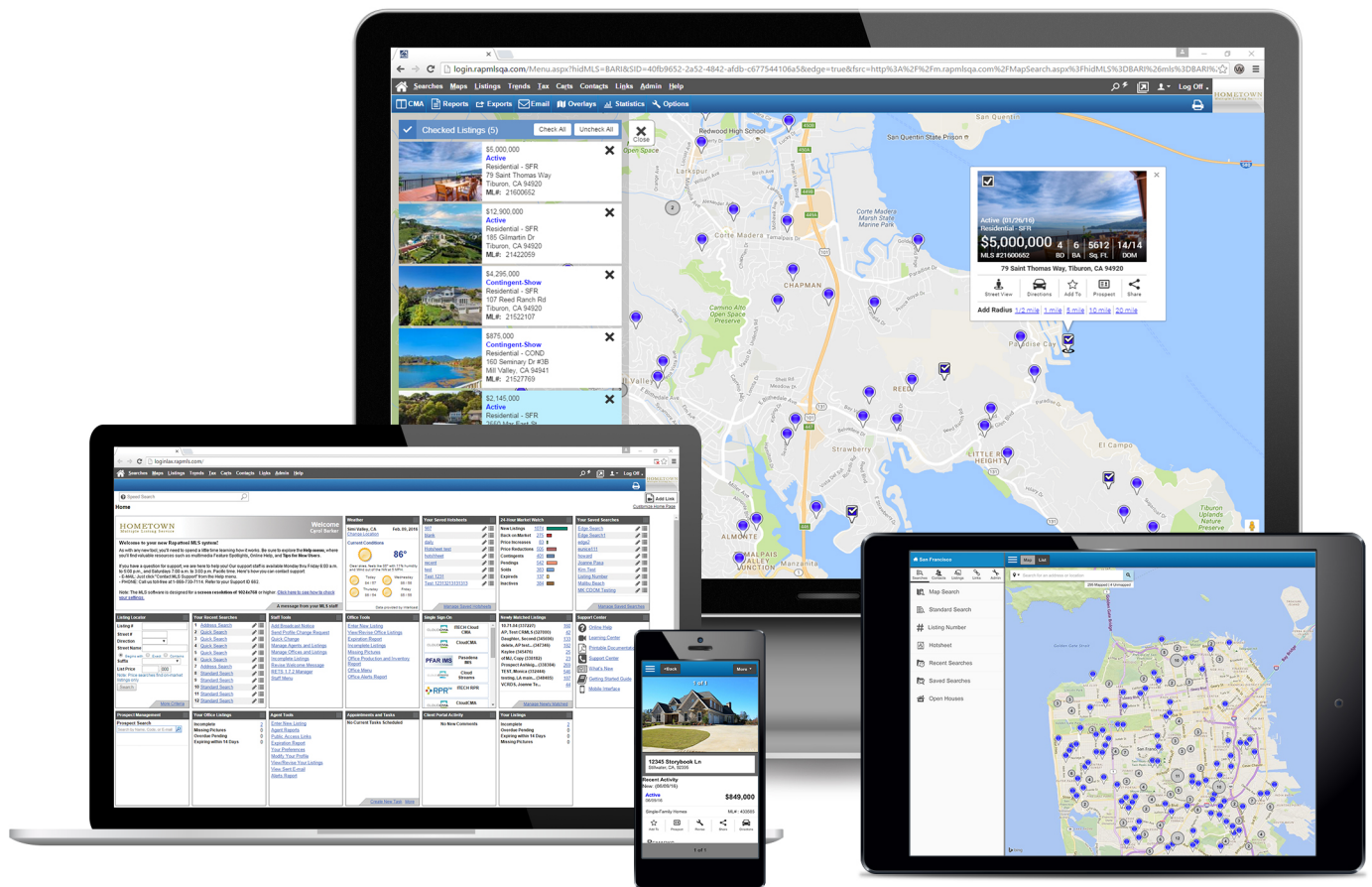# RapattoniMLS

Getting Started Guide

Getting Started

Logging on to the MLS

You will be assigned an agent ID and password. Navigate to the logon page and enter your agent ID and password exactly as they were given to you (using upper-case or lower-case letters as appropriate). Press Enter or click the "Submit" button.

