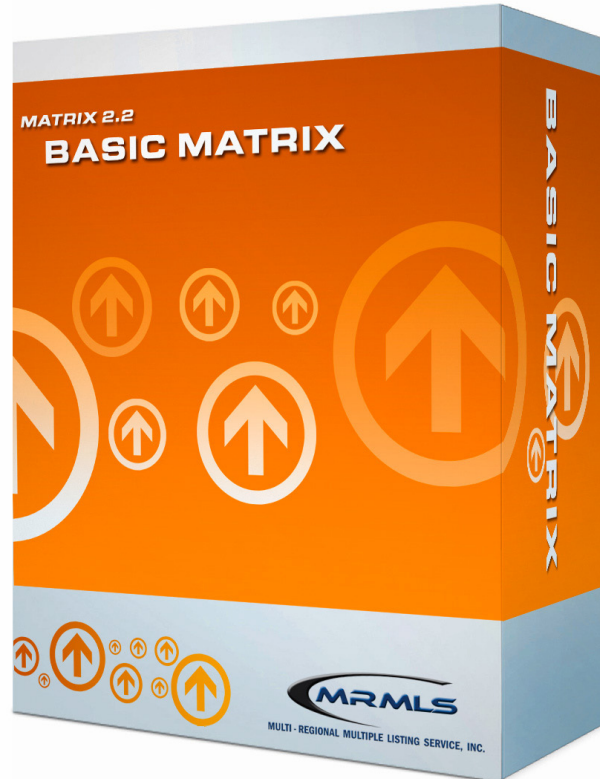


MRMLS Matrix Basic Manual

[Additional training available at www.imrmls.com/training]



3201 W. Temple Ave. Ste. 250
Pomona, CA 91768
800-925-1525 or 909-859-2040

Support Hours:
Monday – Friday 8:30 AM – 9:00 PM
Saturday & Sunday 10:00 AM – 3:00 PM

or

www.imrmls.com/support

Basic Matrix

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1- MRMLS Website

MRMLS website can be found at www.imrmls.com. MRMLS website is loaded with lots of tools, resources and services to support you with the latest Real Estate Technology. MRMLS is a collaboration of 12 Associations (Arcadia AOR, Citrus Valley AOR, East Valley AOR, Inglewood BOR, Inland Valleys AOR, Montebello BOR, Palos Verdes AOR, South Bay AOR, Southwest Riverside AOR, The Inland Gateway AOR, Tri-Counties AOR, West San Gabriel AOR).



- **Rules and Policies**
 - CARETS Standardized Rules and Regs
 - California Model Rules about Service Type
 - CARETS Data Integrity Standards
 - CARETS Internet Data Exchange (IDX) Agreement
- **Association Contacts**
 - Arcadia AOR, Citrus Valley AOR, East Valley AOR, Inglewood BOR, Inland Valleys AOR, Montebello BOR, Palos Verdes AOR, South Bay AOR, Southwest Riverside AOR, The Inland Gateway AOR, Tri-Counties AOR, West San Gabriel AOR
- **Public Property Search**
 - This link will allow anyone to generate a public search for listings.
- **Reciprocal User Info.**
 - Reciprocal information for Non-Members and MRMLS Members.

1.1 Training Page

MRMLS takes pride in providing training to our members. We have focused in providing you with a number of different types of training resources that fits your learning process.

- **WEBINAR (Web Conference)**
 - This is an On-line training class that can be taken from the comfort of your own home or office. (requirements: Phone and High Speed Internet access)
- **HANDS-ON**
 - If you are a hands on learner then this is the class for you. We have a computer lab at our Pomona facility. Sign up now, seating is limited!!
- **INSTRUCTOR-LED**
 - View the Training Calendar and see when you can attend training at your local Association of Realtors.
- **ONLINE VIDEOS**
 - Learning may feel overwhelming, so learn at your pace by using our MRMLS videos On Demand. Our videos are broken down by topics for quick learning.
- **DOCUMENTATION**
 - Get a copy of a Manual or Quick Reference Guides.

1.2 Support Page

MRMLS takes pride in providing technical support to our members. Our technical support staff is prepared to assist you with any Matrix technical issues, trouble shooting assistance or just answer a Matrix question you may have.

MRMLS Technical Support Hours,
Monday-Friday 8:30am to 9:00pm
Saturday & Sunday 10:00am to 3:00pm

There are two ways that you can contact our technical support.

1. Click on ***Submit Support Request or Suggestions*** link to submit a support request or use this link to submit a suggestion (we value your suggestions).
2. Call our technical support at **800-925-1525** or **909-859-2040 ext. 8**

The screenshot shows the MRMLS website's Support page. At the top, there is a navigation menu with links for HOME, TRAINING, SUPPORT (highlighted with a red box), NEWS, SERVICES, and CONTACT US. Below the menu, there is a large heading 'SUPPORT' and a blue keyboard image. The main content area is divided into two columns. The left column contains a 'Submit Support Request or Suggestions' section with 'Support Hours' (Monday-Friday: 8:30am-9:00pm, Saturday & Sunday: 10:00am-3:00pm), 'Technical Support: 800-925-1525 or 909-859-2040', and a note about account changes and billing. The right column contains a 'DOWNLOAD CENTER' section with a list of resources: Training Manuals, Training Videos, Multiple Listing Input Forms, Image Resizer, Link Generator, Smart Trac Participant / Vendor Enrollment, Fannie Mae Market Condition Addendum, DataMaster, Builder Tract Reference Tool, and MRMLS Mobile.

Download Center

- Training Manuals
 - Link to access and download the MRMLS Training Manuals.
- Training Videos
 - Link to access and download the MRMLS Training Videos on Demand.
- Multiple Listing Input Forms
 - Link to access and download a PDF of any Listing Input form.
- Image Resizer
 - Link to download an Image Resizer tool that will allow you to resize the memory size of your photos to easily upload or transfer photos. (XP Users Only)
- Link Generator
 - By generating a link and providing to your clients/or prospects they will have the ability to see your Active listings, your office listings or the ability to generate a public search for listings.
- Smart Trac Participant / Vendor Enrollment
 - Link to retrieve an enrollment form to add a Vendor/Participant into Smart Trac.

1.3 News Page

MRMLS uses this News page as a platform to keep members informed on the latest product releases and updates.

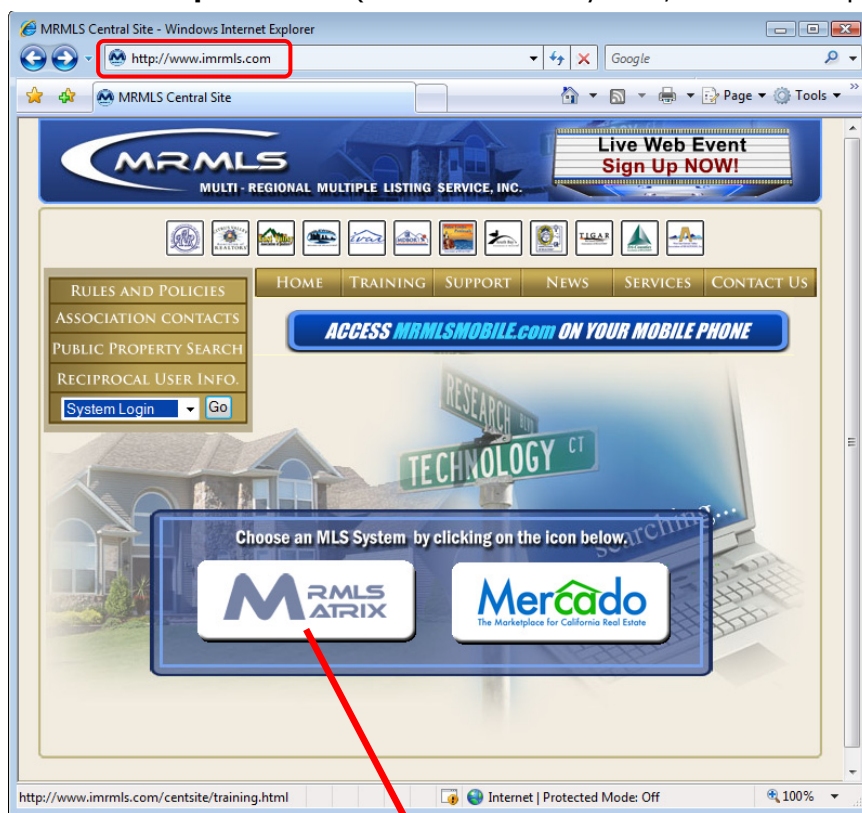


2- Login

The mission of **MRMLS** is to deliver, through local member Associations, the most affordable, reliable, and convenient listing technology service available, and to provide products and services that support REALTORS® in maximizing the use of property data to achieve business goals.

1. To access the MRMLS Matrix, open your internet browser and go to www.imrmls.com. Click the MRMLS Matrix icon. On the MRMLS Matrix login page enter your **User ID** and **Password** and then click **Login**.

Note: The **MRMLS** Central Website has many helpful links to Training, Support, News and more!! User ID and Password are the same as your Public ID and Private ID. MRMLS Matrix works with **Internet Explorer 7.0+** (other browsers may work, but are not supported).

A screenshot of the MRMLS Matrix login page. The page has a blue background with the MRMLS logo and the text 'Multi-Regional Multiple Listing Service, Inc.'. Below the logo, there are three input fields: 'User ID:', 'Pin:', and 'SafeMLS Password:'. At the bottom of the page, there is a 'Login' button with a right-pointing arrow.

3- Home Tab

MRMLS Matrix consists of multiple tabs located at the top of the screen. Matrix is defaulted to the **Home Tab**. The **Home Tab** contains the following sections:

1. **News** displays current updates, releases and information that is important for you to read.
2. **Hot Sheets** shows the latest Market changes.
3. **Your Hot Searches** is the place to go for updates on new listings or updates that you have created through save searches.
4. **External Links** passes you through to other products and systems such as Mercado, Smart Fax, Sandicor MLS and Listingbook.

MRMLS MATRIX Home Search My Matrix Add/Edit Finance Roster Realist Tax PinPoint Smart Trac Admin Help Logout

Welcome


Welcome to Matrix on Monday, September 14, 2009.

MLS Quick Search [Go](#)

News

Where is MLS Alliance?

Friday, September 11, 2009



Have you logged on and wondered "Where is MLS Alliance... and what is this Mercado?"

Well the answer is Mercado IS MLS Alliance... only BETTER!

[Click Here](#) to read the full newsletter article.

