

Fusion MLS™ Advanced Training Program

Training Workbook





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Fusion MLS Advanced Training Workbook
Instructor Supplement
Prepared for Realcomp
Rev A

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Training Program Overview

This version of the Training Workbook includes additional information for the trainer, such as program planning information, session outlines, and instructional strategies.

Training Program Components

Along with this Training Workbook, you should have a Trainer's Kit that includes the following components:

- CD-Rom or disk of electronic files
- Training Workbook - Participant
- Session evaluation form
- Completion certificate
- Training session signage

Delivery Method

The Fusion MLS Advanced Training Program involves about three hours (depending on whether or not you incorporate breaks). The Advanced End User session is comprised of a series of task-based modules. The first module provides a general overview of the tasks to be covered in the session. The second module covers customizing and sharing report and flyer formats; the third module teaches importing and exporting contacts and listings; and the fourth module covers managing and sharing listings. The final module provides a conclusion, opportunity to hand out certificates, and allows time for participants to complete evaluation forms.

Note: You can omit the practice and testing activities in the second, third, and fourth modules to deliver the training program in a lecture-style format. Using the lecture-style format reduces the training time to 1 hour and 40 minutes.

Instructional Strategy

Each module includes the following instructional events¹:

- Start the lesson by providing motivation, and interject motivational techniques throughout the lesson to maintain interest.
- Provide the participants with an understanding of what they will be required to know or do at the end of the lesson.
- Help participants recall knowledge related to the new material to help them get mentally ready.
- Provide the new information, structured to help the participants remember the information.
- Provide practice and feedback on the skills or knowledge.
- Test participants on the skills or knowledge.
- Provide remediation for aspects in which the participants did not show competence, or enrichment activities to extend the learning.

¹ The approach of this training program is based on Gagne's events of instruction. For more information about these concepts, refer to the following resources:

Clark, R. (1994). *Developing technical training*. Phoenix, AZ: Buzzards Bay Press.

Dick, W. & Carey, L. (1996). *The systematic design of instruction*, fourth edition. New York: HarperCollins Publishers, Inc.

Gordon, S. (1994). *Systematic training program design: Maximizing effectiveness and minimizing liability*. Englewood Cliffs, NJ: Prentice Hall.

Planning the Program

Use the Training Checklist on the following page to help plan the training program.

Training Check List



Initial organizing:

Determine number of participants for each class and number of classes needed. (No more than 15 participants per class are recommended for hands-on training. Up to three people can share a PC as more experienced users can be paired up with less experienced users.)

Determine dates and complete training schedules.

Reserve computer lab and LCD projector.

- Ensure the computer labs have PCs with the following specifications:
 - Pentium II Processor – 300 MLZ (Any 80486 or greater processor acceptable)
 - 32 MB available RAM (16 MB available RAM acceptable)
 - Microsoft® Windows® 95 or later, or Windows NT® 4.0
 - VGA monitor – 800 x 600 resolution or greater
 - Internet access
 - Microsoft® Internet Explorer 5.0 (Microsoft® Internet Explorer 4.01 acceptable)
 - Adobe Acrobat Reader® 3.0 or later

One month in advance:

If not using the real site, setup training site.

Customize training materials if necessary.

A Week Before Training:

Obtain list of participants. If participants will not be using their own user names and passwords, create training user accounts with listings, marketing information, contacts, and so forth.

Setup Joe Trainer or Jane Trainer account with listings, marketing information, contacts, and so forth.

Print the workbooks and other training materials.

Day of Training:

Turn on all machines and LCD projector.

Upload the contact information file on each hard drive.

Verify that the Internet Explorer icon is visible on every participant's desktop.

Verify that each computer has Acrobat Reader.

Session Schedules

Use the tables on the following pages to help plan your session. Enter the scheduled start/stop times and track the actual start/stop times during the session to help keep the session on track.

Session Schedule

Total Duration: 2 hours, 40 minutes (3 hours, 10 minutes with breaks)

<i>Module 1.</i>	<i>Duration</i>	<i>Start/Stop</i>	<i>Actual Start/Stop</i>
<i>Introduction</i>			
Introduction Housekeeping details	:10		
Tasks Overview	:10		
<i>Module 2.</i>	<i>Duration</i>	<i>Start/Stop</i>	<i>Actual Start/Stop</i>
<i>Customizing and Sharing Report and Flyer Formats</i>			
Objectives Information Presentation	:15		
Practice	:10		
Review	:05		
Testing	:10		
Break	:15		
<i>Module 3.</i>	<i>Duration</i>	<i>Start/Stop</i>	<i>Actual Start/Stop</i>
<i>Importing and Exporting Contacts and Listings</i>			
Objectives Information Presentation	:15		
Practice	:10		
Review	:05		
Testing	:10		
<i>Module 4.</i>	<i>Duration</i>	<i>Start/Stop</i>	<i>Actual Start/Stop</i>
<i>Managing and Sharing Listings</i>			
Objectives Information Presentation	:15		
Practice	:10		
Review	:05		
Testing	:10		
Break	:15		
<i>Module 5.</i>	<i>Duration</i>	<i>Start/Stop</i>	<i>Actual Start/Stop</i>
<i>Conclusion</i>			

Conclusion	:10		
Certificates Evaluation	:10		

Welcome

Welcome to Fusion MLS™ Advanced Training.