Logging off the MLS

To exit the MLS, click the "Log Off" button in the upper-right corner of the page. If you close your browser without clicking the "Log Off" button, the system still considers you to be logged on. After a specific period of inactivity (usually one hour), the system automatically terminates your session.

Getting Familiar with the MLS

Home Page – The desktop MLS Home page offers convenient access to a wide range of information and features, such as the 24-Hour Market Watch, Newly Matched Listings for your prospects, access to Your Saved Hotsheets, Your Recent Searches, Your Saved Searches, the Support Center, and much more.

The MLS User Interface

Home Button

Map Toolbar

Menu Bar →

Action Bar →

Location Search →
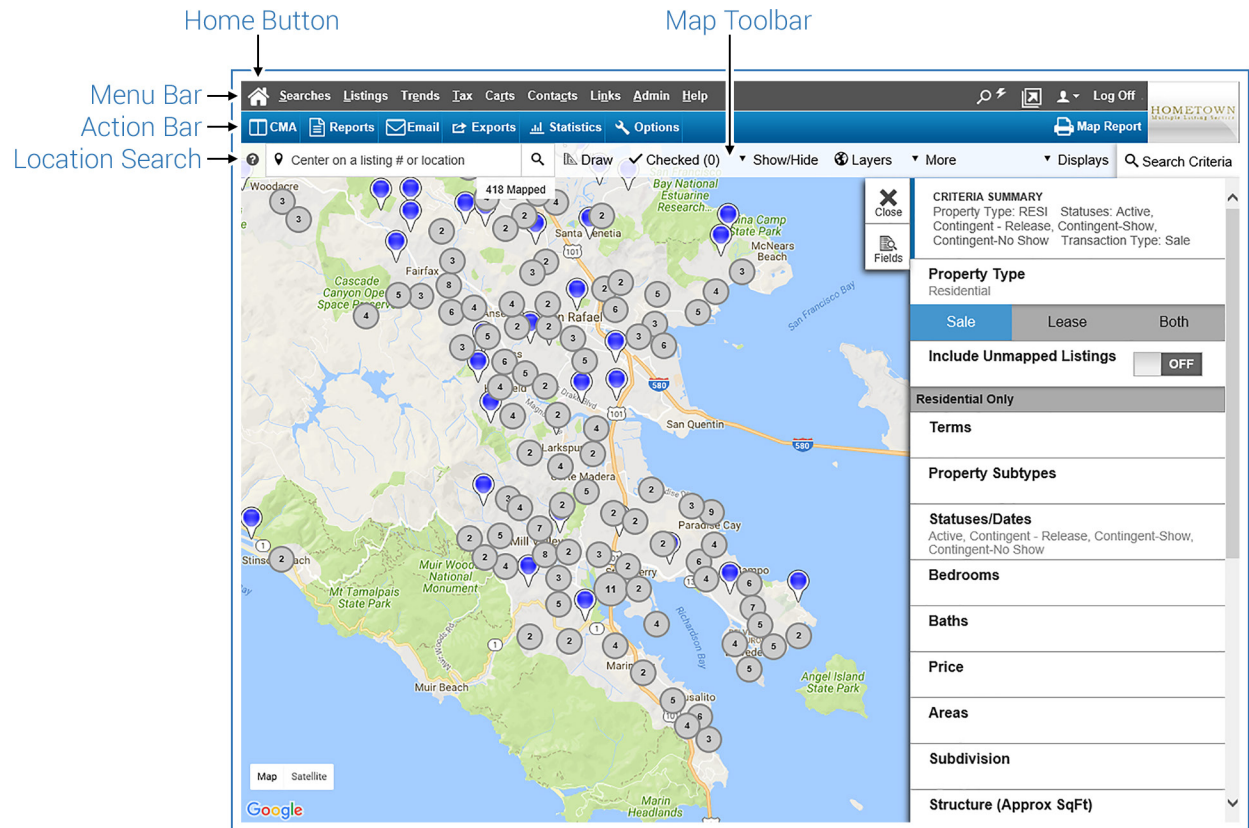
Menu Bar

The menu bar remains at the top of every page, giving you convenient access to every function in the MLS. For example, highlight the "Searches" drop-down to see all available search templates, and then select one to open the search. The Home icon on the far left of the menu bar returns you to the MLS Home page.

