By Dale R. Pfeiffer, Navica Enterprise Management Project Manager

What exactly is the Navica MLS Management System?

The *Navica MLS Management System* is a system of services provided by Systems Engineering, Inc. to enable REALTOR® Association MLS enterprises to better manage information.

Eliminate or Reduce Multiple Database

Most REALTOR® Association MLS enterprises maintain the same data for Offices and Agents in multiple databases. For instance it is common for association staff specialists to maintain mission critical data in multiple databases for various system requirements:

1. Enter Offices and Agents in **Navica MLS** – your primary database
2. Again in the National REALTOR® Database System (**NRDS**)
3. Again in **QuickBooks** or some other financial application database
4. Again in a “members only” Website database for securing **REALTOR® E-Commerce Network** (RECN) information
5. Again in **Microsoft Outlook** or some other contact management system or campaign monitoring service
6. Again in an **Association Management Software** (**AMS**) application database
7. And the list goes on and on and on…

Change One – Change All

Your REALTOR® real estate agents use the Navica MLS on a regular basis. When your agent’s Navica profile changes from one office address to another, or one home address to another, or one email address to another, wouldn’t it be great to have the same information in NRDS, QuickBooks, etc. changed as well?

Accurate and Consistent Data

The Navica MLS Management System solves problems saving your association scarce resources like time and money by eliminating redundant primary Office and Agent maintenance. By establishing your Navica Revolution MLS database as your primary database, secondary database like NRDS and QuickBooks can be easily synchronized automatically and accurately.

Navica Association MLS Management services are now available and divided into three interfaces:

1. **National REALTOR® Database System Real-time Sync** (Page 2)

2. **QuickBooks MLS Billing Interface** (Page 16)

3. **REALTOR® E-Commerce Network External Interface** (Page 35)

What is the National REALTOR® Database System Real-time Sync?

Simply stated the National REALTOR® Database System **(**NRDS) Real-time Sync feeds Primary Office and Agent data to/from the Navica database to/from the corresponding Office and Member data stored in the National REALTOR® Database System .

REALTOR® Association MLS staff and/or members can manage Primary Office and Agent records from their Navica Website.

The Office NRDS Number (NRDS Office ID) and the associated Agent NRDS Number (NRDS Member ID) are the required key fields used to connect both NRDS and the REALTOR® E-Commerce Network (RECN).

Once the Office NRDS Number **AND** the Agent NRDS Number have been entered into the Navica system, our automatic NRDS Interface will feed data to NRDS at 1:00 AM EST and at 1:00 PM EST. Once the synchronizing process is successful, the "real-time" interface is turned on by Systems Engineering, Inc.

If a new agent is entered into Navica in the morning, that agent will show up in NRDS later that afternoon.

- If the Office or Agent is not found in NRDS and all required data is provided, a NRDS record will be added. REALTOR® associations may opt to use NRDS Online, NRDSManager4 CDB, or some other software to add new member records. However, with the NRDS Interface, it's not necessary!
- If the Office or Agent is found in NRDS, the record will be updated from Navica MLS data.
- If NRDS does not accept an Office or Agent change, NRDS UPLOAD ERROR Reports will be created and emailed from the National REALTOR® Database System to the association's NRDS POE specialist.

NRDS Real-time Sync Features and Benefits

The NRDS Real-time Sync Serves Local, State, and National REALTOR® Advocacy

By default the NRDS Interface is scheduled to automatically flow data to NRDS every twelve hours. When a REALTOR® agent changes their email address or home address that change feeds to NRDS which in turn feeds Get Active "Call to Action" software. This is a win, win, win!

The NRDS Interface Supports NRDS Security Rules and Other NRDS Requirements

Our NRDS Real-time Sync complies with all of the NAR requirements associated with communications with NRDS – like security rules. About a decade ago the NRDS Standards Board set up security rules that govern who has the authority to change specific field level content. By default the NRDS Interface complies with these rules.

Our NRDS Real-time Sync can be modified to allow for state REALTOR® association requirements.

The NRDS Real-time Sync Uses Standard NRDS Version 2.0 Formats

SEI built the NRDS Interface using standard NRDS Version 2.0 file formatting established by the National Association of REALTORS® (NAR) and the NRDS Standards Board.

Association management software applications must have the ability to import Office and Member data from the National REALTOR® Database System via "batch" down loads or "real-time" publish/subscribe queue process.

The NRDS Real-time Sync Provides a Project Manager for All NDI Implementations

Our Navica MLS Management Project Manager and NRDS Specialist, assigned to your project will hold your hand through the implementation process and will provide Navica MLS /NRDS consultation step by step until your live feed is activated and implemented successfully!

The NRDS Real-time Sync Provides a Proper Casing Conversion Option

SEI realizes that each association may have different case requirements. Upon request SEI can globally convert all text from UPPER CASE to Proper Case. (Example: SYSTEMS ENGINEERING INC to Systems Engineering Inc) By Proper Casing your data, you will no longer have UPPER CASE data in Navica and Proper Case data in NRDS and/or QuickBooks.

This is a onetime procedure that requires some manual data entry afterwards. If for instance you have entered designations after your last names, like "Smith GRI," after proper casing, this field will be changed to "Smith Gri" - likewise "RE/MAX" will become "Re/max." If you decide on this option, please allow time for "scrubbing" your data.

The NRDS Real-time Sync Provides Additional NRDS Fields on Office and Agents Forms

In order to accommodate the requirements of both Navica and NRDS, additional fields have been created.

SEI will reorder the fields that appear on your Office and Agent display screen (form). We will also re-label fields to comply with NRDS labeling and simplify staff cross-training.

The NRDS Real-time Sync Provides Web-based Implementation

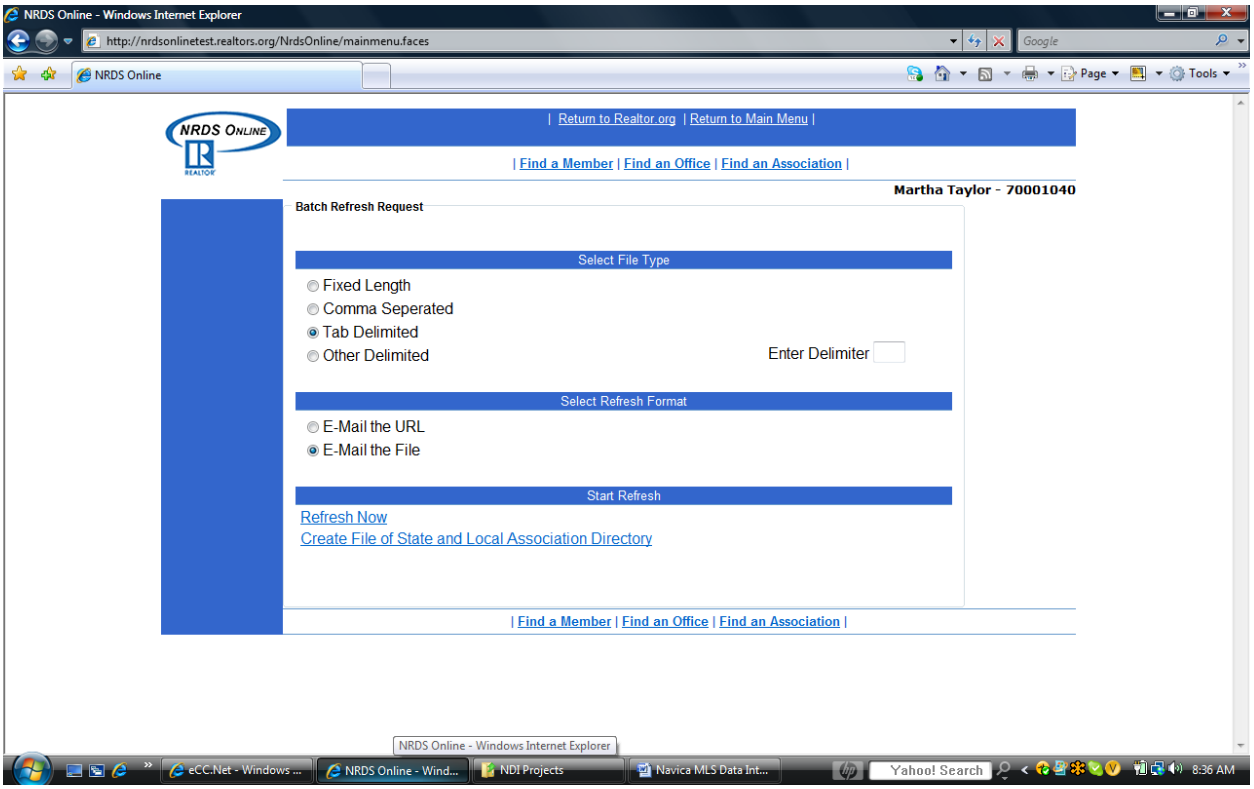
Providing for a quality implementation experience, our Navica Project Manager will work with your REALTOR® association staff to determine the best date/time for live NRDS Interface activation. The NRDS Interface activation can be accomplished without a physical visit.

The NRDS Real-time Sync Provides Navica MLS NRDS Data Initialization

SEI will initialize or “establish an initial value” to selected Navica Office and Agent NRDS fields.

Since the Member’s Home Address fields are required by NAR, by default Navica will initialize the Navica Agent Home Address fields (not the Agent Mail Address fields) from NRDS Member Home Address fields.

The files used for Navica MLS initialization can easily be requested by authorized POE staff via **NRDS Online** (www.realtors.org) under the **Batch Refresh** label under **Batch Functions**.



Select Type file = **Tab Delimited.**

Select Refresh Format = **E-Mail the File.**

Click on the **Refresh Now** link.

Upon receipt forward the NRDS Refresh File to your Navica MLS Management Project Manager.

Following please find the typical steps in a NRDS Real-time Sync implementation plan:

1. Thoroughly read the Navica MLS Data Integration User Guide. Create a list of questions.
2. Verify that your association management software meets NRDS real-time requirements.
3. Make decisions with respect to "Proper Casing."
4. Discuss NRDS Real-time Sync implementation with your assigned Navica Project Manager.
5. Request NRDS Real-time Sync implementation by email to your Navica Project Manager.
6. Enter NRDS Office IDs and Member IDs for all active Offices and Agents. Notify your Navica Project Manager upon completion.
7. Request "Additional NRDS Fields" and "reordering" of Navica Office and Agent forms.
8. Request "NRDS Initialization" by emailing your Tab Delimited Batch Refresh file to your Navica Project Manager.
9. Request "Proper Casing" option and manually scrub data.
10. When you are comfortable with you Navica Office and Agent data, request a live feed scheduling.
11. Clean up NRDS UPLOAD ERROR Report notifications until your receive a NRDS "SUCCESS" Report.

NRDS "Real-time" Central Database Processing (CDB) and Navica Enterprise

Once "in sync" or when a Navica Association MLS receives NRDS Upload "SUCCESS" Reports for both Navica Offices and Agents, the board will forward SUCCESS Reports and request real-time processing.

What's the Next Step?

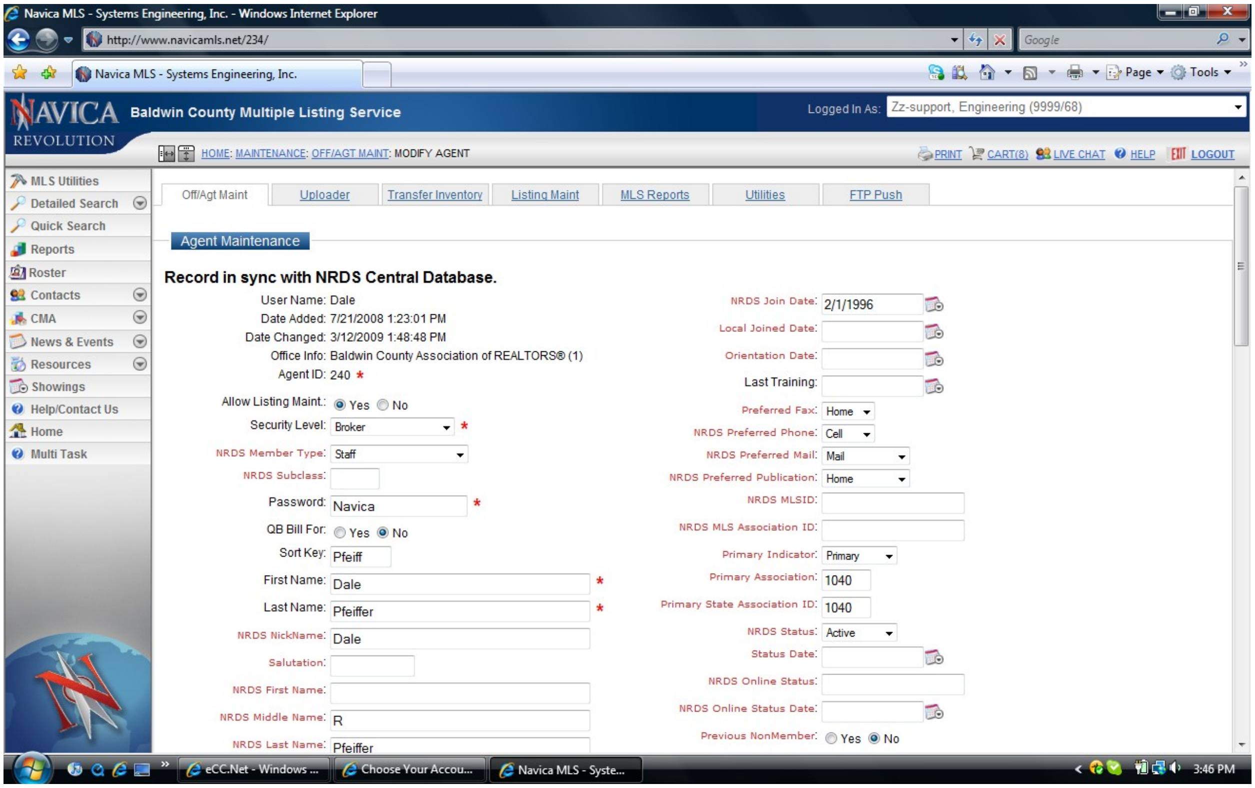
Navica Enterprise Management Software as a Service

- Navica Revolutions MLS Management Solutions
- Navica Association Website Solutions
- **Navica Association Management Software as a Service (2009)**

NRDS Real-time Sync Forms

Navica Association MLS Agent Maintenance Form Sample – Part 1

By default required Agent NRDS fields are grouped together in the right column as shown below.



The (*) indicates required Agent fields for Navica.

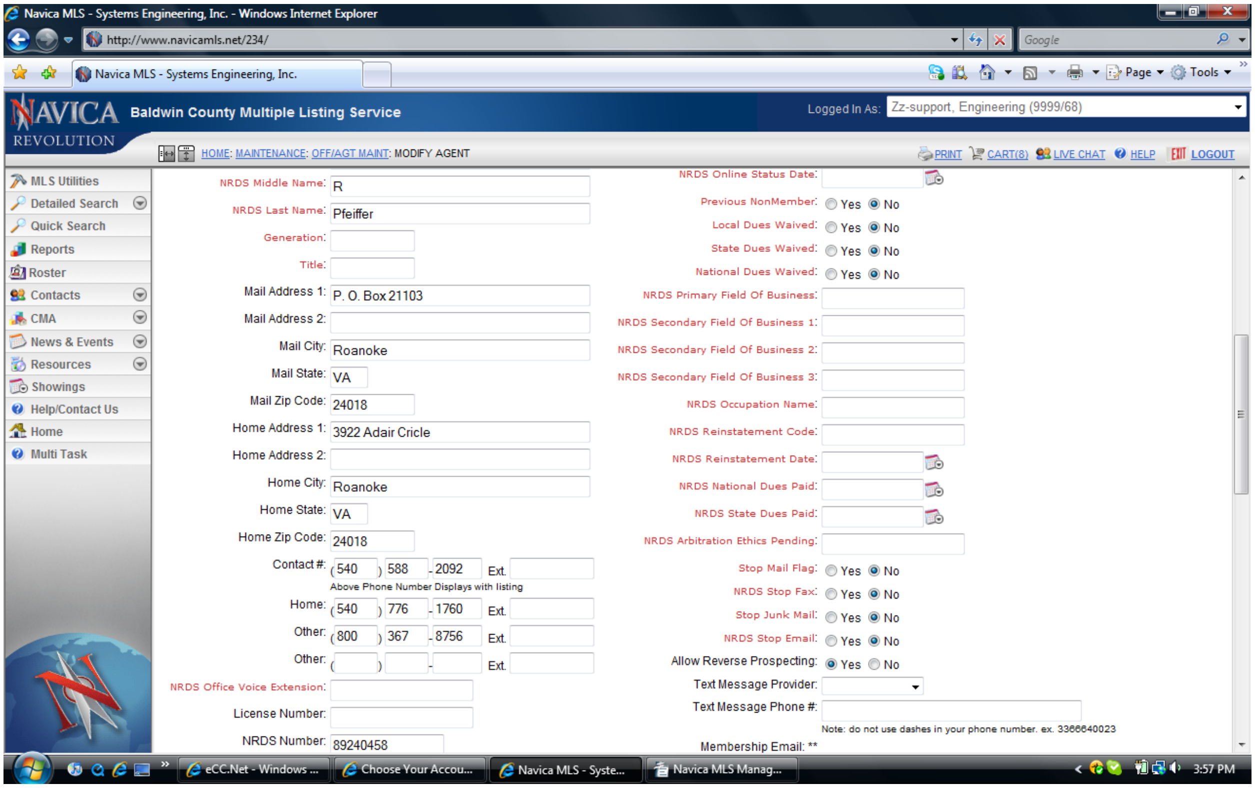
The NRDS Member fields have red field labels. The NRDS Central Database System will return errors for missing required NRDS Member fields.

In 2008 the National Association of REALTORS® issued a statement requiring Agent/Member home addresses.