This training session lasts approximately three hours. In this session you will learn the specific tasks involved with customizing and sharing report and flyer formats, importing and exporting contacts and listings, and managing and sharing listings.

This Training Workbook is a supplement to what your instructor will present during the session. This workbook also includes the exercises you will conduct to practice tasks and processes.

The first thing you can do is log on to Fusion MLS, either by using the same user ID and password you currently use to access your system, or by using the user ID and password recommended by your instructor. After you log on, please wait for your instructor and for the other session participants to catch up.

Modules

This training session includes the following modules:

- **Introduction:**
You will be introduced to the tasks in the subsequent modules.
- **Customizing and Sharing Report and Flyer Formats:**
You will learn how to create and share custom report and flyer formats.
- **Importing and Exporting:**
You will learn how to export contacts and listing information.
- **Managing and Sharing Listings:**
You will learn how to manage listing information and share your listings with other agents.

Introduction

Duration

- 20 minutes

Introduction

- *Use this module as a brief overview of what the participants will learn in this training session.*

Objectives

This module provides an overview of the topics covered in the Advanced Training session.

Tasks Overview

The following tasks are covered in this training session:

- **Customizing report formats**

After you conduct a property search, the system displays the search results in a report format. You can create custom report formats.

- **Customizing flyer formats**

The system provides detailed information about each listing in a flyer format. You can create custom flyer formats.

- **Importing contacts**

You can import contact information from other contact management software applications.

- **Exporting contacts**

You can export your Fusion MLS contact information to use with other contact management software applications.

- **Exporting listings**

After you obtain search results, you can export the listing information to use with other software applications.

- **Managing listings**

You can completely manage your listings, including scheduling your own open houses, attaching documents to your listings, adding notes, and checking statistics about how many other users have viewed your listings.

- **Sharing listings**

You can allow other users to share your listings. These users will be able to manage the listings with you.

Customizing and Sharing Report and Flyer Formats

Duration

- 40 minutes

Motivation

- Show users how they can determine how the listing information is presented. Also show them the innovative way they can create custom flyers on the web without having to know HTML.

Objectives

Tell users that at the end of this module:

- They will be given guidelines to follow in order to create custom report and custom flyer formats.
- They will also be able to share these formats with other users.

Prior knowledge

- Remind participants that they already know how to do many activities in Fusion MLS. Let them know you will show them how they can further customize the system to meet their particular needs.

Information Presentation

- Provide an overview by going through a search, creating a custom

Objectives

During this module, you will be given guidelines to follow in order to create custom report and flyer formats. You will also be able to share your report and flyer formats with other users.

Report and Flyer Format Overview

After you conduct a property search, the system displays the list of search results in a "Report Format." You can also view more details about each listing by viewing the "Flyer Format." The system provides many different formats. You can also create your own.

This training module is going to teach you how you can create your own report and flyer formats. After your instructor demonstrates creating custom formats, you'll be able to conduct the following procedures along with your instructor. You will also learn how to share your report and flyer formats with other users.

Creating Custom Report Formats

In order to create a custom report format, first conduct a quick search.

To conduct a quick search:

- 1 From the **Search** menu, choose **Quick Search**.
- 2 If the search type is not already set to **Residential**, click the **View List** button in the Search Type section. In the All Property Tables window, select the **RS** (Residential) checkbox, and then click the **OK** button.
- 3 In the Status Code area, select the **ACTV** (Active) check box.
- 4 In the Area section, click the **View List** button. Note that the left side of the Area list box contains the areas, and the right side contains the subareas. Select the area and subarea suggested by your instructor, and then click the **OK** button.

The system auto populates the **Area** field with the appropriate codes.

- 5 In the Search Price area, enter 100 in the **From** field and 150 in the **To** field.
- 6 In the Bedrooms area, enter 3 in the **Min** field and 5 in the **Max** field.
- 7 In the Baths/Lavs area, enter 2 in the **Min** field, and leave the **Max** field empty.

report format, creating a custom flyer format, and then demonstrating how to share the formats with other users.

- Explain that you will break down the steps into more detail and that they will then get to practice for themselves.
- After the Information Presentation, go through the steps together.

8 Click the **Search** button.

The system displays the search results in the default report format.

To create a custom report format:

1 Select “Design New Report” from the **Select Different Report Format** drop-down list.



The Create New Custom Report page appears.