Action Bar

The action bar displays directly below the menu bar. Like the menu bar, it never scrolls off the page so you always have access to its features. The buttons on the action bar are context-specific and change depending on the page you are viewing. For example, if you are changing information in your Agent Profile, such as your phone number, a "Save" button displays in the action bar so that you can save the information when complete. If you are viewing listings, function buttons display in the action bar enabling you to run reports, create exports, email listings, access the interactive map, and more.

Searching for Listings

Rapattoni MLS includes a variety of search templates, including Listing Number, Open House, and Interactive Map Searches. Also available are quick searches such as the Speed Search and a Listing Locator search that allow you to search for a specific address or listing number. All of the search templates allow you to search based on different types of criteria.

To search for listings:

1. Highlight the "Searches" drop-down in the MLS menu bar and select the type of search that best suits your needs (Interactive Map Search, Quick Search, Standard Search, Hotsheet, etc.).

2. Enter your search criteria (see "Using Search Pages" below for more information).

3. Click the "Search" button in the toolbar to start the search. Please note that your MLS may utilize the Counts-on-the-fly feature which will automatically update search result counts as criteria is modified.

Using Search Pages

Enter search criteria to define what you are looking for in the search. Leaving a field blank is the equivalent of including all options for that field.

Example:

If you want to search for homes with at least 4 bedrooms, but you are not looking for a specific number of bathrooms, enter the appropriate criteria into the Bedrooms field and leave the Bathrooms field blank.

Many fields listed on the search forms feature autocomplete functionality. The autocomplete feature suggests possible matches when you begin entering a value into the field, and any field with autocomplete functionality will be indicated by the autocomplete lookup icon 🔍.

TIP: A question mark icon displays next to each search criteria field. Click the ❷ icon next to any field to learn how to use that particular field.

Please note that some fields are automatically filled in with default values for your convenience, but you can modify them when you run a search. You can customize many of these defaults to fit your needs by setting up "Your Preferences" under the "Admin" drop-down in the MLS menu bar.

Rapattoni MLS allows you to search across multiple property types but only common fields will be available when multiple property types are selected. Searching by a single property type will provide more amenity options in the "Additional Criteria" tab.

Action Bar Buttons

In addition to viewing listing results, the action bar contains options that allow you to create a CMA package, run reports, create exports, etc. You can also use the Exports, Statistics, and Map View buttons on the criteria page to work with all of the listings that match your criteria, without running the search to view the listings first

Exports — Export all listings that match your criteria. You can choose from a list of available export formats.

Statistics — Compile statistical information based on your criteria and create charts or reports.

Map View — View all listings that match your criteria on an interactive Google® map to get directions, add layers, measure distances, and more.

Using the Interactive Map Search

The Interactive Map Search lets you find listings based on their location on a map.

To search for listings using the Interactive Map:

1. Highlight the "Searches" drop-down in the MLS menu bar and click the "Interactive Map" option.

2. Enter your desired criteria in the "Search Criteria" panel to refine your search.

Search Criteria Panel

Located on the right side of the map is the Search Criteria panel. You can update search criteria and the map will automatically update with matching results on the fly.

> **Fields** – To add, remove, or change the sort order for any criteria fields, click the "Fields" button. Once all changes have been made, click the "Save" button. Clicking the "Restore" button will change the fields back to the default settings based on MLS setup.

Draw Controls

You can draw multiple shapes to search for listings in specific areas using the "Draw" button in the map toolbar and choose to include or exclude listings once the shapes are created.