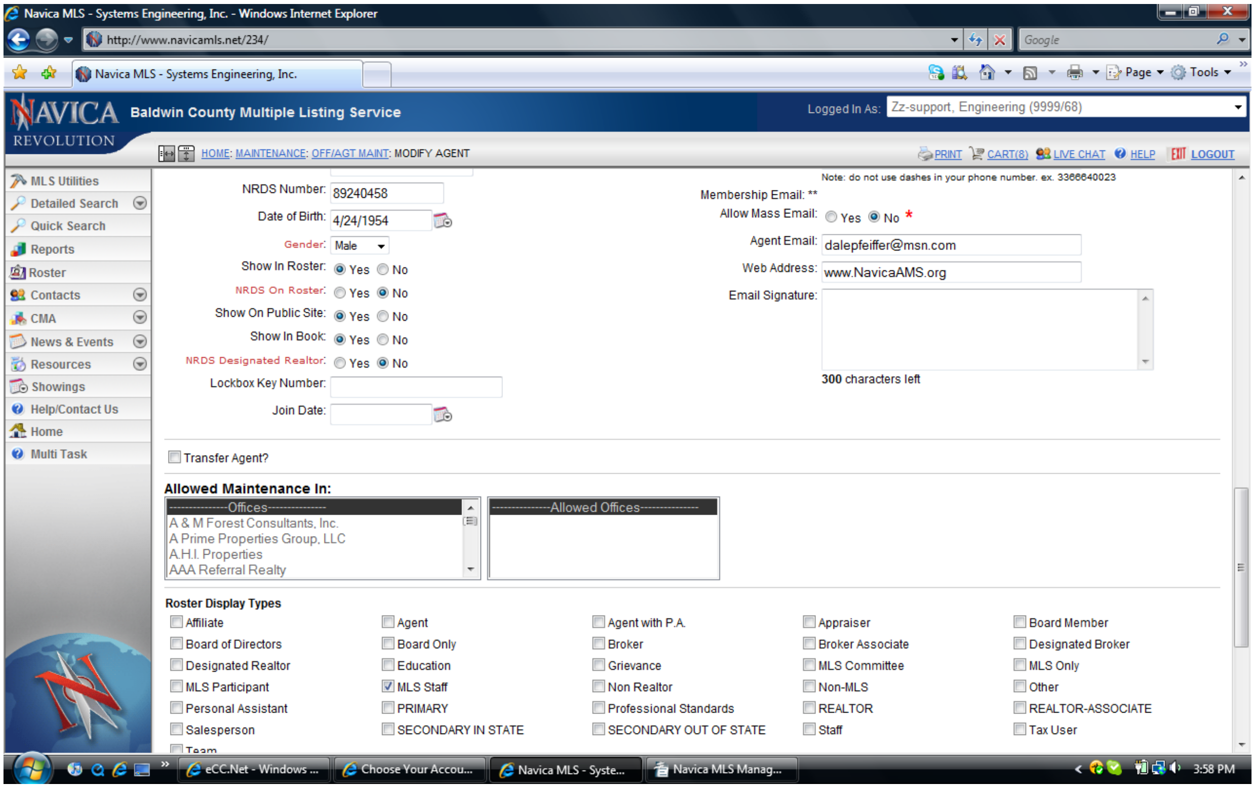
Secondary agent's NRDS Numbers can be entered. Navica will not update NRDS for secondary members.

Note: NRDS First and NRDS Last Name fields are provided (not seen above). Please enter the formal first and last names in these fields. NRDS has separate fields for entering prefixes, suffixes, and member designations. The Navica First Name and Navica Last Name are typically informal used for agent advertising and often include REALTOR® designations.

Navica Agent Maintenance – Part 2

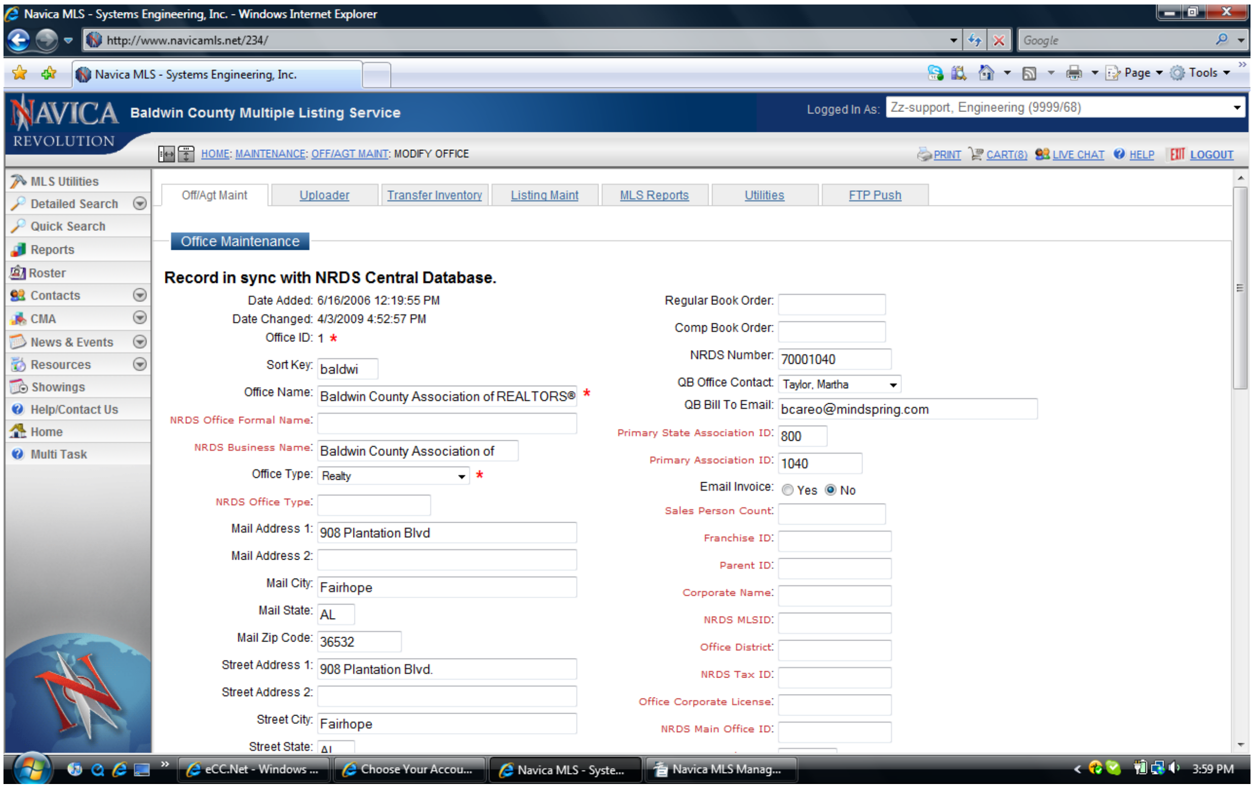


Navica Agent Maintenance – Part 3



Navica Revolution MLS Office Maintenance Form Sample – Part 1

By default required Office NRDS fields are grouped together in the right column as shown below.

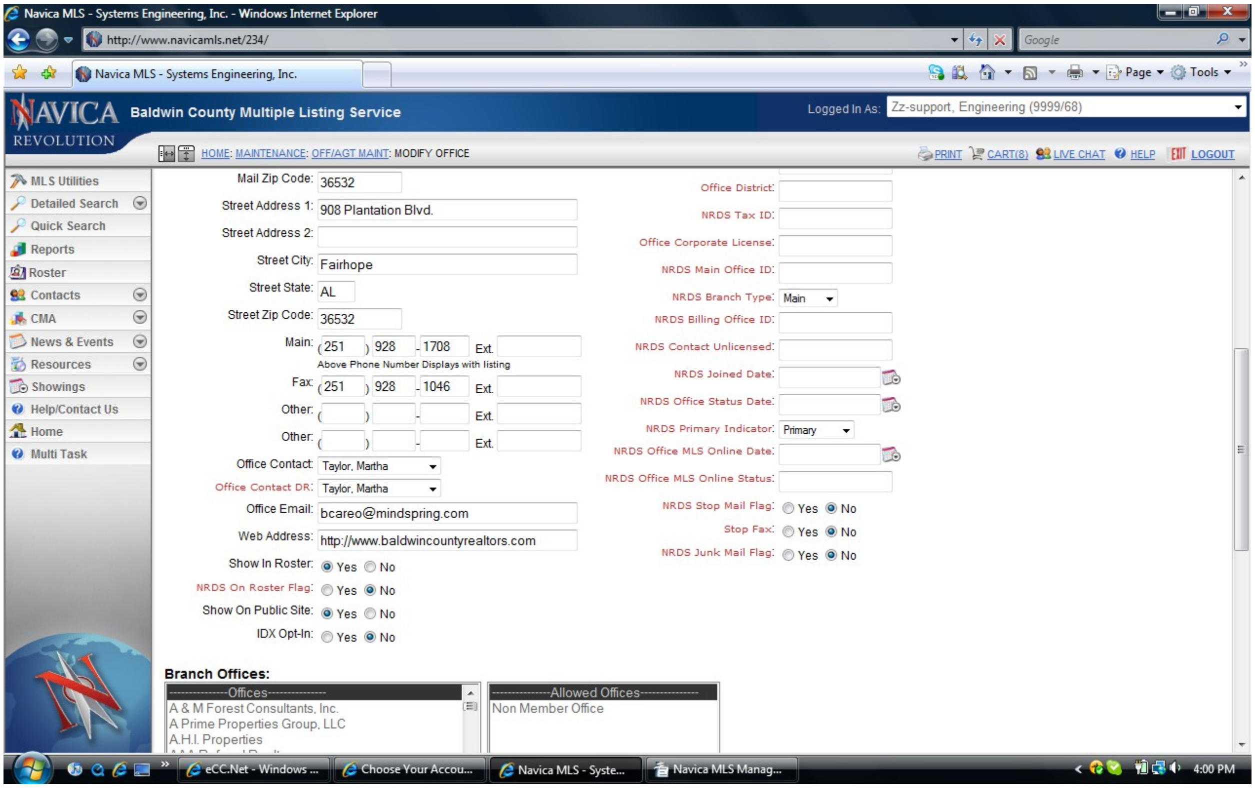


The (*) indicates required Agent fields for Navica.

The NRDS Member fields have red field labels. The NRDS Central Database System will return errors for missing required NRDS Member fields.

NOTE: If you are deactivating an office and all the agents, you must deactivate all of the agents first. On the following day, deactivate the office. This does not apply to Navica NRDS real-time process.

Navica Office Maintenance Form – Part 2

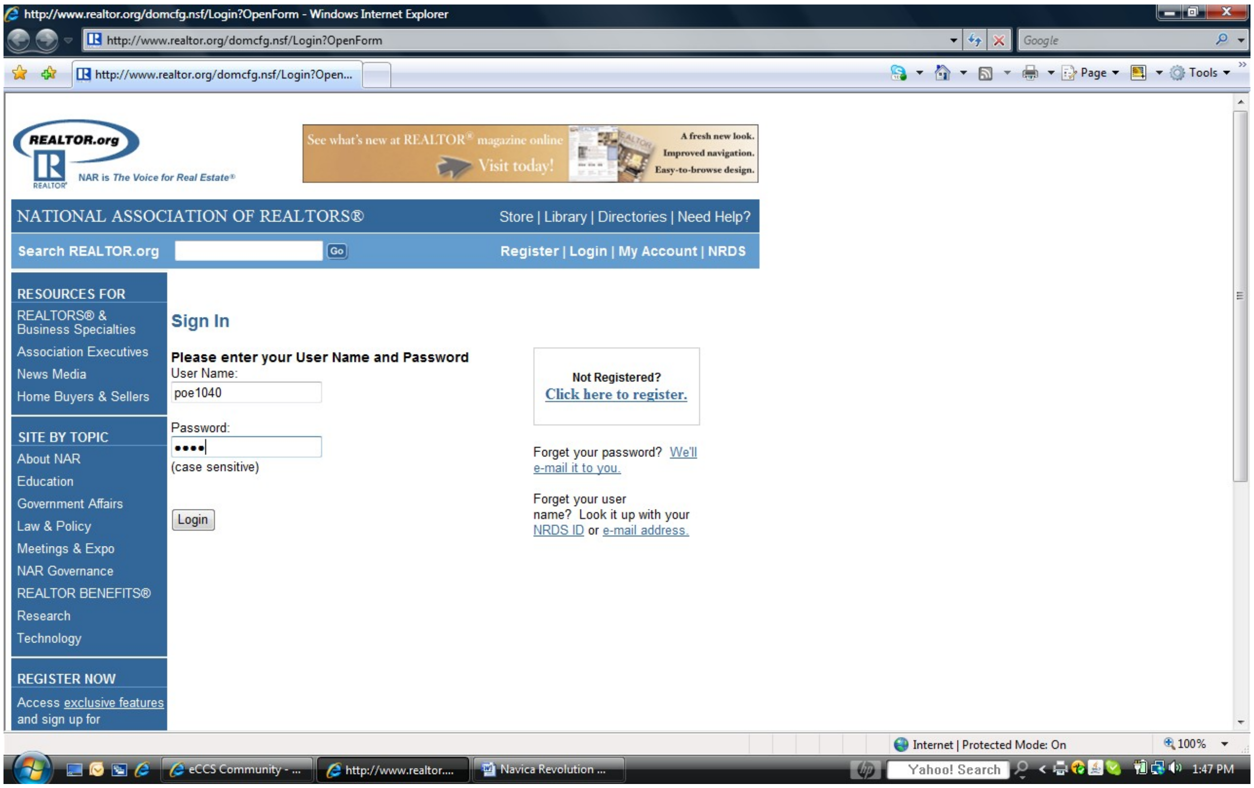


National REALTOR® Database System (http://www.realtor.org/domcfg.nsf/Login?OpenForm)

NRDS Online "Point of Entry" (POE) Sign In Form

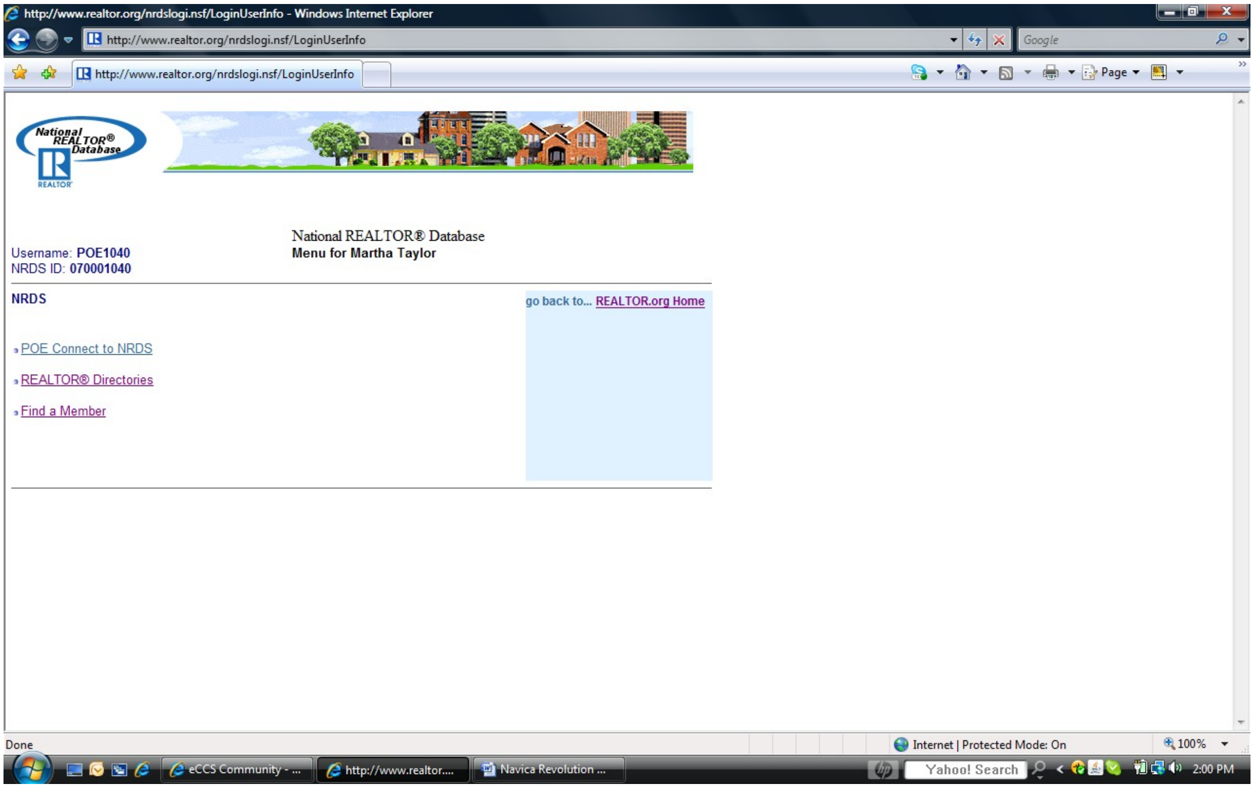
User Name =

Password =

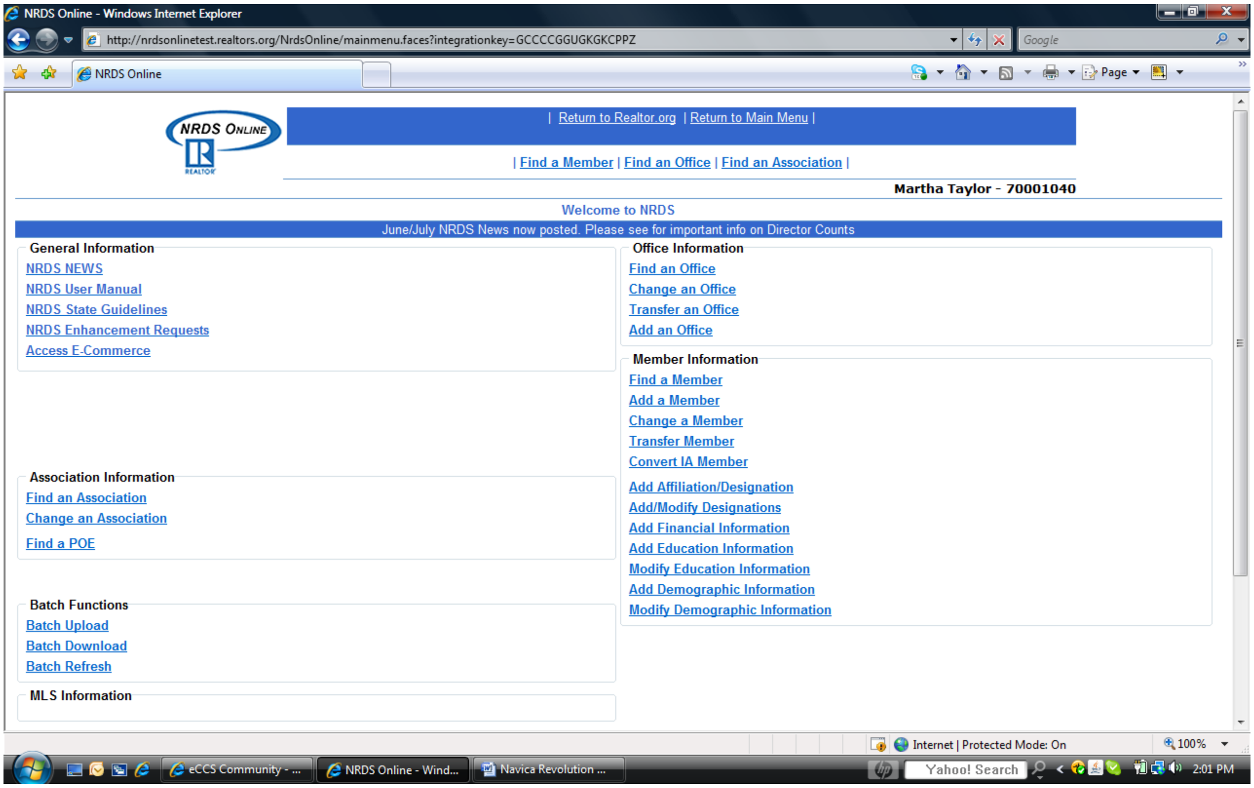


This is the form used by REALTOR® associations who use the NRDS Online system.