Hot Sheets

[Customized Personal Hot Sheet](#)
[Customize](#) · [Reset](#)

[Residential Hot Sheet](#)
[Customize](#)

My Hot Searches

[Update All](#) · [Manage Saved Searches](#)

[.Customized Cross Property Hotsheet](#)
[New Updated](#) · [All](#)

[.Customized Residential Hotsheet](#)
[New Updated](#) · [All](#)

External Links

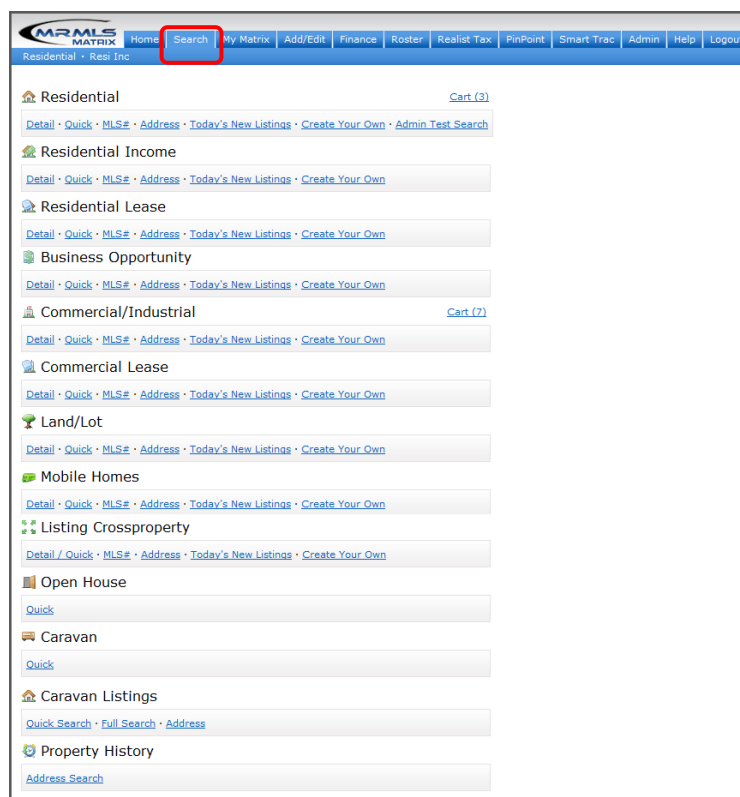
[NEW! Mercado](#)
[Smart Fax](#)
[Sandicor MLS](#)
[Listingbook](#)

[Learn how to use Mercado:](#)
Date: September 16, 2009
Time: Starts at 10:00am
Location: Web Conference
To register go to <https://www.2gotomeeting.com/register/408521195>

4- Search Tab

The **Search Tab** gives you the ability to search for multiple property types of listings, including **Residential, Residential Income, Residential Lease, Business Opportunity, Commercial/Industrial, Commercial Lease, Land/Lot, and Mobile Homes**. In addition, you have the ability to search for **Open Houses, Caravan** and **Property History**.

Note: When looking for a listing that satisfies multiple property types, such as a *Residential and Residential Income*, use **Listing Crossproperty**.

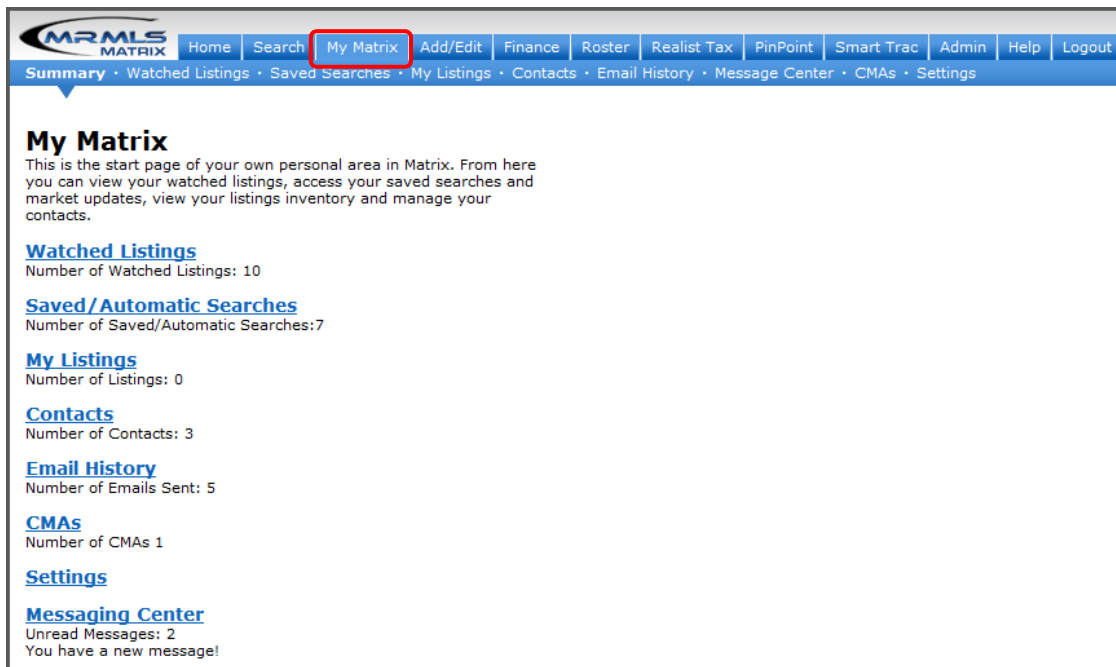


Once you identify the type of property you are searching, choose the type of search you want to generate from the following:

- **Detail** – Provides the greatest number of fields to use in your search criteria.
- **Quick** – Provides the most commonly used fields of search criteria in a consolidated format for a quicker search.
- **MLS#** - Search by MLS listing numbers.
- **Address** – Search by a specific address.
- **Today's New Listings** – Search for New Listings only.
- **Create Your Own** – Customize your own search criteria and view only those fields that are important to you.

5- My Matrix Tab

My Matrix allows you to customize the MRMLS Matrix according to your needs. You can access **Watched Listings, Save/Automatic Searches, My Listings, Contacts, Email History, Custom Displays, Custom Exports, CMAs, Settings and Message Center.**

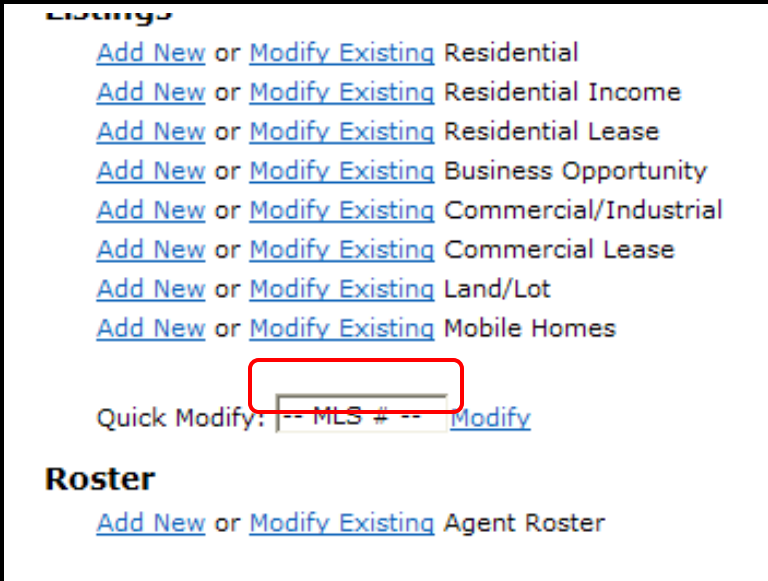


The screenshot shows the MRMLS Matrix web application interface. At the top, there is a navigation menu with the following items: Home, Search, My Matrix (highlighted with a red box), Add/Edit, Finance, Roster, Realist Tax, PinPoint, Smart Trac, Admin, Help, and Logout. Below the navigation menu is a breadcrumb trail: Summary > Watched Listings > Saved Searches > My Listings > Contacts > Email History > Message Center > CMAs > Settings. The main content area is titled "My Matrix" and contains the following text: "This is the start page of your own personal area in Matrix. From here you can view your watched listings, access your saved searches and market updates, view your listings inventory and manage your contacts." Below this text are several sections, each with a link and a count: "Watched Listings" (Number of Watched Listings: 10), "Saved/Automatic Searches" (Number of Saved/Automatic Searches: 7), "My Listings" (Number of Listings: 0), "Contacts" (Number of Contacts: 3), "Email History" (Number of Emails Sent: 5), "CMAs" (Number of CMAs: 1), "Settings", and "Messaging Center" (Unread Messages: 2, You have a new message!).

- **Watched Listings** – Allows you to store listings that you are monitoring for one of your Contacts.
- **Saved/Automatic Searches** – Allows you to manage your saved searches.
- **My Listings** – Allows you to keep an inventory of your Listings in the Matrix.
- **Contacts** – Allows you to store contacts and to retrieve existing contact profiles.
- **Email History** – Allows you to keep track of all emails sent through Matrix, including both the emails sent manually and emails that were auto generated by the system.
- **CMA's** – Allows you to retrieve CMA presentations previously saved.
- **Settings** – Allows you to set up a custom email signature, custom displays, custom exports and customize your headers and footers on listing reports.
- **Messaging Center** – Allows you to receive messages from MRMLS members including Agents, Brokers, Associations, and MRMLS staff.

6- Add/Edit Tab

The **Add/Edit Tab** allows you to add or modify listings, change your personal contact information and add or modify an open house into the system.



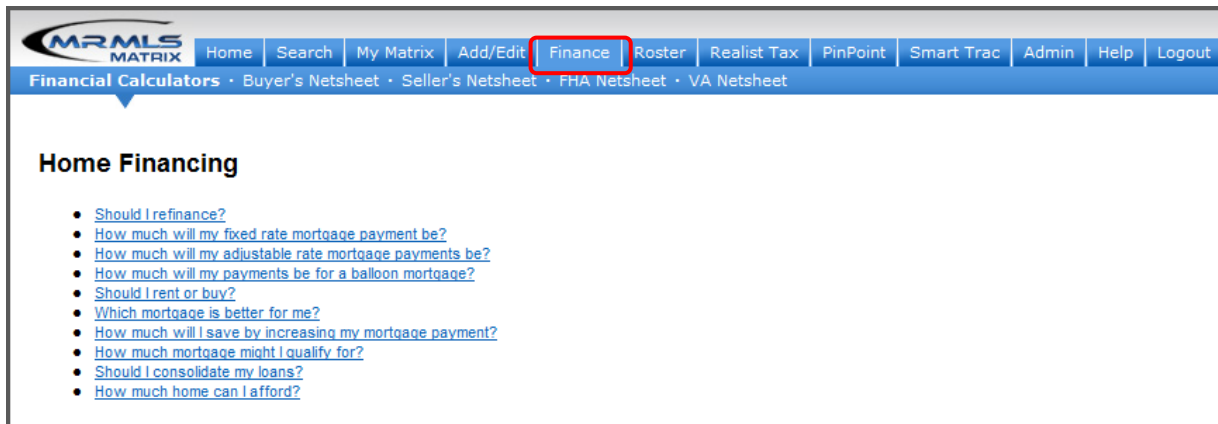
The screenshot shows a web interface with the following elements:

- Listings** section with links for:
 - [Add New](#) or [Modify Existing](#) Residential
 - [Add New](#) or [Modify Existing](#) Residential Income
 - [Add New](#) or [Modify Existing](#) Residential Lease
 - [Add New](#) or [Modify Existing](#) Business Opportunity
 - [Add New](#) or [Modify Existing](#) Commercial/Industrial
 - [Add New](#) or [Modify Existing](#) Commercial Lease
 - [Add New](#) or [Modify Existing](#) Land/Lot
 - [Add New](#) or [Modify Existing](#) Mobile Homes
- A "Quick Modify:" section with a text input field containing "-- MLS # --" and a [Modify](#) link. The input field is highlighted with a red rectangle.
- Roster** section with a link for [Add New](#) or [Modify Existing](#) Agent Roster.