Using the Rectangle selection tool:

1. Click the "Draw" button in the map toolbar to select the rectangle drawing tool.

2. Click on the map and drag your mouse to draw a rectangular selection on the map.
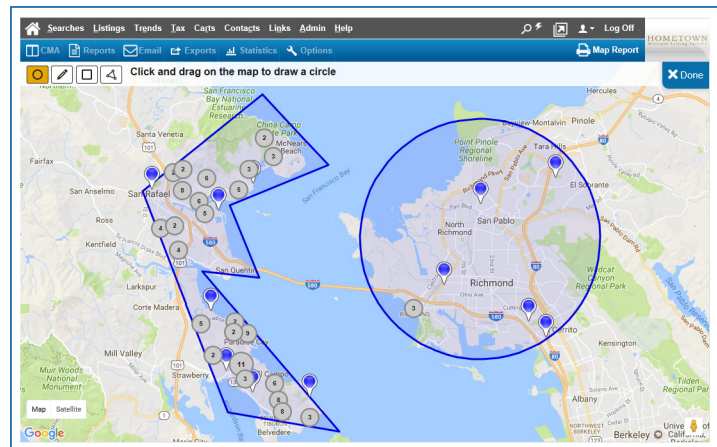
Using the Area selection tool:

1. Click the "Draw" button in the map toolbar to select the pencil drawing tool.

2. Click once on the map to anchor the starting point and hold down the mouse button.

3. Draw a shape to outline a desired section.

4. Finish the shape by releasing the mouse button anywhere on the map.

Using the Radius selection tool:

1. Click the "Draw" button in the map toolbar to select the radius drawing tool.

2. Click your target search location on the map and hold down the mouse button while you drag the mouse to the desired radius distance.

Using the Polygon selection tool:

1. Click the "Draw" button in the map toolbar to select the polygon drawing tool.

2. Click your desired points on the map, finishing at the point where you started to complete the shape.

To edit or remove shapes, click the "Edit Shapes" button in the map toolbar. Using the "Map Shapes" panel, click the "X" icon to remove an individual shape or click the "Delete All" button to remove all shapes.

For individual shapes, you can choose to Include/Exclude, Check All, or Uncheck All listings located within the shape.

To edit an existing shape, click anywhere inside the shape to highlight all available points. Click and drag the desired point(s) to the new location.

For more information on using the Interactive Map, please visit the Learning Center at http://www.rapattoni.com/supp/mls/learning_center.asp.
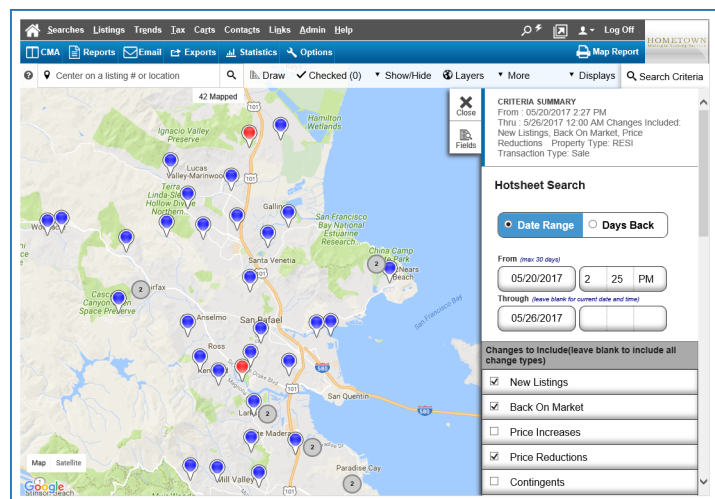
Using the Hotsheet

The Hotsheet enables you to view MLS activity (listing changes and additions) within a specified period of time. The map-based Hotsheet search interface offers all of the same search options as the regular Hotsheet search with the added functionality of viewing search results live on the map for use with routing, layers, custom markers, Google Street View, and much more.

To access the Hotsheet search:

1. Select the "Hotsheet" option from the "Searches" drop-down in the MLS menu bar.

2. Once you fill in your desired criteria, click the "Search" button in the MLS action bar to view the Hotsheet results.

To access the map-based Hotsheet search:

1. Select the "Hotsheet Map" option from the "Searches" drop-down in the MLS menu bar.

2. As criteria is modified in the Search Criteria panel, the map will automatically update with matching results on the fly.

TIP: You can save time by entering your Hotsheet criteria once and saving the search. Then you can run it directly from the "Your Saved Hotsheets" module on the Home page. To save a Hotsheet search, enter the desired search criteria and click the "options" button on the action bar. Name the search in the "Save as a Saved Hotsheet" field and click the "Save" button.