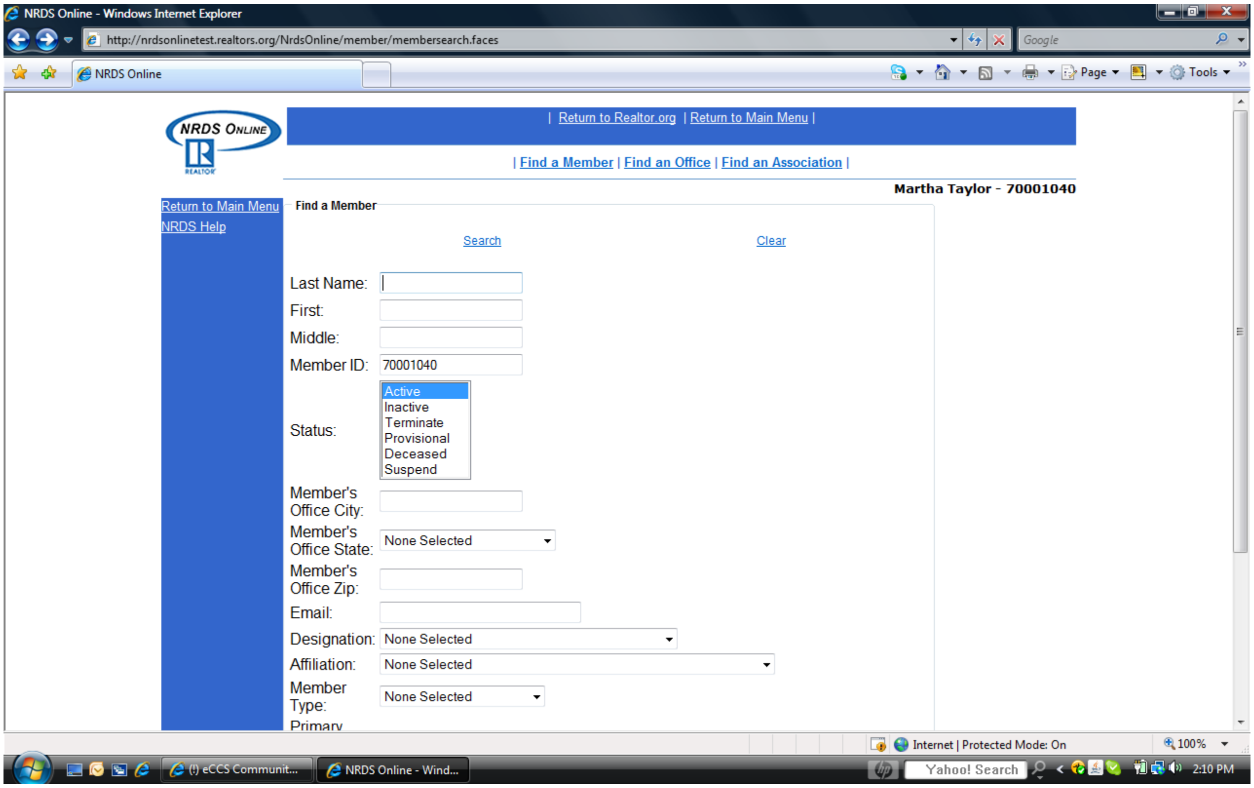
Click on "POE Connect to NRDS"



Click on Find an Office or Find a Member.



Enter the **Member ID** and click on **Search** to Find a Member.



From here compare the Navica Agent information mapped to the NRDS Member information.

NRDS Interface Default Field Mapping

Agent Default Field Mapping

From Navica Revolution Database System	To National REALTOR® Database System
Agent NRDS Number (Required)	Member ID
Agent NRDS Last Name (Name only)	Member Last Name
Agent NRDS First Name (Formal name)	Member First Name
Agent Middle Name	Member Middle Name
Agent Mail Address 1	Member Mail Address
Agent Mail Address 2	Member Mail Attention/Care Of
Agent Mail City	Member Mail City
Agent Mail State	Member Mail State
Agent Mail Zip Code (parsed)	Member Mail Zip Code
Agent Mail Zip Code (parsed)	Member Mail Zip Code+6
Agent Home Address 1	Member Home Address
Agent Home Address 2	Member Home Attention/Care Of
Agent Home City	Member Home City
Agent Home State	Member Home State
Agent Home Zip Code (parsed)	Member Home Zip Code
Agent Home Zip Code (parsed)	Member Home Zip Code+6
Agent Cell (parsed)	Member Cell Phone Area Code
Agent Cell (parsed)	Member Cell Phone Number
Agent Home (parsed)	Member Phone Area Code
Agent Home (parsed)	Member Phone
Agent Fax (Other phone #1 or #2 parsed)	Member Fax Area Code
Agent Fax (Other phone #1 or #2 parsed)	Member Fax
Agent Office NRDS Number	Member Office ID
Agent Status (Active only)	Member Status
Agent NRDS Join Date	Member Joined Date

Agent License Number	Member Real Estate License Number
Agent Primary Association	Member Primary Association
Agent Primary State Association	Member Primary State Association
Agent Preferred Mail	Member Preferred Mail
Agent Preferred Phone	Member Preferred Phone
Agent Preferred Publication	Member Preferred Publication
Agent Web Page	Member Web Page Address
Agent E-Mail	Member E-Mail Address

Office Default Field Mapping

From Navica Revolution Database System	**To National REALTOR® Database System**
Office NRDS Number (Required)	Office ID
Office Name	Office Business Name
Office Sort Key	Office Sort Sequence
Office Mailing Address 1	Office Mail Address
Office Mailing Address 2	Office Mail Attention/Care Of
Office Mailing City	Office Mail City
Office Mailing State	Office Mail State
Office Mailing Zip Code (parsed)	Office Mail ZIP
Office Mailing Zip Code (parsed)	Office Mail ZIP+6
Office Street Address 1	Office Street Address
Office Street Address 2	Office Street Attention/Care Of
Office Street City	Office Street City
Office Street State	Office Street State
Office Street Zip Code (parsed)	Office Street ZIP
Office Street Zip Code (parsed)	Office Street ZIP+6
Office Main (Area Code)	Office Area Code

Office Main (Phone Number)	Office Phone Number
Office Fax (Area Code)	Office Fax Area Code
Office Fax (Phone Number)	Office Fax Phone Number
Office Contact	Office Contact DR
Office Contact Manager	Office Contact-Manager
Office Status (Active only)	Office Status
Office Primary Association	Office Primary Association
Office Primary State Association	Office Primary State Association
Office Web Page	Office Web Page Address
Office eMail Address	Office E-Mail Address

Note: NRDS Office and Member field definition tables are provided at the end of this user guide. The definitions are provided for all of the NRDS Office and Member table fields.

What is the QuickBooks Interface?

The Navica MLS Management QuickBooks Interface was developed to assist REALTOR® Association MLS enterprises with periodic MLS Office/Agent list billing. The billing cycle, determined by the MLS Company board of directors, can occur monthly or quarterly.

Without this interface the process of billing Office/Agents is often a several day process printing various Navica MLS reports and then editing QuickBooks MLS customer information and memorized invoice transactions.

The QuickBooks Interface solves problems by building two files for import using the built-in QuickBooks Import Utility:

1. **MLS Office/Agent List Billing Customers**

Active MLS Offices are imported as Customers in QuickBooks. The source of this data is stored in the Navica Office table. Office data will be imported into the QuickBooks customer table and provide data for the MLS Office/Agent List Billing Transaction header.

2. **MLS Office/Agent List Billing Transactions**

During phase one of this interface, we are create invoice transactions with line item summary or detail for each brokers, agents, and appraisers who use Navica MLS services. We are also created a line item for brokers, agents, and appraisers who receive MLS books. Future versions may include features like additional line items for penalties and other MLS service fees.

Broker Invoice Transaction Header -

An MLS Office/Agent List Billing invoice is "billed to" the real estate Office. The header information on the invoice contains Office information like Company Name, Company Mailing Address (Billed to address), Company Street Address (Ship to address), Company Contact First Name, Company Contact Last Name, Company Contact Email Address, and Company Main Phone Number.

Broker/Agent Invoice Transaction Detail -

The invoice detail information includes line items usually beginning with the Office Contact or Broker followed in alphabetical order by real estate Agents and Appraisers who use the MLS service. The detail information on the invoice contains Agent information like the Agent's name and billing rate. Usually there are different fees for various MLS users determined by Navica Security Levels and/or Roster Display Types.

For instance Office Brokers may pay a fee of $ 35.00, whereas, Office Agents pay a fee of $ 30.00.

Refer to **Security Level** and **Roster Display Types** screen shots under the **References** section.

Navica Revolution MLS Output | QuickBooks IIF format

The QuickBooks Interface utilizes the QuickBooks Import Utility for updating QuickBooks' Customers and Invoice transactions. Since REALTOR® association MLS companies use various versions of QuickBooks, the IIF format works will with these versions and requires little testing.

The two IIF files are named as follows:

- tblQuickBooksMLSCustomers.iif 'Customers
- tblMLSBillingQBImportTrans.iif 'Invoice transactions

Accounting Considerations |

The Accounts Receivable must exist prior to import. If it does not, you will receive invalid line errors and the import will not process records properly. Also if you have the Sales Tax property turned ON, it is best to turn it OFF prior to importing transactions. Once the transactions have been imported, turn it back ON.

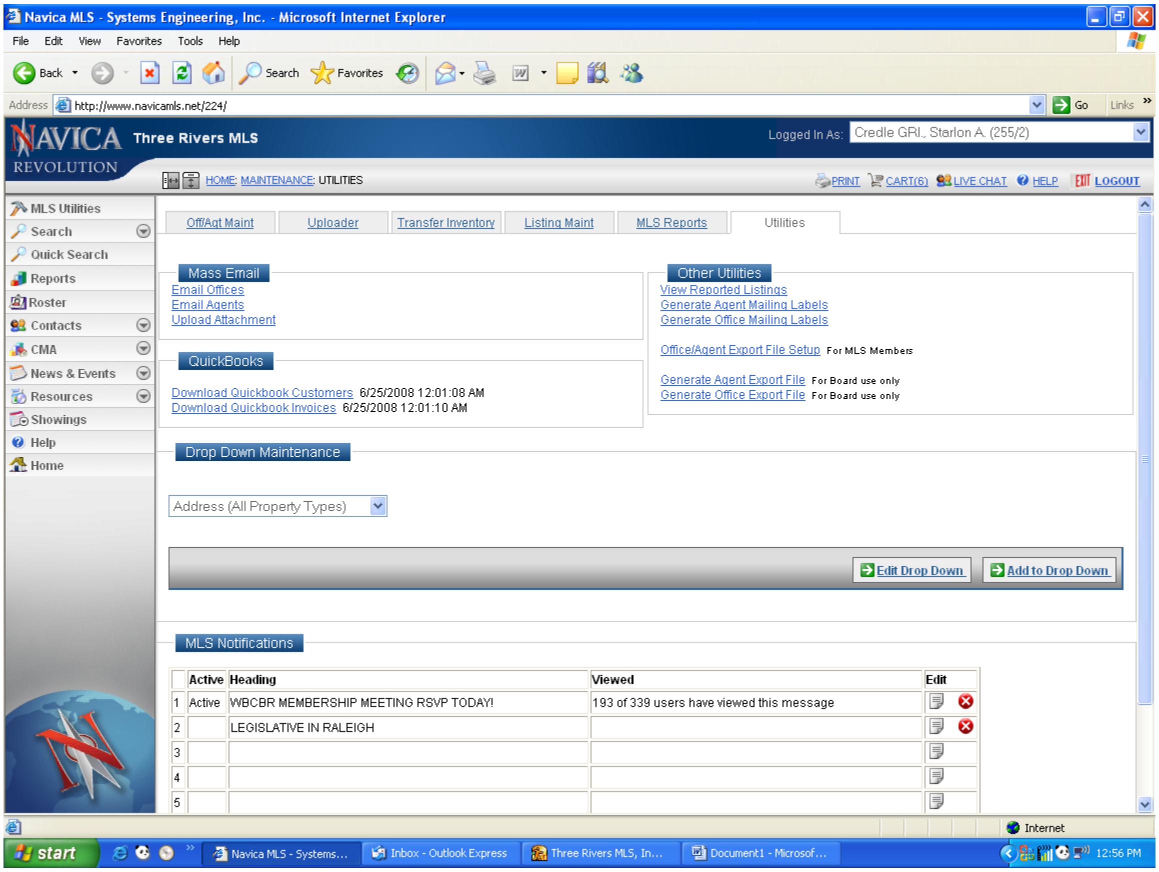
The NRDS QuickBooks Interface Provides On Site Implementation

Providing for a quality implementation experience, our Navica Project Manager will work with your REALTOR® association staff to determine the best date/time for live QuickBooks Interface activation. You in qualified hands as our Navica Project Manager has years of state and local association knowledge and experience as a **Microsoft Small Business Associate** as well as a **QuickBooks ProAdvisor and Developer**.

Our Navica Project Manager can test the QuickBooks Interface remotely using a copy of MLS company data; however, SEI requires that the QuickBooks Interface activation be accomplished during a physical on site visit.

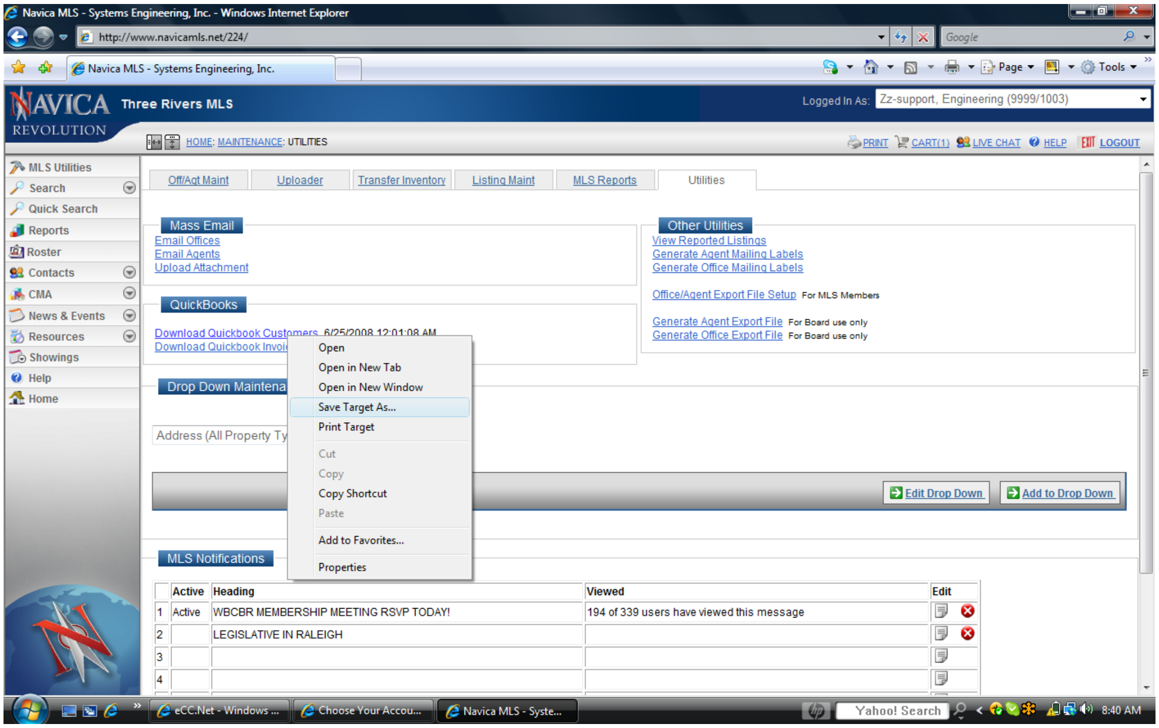
Navica MLS Billing Export for QuickBooks

Log in to Navica MLS, and navigate to the Utilities tab as shown below.