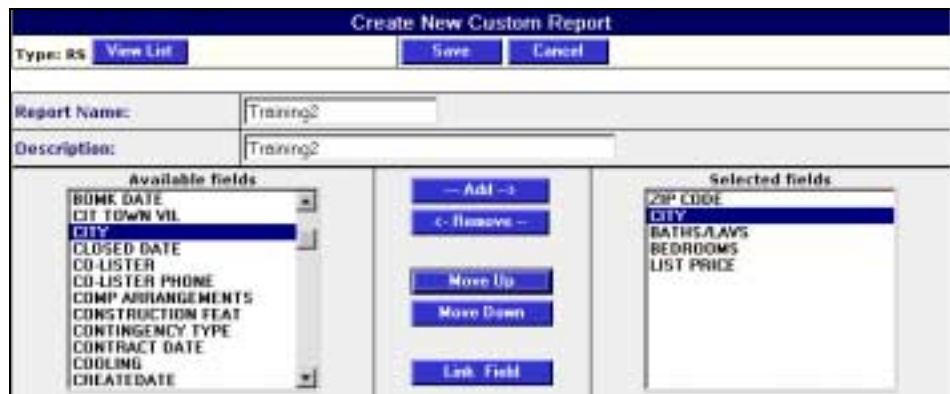
2 Name the report by entering a name suggested by your instructor into the **Report Name** field and add a description suggested by your instructor into the **Description** field.

3 Now, add the information you want to view in your report format. In the **Available Fields** list, select “Zip Code” and then click the **Add** button. “Zip Code” now appears in the **Selected Fields** list. Follow the same procedure to add the following fields:

- Baths/Lavs
- Bedrooms
- City
- List Price

4 You can change the order of how the fields appear in your report format by selecting the field and clicking the **Move Up** and **Move Down** buttons. In the **Selected Fields** list, select “City” and then click the **Move Up** button. Continue to click

Move Up until the "City" field appears right below "Zip Code."



- 5 You can designate which field provides a hyperlink to the flyer format. If you do not indicate which field to link, the system uses the first field in the **Selected Fields** list. In the **Selected Fields** list, select "City" and then click **Link Field**.
- 6 To save your custom report format, click **Save**.

Your custom report format is now listed in the **Select Different Report Format** list box. Remember that you can designate this format as your default report format through the My Preferences feature. You can also share this report format with other users, which you will learn later in this module.

Creating Custom Flyer Formats

Flyer formats provide more details about each listing. To access the flyer format, click on any listing's hyperlink field.

- Since you just linked the flyer format to "City" in your custom report format, click on a listing's "City" hyperlink.

The default flyer format appears.



To create a custom flyer format:

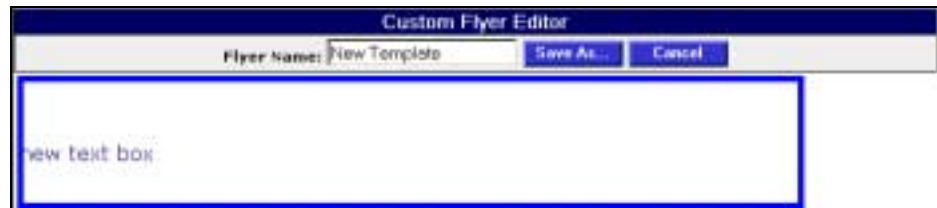
- 1 Select "Design New Flyer" from the **Select Different Flyer Format** list box.
- 2 The Custom Template Designer opens, and a blank flyer template and toolbox appear on the page.

You work with text and image blocks to design your flyer. You can add as many blocks as you want, as well as move them and change their size.

To add a text block:

- Click the **Add New Text Block** (T) button in the toolbox.

A text block appears on the page.



To edit text:

Just like with most word processing programs, you can drag the mouse or hold the SHIFT key while moving the cursor to highlight text. You can also use your mouse to insert the cursor anywhere within the text and begin typing, as well as use the left and right arrow to move the cursor within a text block

- Type "New on the Market" in the text box.
- Change the font style by highlighting the text and then selecting "Script" from the **Style...** list.
- Change the font size by highlighting the text and then selecting "36 points" from the **Size...** list.
- Change the color of the text by highlighting the text and then clicking on the color you want from the Toolbox Color palette. Then select "Selected Text" from the **Set Color For...** list box.

To change the size of a text block:

You can change the size of text blocks by clicking on the block and using the arrow cursors to manipulate the size.

- To stretch the block horizontally, first click on the block. Place the cursor on the upper right square. When the cursor changes to a horizontal arrow, stretch the block to the size you want it.
- To stretch the block vertically, first click on the block. Place the cursor on the lower left square. When the cursor changes to a vertical arrow, stretch the block to the size you want it.