Using the Speed Search, Location Search, and Listing Locator

Speed Search

Searching for listings is fast and easy with the Speed Search, located near the top of most pages of the MLS. You can enter search criteria for certain basic search fields (listing number, address, Tax ID, etc.) directly into the text box to view a dynamic count of matched listings next to the Speed Search bar.

Click the ❷ icon in the Speed Search bar for additional examples of searchable fields and advanced search techniques. Please note that the Speed Search bar can be toggled on or off by clicking the 🔍⚡ icon in the menu bar.
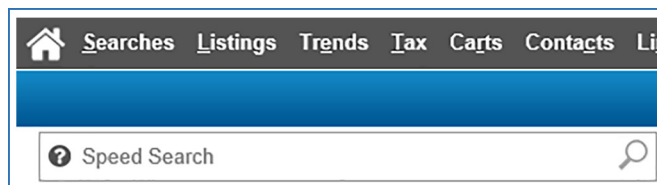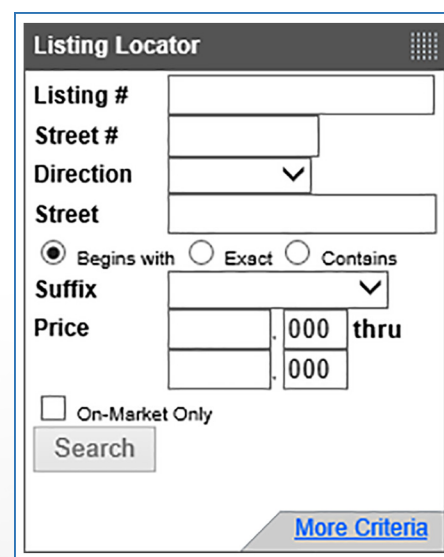
Map Location Search

On map-based search forms, you can use the Location Search in the map toolbar to search for an address, location, or listing number.
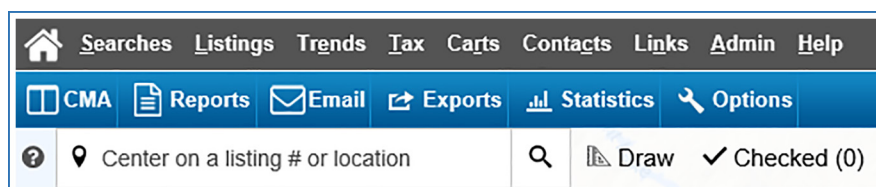
Listing Locator

The "Listing Locator" module on the desktop MLS Home page allows you to quickly search for a listing using just the listing number or address, as well as price range criteria.

Recent and Saved Searches

Search criteria can be saved for later use.

To save a search:

1. Select any search template from the "Searches" drop-down in the MLS menu bar.

2. Once you fill in your desired criteria, click the "Options" button in the MLS action bar.

3. Name the search in the "Save as a Saved Search" field and click the "Save" button.
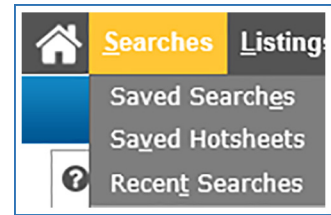
For quick and easy access to "Your Saved Searches" locate the corresponding module on the MLS Home page or highlight the "Searches" drop-down in the MLS menu bar and click the "Saved Searches" option.

For your convenience, you can also access the twelve most recent searches that you have run. Simply locate the "Your Recent Searches" module on the MLS Home page or highlight the Searches drop-down in the MLS menu bar and click the "Recent Searches" option.
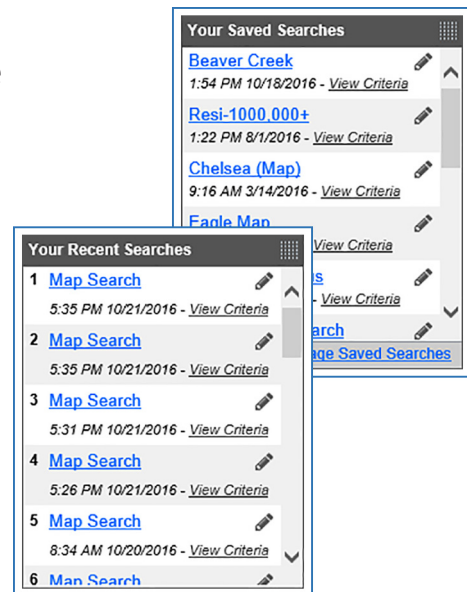
Viewing Listings

Selecting Listing Display Formats

A variety of display formats can be used to view search results, including a customizable one-line grid.