- **Listings** – Allows you to add multiple types of listings into the Matrix and gives you the ability to modify an existing listing.
- **Open House** – Allows you to add an existing listing to the *Open House* search engine so that other agents can search for your open house.
- **Partially Completed Listings** – Allows you to retrieve a partially completed listing that you saved while inputting a listings into the Matrix.
- **Roster** – Allows you to **Modify Existing Agent Roster** information.

7- Finance Tab

Finance Tab contains financial calculators such as Buyer's Netsheet, Seller's Netsheet, FHA Netsheet and VA Netsheet. Other calculators you may find valuable include Home Financing, Personal Financing, Investment, Retirement and Lease calculators.



The screenshot shows the MRMLS MATRIX website interface. The navigation menu at the top includes Home, Search, My Matrix, Add/Edit, Finance (highlighted with a red box), Roster, Realist Tax, PinPoint, Smart Trac, Admin, Help, and Logout. Below the navigation menu, a blue banner contains the text "Financial Calculators" followed by links to Buyer's Netsheet, Seller's Netsheet, FHA Netsheet, and VA Netsheet. The main content area is titled "Home Financing" and lists several calculators:

- [Should I refinance?](#)
- [How much will my fixed rate mortgage payment be?](#)
- [How much will my adjustable rate mortgage payments be?](#)
- [How much will my payments be for a balloon mortgage?](#)
- [Should I rent or buy?](#)
- [Which mortgage is better for me?](#)
- [How much will I save by increasing my mortgage payment?](#)
- [How much mortgage might I qualify for?](#)
- [Should I consolidate my loans?](#)
- [How much home can I afford?](#)

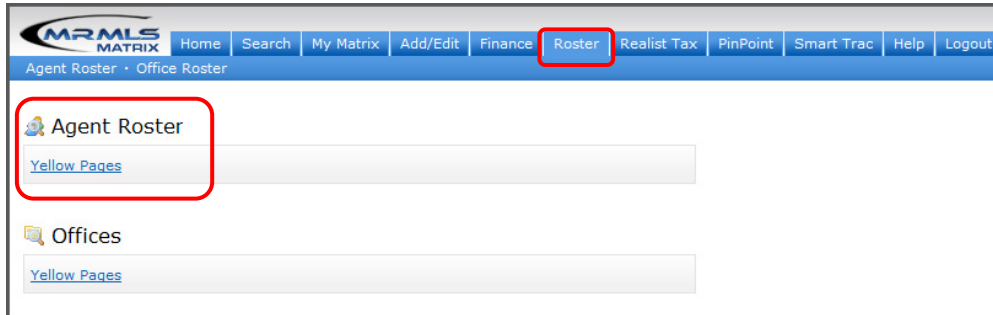
- **Financial Calculators** – Allow you to provide your clients with a number of different financial calculations.
- **Buyer's Netsheet** – Allows you to assist the Buyer to calculate an estimated Buyers Closing Cost.
- **Seller's Netsheet** – Allows you to assist the Seller to calculate an estimated Sellers Closing Cost.
- **FHA Netsheet** – Allows you to assist the buyer to calculate an estimated FHA Closing Cost.
- **VA Net Sheet** – Allows you to assist the buyer to calculate an estimated VA Closing Cost.

8- Roster Tab

The **Roster Tab** allows you to search for an agent or office in MRMLS Matrix using the **Roster** search.

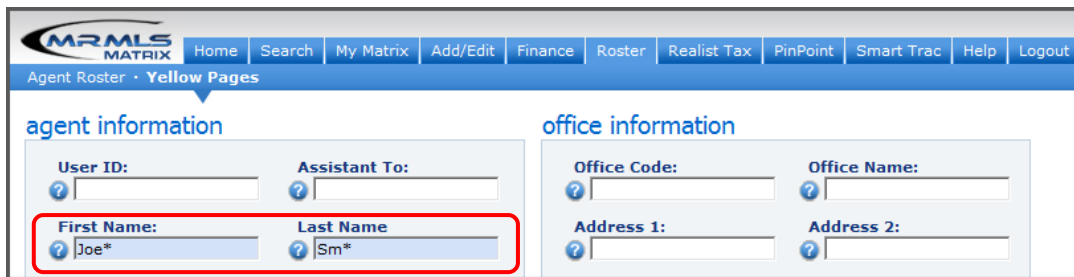
8.1 Agent Roster

1. Click **Roster** and then click **Agent Roster** or **Yellow Pages**.



2. Enter one or more of the following criteria such as first name, last name, etc and then Click **Search**.

Tip: Use the **asterisk (*)** after the first or last name and MRMLS Matrix will search for any first or last names beginning with the letters entered before the asterisk (*).



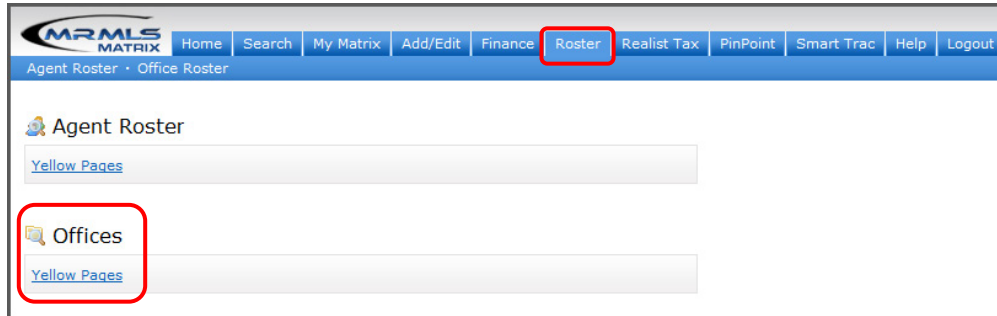
Note:

- The **Show** drop-down arrow lets you view a 1 line or a full display.
- The **display** drop-down arrow displays 10, 25, 50, or 100 records per results page.
- The **Set Default** link lets you view the same criteria every time you run an agent roster search.
- The **Show Criteria** link lets you view the criteria before searching.
- The **Count** link lets you know how many agents are from your search criteria.
- The **Clear** button lets you clear your search criteria.
- The **Click here to add or remove other search fields** link lets you add or remove search fields on your search criteria page.



8.2 Office

1. Click **Roster** and then click **Offices** or **Yellow Pages**.



2. Enter the office code or office name and click **Search**.

Tip: Use the asterisk (*) after the first few letters of the office name and MRMLS Matrix will search for any offices beginning with the letters entered before the asterisk (*).



3. The results will show a 1 line or full display.

Results 1-10 of 300. Checked 0. Check all 300.
 Previous Next (1) 2 3 4 5 6 7 8 9 10 ... Bottom [Add to Cart](#)

<input type="checkbox"/>	Office Name	O. Code	Phone	Fax	Street	City	Zip Code	Board/Association
<input type="checkbox"/>	COLDWELL BANKER_KT (YUCAIPA)	Y60801	909-797-1151	909-797-5463	32829 YUCAIPA BLVD	YUCAIPA	92399	East Valley
<input type="checkbox"/>	COLDWELL BANKER_KT (BBCV)	Y60802	951-845-5520	951-845-4916	1655 E. 6TH STREET	BEAUMONT	92223	East Valley
<input type="checkbox"/>	COLDWELL BANKER_KVETT-FETERS	RC50	909-489-5068	909-483-5080	32829 YUCAIPA BLVD #A	YUCAIPA	92399	Inland Valleys
<input type="checkbox"/>	Coldwell Banker Premier	REP301	619-472-1900	619-472-5769	3252 BONITA RD STE A	Chula Vista	91910	Southwest Riverside C
<input type="checkbox"/>	Coldwell Banker Lucas & Assoc.	PB8800	909-397-5638	909-397-5209	1740 Gillette Rd. #102	Pomona	91768	Tri-Counties
<input type="checkbox"/>	Coldwell Banker First Premier	PB9490	909-395-5400	909-988-7681	601 North Euclid Ave.	Ontario	91762	Tri-Counties
<input type="checkbox"/>	Coldwell Banker Bostigan Blye	PB1398	661-948-4737	661-945-3557	42206 N. 10th Street West	Lanester	93524	Tri-Counties
<input type="checkbox"/>	Coldwell Banker Town & Country	PB6114	626-810-7322	626-820-7330	17578 E. Colima Road	Rowland Heights	91748	Tri-Counties
<input type="checkbox"/>	COLDWELL BANKER TOP TEAM	MNDZ	909-287-2222	909-606-1921	15348 CENTRAL AVE	CHINO	91710	Inland Valleys
<input type="checkbox"/>	Coldwell Banker Armistrona Prop	KARM01	951-682-1133	951-682-5258	6809 Brockton Ave.	Riverside	92506	Corona-Norco

Previous Next (1) 2 3 4 5 6 7 8 9 10 ... Top [Add to Cart](#)

[Narrow](#) [Discard](#) [Save](#) [Sort](#) [Print Page](#) [Export](#)

Display 1 Line at 10 per page. Search selected for

Note:

- Click **Revise** to return to the search page.
- Click **Narrow** to slim down your results to have you have selected.
- Click **Discard** to remove selected listings from your results.
- Click **Save** to save your current search. Saving a search allows you to return to the search any time without having to enter the criteria again. To load a save search click the **My Matrix** tab then click **Saved Searches/Market Updates**.
- Click **Sort** and you can sort your search results by any field.
- Click **Print Page** to print directly from your browser.
- Click **Export** and you can download roster info directly to your computer.

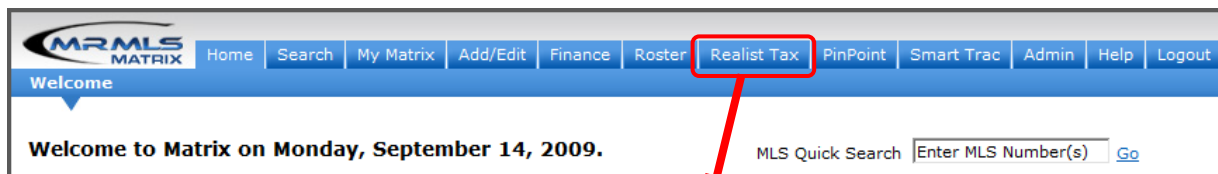
9- Realist Tax Tab

An integrated tax database is available on the **Realist Tax Tab**. Realist Tax offers weekly updated tax records from **all 58 counties in California**. Realist Tax combines Public Records, MRMLS Data, Maps, and Market data into a single research tool.