Under the **QuickBooks** heading, right click on **Download QuickBooks Customers**.

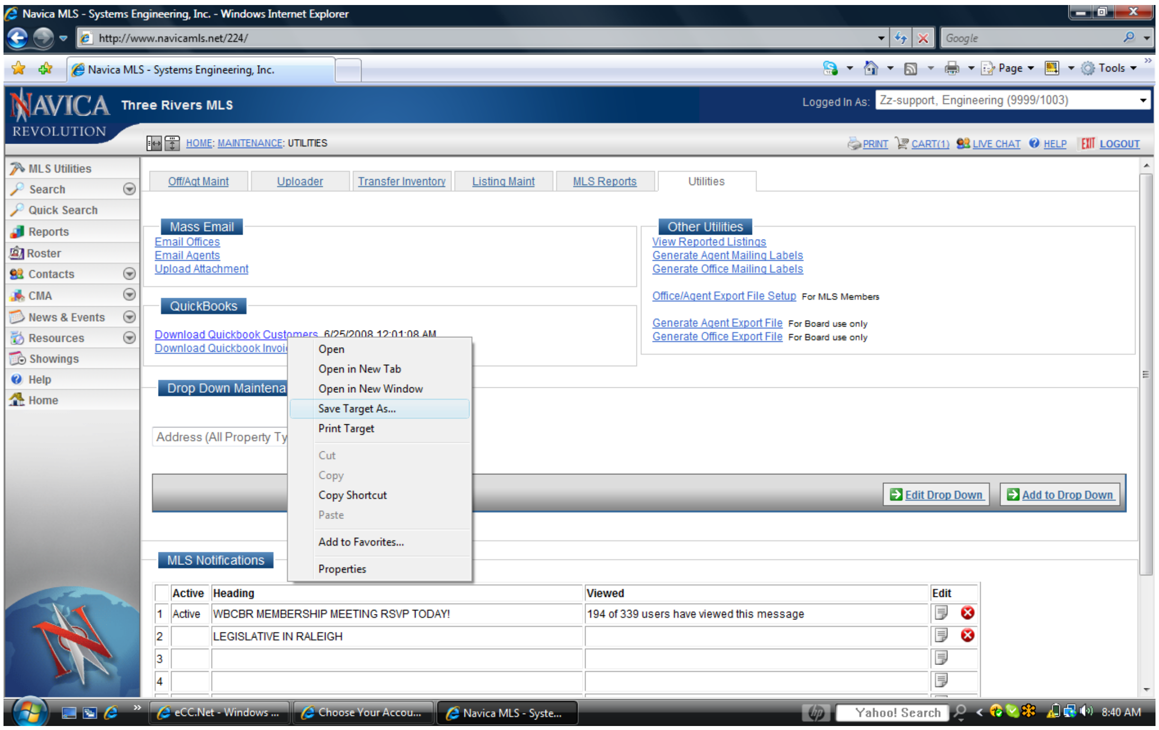
Then **Save Target As..**



Navigate to My Documents, Navica Billing folder, and Save file.

Next right click on **Download QuickBooks Invoices.**

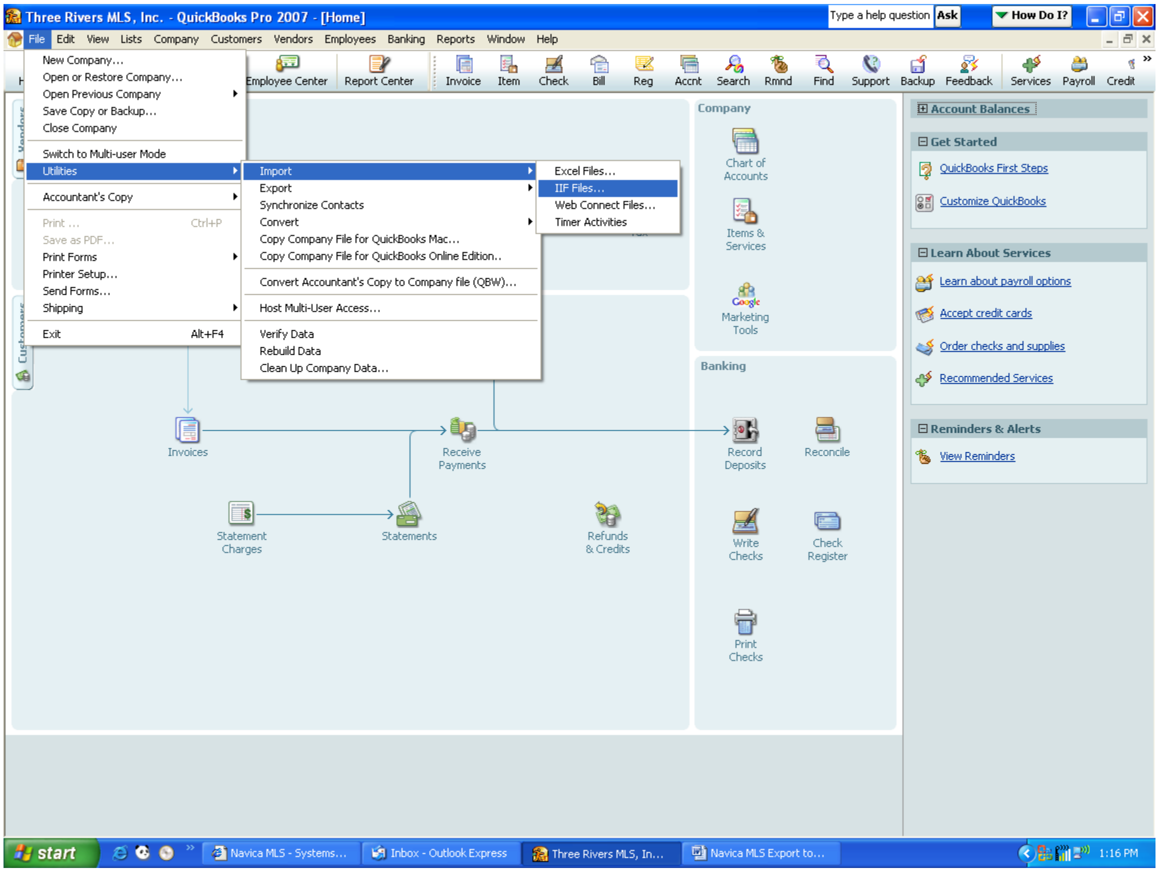
Then **Save Target As..**



Navigate to My Documents, Navica Billing folder, and Save file.

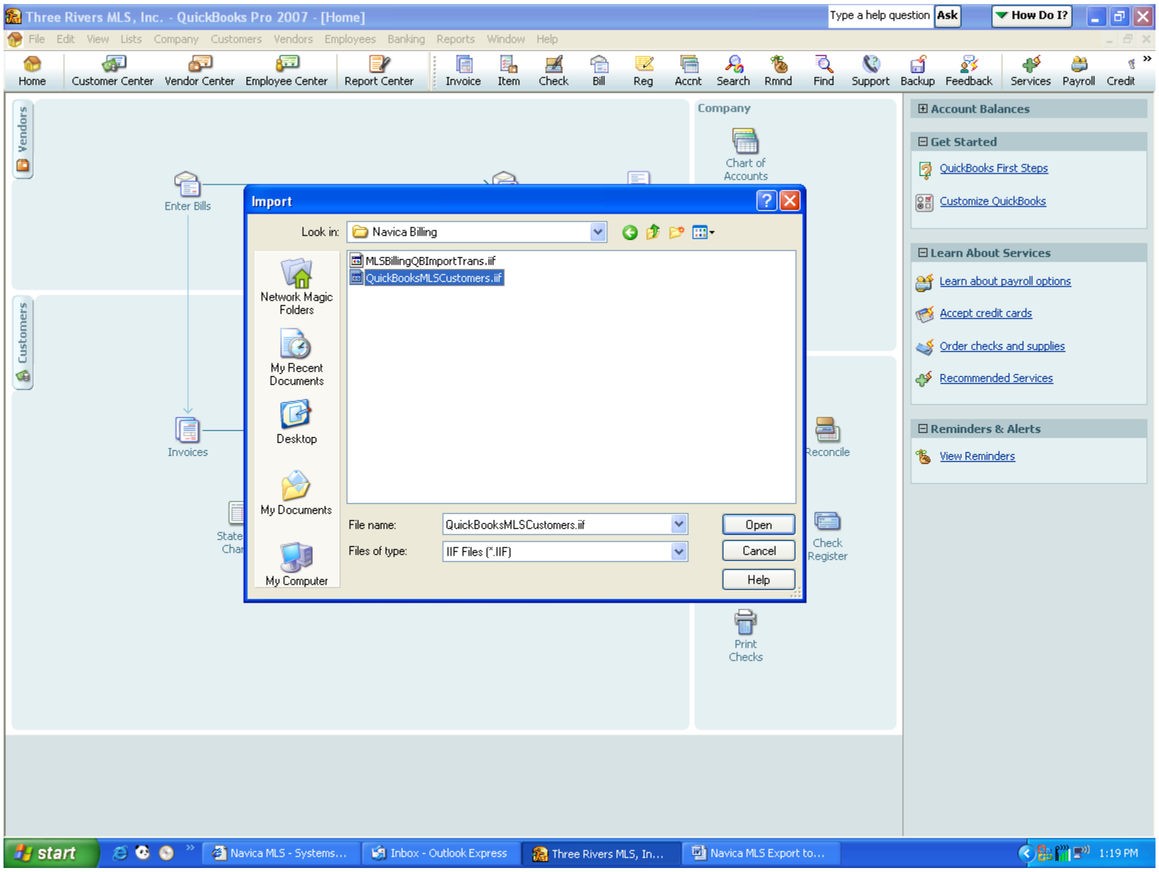
Launch QuickBooks and log in to the MLS Company.

Click on Utilities, Import, IIF files.. as shown below.



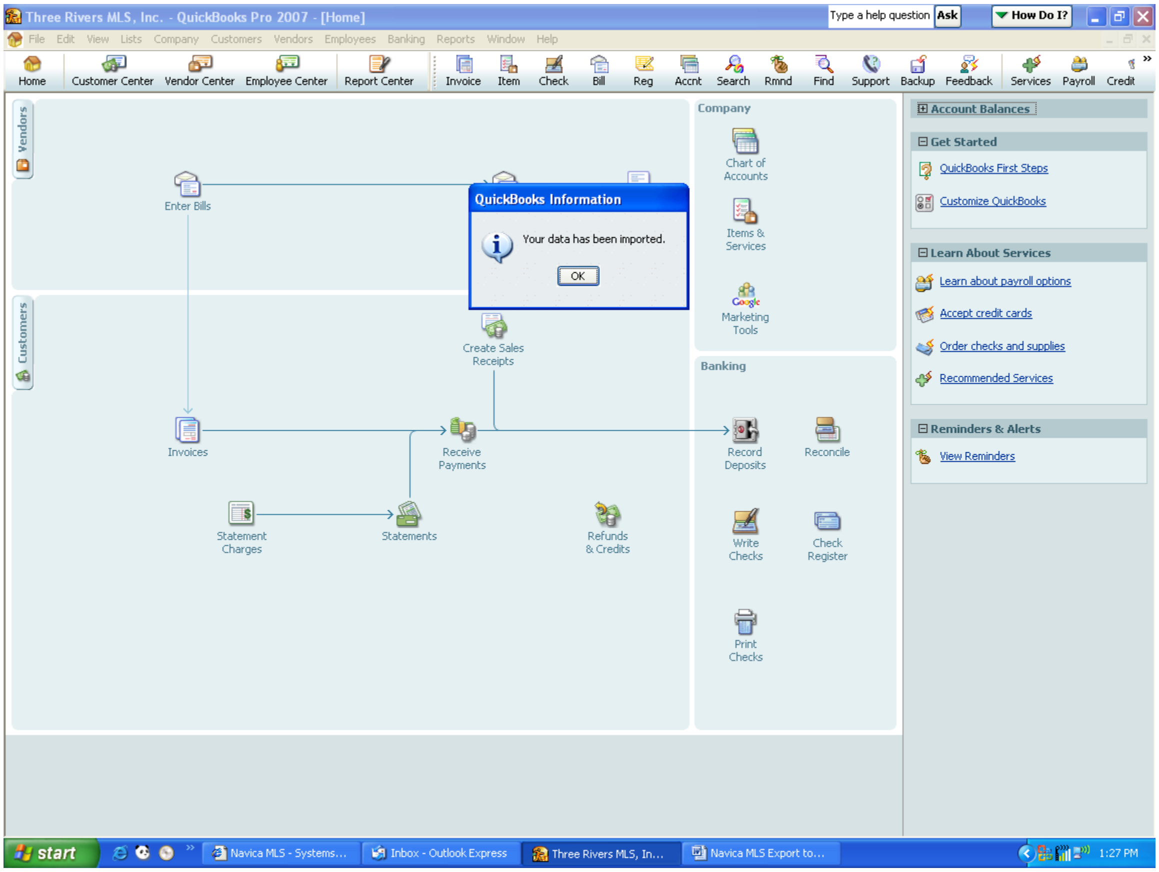
Navigate to the My Documents, Navica Billing folder.

Highlight the **QuickBooksMLSCustomers.iif** file as shown below.



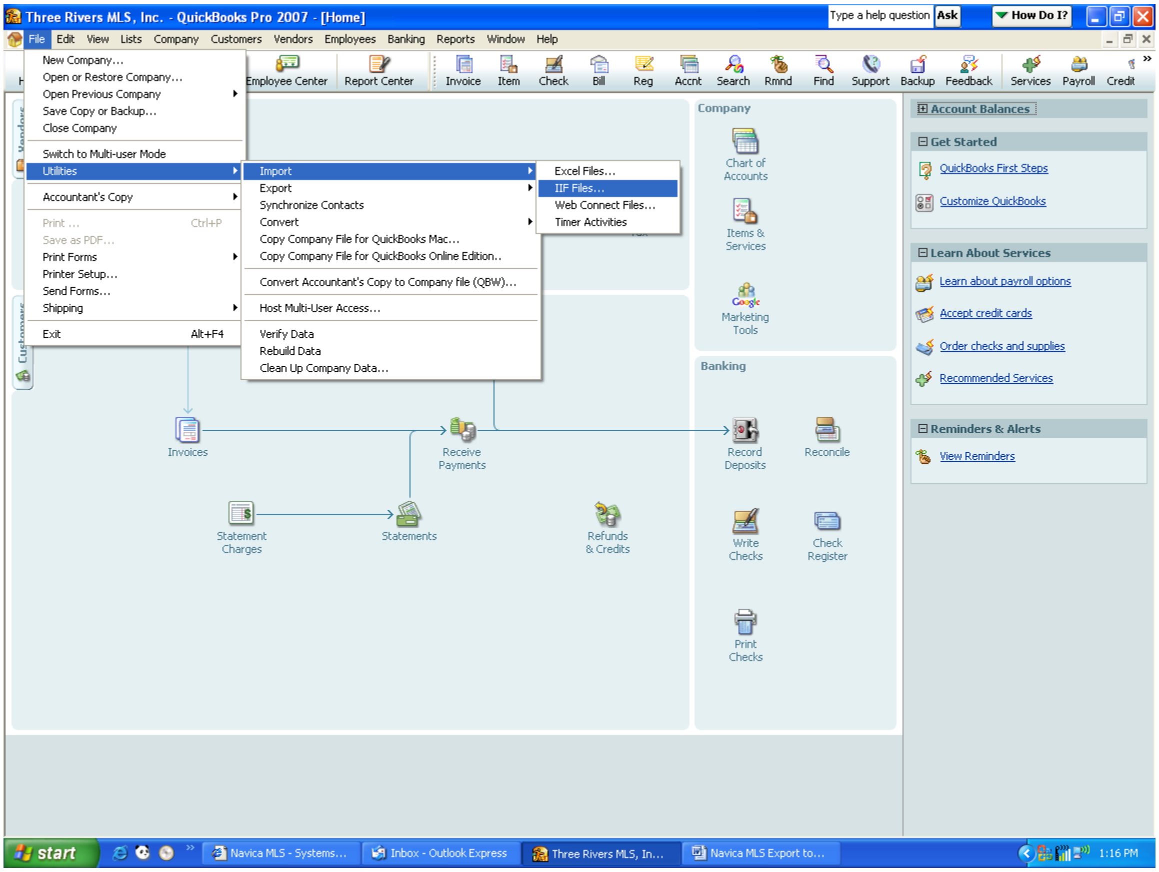
Then click the **Open** button to import Navica Offices.

Once the data is imported the following message will appear.