To select a display format:

1. From the Search Results page, locate the "Display" drop-down in the upper-right area of the page.

2. Select a display from the available options.

Please note that once you have found a display you like, you can set it to be your default display from "Your Preferences" under the "Admin" drop-down in the MLS menu bar.

TIP: Try each of the available display formats to find out which ones you prefer.
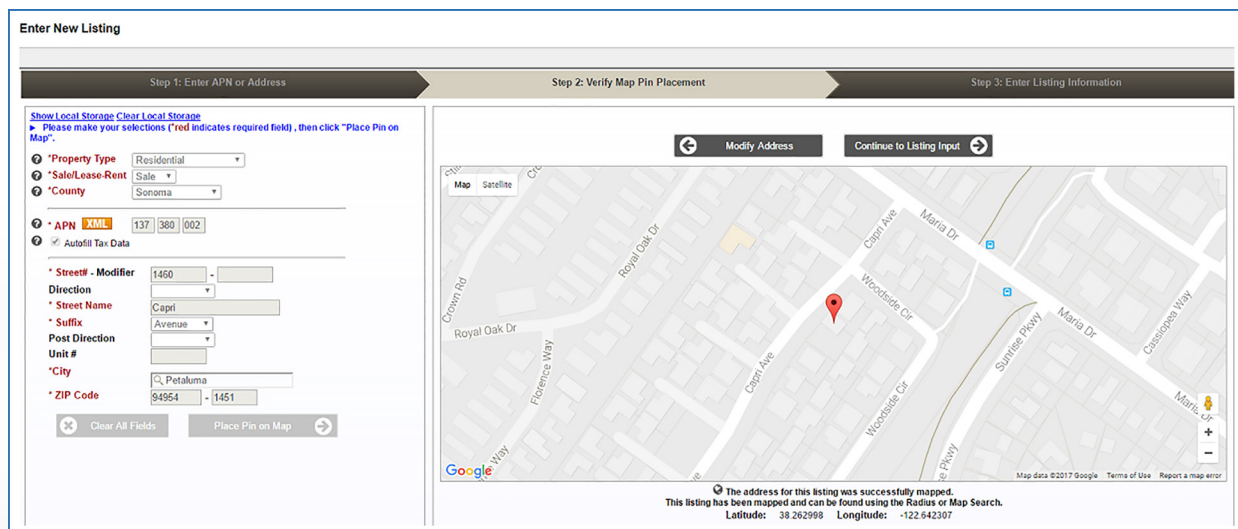
Listing Input

The MLS has a step-by-step process for quickly and easily entering new listings.

To enter a new listing:

1. Select the "Enter New Listing" option from the "Listings" drop-down in the MLS menu bar. Please note that if you do not see these menu items, you may not have the access rights needed to enter listings.

2. Enter the information required for Step 1 on the Enter New Listing page (any fields with red labels are required fields). Then click the "Place Pin on Map" button toward the bottom of the page.

3. The system will attempt to automatically place the listing on the map located on the right side of the page. If the address cannot be validated, left-click the icon and drag it to the desired location. Depending on your MLS site's setup, you may also be permitted to adjust the placement of the map pin even if the address was validated successfully. The page will display the following message once the listing has been successfully mapped:

> The address for this listing was successfully mapped.
> This listing has been mapped and can be found using the Radius or Map Search.

4. Click the "Continue to Listing Input" button above the map and enter all information for the listing on the Listing Information page.

5. Once all listing information has been entered, click the "Submit" button in the MLS action bar.

Adding Contacts and Prospects

The Contacts/Prospects feature enables you to track and manage contact information as well as provide your prospects with regular updates on listings that match their search criteria.