9.1 Realist Tax

System features include:

- Most complete public records database available
- Comparable sales and enhanced reports on virtually any property
- Search for Property Foreclosure Activity, Owner, Address, Street, or APN.
- Export Real Estate Data for:
 - Contact Management
 - Farming Lists
 - Mailing Labels
- Maps & Documents
 - Street Maps
 - Assessors Maps
 - Neighborhood Profile Data
 - Document Images (Optional for \$3 each report)
 - Flood Maps (Optional for \$1.50 each report)
- Privacy Encoding:
 - National Do-Not-Call List
 - Direct Market Association Opt-Out
 - State Non-Solicitation Lists



The screenshot shows the Realist Tax page for Los Angeles County, CA. The page displays sales statistics for Single Family Residence and Condominium, along with a map of the county. The 'Realist Tax' tab is highlighted in the navigation bar. The page title is 'Realist Tax' and the user is logged in as 'stewag'. The page shows a search for 'Los Angeles' in 'CA' and displays sales statistics for 'Los Angeles County CA'. The most recent recording date for this county is 02/22/2007. The page is divided into two main sections: 'Single Family Residence' and 'Condominium'. Each section has a table with columns for 'Time Period', 'Number of Sales', and 'Median Sale Price'. The 'Single Family Residence' table shows data for Jan 2007, Jan 2006, Dec 2006, Dec 2005, 2007 YTD, and 2006. The 'Condominium' table shows data for Jan 2007, Jan 2006, Dec 2006, Dec 2005, 2007 YTD, and 2006. A map of Los Angeles County is shown on the left side of the page.

Time Period	Number of Sales	Median Sale Price
Jan 2007	4,376	\$538,250
Jan 2006	4,751	\$505,000
Dec 2006	5,546	\$542,250
Dec 2005	5,892	\$510,000
2007 YTD	6,730	\$538,750
2006	70,669	\$535,000

Time Period	Number of Sales	Median Sale Price
Jan 2007	1,585	\$450,000
Jan 2006	1,558	\$420,000
Dec 2006	1,871	\$449,500
Dec 2005	1,890	\$415,000
2007 YTD	2,451	\$444,500
2006	24,478	\$430,000

9.2 Realist Searches

Realist allows the following searches:

- Search by House Number & Street Name
- Search the entire length of a street or a few blocks
- Find any property by Owner's Name
- Use Phone # Search to track down FSBO homes
- Search by the County's unique parcel #
- Geographic, Owner, Sale, or Marketing Search
- Status of Notice of Default, Notice of Trustee Sale, etc.



When found, Realist will display Foreclosure information including: Notice of Default (ND), Notice of Trustee's Sale (NT), Notice of Foreclosure(NF), Notice of Sale (NS), Certificate of Purchase (CP), Final Judgment (*FJ) and Lis Pendens (*LP)

Refresh Page

Property Details

Record 1 of 1 [Hide Flag](#)

For Property Located At

1234 Main St
Alhambra, CA 91803-4346
Los Angeles County

Notice Of Trustee's Sale

Owner Info:

Owner Name:	Harry Homeowner	Tax Billing Zip+4:	4346
Owner Vesting:	Single Man	Recording Date:	12/22/2004
Tax Billing Address:	1234 Main St	Annual Tax:	\$4,000
Tax Billing City & State:	Alhambra CA	County Use Code:	Single Family Resid
Tax Billing Zip:	91803	Universal Land Use:	SFR

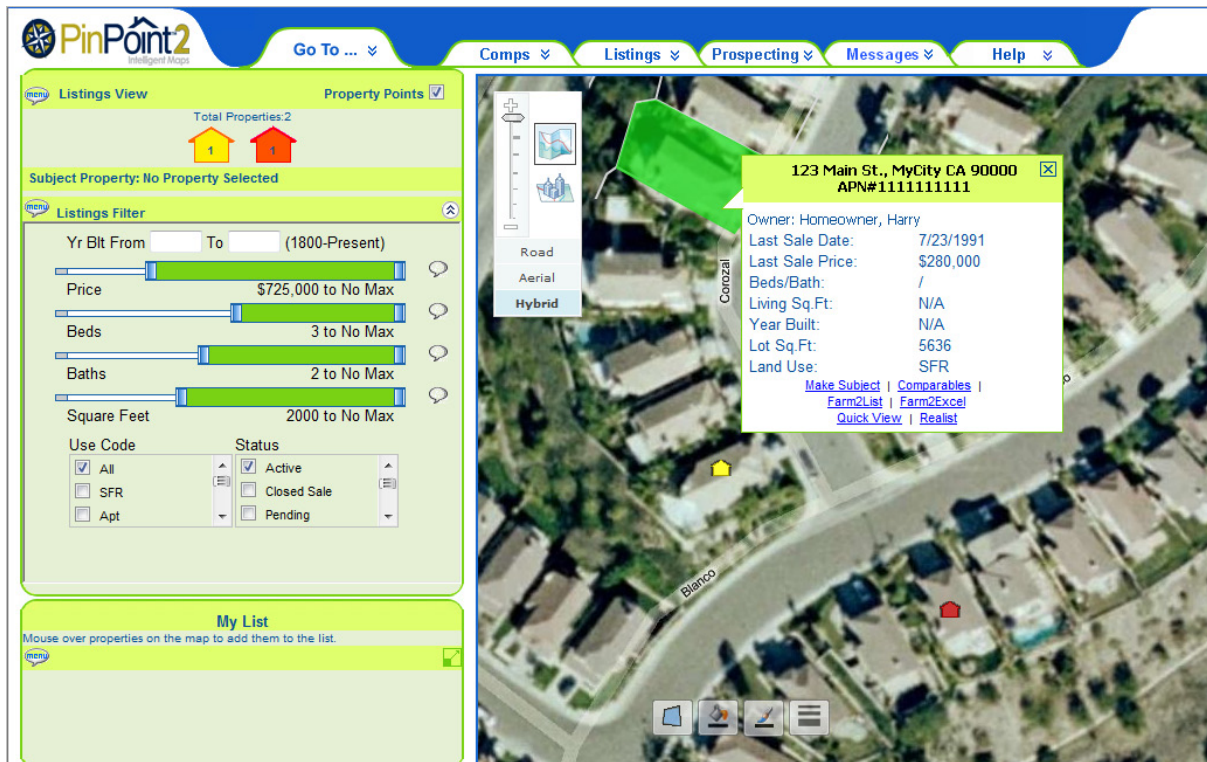
Location Info:

Zoning:	Alrpd*	School District:	Alhambra City Unif
Tract Number:	1234	Map Page/Grid:	635-H2
Flood Zone Panel:	111111111	Census Tract:	1234.20
Flood Zone Code:	X	Carrier Route:	C062

Tax Info:

10- Pin Point

The **Pin Point Tab** contains an interactive map that blends listing data, tax data and parcel maps with aerial photography. Members can mark up the map with symbols, labels and different shapes. Maps can be printed, saved or emailed. You can easily create mailing labels or export tax information.



System Requirements include:

- A high speed internet connection such as DSL or Cable Modem
- Internet Explorer 7.0 or greater for Windows PC only
- Turn off all Pop Up Blockers
- Make sure that your PC meets the **minimum** system requirements a 233MHz PC with 128 MB of RAM. We **recommend** that you have at least 256MB of RAM.
- Download Java software at http://www.java.com/en/download/windows_ief.jsp?name=F
- Configure Internet Explorer 7.0 by following these steps:
 1. Open Internet Explorer, select the **Tools** menu, select **Internet Options**, and select the **Security** tab.
 2. Select the **Local Intranet** icon and click the "**Sites...**" button.
 3. In the window that pops up, make sure that all three check boxes are selected, and then click the "**Advanced...**" button.
 4. In the window that follows, type **http://maps.digitalmapcentral.com** and click the "**Add**" button. Click "**OK**" to return to **Internet Options**.

11- Smart Trac Tab

The **Smart Trac Tab** contains a free Web-based application that MRMLS members can use to manage their real estate transactions. MRMLS members can use Smart Trac to upload and fax documents, send and receive documents, place orders, gather common data, and manage communication between parties. Click the Smart tab to begin using Smart Trac.

Note: Training is required in order to start a transaction. Click the Help tab to view all Smart Trac training options.

The screenshot shows the MRMLS Matrix website interface. At the top, a navigation bar contains the following tabs: Home, Search, My Matrix, Add/Edit, Finance, Roster, Realist Tax, PinPoint, **Smart Trac** (highlighted with a red box), Admin, Help, and Logout. Below the navigation bar is a welcome message: "Welcome to Matrix on Monday, September 14, 2009." and an "MLS Quick Search" field with a "Go" button. The main content area features the "MRMLS SMART TRAC" logo and a navigation bar with links: Home, My Inbox, My Files, Search Property, Search Office/User, Contacts, Settings, Help, and Log Off. Below this is a "Welcome" message and a "Close Files" button. The "My Files" section displays a table with the following data:

Name	Tracking ID
15533 QUIET OAK DR	
Jones	
2345 Temple Ave	

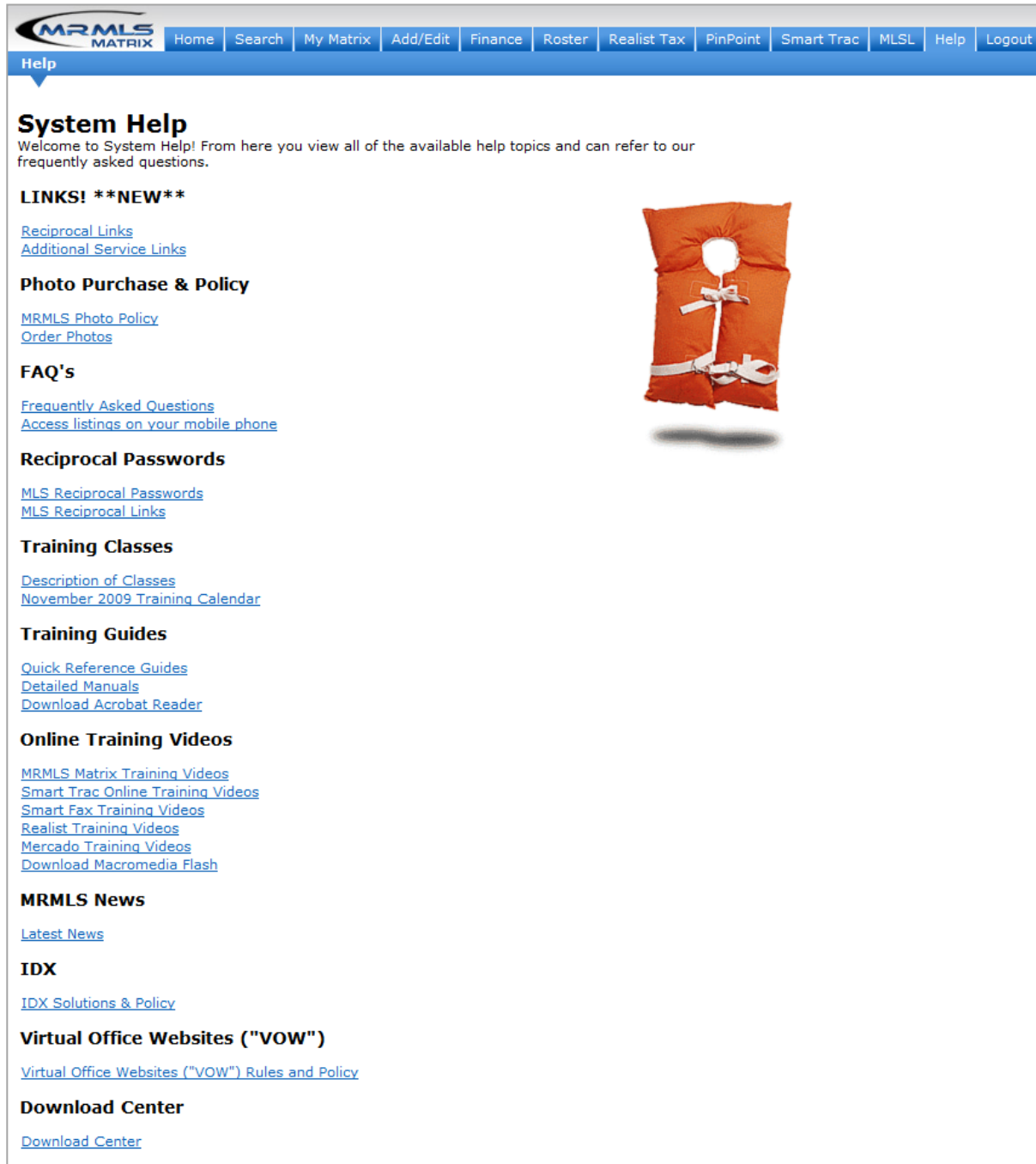
The "Things To Do Today" section displays a table with the following data:

Due	Description	File Name
4/22/2007	Contingency Removal for Seller's New Home Purchase	2345 Temple Ave Details
4/25/2007	Order Homeowner's Insurance	2345 Temple Ave Details
4/26/2007	Order Escrow	2345 Temple Ave Details
4/26/2007	Send Buyer's Deposit Check to Escrow	2345 Temple Ave Details

At the bottom, the "My New Messages" section shows "You have no new messages." and a "Compose" button.

12- Help Tab

1. The **Help Tab** contains **Photo Purchase & Policy, Frequently Asked Questions (FAQ's), Reciprocal Passwords, Training Class** schedules, **Training Guides, Online Training Videos**, the latest **MRMLS News, Internet Data Exchange (IDX)**, and a link to the **Download Center**.



MRMLS MATRIX Home Search My Matrix Add/Edit Finance Roster Realist Tax PinPoint Smart Trac MLSL Help Logout

Help

System Help

Welcome to System Help! From here you view all of the available help topics and can refer to our frequently asked questions.

LINKS! **NEW**

- [Reciprocal Links](#)
- [Additional Service Links](#)

Photo Purchase & Policy

- [MRMLS Photo Policy](#)
- [Order Photos](#)

FAQ's

- [Frequently Asked Questions](#)
- [Access listings on your mobile phone](#)

Reciprocal Passwords

- [MLS Reciprocal Passwords](#)
- [MLS Reciprocal Links](#)

Training Classes

- [Description of Classes](#)
- [November 2009 Training Calendar](#)

Training Guides

- [Quick Reference Guides](#)
- [Detailed Manuals](#)
- [Download Acrobat Reader](#)

Online Training Videos

- [MRMLS Matrix Training Videos](#)
- [Smart Trac Online Training Videos](#)
- [Smart Fax Training Videos](#)
- [Realist Training Videos](#)
- [Mercado Training Videos](#)
- [Download Macromedia Flash](#)

MRMLS News

- [Latest News](#)

IDX


- [IDX Solutions & Policy](#)

Virtual Office Websites ("VOW")

- [Virtual Office Websites \("VOW"\) Rules and Policy](#)

Download Center

- [Download Center](#)



13- Basic Search

13.1 Basic Search

Note: This example will show a Residential Detail Search.

1. Go to the **Search Tab**
2. Click **Residential Detail**

The screenshot shows the MRMLS MATRIX website interface. The navigation menu at the top includes: Home, Search (highlighted with a red box), My Matrix, Add/Edit, Finance, Roster, Realist Tax, PinPoint, Smart Trac, Admin, Help, and Logout. Below the navigation menu, the page is categorized into several real estate types, each with a set of links:

- Residential** (Cart (3))
 - [Detail](#) · [Quick](#) · [MLS#](#) · [Address](#) · [Today's New Listings](#) · [Create Your Own](#) · [Admin Test Search](#)
- Residential Income**
 - [Detail](#) · [Quick](#) · [MLS#](#) · [Address](#) · [Today's New Listings](#) · [Create Your Own](#)
- Residential Lease**
 - [Detail](#) · [Quick](#) · [MLS#](#) · [Address](#) · [Today's New Listings](#) · [Create Your Own](#)
- Business Opportunity**
 - [Detail](#) · [Quick](#) · [MLS#](#) · [Address](#) · [Today's New Listings](#) · [Create Your Own](#)
- Commercial/Industrial** (Cart (7))
 - [Detail](#) · [Quick](#) · [MLS#](#) · [Address](#) · [Today's New Listings](#) · [Create Your Own](#)
- Commercial Lease**
 - [Detail](#) · [Quick](#) · [MLS#](#) · [Address](#) · [Today's New Listings](#) · [Create Your Own](#)
- Land/Lot**
 - [Detail](#) · [Quick](#) · [MLS#](#) · [Address](#) · [Today's New Listings](#) · [Create Your Own](#)
- Mobile Homes**
 - [Detail](#) · [Quick](#) · [MLS#](#) · [Address](#) · [Today's New Listings](#) · [Create Your Own](#)
- Listing Crossproperty**
 - [Detail / Quick](#) · [MLS#](#) · [Address](#) · [Today's New Listings](#) · [Create Your Own](#)

3. Enter your search criteria and click **Search**.

Note: Click the question mark (?) for help. You can click **Map Search** to select a specified map for your search (see section 5.1).

The screenshot shows the MRMLS Matrix search interface. At the top, there is a navigation bar with links: Home, Search, My Matrix, Add/Edit, Finance, Roster, Realist Tax, PinPoint, Smart Trac, Admin, Help, Logout. Below the navigation bar, there is a search bar with the following options: Show Agent 1 Line, Display 100 per page, Set Default (Reset), Criteria, Count, Search, Clear. The main search area is titled "basic" and contains several sections: Status (Active, Pending Sale, Backup Offer, Contingent Show, Closed Sale), Area (1 - Belmont Shore/Park, Naples, Mar; 2 - Belmont Heights, Alamitos Heig; 3 - Eastside, Circle Area; 4 - Downtown Area, Alamitos Beach), Type (Single Family Residence, Condominium, Townhouse, Manufacture 433, Cabin), City (San Jose, Temecula), List Price, Status Date, Current Price, CMA Status Date, Bedrooms, Baths Total, Sqft, Lot Sqft, Year Built, Senior Com, Attached/Detached, Zip Code, Thomas Guide, and APN. A red box highlights the "Map Search: No Map Selected" button. At the bottom, there is a link: "Click here to add or remove other search fields".

Note:

- You can also change the search results layout to **Show** different displays such as a thumbnail display. For example, if you choose *Short* from the drop-down menu, a short listing will display instead of the default 1-line listing.
- At the bottom of the page you can select up to 100 listings to **Display** per page on the search results page.
- Click "**Set Default**" and you can view the same criteria on the search page every time you search or click "**Restore Default**" to return the default criteria.
- If you would like to view the criteria before searching, click "**Show Criteria**".
- You can view a count of how many listings are returned from your search by clicking on "**Count**".
- To remove all your criteria, click "**Clear**".
- You may add or remove search fields to your search criteria page by clicking on the link at the bottom of the page that says, "**Click here to add or remove other search fields.**"

13.2 Searching Symbols

Symbols & Meanings	Where to Use	Example
+ Greater Than or equal to	+ must follow the value. Allows one to look for properties with equal or greater value.	Bathrooms: 3+ This entry finds properties with 3 or more bathrooms.
- Less Than or equal to	- must follow the value. Allows one to look for properties with equal or less value.	Bathrooms: 4- This entry finds properties with 4 or fewer bathrooms.
- Range	A hyphen between two numeric values looks for any property with a value that falls within the requested range.	List Price: 150000-200000 This entry finds all properties ranging from \$150,000 to \$200,000.
, Either/or	A comma separates multiple entries.	Type: SRF, CONDO This entry searches for condominiums or single-family residences.
* Wildcard	The asterisk is a symbol used to search unknown letters and/or numbers.	Street Name: *Park This entry finds names that end with Park. Street Name: Park* Finds names that begin with Park. Property Description/Office Comments: *key word* Surrounding an entry with wildcards finds listings with the "key word". Use commas to separate multiple key words.
@ Bullseye	The bullseye can be used to search the surrounding eight Thomas Guide Coordinate grids.	Thomas Guide: @500d7 This will search for the eight Thomas Guide coordinate grids surrounding 500d7, which equals 2.25 square mile area around the bulls eye coordinate. Tip: Each Thomas Guide coordinate equals 1/2 square mile.
! Excludes Selections	Exclamation point before an entry will exclude that entry from the results of a search.	Year Built: !1960 This entry excludes properties built in 1960.

