personal delivery will be required if more than 4 days from start date

* **Owner Name** is still required for Marinette listings. The field in data entry does not show it is a required field, but per Marinette Rules of Procedure, owner name is still required.

* **All Listings are Broker Load.** If you have an issue, please contact the Admin.

* **Address in the system:** When you view the list, you see the Municipality in the address. But this is not how the address shows on the data sheet or web sites / syndication. It is a programming issue so listing send to WiREX correctly.

* There is no drop down box for the **street type**. Use the cheat sheet in the BLRM.

* **Room Levels** are M for Main, U for Upper, L for lower & basement.

* There are **no Rooms for Bath's**. They are entered up in the details.

* **Bathrooms converted from the old system** - the details were put in the private remarks.

* Details on Occupied, Key, Where the key is, if there is a sign, gate, etc.... go in **Showing Instructions** This field does transfer over into Showing Time. However in Showing Time you still need to update all listing. See BLRM for more details.

* **Directions** - city is still ok for city property, or try and put directions in from a main road.

* **Inclusions and Exclusions** are a free form text box - and show up as such on the data sheet.

There is no **Negotiable**, so under Included or Excluded you can type "Negotiable" and then list those items. Make sure you separate them from the included or excluded.

* No more entering Sellers Personal Property as excluded in the MLS.

* **Private Remarks** - are agent to agent or for additional info that does not fit in details.

* **Exclusive Agency Contract** - this is an in house listing. However these listings are not to be entered until they are closed per Marinette Rules.

* **Name Prospects** - Excluded Buyers, Protected Buyers... lets other agents know so they can ask

* **Roof Type:** Is not on Single Family! It still is on other property types. Composite is Shingle!

* **Year Built** did not convert if in the Mnt system it was a range. That dropped to private remarks.

Until we get more history behind us, searching by year built will be difficult.

* **2 Family** is exactly that, 2 units or a duplex, **Multi Family** is 3 or more units.

* **Property Pin** is used for your office listing numbers, this is specific to the listing office to use.

* When entering documents in the MLS, Listing Contracts and Amendments are private but it does not say private next to them. There is also a section to check mark what documents are downloaded in the MLS. Marinette Rules on what documents are to be uploaded has not changed. See BLRM.

Looking Up History

This is where you will find the **Listing Date, DOM, CDOM**, and dates that status changed. You will not see the **expiration date** until its actually expired. Listing date is not on the data sheet yet, it is only in history. DOM is on data sheet. Expiration date is on History.

Photos In the MLS:

1 Exterior Photo is Required for Every listing: All Residential, Multi Family, Commercial, and Land.

Residential: One Exterior of the house/building is required and must remain in the MLS.

Commercial: One Exterior of the building or main building is required and must remain in the MLS.

Land: One photo is required, from the road or gate, some type of picture to identify the property.

For Land listings, a map is also required, either the GIS map, Survey, or Aerial map/photo.

** Please see the MLS Rules of Procedure for more details information on Photos in the MLS

Using Sub Division to indicate an area is ok. Such as Crivitz Recreational Area, Twin Bridge Area, Near Tommy Thompson State Park, Pine Beach, Near Lake Noquebay. Just be selective, we will be a bit lenient on this unless we see issues.

Contacts - please watch the videos on how to enter and update contacts in the MLS

Portals - There are two versions in Metro. The newer one Mnt had and the old classic version.

See attached sheet on the difference. Metro did not convert all their members to the new version because there were a lot of issues with it. You can go into your Portal Preferences and select which version you want to use. Watch the Portals Video Tutorial - might help you decide.

Data Sheets & Reports

* The best thing to do is look at a listing and click on each view or report in there for data sheets and see which one you like. The Flyer Reports will only show the listing agents info, even when it says agent pic right - this will be the listing agent.

* To have your info on the sheet vs. the listing agent, use the Promotional Reports, or the Full Report with Additional Photos will also show your info on top vs. the listing agent.

* Full Report is the closes to the Mnt full report.

* Metro is trying to re-create some of our data sheets in their system. They are working on it!

* For Appraisers - they created an appraisers view - lists just all the main fields appraisers want to see.

* WiREX listings have limited data sheet reports you can use. Full Report is best. They are working on getting the agent info on the Full Report. They may edit a few others as well.

UPAR Data Share. See attached sheet. You will need to create a RPR account. When you search listings in RPR, our (Marinette Listings) will be integrated with UPAR listings. In RPR you will be able to see the agent into, and private comments vs. searching the internet or UPAR's public site.

Showing Time

* **It is critical - everyone watch the webinar and also some of the video tutorials from Metro!**

* It is also very critical that everyone **UPDATE THEIR SHOWING TIME PROFILE & PREFERENCES**

* Every Listing will show up in Showing Time, but you **MUST update your listings in Showing Time.** The only field that transfers is the text box showing instructions from the MLS. Every listing needs to be updated with specific information. See the BLRM

* It is also very important that each agent go into the system and select **how they want to be contacted for showing requests.** There is Email, Text, Phone. You can select one or all 3.

* Individuals or the Office can create your own showing feedback form that will be sent out on your listings. An office can create a standard they want all agents to use, and the office can set it as the default.

* Download the **Showing Time App** on your phones or mobile devises. Makes it much easier to reply to showing requests.

* DO NOT reply in your email to a showing request, you have to select the Button in the email that will take you into Showing Time. There you can confirm or decline.

* DO NOT reply to your text as a text either, you have the click on the link and go into showing time. or your text gives you a quick response option to type Y or N and hit send. Yes to confirm No to decline.

* If you enter showing instructions in the MLS, those showing instructions will transfer over into showing time for agents to see.

SYNDICATION: Office must to into office profile and opt in for syndication. See attached sheet.

Syndication is not automatic, you MUST opt in.

Electronic Lock Boxes: We Sublease from RANW. If you are interested in participating, please get with our MLS Admin for the documentation.

Wire Data in the MLS: Pulls the tax info from the local court house. However, you will still need to use the Marinette County GIS system to get maps, aerial views. Also Septic & Survey info.