To manually add a contact or prospect:

1. Select the "Contacts/Prospects" option from the "Contacts" drop-down in the MLS menu bar.

2. Click the "Create New Contact" link to open the Create New Contact page.
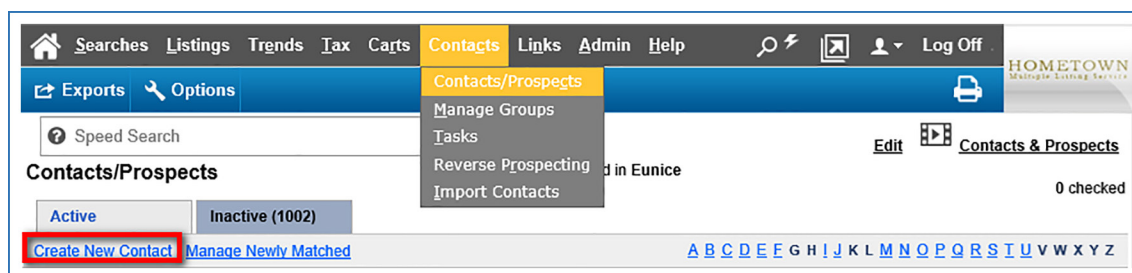
3. Once you fill in the contact's info, click the "Save" button in the MLS action bar.

4. Please note that any fields with red labels are required fields.

TIP: Use the Import Contacts tool to quickly create contacts in the MLS using exported contact records from other sites such as Outlook, Hotmail, Gmail, etc. For more information on using the Import Contacts tool, please visit the Rapattoni MLS Learning Center at http://www.rapattoni.com/supp/mls/learning_center.asp and view the "Importing Contacts" tutorial video.

Your Profile and Preferences

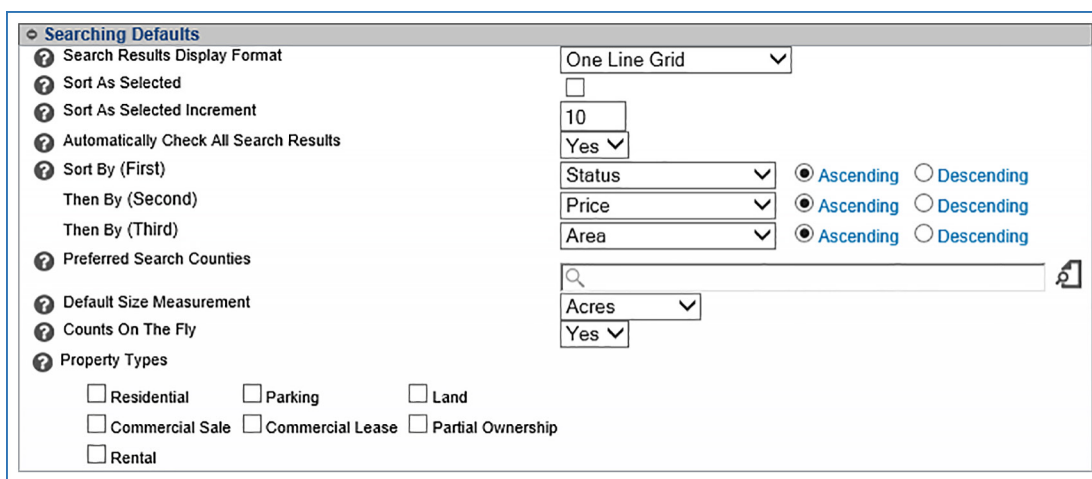You can customize the MLS to save time and also manage your contact information with the Agent Preferences and Agent Profile features.

To select Your Preferences

From the "Admin" drop-down menu, click "Your Preferences." Preferences are organized into several expandable/collapsible sections, such as General, Listing Input Defaults, Searching Defaults, and more. Review the available fields in each section and make selections for your preferences. You can click the ❷ icon next to any field that you would like to learn more about. When you are done making changes, click the "Save" button in the action bar.

To modify your Agent Profile

From the "Admin" drop-down menu, click "Modify Your Profile" and then update your information as needed. Use the links near the top of the page, such as "Upload Picture" and "Manage Contact Phones", to access additional features. When you are done making changes, click the "Save" button in the action bar.