13.3 Map Search

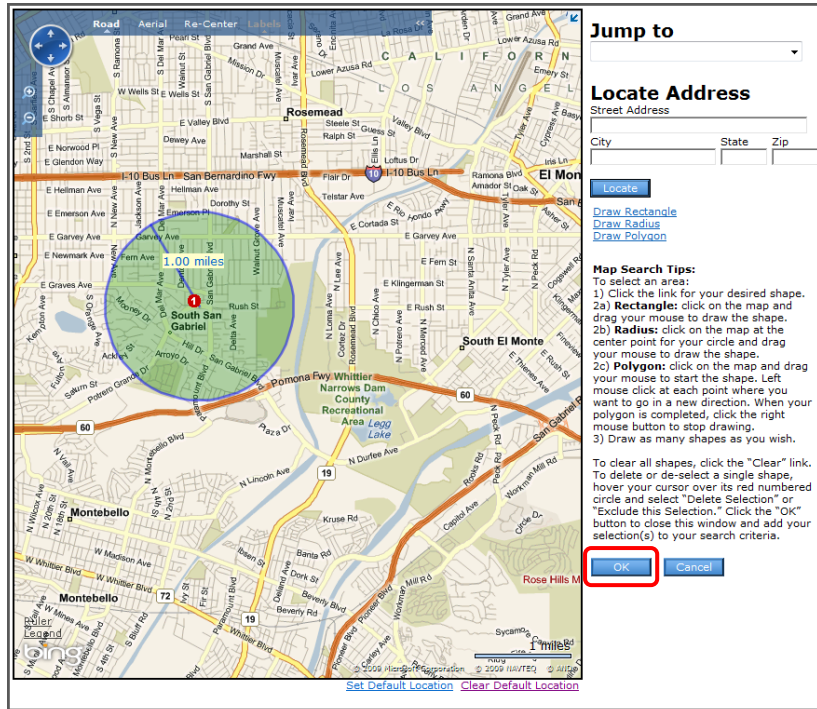
1. From any MRMLS Matrix search page, click **Map Search**. A map of southern California will appear. Position the map so that you can draw a rectangle around the desired area with your mouse.

The screenshot shows the MRMLS Matrix search interface. On the left, there are search filters for Status (Active, Pending Sale, Backup Offer, Contingent Show, Closed Sale) and Type (Single Family Residence, Condominium, Townhouse, Manufacture 433, Cabin). The main area is a map of southern California with a red rectangle drawn around a region. On the right, there is a 'Jump to' field, a 'Locate Address' section with 'Street Address', 'City', 'State', and 'Zip' fields, and a 'Locate' button. Below the map, there are 'Map Search Tips' and a 'Map Search: No Map Selected' message. At the bottom, there is a search bar with 'Show Agent 1 Line', 'Display 100 per page', and buttons for 'Set Default (Reset)', 'Criteria', 'Count', 'Search', and 'Clear'.

- To center the map around a different area within the map frame, click the side **Directional Tool** of the map to move **North, South, East or West**. Click the **Arrows** to move Northeast, Northwest, Southeast or Southwest.
- To navigate to another county, select the county from the list on the **Jump To** field.
- To navigate to a city or an address within a city, input the **desired address** and click the blue **Find Map** button.
- The available views of the **Map** are **Road** and **Aerial**, **Re-center** option is also available. Click "+" to zoom in or "-" to zoom out.
- **Set Default Location** to set the map to open to a specified location.
- **Clear Default Location** to reset location.

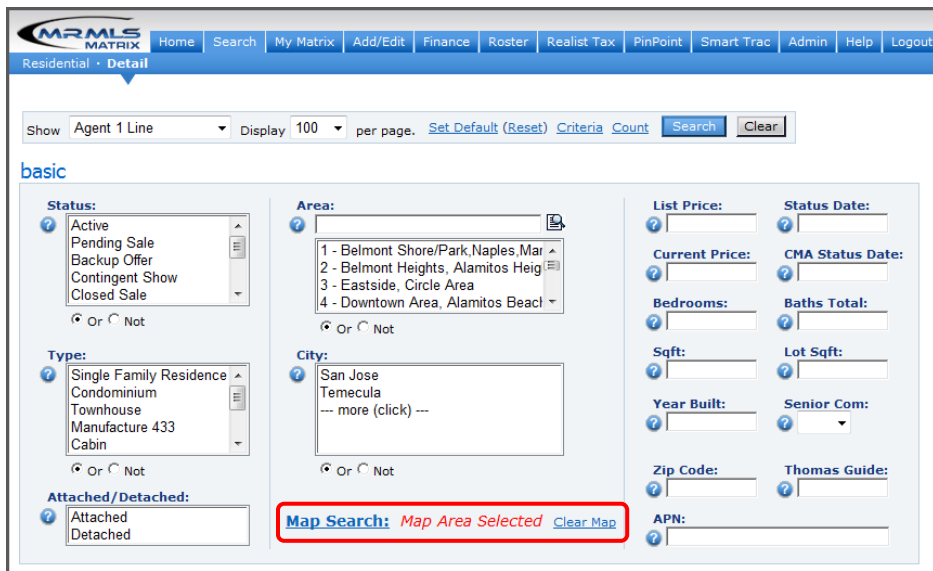
- Once the map is in position, you are ready to select the search area. Point, click and hold down the left mouse button to drag and draw a square or rectangle around the search area. Click the blue **OK** button to save search area.

Note: A search area (drawing a rectangle) **must** be selected in order to save your map.



- The search screen will show **Map Area Selected**. If desired, input additional search criteria such as Status and Type. Click the blue **Search** button to initiate search.

Note: When using Map Search do not select an area or city **outside** your selected map or you will **not** receive any results. If you need to clear the selected map, click **Clear Map**.



14- Search Results

After entering your search criteria, MRMLS Matrix will display the search **Results** and the number of **Checked** listings.

Note: MRMLS Matrix will display the total number of **checked** listings from all search result pages. You can **group** up to 500 listings by clicking any column header such as TG# (Thomas Guide page).

Revised Original Results · [Back To Original Results](#)

Results 1-5 of 5. Checked 2. [Check all 5.](#)

Previous · Next · [\[1\]](#) · [Bottom](#)

[View Cart \(3\)](#) · [Add to](#) · [Empty](#)

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V	P	SOC	Date	SType	MLS
<input checked="" type="checkbox"/>	P702400	A SFR/D	2127	KATHRYN WY	PLA	84	72252	\$519,750	4/3.00	1963	1,900	7,000		N	Y	3.000	09/09/09		SOCAL
<input checked="" type="checkbox"/>	T09085433	A SFR/D	210	Goldenrod ST	BREA	86	709F7	\$725,000 ↓	4/3.00	1979	2,987	9,077	40/40	Y	Y	2.000	08/07/09	STD	MRMLS
<input type="checkbox"/>	T09093934	A SFR/D	38441	SHOAL CREEK DR	MUR	206	927D4	\$1,500,000	4/5.00	2005	3,806	20,908	18/18	Y	Y	2.500	08/28/09	STD	MRMLS
<input type="checkbox"/>	T09089966	A SFR/D	35062	Allium LN	FRVL	219	899E5	\$239,000	4/3.00	2004	2,500	6,969	32/32	N	Y	2.500	08/18/09	SPAY	MRMLS
<input type="checkbox"/>	P685671	A SFR/D	40	MANCERA	RSM	R2	892H5	\$789,000 ↓	4/4.00	1990	3,538	6,285		Y	Y	3.000	09/01/09	SPAY	SOCAL

Previous · Next · [\[1\]](#) · [Top](#)

[View Cart \(3\)](#) · [Add to](#) · [Empty](#)

[Revise](#) [Narrow](#) [Discard](#) [Save](#) [Sort](#) [Print Report](#) [CMA](#) [Print Page](#) [Stats](#) [Export](#) [Email](#) [Map](#)

Display [Agent 1 Line](#) at 25 per page. Search selected for [\[\]](#)

Criteria: **Status** is 'Active'
Type is 'Single Family Residence'
Bedrooms is 4
Interior is 'Attic Fan'
Eating Area is 'Breakfast Nook'
Pool is 'In Ground'
 Ordered by **Status, Area, Selling Price, List Price**
 Found 5 results in 0.03 seconds.

Underlined Links & Change Display

Check All

To quickly select all your listings, click **Check All**.

Previous/Next

Click **Next** to view the next page of listings. Click **Previous** to view the previous page of listings.

[1](#) [\[2\]](#) [3](#) [4](#) [5](#) [6](#) [7](#)

Click the **number** to view listing on that page of listings. For example Click [\[2\]](#) to view listings on page 2.

Bottom/Top

Click **Bottom** to view the bottom of the page or click **Top** to view the top of the page.

Price Change ↑ ↓

The up ↑ arrow or down ↓ indicates list price or sale price change. The up arrow means increase in list or sale price and the down arrow means decrease in list or sale price. You can click the **DOM/CDOM** link for a history on the listing number.

Add to Cart

You can **add up to 100** listings to your **Cart**. You have a separate Cart for every property type. You can view your cart from the search results or from the search tab. You can also remove listings from you cart.

Display

You can change the search results display to many formats such as the 1 line format, Thumbnail format and more! ***Note: You can change the default result display on the search page only.*** You can change your listings **per page** from 10 to 100.

Search selected for

You can view **Listing/Property history** of selected listings under the **Search selected for** menu.

Criteria


Your search criteria will show at the bottom of the search results.

14.1 Icons

<input type="checkbox"/>	ML#	S Type	St#	St Name
<input type="checkbox"/>	A12345678	A SFR/D	12345	Main St

Selection box




Click each **Selection Box**  to select the listings you would like to Narrow, Discard, Save, Sort, Print, Export, Email, or Map.

Listing # [A12345678](#)

Click the listing # [A12345678](#) to view the full listing.

St Name (Map)





Click the Street Name [Main St](#) to view the listing on a map. Select multiple listings and click the **Map** button  at the bottom of the page to display the listings on one map.



Camera



Click the **camera**  to view a photo of the listing. If there are multiple photos, you will see a + sign on the upper left hand corner of the camera .


History [DOM/CDOM](#)

Click [DOM](#) to view a history of the listing or click [CDOM](#) to view a comprehensive history of the property. The history will show price changes, selling office compensation changes and the User ID of the change agent or entity.

Note: To check for property history by *APN* and/or *Street Address*, go to the **History link** on the Search Tab.


Pin Point



Click the **PP**  icon to open **Pin Point**. Pin Point is an interactive map which blends listing data, tax data and parcel maps with aerial photography.


Realist



Click the **Tax**  icon to open Realist Tax. Realist Tax combines Public Records, MRMLS Data, Maps, and Market data into a single research tool.

Watched Listings



Click the **Binoculars**  to add the listing to your watched items. When you're ready to look at the listing, click the **My Matrix** tab, then click **Watched Listings**.

14.2 Search Results Buttons

Revised Original Results · [Back To Original Results](#)

Results 1-5 of 5. Checked 2. [Check all 5.](#)
[Previous](#) · [Next](#) · [1] · [Bottom](#) [View Cart \(3\)](#) · [Add to](#) · [Empty](#)

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft
<input checked="" type="checkbox"/>	P702400	A SFR/D	2127	KATHRYN WY	PLA	84	739G3	\$519,750	4/3.00	1963	1,900	7,000
<input checked="" type="checkbox"/>	T09085433	A SFR/D	210	Goldenrod ST	BREA	86	709F7	\$725,000 ↓	4/3.00	1979	2,987	9,077
<input type="checkbox"/>	T09093934	A SFR/D	38441	SHOAL CREEK DR	MUR	206	927D4	\$1,500,000	4/5.00	2005	3,806	20,908
<input type="checkbox"/>	T09089966	A SFR/D	35062	Allium LN	FRVL	219	899E5	\$239,000	4/3.00	2004	2,500	6,969
<input type="checkbox"/>	P685671	A SFR/D	40	MANCERA	RSM	R2	892H5	\$789,000 ↓	4/4.00	1990	3,538	6,285

[Previous](#) · [Next](#) · [1] · [Top](#) [View Cart \(3\)](#) · [Add to](#) · [Empty](#)

Revise Narrow Discard Save Sort Print Report CMA Print Page Stats Export Email Map

Display [Agent 1 Line](#) at 25 per page. Search selected for

Revise

[Revise](#)

Click **Revise** to change your search criteria. ***Note: Clicking on Revise is better than using the Back button on your browser.***

Narrow

[Narrow](#)

Click **Narrow** and only the listings that are selected will remain on the search results page. You can narrow up to 500 listings.