Note how stretching the text block vertically causes the template border to stretch. This is how you can change the size of your

template: by stretching or moving text and image blocks.

- To stretch the block horizontally and vertically, first click on the block. Place the cursor on the lower right square. When the cursor changes to a diagonal arrow, stretch the block to the size you want it.

To move a text block:

- Click on the block. Place the cursor on the upper left square. When the cursor changes to a four-way arrow, drag the block to the center of the flyer.



To add a field from the database:

- 1 First add another text block.
- 2 Insert the cursor below the default text.
- 3 Select "List Price" from the **Database Field...** list box.

The list price information now appears on the template.

At this point, you can delete the default text and move the text block, make the text bold and centered, or manipulate the text and text block however you prefer.

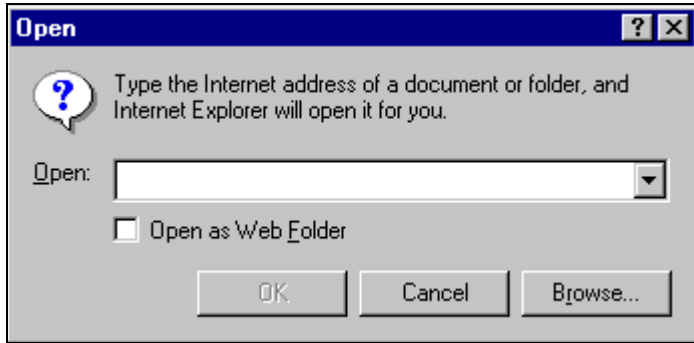


To add an image block:

You can add images that are .jpg or .gif formats.

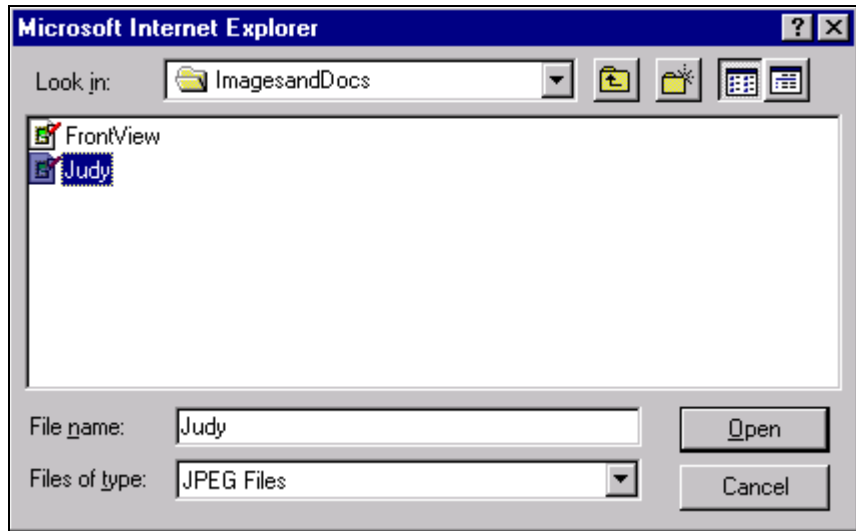
- 1 Open another browser window.
- 2 Choose **Open** from the **File** menu.

The Open window appears.



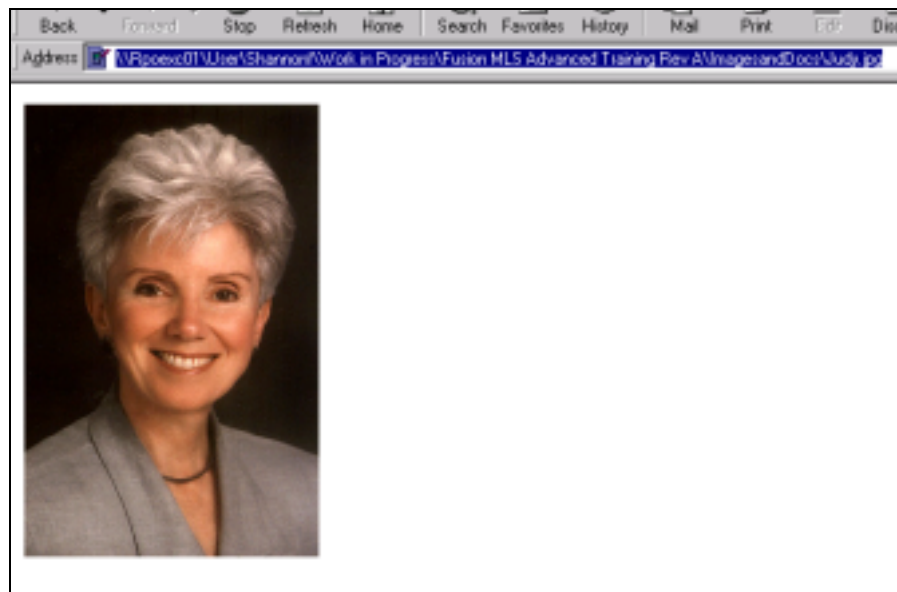
3 Click the **Browse** button.