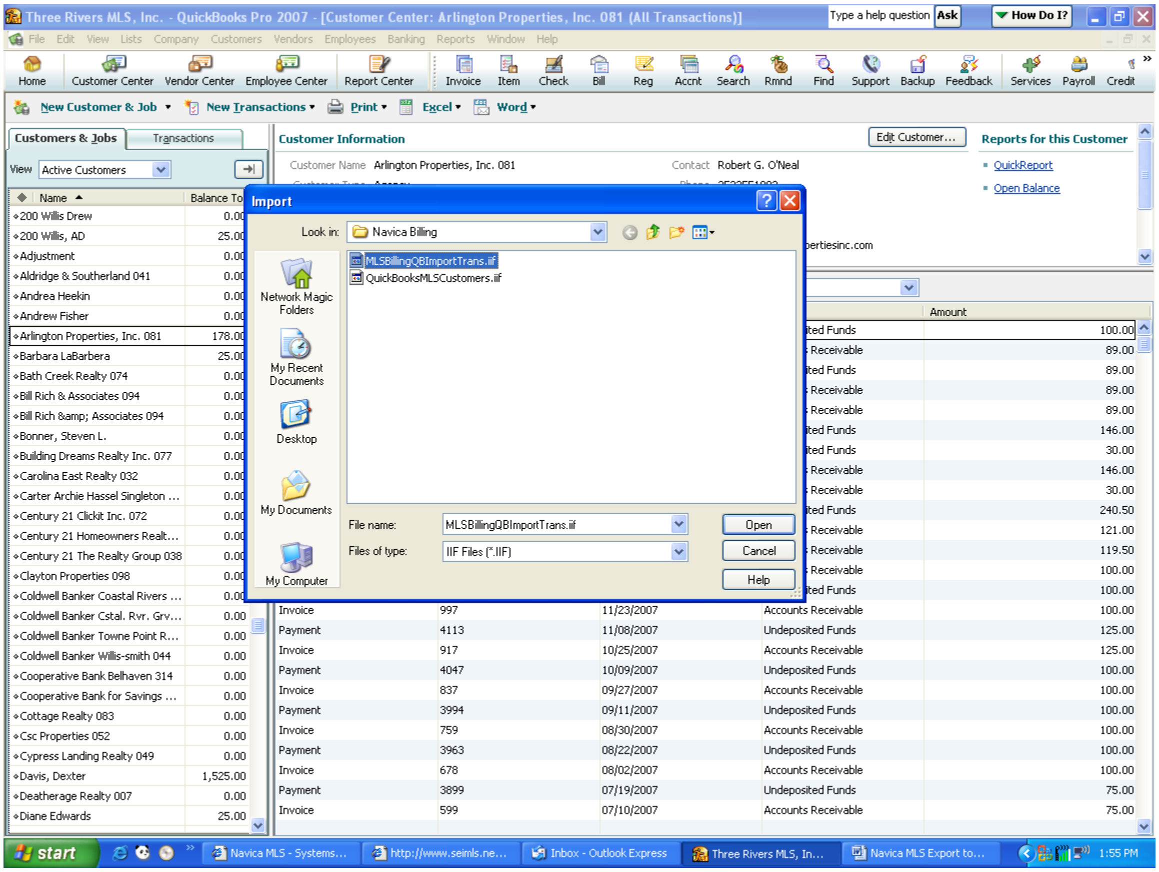
Click **OK**

Click on Files, Utilities, Import, IIF files



Navigate to the My Documents, Navica Billing folder.

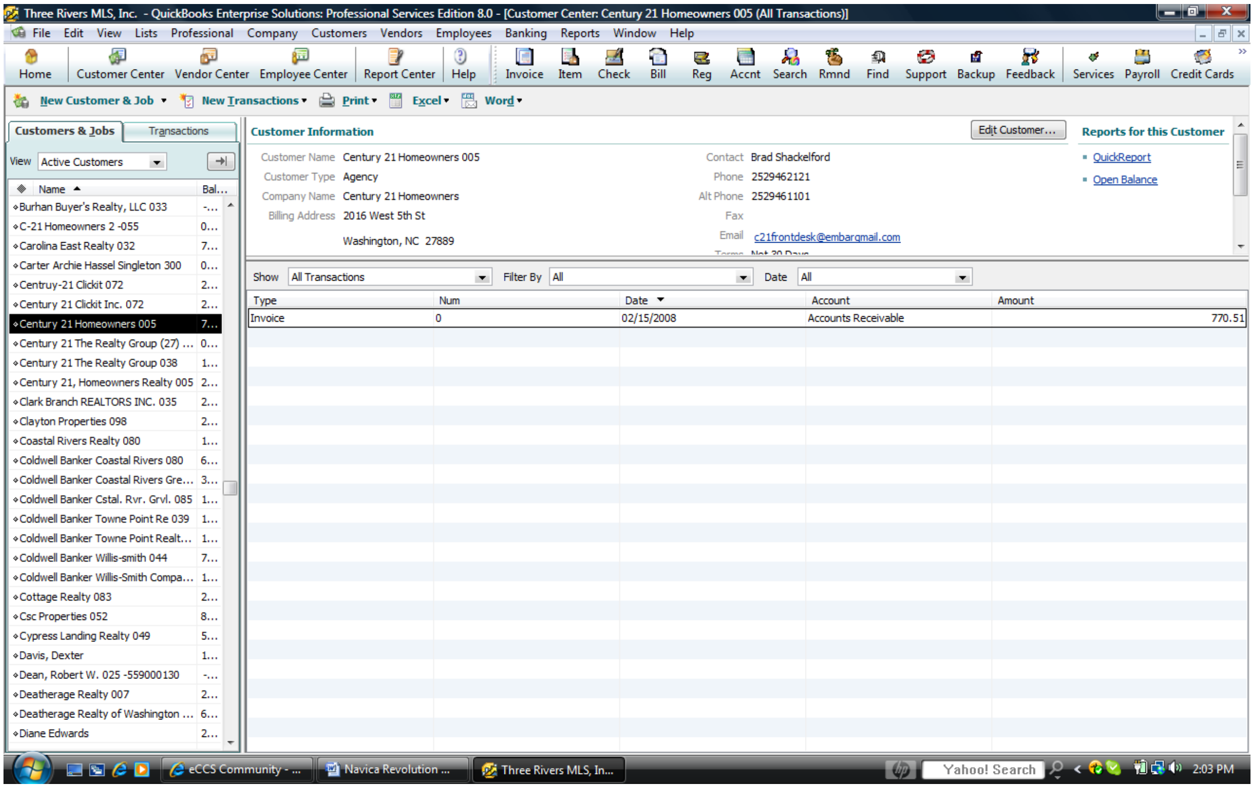
Select **MLSBillingQBImportTrans.iif**



Click **Open** to import Navica billing invoices.

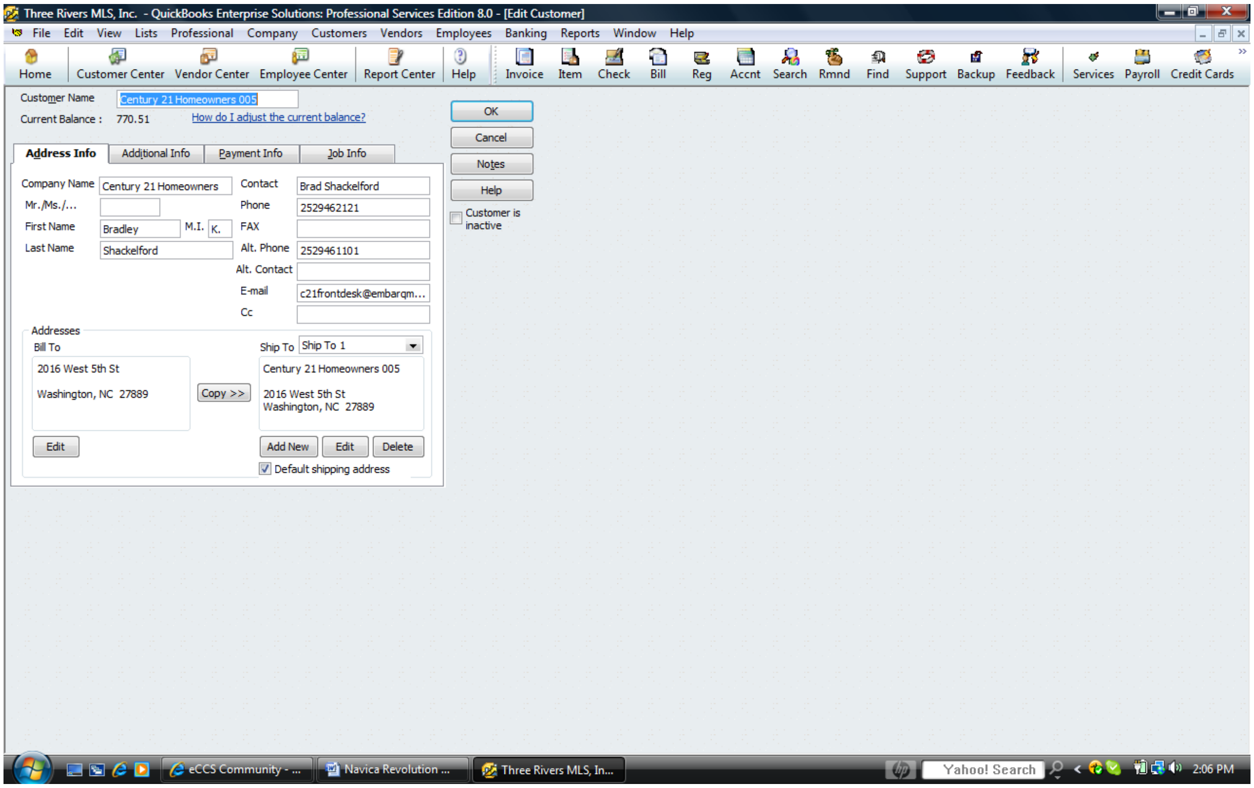
QuickBooks Customer Center

Navigate to the QuickBooks Customer Center.

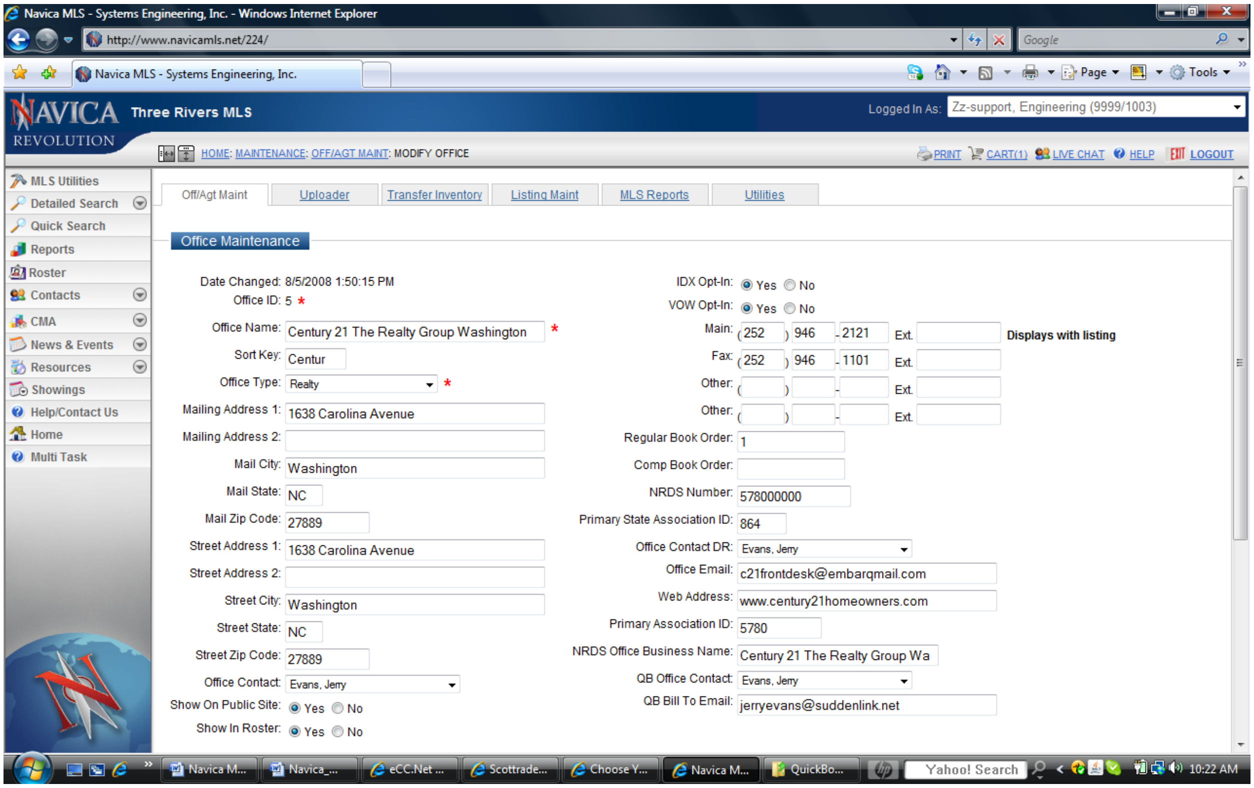


Notice that the Navica Office ID is added to the end of the Customer Name.

Double-click on a selected customer to view office detail as shown below.



Compare Navica Office detail.



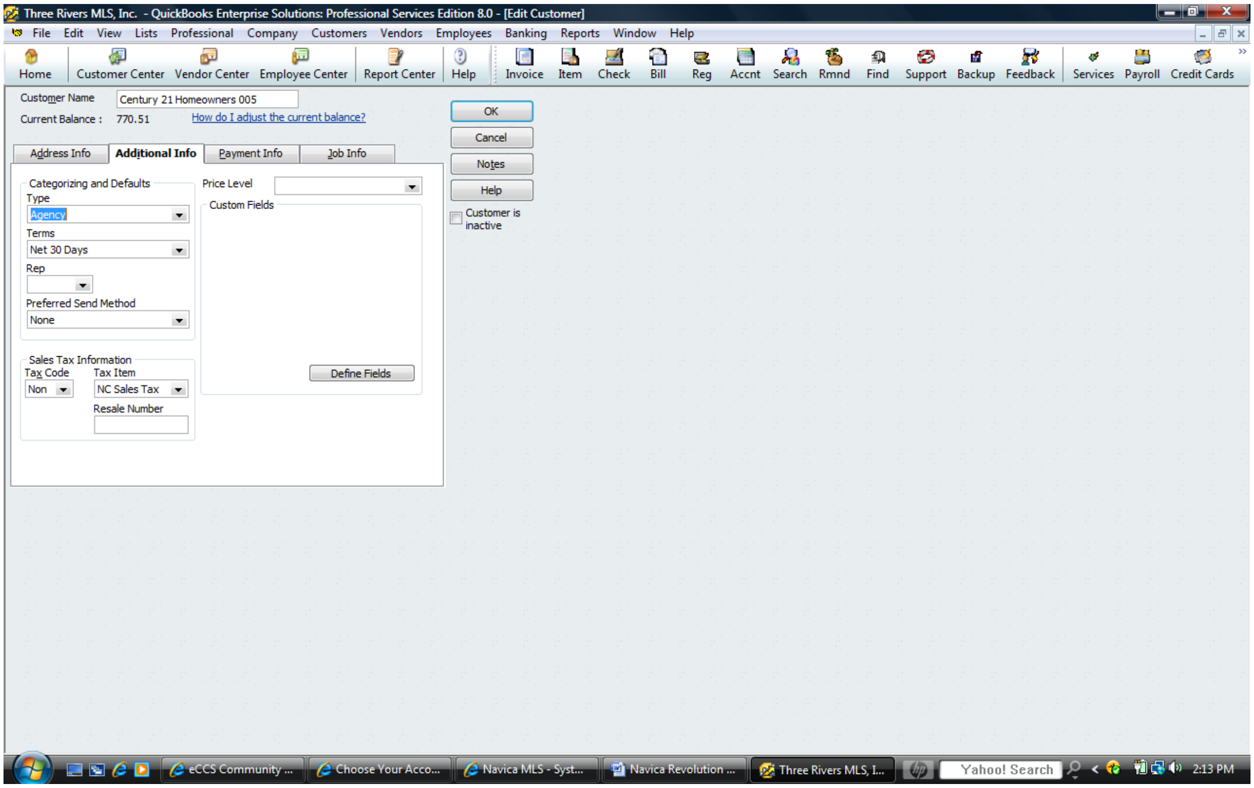
Notice that the Office Mail Address is mapped to the Customer Bill to Address.

Likewise the Office Street Address is mapped to the Customer Ship to 1 Address.

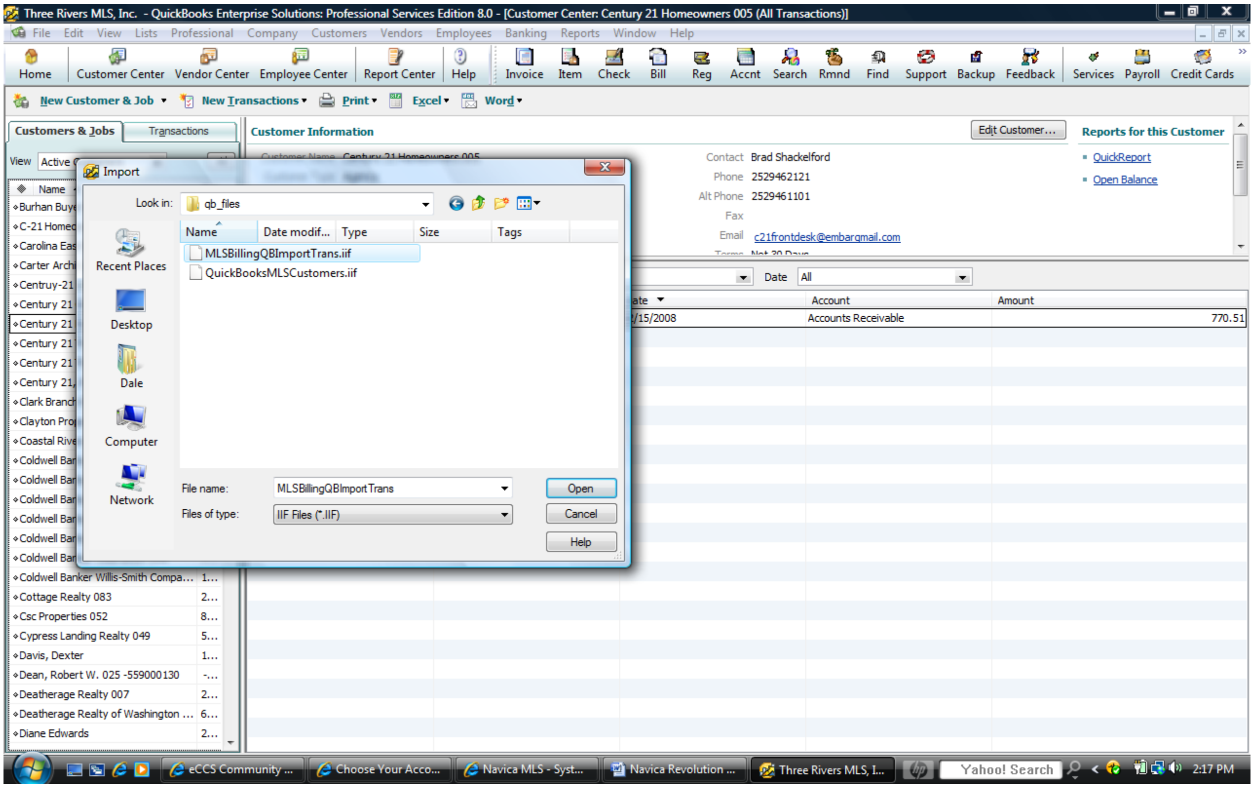
We have added **QB Office Contact** and **QB Bill To Email** fields.