Discard

[Discard](#)

Click **Discard** and only the listings that are selected will be deleted from the search results page. You can discard up to 500 listings.

Save

[Save](#)

Click **Save** and your search criteria will be Saved. You can access your saved searches at any time in the **My Matrix** tab. You can also **Enable Auto Email** or **Enable Hot Search** after Saving a Search.

Sort

[Sort](#)

Click **Sort** and you can sort your search results by any field such as the list date, sold date, etc. You can sort up to 500 listings.

Print Report

[Print Report](#)

Select your listings and click **Print Report** to print or email your listings in Adobe Acrobat Reader. ***Note: This is the best way to print.***

CMA

[CMA](#)

Select your listings and click **CMA** to create a presentation CMA.

Print page

[Print Page](#)

From the search results, select the listings. At the bottom of the page you can change the display to show different reports such as a Customer Flyer. Then click **Print Page** to print directly from your browser.

Stats

[Stats](#)

Click **Stats** to view basic statistics such as average list price or average sold price on the selected listings.

Export

[Export](#)

Select your listings and Click **Export** to download the listings and pictures to your favorite software program like Atlas, Pocket Real Estate, Top Producer and more. Agents can export up to 500 listings per export and brokers can export up to 2000 listings per export.

Email

[Email](#)

To **Email** the listings, select the listings and click Email.

Map

[Map](#)

Select multiple listings and click the **Map** button at the bottom of the page and the selected listings will be on one map.

15- Printing Listings

There are two methods of printing from the MRMLS Matrix, *Print Report*, and *Print Page*. We strongly recommend you use *Print Report*. *Print Report* turns the page into an Adobe PDF file that is formatted specifically for printing.

15.1 Print Report

1. From the search results, select the listings to print, then click **Print Report**.

Revised Original Results · [Back To Original Results](#)

Results 1-5 of 5. Checked 2. [Check all 5.](#)
[Previous](#) · [Next](#) · [1] · [Bottom](#) [View Cart \(3\)](#) · [Add to](#) · [Empty](#)

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft
<input checked="" type="checkbox"/>	P702400	A SFR/D	2127	KATHRYN WY	PLA	84	739G3	\$519,750	4/3.00	1963	1,900	7,000
<input checked="" type="checkbox"/>	T09085433	A SFR/D	210	Goldenrod ST	BREA	86	709F7	\$725,000 ↓	4/3.00	1979	2,987	9,077
<input type="checkbox"/>	T09093934	A SFR/D	38441	SHOAL CREEK DR	MUR	206	927D4	\$1,500,000	4/5.00	2005	3,806	20,908
<input type="checkbox"/>	T09089966	A SFR/D	35062	Allium LN	FRVL	219	899E5	\$239,000	4/3.00	2004	2,500	6,969
<input type="checkbox"/>	P685671	A SFR/D	40	MANCERA	RSM	R2	892H5	\$789,000 ↓	4/4.00	1990	3,538	6,285

Previous · Next · [1] · [Top](#) [View Cart \(3\)](#) · [Add to](#) · [Empty](#)

Display at per page. Search selected for

2. Select the report type. To select more than one report, hold down your CTRL key as you select. Then click **Print/View**. Note: The listing will print in **Adobe PDF format**.

Print Options

Adobe PDF Print Type you can select multiple report types by holding down the Ctrl key while selecting the desired reports. The Microsoft Word version can only be used when a single report type is selected. Most reports have a maximum number of listings that they can print.

You have selected 3 Listings for your report.

- Agent 1 Line
- Agent Thumbnail
- Agent Office Short
- Agent Medium
- Agent Full
- Agent 1 Page
- Agent 1 Page No Photo
- Agent Book Report
- Customer 1 Line
- Customer Thumbnail
- Customer Brief
- Customer Full
- Customer Flyer
- Customer Flyer No Address
- Customer Feedback

Note: You can also email listings, **you cannot email the Agent Medium, Full, Semi Full, Full Abbreviated, or the Agent Book Report**. Also, note the **Agent Medium, Full, Semi Full, Full Abbreviated** break down the number of **baths** using **FTHQ**: "F" for Full Baths, "T" for Three-Quarter Baths, "H" for Half Baths, and "Q" for Quarter Baths.

16- Multiple Property Mapping

1. From your property results, select your listings and click on **Map**. You have the ability to print the map or create **Driving Directions**.

Revised Original Results · [Back To Original Results](#)

Results 1-5 of 5. Checked 2. [Check all 5.](#)
[Previous](#) · [Next](#) · [1] · [Bottom](#) [View Cart \(3\)](#) · [Add to](#) · [Empty](#)

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft
<input checked="" type="checkbox"/>	P702400	A SFR/D	2127	KATHRYN WY	PLA	84	739G3	\$519,750	4/3.00	1963	1,900	7,000
<input checked="" type="checkbox"/>	T09085433	A SFR/D	210	Goldenrod ST	BREA	86	709F7	\$725,000 ↓	4/3.00	1979	2,987	9,077
<input type="checkbox"/>	T09093934	A SFR/D	38441	SHOAL CREEK DR	MUR	206	927D4	\$1,500,000	4/5.00	2005	3,806	20,908
<input type="checkbox"/>	T09089966	A SFR/D	35062	Allium LN	FRVL	219	899E5	\$239,000	4/3.00	2004	2,500	6,969
<input type="checkbox"/>	P685671	A SFR/D	40	MANCERA	RSM	R2	892H5	\$789,000 ↓	4/4.00	1990	3,538	6,285

[Previous](#) · [Next](#) · [1] · [Top](#) [View Cart \(3\)](#) · [Add to](#) · [Empty](#)

Display at per page. Search selected for

Note: You can increase the map size. Move the map around by clicking on the directional (north, south, east and west). Click the map to zoom in or re-center it. To return to your search results, click Return to Search.

<input checked="" type="checkbox"/>	ML#	L/S Price	Street Address
<input checked="" type="checkbox"/>	K604000	\$1,199,000	2608 CARLTON PL
<input checked="" type="checkbox"/>	E603023	\$1,150,000	11363 OAK HILL LAN
<input checked="" type="checkbox"/>	H607579	\$535,000	10719 FLORAL DR
<input checked="" type="checkbox"/>	I618408	\$329,000	14037 POLLARD DR
<input checked="" type="checkbox"/>	Z600370	\$365,000	13074 SANTA MARIA

17- Appendix

17.1 MRMLS Matrix Mobile

MRMLS Mobile is a wireless MLS service, providing MRMLS members with listing search capabilities from wireless handheld devices such as BlackBerrys, Palm TREOs, and Pocket PCs. The service DOES NOT INCLUDE the wireless hardware or data plan. Ensure that your wireless handheld device supports **HTML** Internet browsing. Accessing MRMLS Mobile requires a data-ready wireless device. If you can access GOOGLE on your device, you should be able to access and use the MRMLS Matrix Mobile service. There is no extra charge from MRMLS to use this service.

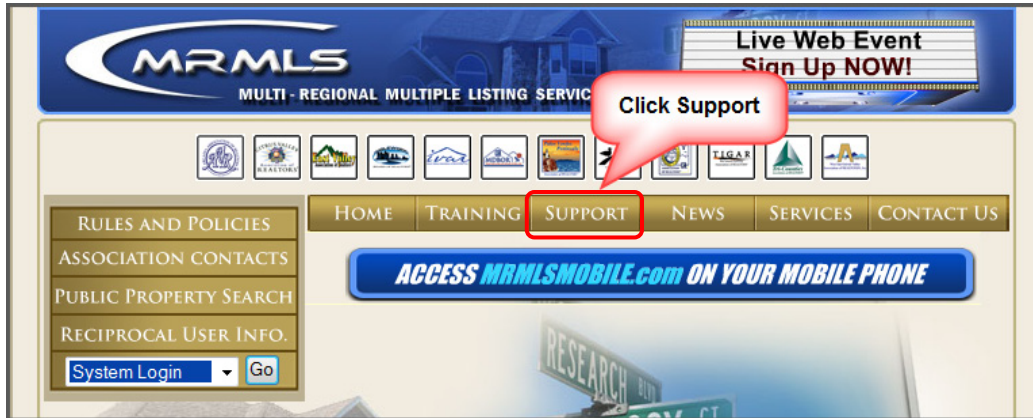
1. To search for MRMLS listings on your cell phone go to www.mrmlsmobile.com.



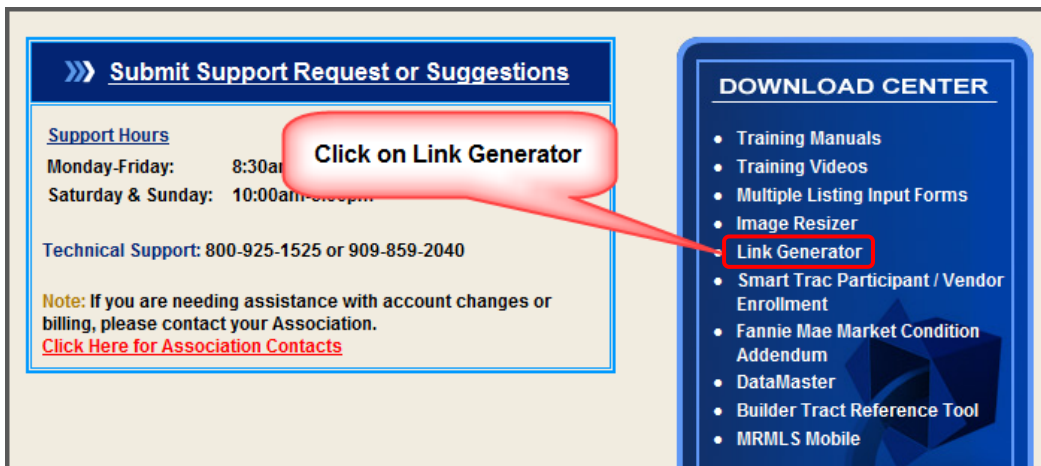
17.2 Public Property Search Link on Your Website

If you have a website and want to show MRMLS active listings, you **must** generate a Public Property Search link from the MRMLS central website. Here's how:

1. Go to <http://www.imrmls.com> and Click **Support**.



2. Click **Link Generator** from the Download Center.



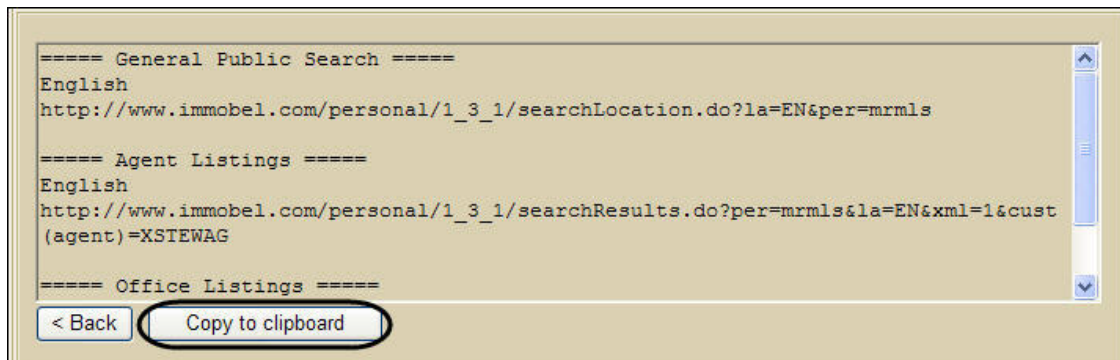
3. Enter your **Public ID** and **Office Code**. Select the language and then click **Get Links**.