4 Locate the image and then click the **Open** button.



5 In the Open window, click the **OK** button.

The image appears on a web page.



- 6 Copy the URL by highlighting it and choosing **Copy** from the **Edit** menu.
- 7 Go back to the Custom Template Designer, place the cursor in the **Web Image** field, and then choose **Paste** from the **Edit** menu.
- 8 Click the **Web Image** button.

The image now appears on your flyer template.



To change the background color of the flyer:

- 1 Select a color from the toolbox.
- 2 Select "Flyer Background" from the **Set Color For ...** list box.



To save a flyer:

- 1 Click **Save As**.

The Saving New Template window appears.



- 2 Type a name for your template.
- 3 Click **Save**.

To print the flyer:

- 1 Click **Printable View**.
- 2 Use your browser's Print function to print the flyers:
 - a. Choose **Print** from the **File** menu.
 - b. Indicate your printing preferences.
 - c. Click **OK**.

Sharing Report and Flyer Formats

You can share your report and flyer formats with other users through the My Preferences feature.

To allow other users to share your report and flyer templates:

- 1 Choose **My Preferences** from the **Agent** menu.

The My Preferences page appears.



- 2 Click **Share My Reports**.

The Share My Custom Reports and Flyers page appears.



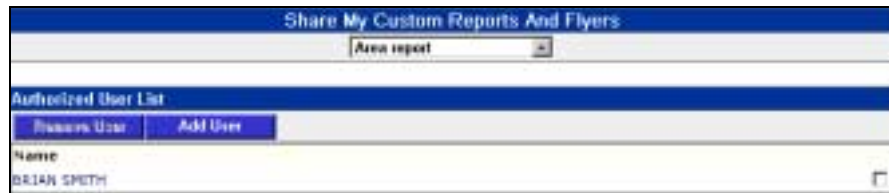
- 3 From the **Select a Report to Share** list box, select the report format you created earlier.
- 4 Click **Add User**.

The User List search page appears.



- 5 Enter a value suggested by the instructor into the **Last Name** field, and then click **Search**.
- 6 Select the user suggested by the instructor from the **Search Results** list and then click **OK**.

The customized report format now appears in this user's **Select Different Report Format** list box.



Practice

- *Have participants work individually or form small groups to create custom report and flyer formats.*

Review

- *Briefly review what the participants have learned in this module.*

Testing

- *Have participants work individually to create custom report and flyer formats. Ask them to demonstrate their knowledge by printing or showing you their results.*

Enrichment & Remediation

- *Give students who complete the test early an opportunity to discuss questions about other Fusion MLS features.*
- *Give students who take longer to complete the test an opportunity to discuss the activities covered in this module.*

Exercise

After running a quick search, use the following guidelines to create custom report and flyer formats:

- **Report Name:** Training Practice
- **Report Description:** Training Practice Custom Report Format
- **Fields:** Bedrooms, City, List Price
- **Linked Field:** City

Now, share your report with a user suggested by your instructor.

Review

In this module, you learned how to do the following tasks:

- Create custom report formats
- Create custom flyer formats
- Share custom report and flyer formats

Testing

After running a quick search, use the following guidelines to create custom report and flyer formats:

- **Report Name:** Training Test
- **Report Description:** Training Test Custom Report Format
- **Fields:** Zip Code, City, List Price
- **Linked Field:** List Price

Importing and Exporting Contacts and Listings

Duration:

- 40 minutes

Motivation

- Explain how easy it is to use Fusion MLS with third-party software programs.

Objectives

Tell users that at the end of this module:

- They will be given guidelines to follow in order to export contact and listing information.

Prior knowledge

- Let participants know that importing and exporting data with Fusion MLS is just like importing and exporting data with other software programs they may be familiar with.

Information Presentation

- Provide an overview by exporting contacts, importing contacts, and then exporting listings.
- Explain that you will break down the steps into more detail and that they will then get to practice the processes themselves.
- After the

Objectives

During this module, you will be given guidelines to follow in order to export contacts and listing information.

Importing Contacts

You can import contact information from another contact management software program, as well as export contact information from Fusion MLS to another software program.

The most common format to use when importing contact information is "Comma Separated (CSV)" format. Many software programs provide this option when exporting contact information.

To import contacts:

- 1 From the Contact Manager page, Click **Import**.

The Import Contacts page appears.



- 2 In the **Select a format** area, choose the "Comma Separated (CSV)" format.