Additional Info Tab

We can populate Additional Info according to MLS Company requirements.

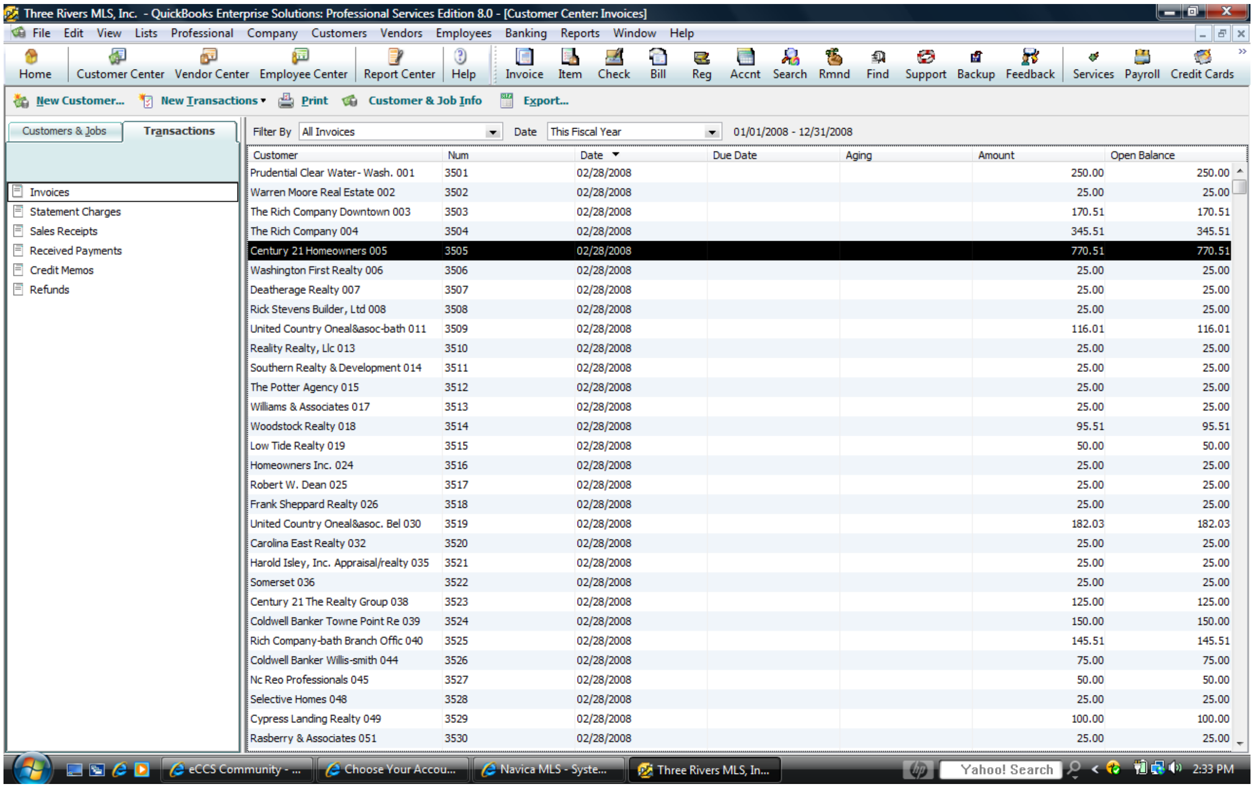


Repeat the steps to import invoice transactions.



Highlight **MLSBillingQBImportTrans.iif** as shown above. Click on the **Open** button.

From the **QuickBooks Customer Center**, click on the **Transactions** tab as shown below.

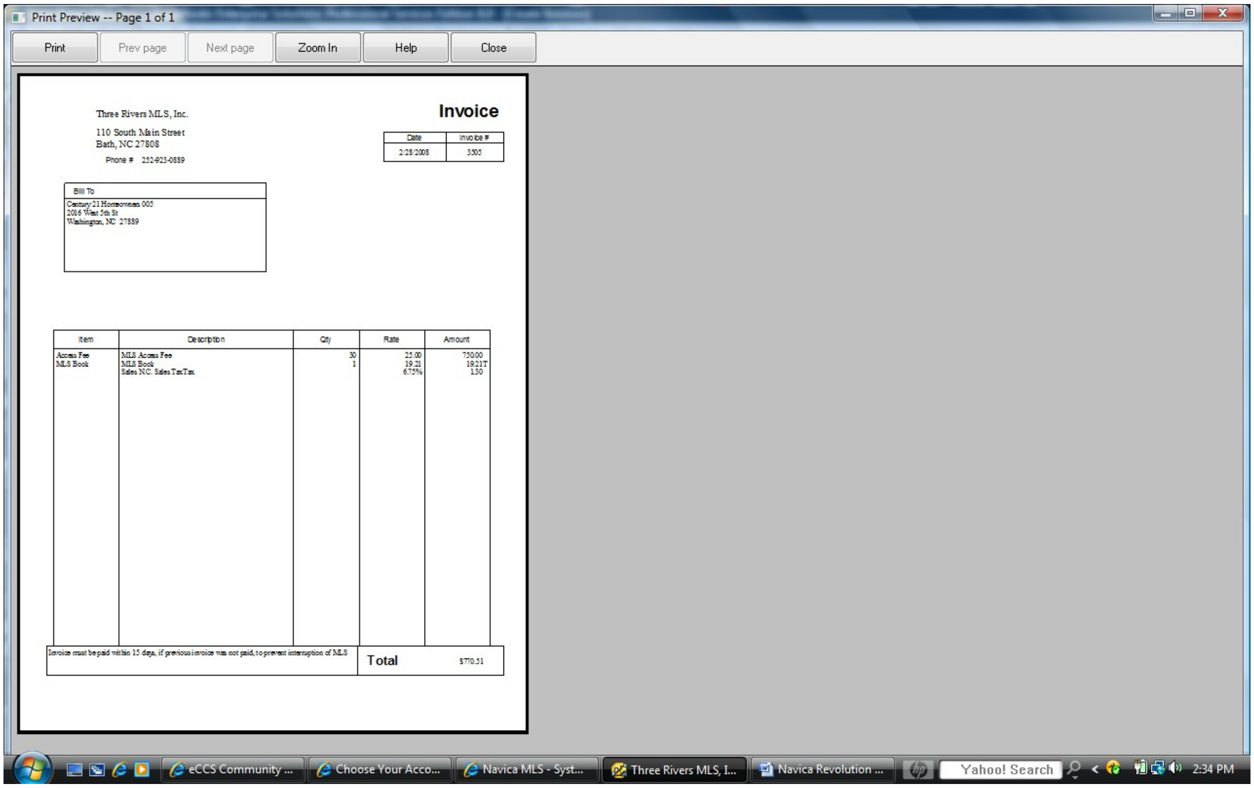


We have selected **Century 21 Homeowners 005** for our sample invoice.

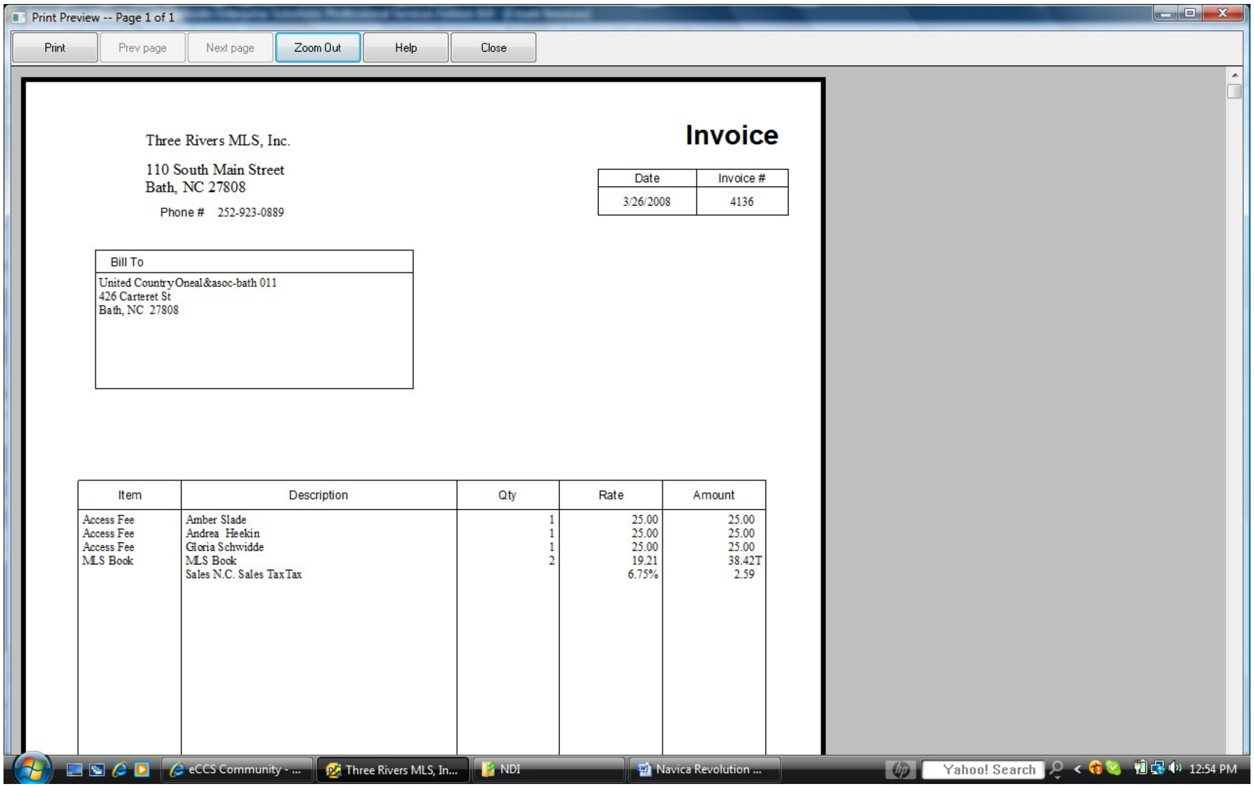
Invoice Option

MLS Companies can select to display summarized or detailed line items.

Summarized Sample



Detailed Sample (Recommended)



Invoice

Three Rivers MLS, Inc.

110 South Main Street
Bath, NC 27808

Phone # 252-923-0889

Date	Invoice #
3/26/2008	4136

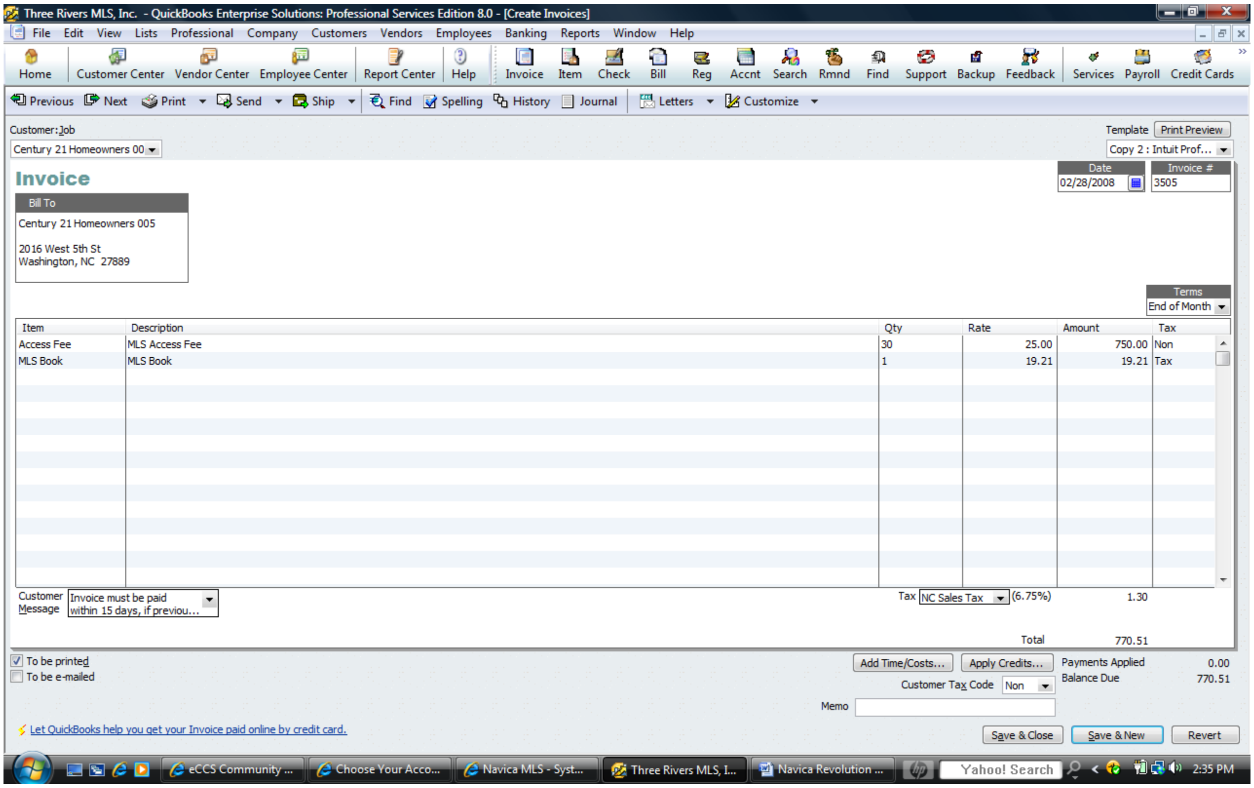
Bill To

United Country Oneal &asoc-bath 011
426 Carteret St
Bath, NC 27808

Item	Description	Qty	Rate	Amount
Access Fee	Amber Slade	1	25.00	25.00
Access Fee	Andrea Heekin	1	25.00	25.00
Access Fee	Gloria Schwidde	1	25.00	25.00
MLS Book	MLS Book	2	19.21	38.42T
	Sales N.C. Sales Tax Tax		6.75%	2.59

The detailed invoice lists the agents' name on the line item.

We can also set the **To Be Printed** flag as shown below.



We can set the **To Be Emailed** flag if supported in your version of QuickBooks.

We can also set the beginning **Invoice #** for you to avoid duplicate transactions as well as populate the **Customer Message**.

What is the REALTOR® E-Commerce Network Interface?

The REALTOR® E-Commerce Network external interface has been incorporated into the Navica Revolution MLS system to provide discount online payment options for members of National Association of REALTORS®. SEI brands this solution as simply **Navica eCommerce**.

Using Navica eCommerce REALTOR® association members can

Pay Their Navica Revolution MLS, Supra, and/or SentriLock invoices online!

Navica eCommerce Pre-requisites

REALTOR® associations must sign up for the REALTOR® E-Commerce Network by contacting Chris DeRosa at the National Association of REALTORS® or by visiting the www.realtors.org Website.

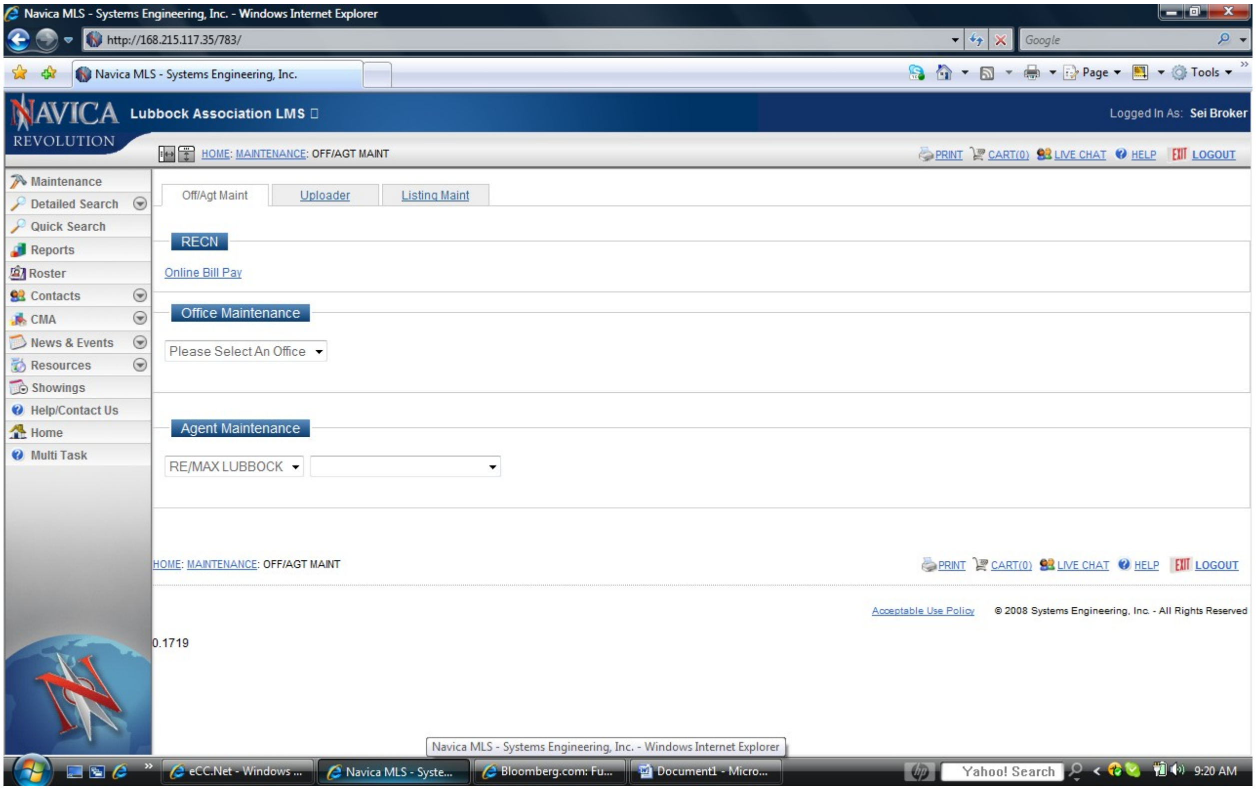
Note: Specify that you are requesting RECN for your MLS company.

