

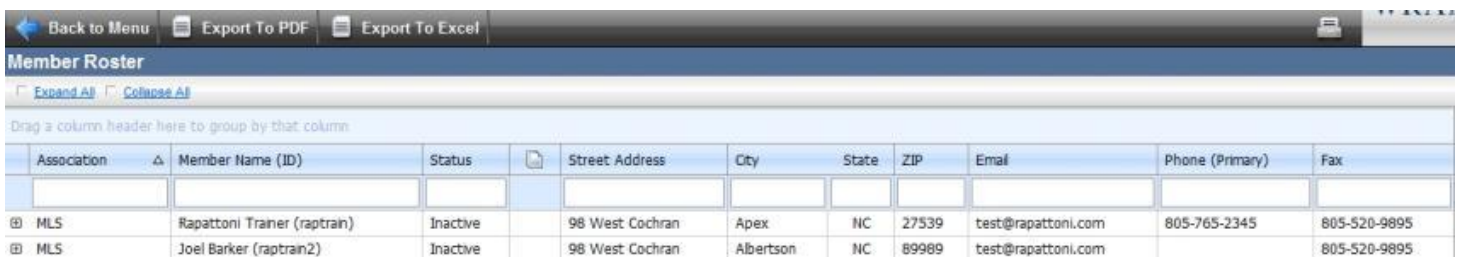
## What's New in the MLS?

### The Redesigned Member Roster – A New Tool for Brokers and Office Managers

The Member Roster has all new functionality! The main page displays a summary of agent information and allows Brokers and Office Managers to:

- View all active and inactive agents in their office
- Manage active listings for both active and inactive agents
- Use search fields below each column to quickly locate agents
- Drag and drop column headers to customize the display
- Drag a column header to the top of the page to group all members by that column
- Click a column header to sort all members by that column
- Click the plus symbol next to an agents name to view more information about that agent
- Create a printable PDF or export to an Excel spreadsheet

To access the Member Roster, click Admin > Office, then select the Member Roster link under Office Reports.



Member Roster

Expand All Collapse All

Drag a column header here to group by that column

	Association	Member Name (ID)	Status	Street Address	City	State	ZIP	Email	Phone (Primary)	Fax
⊞	MLS	Rapattoni Trainer (raptrain)	Inactive	98 West Cochran	Apex	NC	27539	test@rapattoni.com	805-765-2345	805-520-9895
⊞	MLS	Joel Barker (raptrain2)	Inactive	98 West Cochran	Albertson	NC	89989	test@rapattoni.com		805-520-9895

## Incomplete Listing Management Enhanced

The Incomplete Listings feature has all new functionality:

- Add photos, attached documents and virtual media before submitting a listing (click the icon to access the Revise Incomplete Listing menu)
- Deletion Date has been added so you can see when each listing will be removed
- Print reports that you can present for your client's signature
- Drag and drop column headers to customize your display
- Drag a column header to the top of the table to group by the column

Temp Listing #	Agent ID	Entry Date	Last Modified	Deletion Date	Property Type	List Price	Address
20915541	rapagent	1/15/2010	1/15/2010 12:13:18 PM	2/14/2010	Residential	\$380,000.00	944 Greenhill Rd CA 94941
20915540	rapagent	1/15/2010	1/15/2010 12:12:15 PM	2/14/2010	Residential	\$0.00	27 Willow Ave CA 94930

## Your Recent Searches – Now Available from the Searches Menu

The recently released “Your Recent Searches” feature can now be accessed from the Searches menu. As before, Your Recent Searches is also available as a Home page module.



## Run Saved Hotsheets with a Single Click

Clicking the name of a Saved Hotsheet now takes you directly to your search results, without opening the criteria page. With this enhancement, Saved Hotsheets will work the same way as Saved Searches. This functionality is also available when selecting Searches > Saved Hotsheets and from the Saved Hotsheets Home page module.