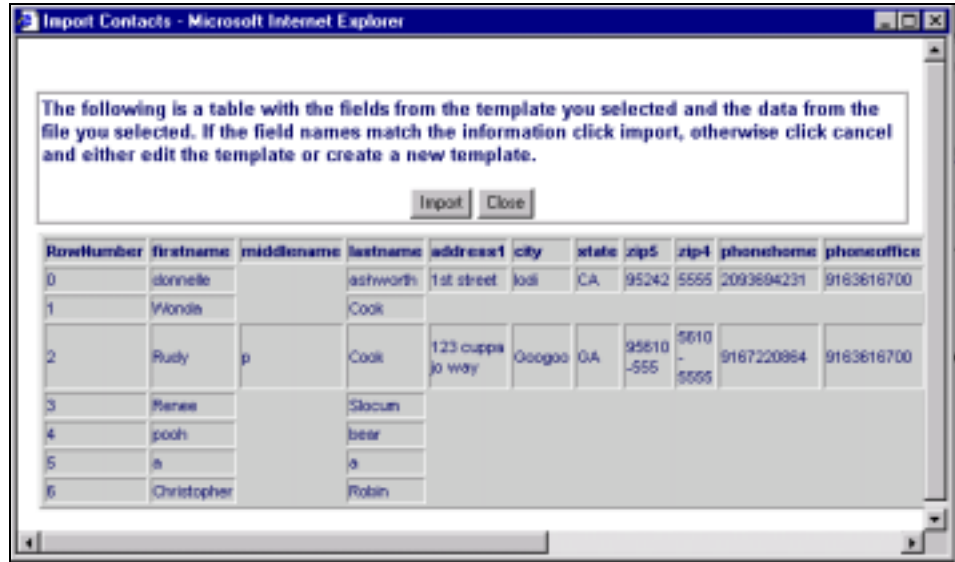


- 3 From the **Select a file** area, select a file to import by clicking **Browse** and locating the file suggested by your instructor.
- 4 From the **Select a field template** area, select the "Default" field template. The template determines the order of the fields in the CSV file.

Information Presentation, walk through the steps together.

5 Click Test.

A test window appears, allowing you to confirm the fields and order.



6 Click Import.

Your contacts now appear in your Fusion MLS Contact Manager.

Exporting Contacts

You can export your Fusion MLS contacts to another software program.

To export contacts:

1 Click Export.

The Export Contacts page appears.



2 In the Select a field template area, select "Default" template.

3 Click Download.

A File Download window appears.



- 4 Ensure the **Save this file to disk** option is selected.
- 5 Click **OK**.
- 6 Save the file to the folder suggested by your instructor, and then click **Save**.

The file now resides in the designated folder, ready for importing into another software program.

Exporting Listings

You can export listing information from Fusion MLS into other software programs.

To export listing information:

- 1 First conduct a Quick Search with criteria suggested by your instructor.
- 2 When the system presents the search results, select "Design New Report" from the **Select different report format** list box.
- 3 In the Create New Custom Report page, name the export list by entering a name suggested by your instructor into the **Report Name** field and add a description suggested by your instructor into the **Description** field.
- 4 Add the following fields to the **Selected Fields** list by selecting the fields from the **Available Fields** list and clicking **Add**:
 - Street Name
 - Baths/Lavs
 - Bedrooms
 - City

- List Price

5 Click **Save**.

Notice that an **Export** button now appears on the report format page.

Training2 - Training3 Report					
Refine Search		Select different report format		Edit Report Export	
Printable View		Load This List		Save Prospect	
Previous		1-20 of 65		Next	
STREET NAME	BATHS/LAYS	BEDROOMS	CITY	LIST PRICE	
PIERSON RD	2	3	FLINT	104900	<input type="checkbox"/>
BEECHER RD	2	3	FLINT	109000	<input type="checkbox"/>
STATE	2	4	OTISVILLE	114900	<input type="checkbox"/>
CENTER	2	3	GENESEE	117800	<input type="checkbox"/>
GREGOR	2.2	4	GENESEE	119900	<input type="checkbox"/>
SHEPPER	2	3	STOCKBRIDGE	120000	<input type="checkbox"/>
HUBBARD	2	3	FLINT	120000	<input type="checkbox"/>
JOHNSON RD	2	3	FLUSHING	121900	<input type="checkbox"/>
MAPLE	2	3	ATLAS	122500	<input type="checkbox"/>
TALL OAKS	2.1	3	GRAND BLANC	128900	<input type="checkbox"/>
STATE RD.	2	3	DAVISON	128900	<input type="checkbox"/>
MARIANNE	2	4	FLUSHING	128900	<input type="checkbox"/>

6 Click **Export**.

A File Download window appears.



7 Ensure the **Save this file to disk** option is selected.

8 Click **OK**.

9 Save the file as a .csv file to the folder suggested by your instructor, and then click **Save**.

The file now resides in the designated folder, ready for importing into another software program.