SEI strongly recommends that REALTOR® MLS boards implement the NRDS Interface prior to Navica eCommerce implementation.

A Navica Project Manager will be assigned to each board implementing Navica eCommerce to assure operational efficiency and that security rules are properly implemented and enforced.

REALTOR E-Commerce Network Bill Pay for Navica Offices

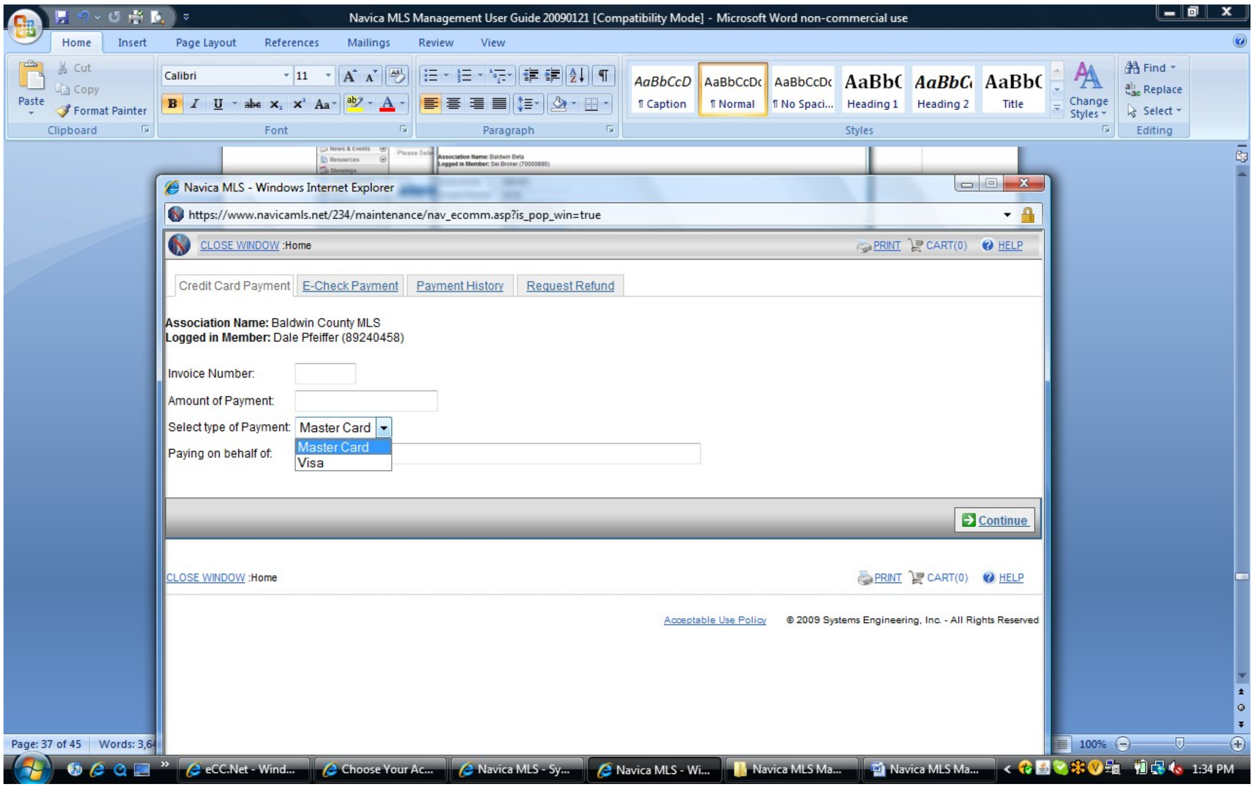
From the Navica **Maintenance** menu (left pane) below the **Off/Agt Main** tab, locate the **RECN** heading.



Click on the **Online Bill Pay** link.

Credit Card Payment Form

When the office accounts payable staff specialist logs into our secured Navica Enterprise MLS intranet, the system intelligently displays the parent REALTOR Association Name as well as the Logged in Member Name and Member ID as shown below.



Simply enter the following payment information:

Invoice Number
Amount Of Payment
Select Type Of Payment
Paying on behalf of (for Navica Association MLS staff only)

When the payment information has been entered, click **Continue**.

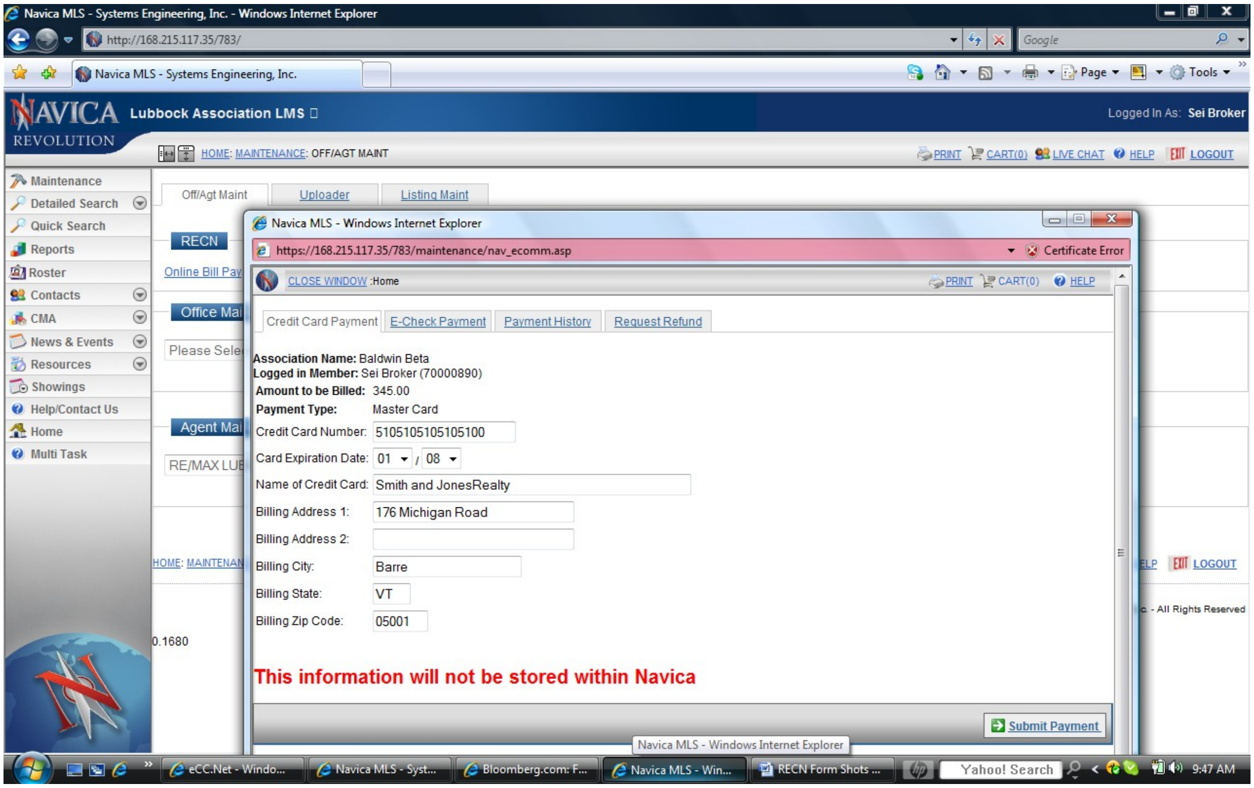
Requirements

This feature is provided for paying MLS service invoices in conjunction with the Navica MLS Management System. Navica Offices can pay for any invoice received from the Association's MLS entity. Please do not pay for Association invoices like annual board dues, RPAC contributions, etc.

A valid NRDS **Member ID is required** for RECN credit card transaction processing. Office staff specialists can be added as N**on Member** types in the National Realtor Database System (NRDS) via Navica's MLS Management System service by an authorized parent association staff membership specialist.

Credit Card Payment Form (Continued)

After entering your invoice payment information, the system will prompt the user for credit card information as shown below.



Enter the following information:

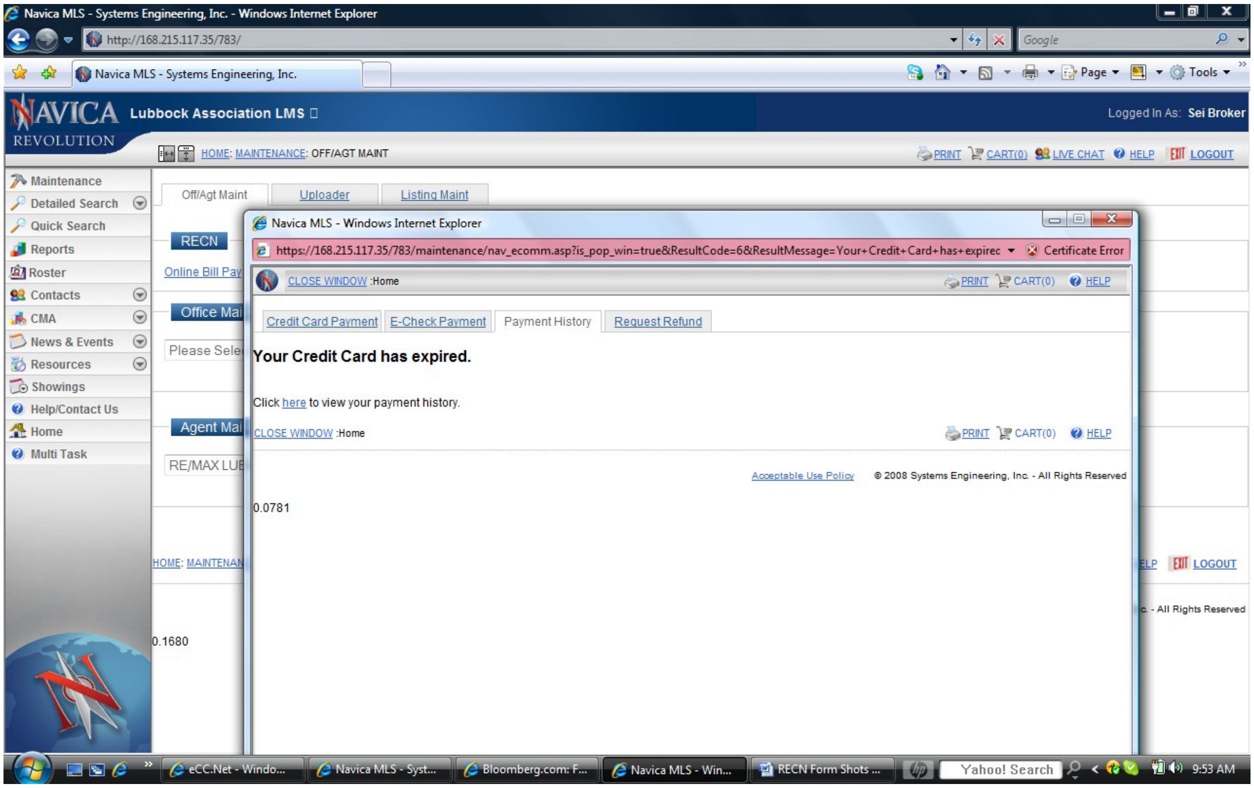
Credit Card Number
Card Expiration Date
Name Of Credit Card
Billing Address 1
Billing Address 2
Billing City
Billing State
Billing Zip Code

When all of the credit card information has been entered, click on **Submit Payment**.

NOTE: This information will not be stored within Navica

Credit Card Response Form

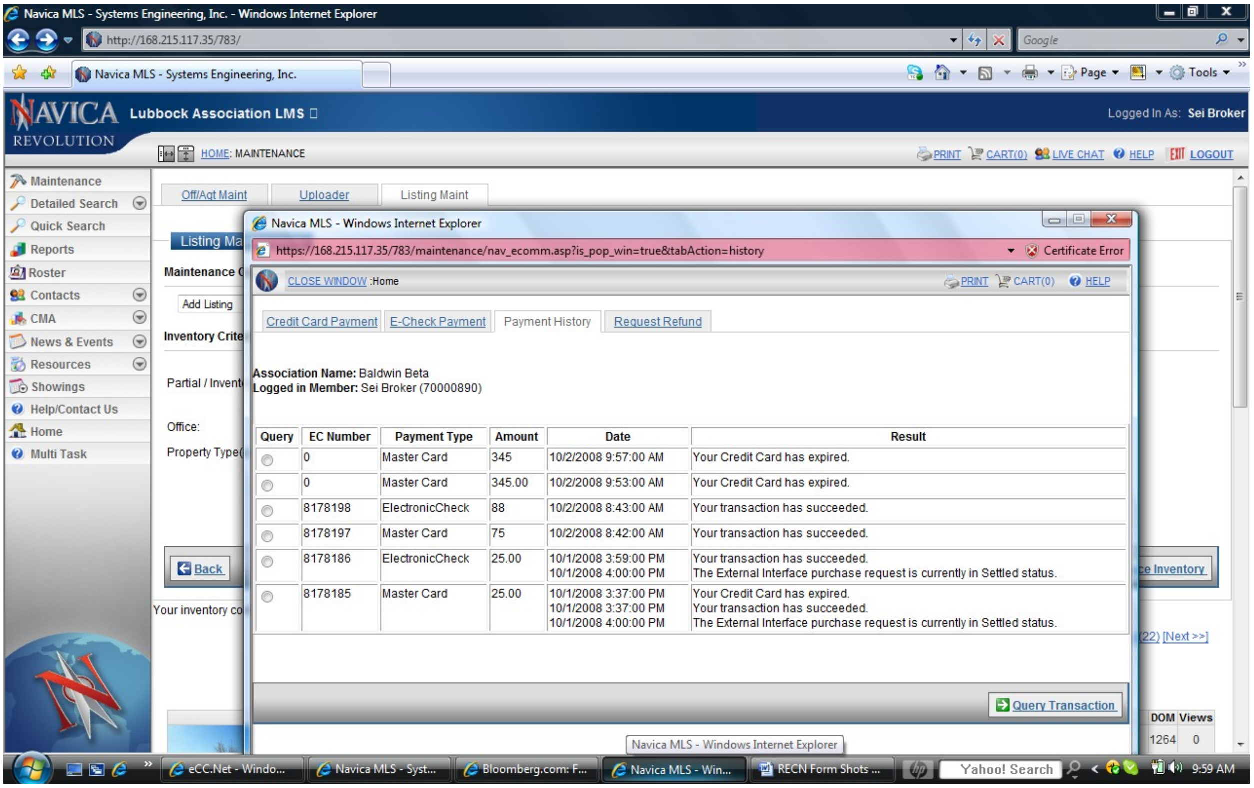
The RECN system will respond with a message as shown below.



Click on the "Click here to view your payment history" link.

Payment History Form

The following form will display RECN payment transaction history as shown below.



The following payment information will be listed:

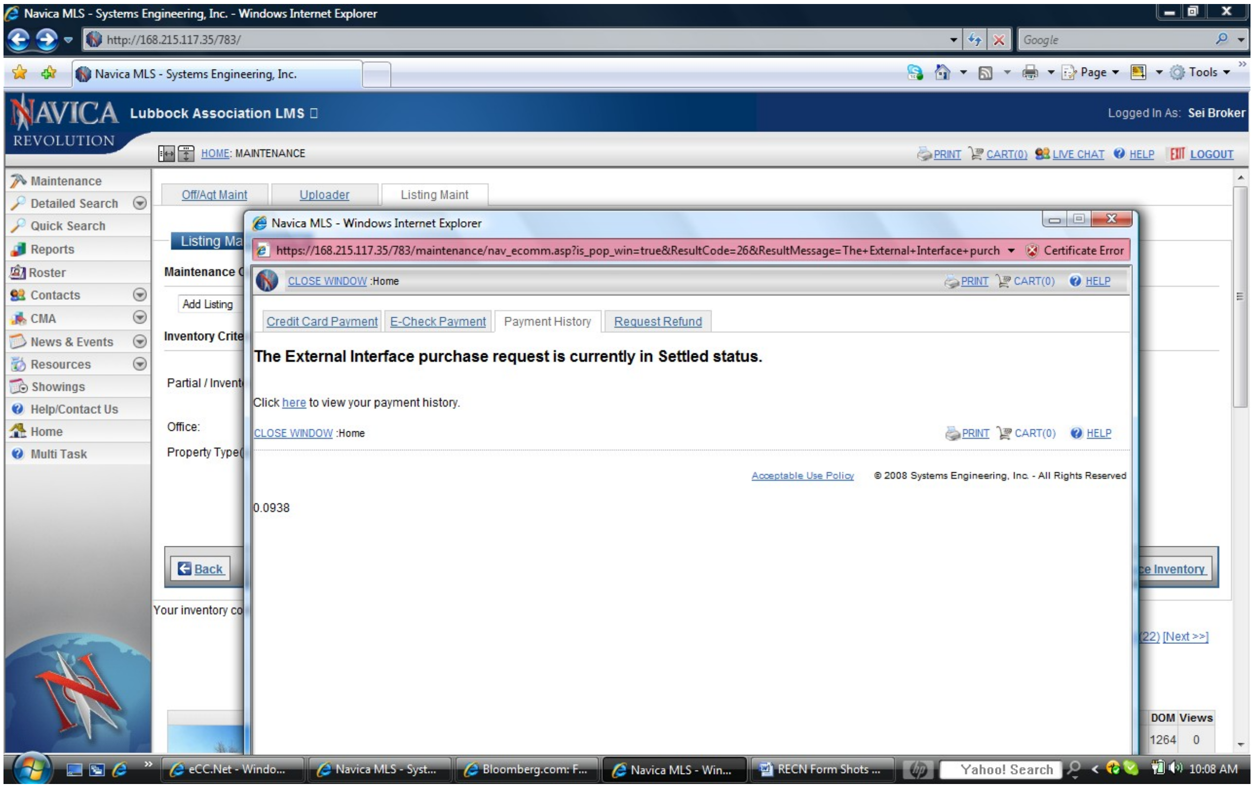
- **Query**
- **EC Number (assigned by RECN system)**
- **Payment Type**
- **Amount**
- **Date**
- **Result**

Under the Query heading, select by clicking on the radio button to the left of 8178198 (EC Number).