Note: If you do not know your Office Code, you can look it up in the MRMLS Matrix under the Roster tab.

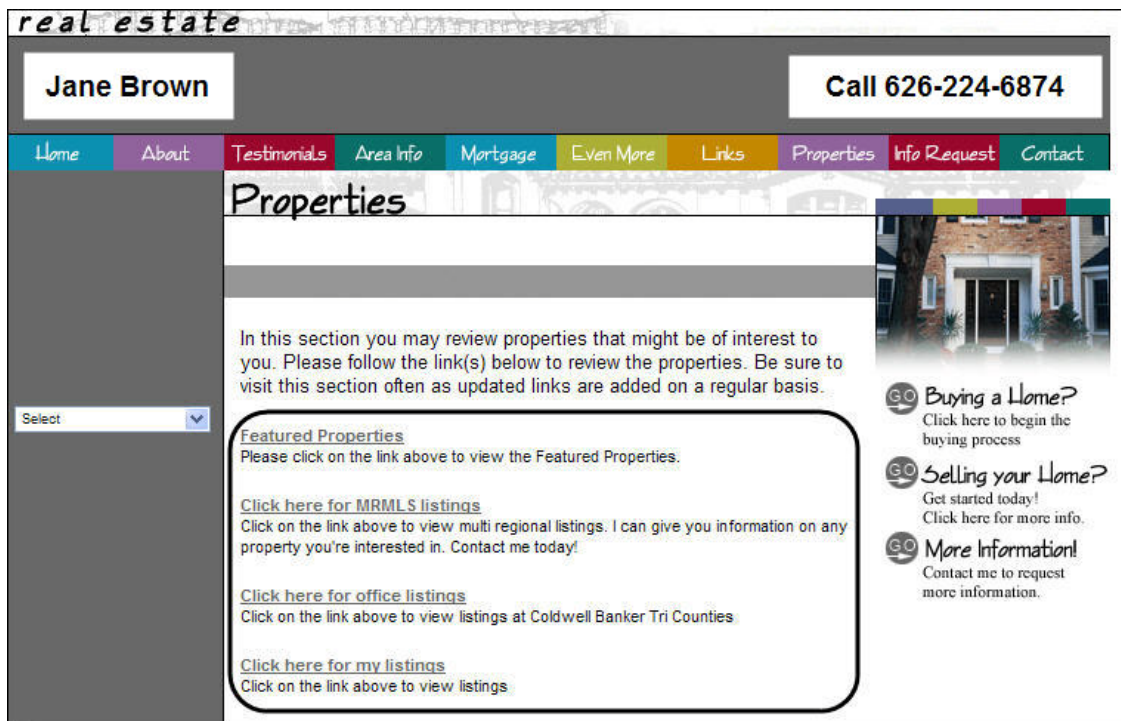
A screenshot of the MRMLS website's form for generating a Public Property Search link. The form has two input fields: 'Public ID:' with the value 'xstewag' and 'Office Code:' with the value 'mrml'. Below these is a section titled 'Please Select Languages:' with a grid of checkboxes for various languages: English (checked), Spanish, Russian, Chinese Traditional, French, Italian, Vietnamese, Chinese simplified, Polish, Portuguese, Japanese, Korean, and German. At the bottom of the form is a button labeled 'Get Links >'. The form has a light beige background and rounded corners.

4. Copy the link to your clipboard and send it to your website provider.

Note: There are three available links for your website: A **General Public Search**, **Agent Listings** and **Office Listings**.



5. Your website provider should frame the **MRMLS links** around your **name** and **phone number**.



17.3 System Requirements

The following are preferred system requirements to access the MRMLS Matrix.

1. Operating System

Windows XP, Windows Vista, and Windows 7.

2. Modem

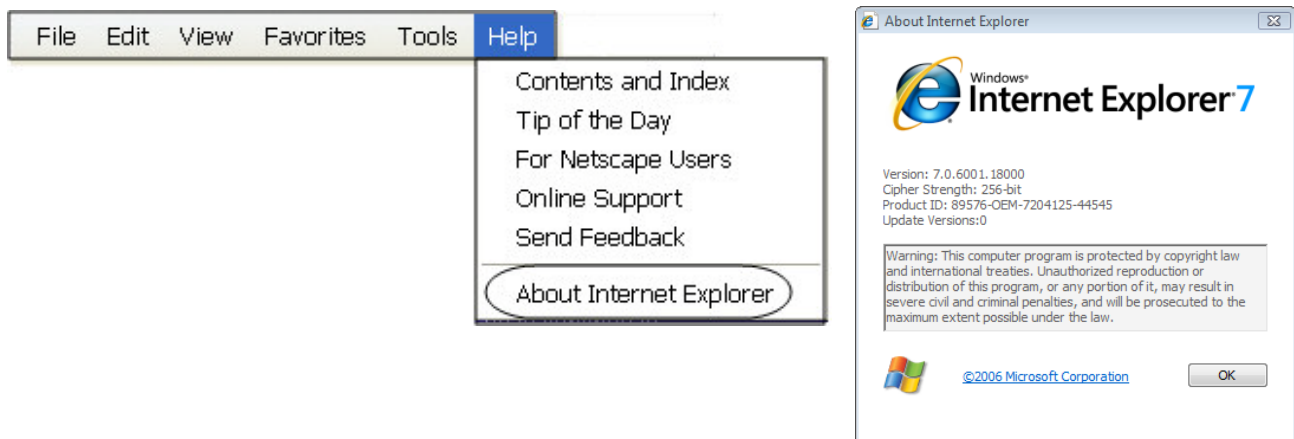
Minimum Requirements: 56K

Preferred Requirements: Direct Internet Access (i.e. DSL, Cable or other High Speed Access)

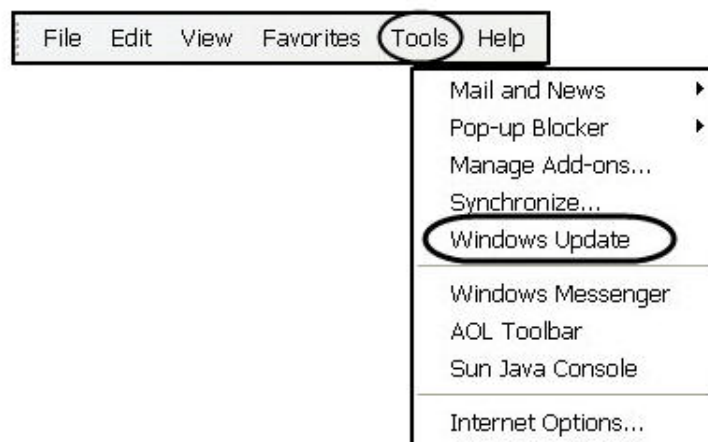
• Browser

Internet Explorer 7.0+ (other browsers may work, but are not supported)

Note: To check your version of Internet Explorer, Click Help and then About Internet Explorer.



To download the newest version of Internet Explorer, Click Tools then Windows Update from Internet Explorer.



MRMLS Training Survey

Your feedback is very important to us. Please take a moment to complete this short survey and provide us with your feedback regarding the MRMLS University training class. Once completed, please turn this form into your training instructor or fax the form to MRMLS at (909) 859-2050.

Date: _____ Course: _____
 Name: _____ Location: _____
 Instructor: _____ Email: _____

Please rate this course based on the following criteria:

Overall Experience with this Course	Excellent	Good	Fair	Needs Improvement	Poor
Instructor 's Knowledge of the Subject	Excellent	Good	Fair	Needs Improvement	Poor
Instructor's Presentation	Excellent	Good	Fair	Needs Improvement	Poor

Would You Recommend this course to others? Yes No

What other MRMLS Training Courses have you taken? (Check All that Apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Basic Matrix | <input type="checkbox"/> Listing Management | <input type="checkbox"/> PinPoint 2.0 |
| <input type="checkbox"/> Intermediate Matrix | <input type="checkbox"/> Basic Smart Trac | <input type="checkbox"/> Realist Tax Systems |
| <input type="checkbox"/> Advanced Matrix | <input type="checkbox"/> Advanced Smart Trac | |

Where have you taken MRMLS Training Courses in the past? (Check All that Apply)

- Broker's Office REALTOR® Association Office MRMLS Office Online

What other MRMLS Training Courses would you be interested in? (Check All that Apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Basic Matrix | <input type="checkbox"/> Listing Management | <input type="checkbox"/> PinPoint 2.0 |
| <input type="checkbox"/> Intermediate Matrix | <input type="checkbox"/> Basic Smart Trac | <input type="checkbox"/> Realist Tax Systems |
| <input type="checkbox"/> Advanced Matrix | <input type="checkbox"/> Advanced Smart Trac | |

Where would you be interested in taking other MRMLS training classes? (Check All that Apply)

- Broker's Office REALTOR® Association Office MRMLS Office Online

What other MRMLS Products would you like to learn more about? (Check All that Apply)

- | | | | | |
|---------------------------------------|-------------------------------------|---------------------------------------|--|----------------------------------|
| <input type="checkbox"/> Listingbook | <input type="checkbox"/> Smart Trac | <input type="checkbox"/> MRMLS Mobile | <input type="checkbox"/> MLS Marketing Suite 7 | <input type="checkbox"/> ListHub |
| <input type="checkbox"/> Pinpoint 2.0 | <input type="checkbox"/> Immobel | <input type="checkbox"/> Realist Tax | <input type="checkbox"/> Realist Value Map | <input type="checkbox"/> IDX |

Please send me information about the courses I've checked above

Thank you for your Participation!