Practice

- *Have participants work individually or form small groups to first export and import contacts. (You can first have them export the contact list. They can then use that same file to import contacts.)*
- *Next, provide guidelines for a quick search and have them export the listing information.*

Review

- *Briefly review what the participants have learned in this module.*

Testing

- *Have participants work individually to export and import contacts, as well as export listing information. Have them demonstrate their understanding by showing you the imported contacts and exported listing information file.*

Enrichment & Remediation

- *Give students who complete the test early an opportunity to discuss questions about other Fusion MLS features.*
- *Give students who take longer to complete the test an opportunity to*

Exercise

Practice conducting the following tasks:

- Export contacts
- Import contacts
- Export listings

Review

In this module, you learned how to do the following tasks:

- Import and export contact information
- Export listing information

Testing

Conduct the following tasks:

- Export contacts
- Import contacts
- Export listings

*discuss the
activities covered
in this module.*

Managing and Sharing Listings

Duration:

- 40 minutes

Motivation

- Show users how they have more control over their listing information with Fusion MLS.

Objectives

Tell users that at the end of this module:

- They will be given guidelines to follow in order to schedule an open house and add a note.
- They will also be able to share their listings with another user.

Information Presentation

- Provide an overview by showing all the features in the Manage Listings function. Then, demonstrate how to schedule an open house, add a note, and then designate other users to share the listing.
- Explain that you will break down the steps into more detail and that they will then get to practice the processes themselves.
- After the Information Presentation go through the steps together.

Objectives

During this module, you will be given guidelines to follow in order to manage listing information. You will also be able to share your listings with other agents.

Managing Listings

The Manage Listings feature allows you to manage your listings and view listing details.

You can do the following activities in the Listing Manager:

- View details about your listing by selecting the listing and then clicking **View Listing**. Note that the system displays the listing details in a flyer format and also provides the ability to obtain a mortgage estimate, print flyers, map the property, view attachments, and start a CMA Report.
- Check reverse prospects by selecting the listing and then clicking **Reverse Prospects**. Reverse prospects are when your listings appear in another user's Saved Prospect. Note that you can easily create a mailing label that automatically contains the user's contact information. You can also email the user through the hyperlink on the user's web page.
- Start a CMA Report by selecting the listing and then clicking **Start CMA**.
- Add a task to the listing by clicking the listing's hyperlink to go to the Manage Listing page and then clicking **Add Task**.
- Add a note to the listing by clicking the listing's hyperlink to go to the Manage Listing page and then clicking **Add Note**.
- Add an attachment to the listing by clicking the listing's hyperlink to go to the Manage Listing page and then clicking **Add Attachment**.
- Setup the default image of the listing by clicking the listing's hyperlink to go to the Manage Listing page and then clicking **Set Default Image**.

To change the sort order of the listings:

- 1 First choose **Listing Management** on the menu bar.

Your listings appear in a report format.

Listing Manager						
		View Listing	Reverse Prospects	Start CMA		
MLS Number	Address	Status	Price	Expire Date	Type	List Agent
S9913126	6805 HARLEQUIN WY	W	\$94,900	11/25/00	RES	BRIDGES, TANYA
S9913749	8020 WALERGA RD 1123	A	\$79,900	1/3/01	RES	BRIDGES, TANYA
S9914266	8020 WALERGA RD 1139	W	\$78,900	10/14/00	RES	BRIDGES, TANYA
S9916579	5226 HEMLOCK ST #26	A	\$59,990	2/12/01	RES	BRIDGES, TANYA
S9916686	4149 PAINTER WY	A	\$94,900	12/4/00	RES	BRIDGES, TANYA
S9919945	6805 HARLEQUIN WY	W	\$94,900	11/25/00	RES	BRIDGES, TANYA
S9920499	3558 HIAWATHA WY	A	\$132,000	1/10/01	RES	BRIDGES, TANYA
S9921531	6805 HARLEQUIN WY	A	\$89,900	1/29/01	RES	BRIDGES, TANYA
S9921686	3816 N COUNTRY DR	A	\$127,900	4/17/01	RES	BRIDGES, TANYA

2 Click on the **Price** column heading. Note that the system now orders the listings by price.

To manage your listings:

- Click the hyperlink of one of your listings.

The Manage Listing page appears.

Manage Listing			
Reverse Prospects		Add Task	Add Note
		Upload Attachment	Set Default Image
Listing Information			
MLS Number:	S9916686	Expiration date:	12/4/00
Status:	A	Last Modified:	
Address:	4149 PAINTER WY	List Price:	\$94,900
	NORTH HIGHLANDS, 95660-3514	Original Price:	\$99,900
Statistics			
Agent Views:	0	Consumer Views:	0
Tasks			
Date	Subject	Type	Description
Notes			
Date	Subject	Description	
Attachments			
Title	File Type	Date Created	

To view reverse prospects:

- Click **Reverse Prospects**.