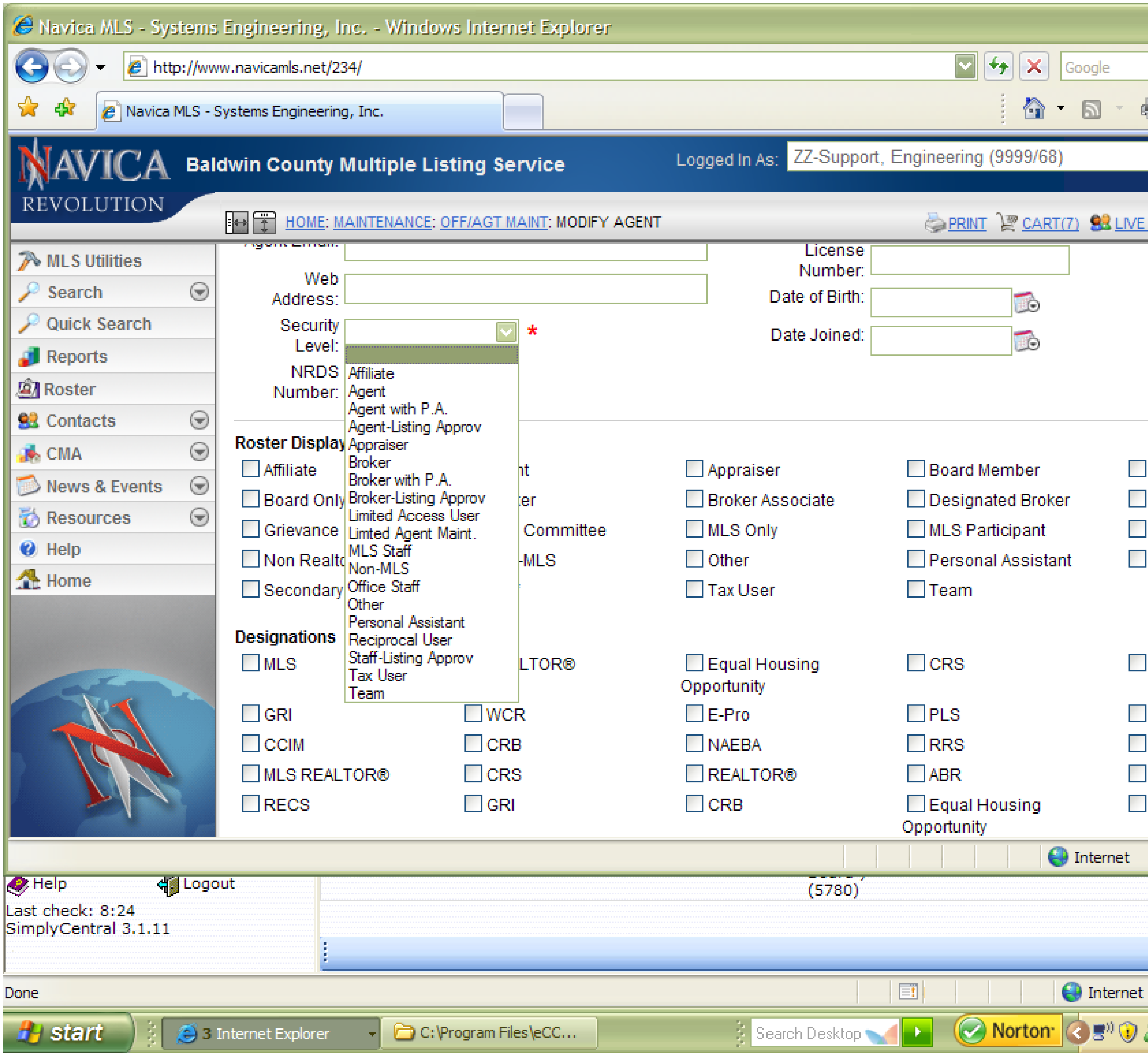
Then click on **Query Transaction** to display RECN payment transaction status.

Query Transaction Form

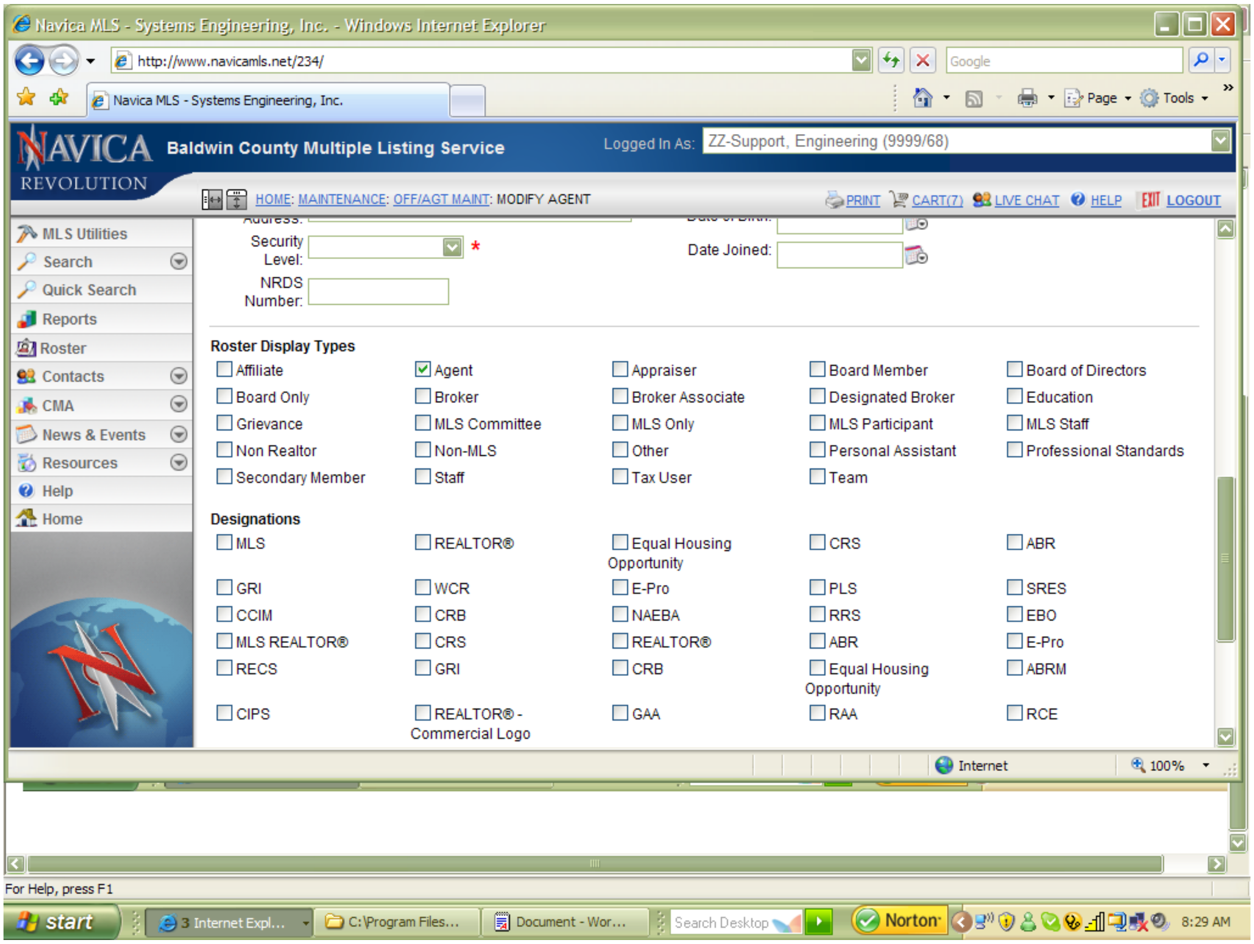
The status of the RECN payment transaction will be displayed as shown below.



Security Levels



Roster Display Types



Office Elements

Element	Description
OfficeId	The unique 9-digit Office ID assigned to the office
AssociationId	The 4-digit local Association ID for the association in which the office has primary membership
OfficeFranchiseId	The 9-digit Franchise ID for the franchise with which the association is affiliated
OfficeParentCompanyId	The 9-digit Parent Company ID for the parent company with which the office is affiliated
OfficeBusinessName	The business name of the office
OfficeCorporateName	The corporate name of the office
OfficeSortSequence	Used by the Point of Entry when adding an office to alphabetize offices in lists, rosters, etc.
Office Name	The name of the office (used for queries – could be business, formal, or corporate)
OfficeStreetAddress	The street address of the office
OfficeMailAddress	The mailing address of the office
OfficePhone	The phone number of the office
OfficeFax	The fax number of the office
StopFaxFlag	Flag to indicate whether the fax number should be used
OfficeDistrict	The district in which the office belongs – used by association's to track geographic or political districts.
OfficeType	The type of office (residential, commercial, affiliate)
OfficeTaxId	The taxpayer ID number of the office

Element	Description
OfficeCorporateLicense	The office's corporate or business license
OfficeMainOfficeId	The main office ID for the office – used when the office location is a branch office
OfficeBranchType	The type of branch of the office: S - single M - main B - branch
OfficeBillingOfficeId	The billing office ID for the office
OfficeContactUnlicensed	The office contact name, if the contact is not a Member
OfficeContactDRId	The ID for the Designated Realtor contact for the office
OfficeDRLastName	The last name of the Designated Realtor for the office (used in queries)
OfficeDRFirstName	The first name of the Designated Realtor for the office (used in queries)
JoinedDate	The date the office joined the association
OfficeStatus	The Status of the office: A - active I - inactive T - terminated
OfficeStatusDate	The date of the last status change for the office
OnRosterFlag	Flag to indicate whether the office should be on the roster
StopMailFlag	Flag to indicate whether mail should be stopped to this address
OfficeNMSalespersonCount	The number of non-member salespersons

Element	Description
	affiliated with the office
PrimaryIndicator	The office's affiliation with the association: P - primary S - secondary
OfficeMLSOnlineStatusDate	The date of the last MLS status change
OfficeMLSOnlineStatus	The status of the office's access to the MLS system: Y - active N - inactive
PointOfEntry	The association's Point of Entry ID
EMail	The email address for the office
WebPage	The web page URL for the office
MLSID	The MLS ID for the office
PrimaryStateCode	The primary state association code where the office has primary membership
JunkMailFlag	Flag to indicate if the office wishes to receive "junk" mail
OfficeContactManagerId	The ID for the contact manager of the office – used when the contact is not the Designated Realtor
OfficeFormalName	The formal name of the office, up to 60 characters
OfficeAdditionalPhone	An additional phone number for the office
OfficeNRDSInsertDate	The date the record was first put into NRDS
Timestamp	Sequential number indicating the order in which the record was stored in NRDS

Member Elements

Element	Description
MemberId	The unique 9-digit Member ID for the member
PrimaryIndicator	Indicates the member's affiliation (primary, secondary) with the association
MemberLastName	The last name of the member
MemberFirstName	The first name of the member
MemberMiddleName	The middle name of the member
MemberGeneration	The family generation and other suffixes, ex. Jr., Sr., III, Esq., etc.
MemberNickname	The nickname for the member
MemberTitle	The formal title that precedes the member's name, ex. Mr., Mrs., Ms., etc.
MemberSalutation	The member's name as it appears after *Dear* in the greeting of a letter
MemberGender	The gender of the member: M – male F - female
MemberHomeAddress	The home address of the member
MemberMailAddress	The mailing address of the member
MemberPreferredMail	The location where the member would prefer to receive mail: H - home O - office street M - mail

Element	Description
	F - office mail
MemberPreferredPublication	The location where the member would prefer to receive publications: H - home O - office street M - mail F - office mail
MemberHomePhone	The home phone number of the member
MemberPersonalFax	The personal fax number of the member
MemberPreferredFax	The preferred fax location for the member: H - home O - office
OfficeId	The Office ID for the office in which the member is located
MemberType	The type of member: R - realtor AFF - affiliate N - nonmember S - staff I institute affiliate member RA - realtor associate
JoinedDate	The date the member joined
MemberOrientationDate	The date the member either went through orientation or is scheduled to go through orientation

Element	Description
MemberStatus	The Status of the member's membership: A - active I - inactive T - terminated P - pending X - deceased S - suspended
MemberStatusDate	The date of the last member status change
PreviousNonMemberFlag	Flag to indicate if the member changed their status with the association from a non-member to a member
DuesWaivedLocalFlag	Flag indicating whether local membership dues should be waived
DuesWaivedStateFlag	Flag indicating whether state membership dues should be waived
DuesWaivedNationalFlag	Flag indicating whether national membership dues should be waived
MemberSSN	The social security number of the member
MemberRELicense	The Real Estate License number of the member
MemberBirthDate	The date of birth of the member
MemberLocalJoinedDate	The date the member transferred or reinstated to the primary association
StopMailFlag	Flag to indicate whether to exclude the member from mailings
JunkMailFlag	Flag to indicate whether the member wishes to receive "junk" mail
OnRosterFlag	Flag to indicate whether the member wishes to

Element	Description
	appear on the roster
MemberOnlineStatus	The status of the member's on-line MLS access
MemberOnlineStatusDate	The date of the last MLS status change
AssociationId	The local Association ID for the member's primary affiliation
MemberPrimaryStateAssociationId	The state Association ID where the member has primary membership
GRI	Flag to indicate that the member has earned the GRI designation
GRI Date	The date the member received the GRI designation
ABR	Flag to indicate that the member has earned the ABR designation
ABR Date	The date the member received the ABR designation
ABRM	Flag to indicate that the member has earned the ABRM designation
ABRM Date	The date the member received the ABRM designation
ALC	Flag to indicate that the member has earned the ALC designation
ALC Date	The date the member received the ALC designation
ARM	Flag to indicate that the member has earned the ARM designation
ARM Date	The date the member received the ARM designation
CCIM	Flag to indicate that the member has earned the CCIM designation

Element	Description
CCIM Date	The date the member received the CCIM designation
CIPS	Flag to indicate that the member has earned the CIPS designation
CIPS Date	The date the member received the CIPS designation
CPM	Flag to indicate that the member has earned the CIPS designation
CPM Date	The date the member received the CPM designation
CRB	Flag to indicate that the member has earned the CRB designation
CRB Date	The date the member received the CRB designation
CRE	Flag to indicate that the member has earned the CRE designation
CRE Date	The date the member received the CRE designation
CRS	Flag to indicate that the member has earned the CRS designation
CRS Date	The date the member received the CRS designation
GAA	Flag to indicate that the member has earned the GAA designation
GAA Date	The date the member received the GAA designation
LTG	Flag to indicate that the member has earned the LTG designation
LTG Date	The date the member received the LTG designation

Element	Description
RAA	Flag to indicate that the member has earned the RAA designation
RAA Date	The date the member received the RAA designation
RCE	Flag to indicate that the member has earned the RCE designation
RCE Date	The date the member received the RCE designation
SIOR	Flag to indicate that the member has earned the SIOR designation
SIOR Date	The date the member received the SIOR designation
Desig TBD1	Reserved for future use
Desig TBD1 Date	Reserved for future use
Desig TBD2	Reserved for future use
Desig TBD2 Date	Reserved for future use
Desig TBD3	Reserved for future use
Desig TBD3 Date	Reserved for future use
MemberPrimaryFieldOfBusiness	Code that indicates the member’s primary field of business
MemberSecondaryFieldOfBusiness	Code that indicates the member’s secondary field of business
MemberOccupationName	The Member’s occupation – used for reporting RPAC contributions on various state and federal election reports
PointOfEntry	The association’s Point of Entry ID
WebPage	The web page URL of the member’s web page
EMail	The email address of the member

Element	Description
MemberMLSAssociationId	The association ID of the member's primary regional MLS
MLSID	The member's MLS ID
MemberArbitrationEthicsPending	Flag to indicate whether arbitration or ethics investigation or proceedings are pending against the member
StopFaxFlag	Flag to indicate whether the fax number can be used for fax mailings
MemberOfficeVoiceExtension	The internal/voice mail extension of the member
MemberReinstatementCode	Code to indicate whether the member has been reinstated
MemberReinstatementDate	The date the member was reinstated
MemberNationalDuesPaidDate	The date the national dues were paid
MemberStateDuesPaidDate	The date the state dues were paid
MemberSubclass	Used by states and boards to exchange additional billing types for members
MemberCellPhone	The cell phone number of the member
MemberPager	The page number of the member
MemberPreferredPhone	The preferred phone number of the member: H - home O - office P - pager C - cell
MemberDesignatedRealtor	The Designated Realtor for the member's office
StopEMailFlag	Flag to indicate whether the email address can be used for email distribution
MemberNRDSInsertDate	The date the record was first added into NRDS

Element	Description
Timestamp	Sequential number indicating the order in which the record was stored in NRDS

The NRDS support team is also available to assist with NRDS specific questions.

Email your questions to nrdshelp@realtors.org