The Reverse Prospect List page appears.

Reverse Prospect List			
Mailing Labels			
Prospect Name	Modified	Agent Name	Agent Phone
my	8/18/2000	PEG JAMES	

You can then click on the Agent Name hyperlink to view his or her web page. The web page provides contact information, as well as the ability to view his or her listings. Notice that you can also obtain a mailing label with the agent's contact information by clicking the **Mailing Labels** button.

To schedule an open house:

- 1 In the Manage Listing page, click **Add Task**.

The Task Maintenance dialog box appears.

Task Maintenance -- Web Page Dialog

Date: 09/24/00

Time: 01 : 00 PM

Subject: Open House

Type: Open House

Description: Open house in Sacramento

Duration: 4 : 00 (hh:mm)

OK Cancel

http://metrolist.dev.fusionmls.com/a Internet

- 2 Enter the information suggested by your instructor, and then click **OK**.

To add a note to a listing:

- 1 Select a listing from the Manage Listings section.
- 2 Click **Add Note**.

The Add Note dialog box appears.

Note Maintenance -- Web Page Dialog

Date: 8/2/00

Subject:

Description:

OK Cancel

http://www.fusionmls.com/asp/dial Internet

- 3 Enter information suggested by your instructor into the fields.
- 4 Click **OK**.

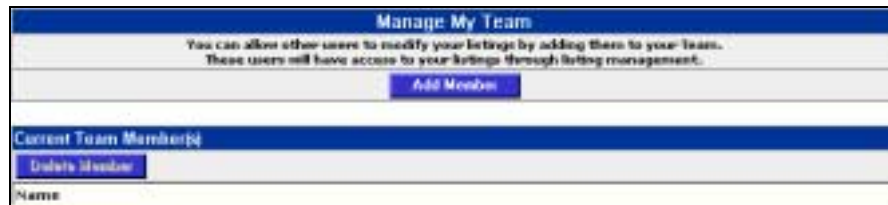
Sharing Listings

You can share your listings with other users.

To allow other users to share your listings:

- 1 Select **My Preferences** from the **Agent** menu.
- 2 Click **Manage My Team**.

The Manage My Team page appears.



Manage My Team

You can allow other users to modify your listings by adding them to your Team. These users will have access to your listings through listing management.

Add Member

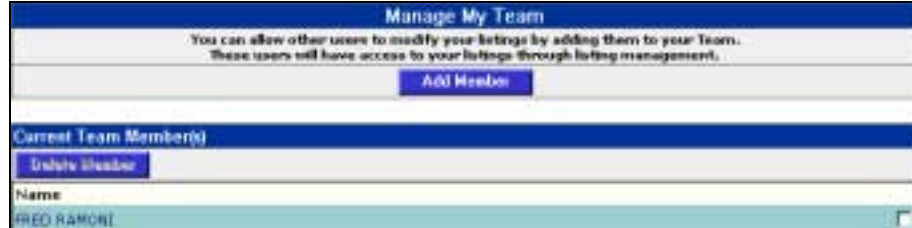
Current Team Member(s)

Delete Member

Name

- 3 Click **Add Member**.
- 4 In the User List search page, enter the value suggested by your instructor into the **Office** field, and then click **Search**.
- 5 Select the user suggested by your instructor from the **Search Users** list and then click **OK**.

This user can now update your listings.



Manage My Team

You can allow other users to modify your listings by adding them to your Team. These users will have access to your listings through listing management.

Add Member

Current Team Member(s)

Delete Member

Name

(RED RAMON)

Practice

- *Have participants work individually or form small groups to schedule an open house, add a note, and then share the listing.*

Review

- *Briefly review what the participants have learned in this module.*

Testing

- *Have participants work individually to schedule an open house, add a note, and then share a listing.*

Enrichment & Remediation

- *Give students who complete the test early an opportunity to discuss questions about other Fusion MLS features.*
- *Give students who take longer to complete the test an opportunity to discuss the activities covered in this module.*

Exercise

Practice conducting the following tasks:

- Schedule an open house
- Add a note
- Share a listing

Review

In this module, you learned how to do the following tasks:

- View listing information
- Schedule an open house
- Add a note
- Share listings

Testing

Practice conducting the following tasks:

- Schedule an open house
- Add a note
- Share a listing

Conclusion

Duration

- 20 minutes

Conclusion

- Briefly review what the participants have learned during this session.

Certificates

- Distribute completion certificates (optional).

Evaluation

- Use the Evaluation Form in the Trainer's Kit to gain feedback on the session.

Congratulations!

In this training session, you learned how to conduct the following activities:

- Create custom report and flyer formats
- Import and export contact and listing information
- Manage and share listings

Please take a few moments to complete the Evaluation form the instructor will distribute.