TIP: Explore all of the items under the Admin menu to discover even more great features!

Help is Available

Rapattoni MLS includes a searchable Online Help system and an MLS Learning Center that provides informative and concise video tutorials for many exciting MLS features such as Multitasking, Importing Contacts, and Reverse Prospecting. For your convenience, context-specific Learning Center links have been added to select pages to help you get the most out of the MLS.
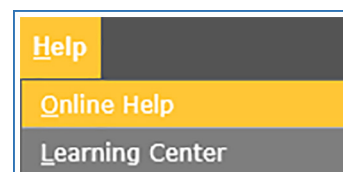
To access the Online Help

From the "Help" drop-down menu, click "Online Help." You can search based on keywords, or browse based on topic. A link to Frequently Asked Questions displays at the top of the main page.

To use field Help

❷ icons display next to many fields throughout the software. Simply click one of these icons next to a field to learn more about the corresponding field or group of fields.

To watch Learning Center video tutorials

From the "Help" drop-down menu, click "Learning Center." These multimedia videos showcase many of the powerful features that are available in the software. Don't miss them!

To email a question to our Help Desk

From the "Help" drop-down menu, click "Support Center" and fill out the required information under the "Contact Support" tab.

Accessing the MLS from Your Mobile Device

Rapattoni Edge Mobile MLS lets you access the MLS with an easy-to-use interface that works on all types of mobile devices. You can access the Mobile MLS with your device's web browser or using the app available in the iOS and Android app stores.

To access the Mobile MLS via web browser:

1. Open the native web browser on your mobile device and enter the standard URL address for your MLS.

2. Once you enter your agent ID on the standard logon page, the MLS will automatically detect your mobile device and redirect you to the mobile site.

A link on the page will allow you to access the standard MLS site if you prefer not to use the mobile site.

Please note that users can also access the mobile MLS from the desktop site by clicking the "Mobile Site" link at the bottom of the desktop MLS interface.

To access the Mobile MLS using the app:

1. Open the app store for iOS or Android and search for the name of your MLS.

2. Look for the app that says "Rapattoni Corporation" below the title if multiple results are found and follow the installation procedure.

3. You will be prompted to enter your MLS logon credentials the first time you access the app.

4. A shortcut to the app will be placed on the Home page of your device and, the next time you access the app, the one-touch logon will take you directly into the MLS without having to enter your logon credentials again.
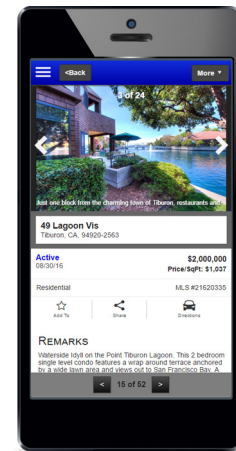
Please note that each MLS has a set number of devices that the app can be used on. If you go over this limit, you will receive an error message stating that you have too many installations.

For more information on downloading and navigating the Rapattoni Mobile MLS native app for iOS and Android, please visit the Rapattoni MLS Learning Center at http://www.rapattoni.com/supp/mls/learning_center.asp.

Hardware & Software Requirements

PC Requirements

Recommended Specifications

- Intel® Core™ i5 or higher, or AMD FX™ or higher
- 8 GB RAM or more
- Windows 8.1® or Windows 10® operating system
- Microsoft® Internet Explorer® 11, Microsoft® Edge®, or current version or most recent previous version of Mozilla® Firefox® or Chrome™

Minimum Requirements

- Intel® Core™ i3 or higher, or AMD II™ or higher
- 4 GB RAM or more
- Windows 7® operating system
- Microsoft® Internet Explorer® 11, Microsoft® Edge®, or current version or most recent previous version of Mozilla® Firefox® or Chrome™

Apple® Mac® Requirements

Recommended Specifications

- Intel® Core™ i5 Mac® or higher
- 8 GB RAM or more
- Mac OS® X 10.10 or higher
- Current version and most recent previous version of Safari® or Mozilla® Firefox®

Minimum Requirements

- Intel® Core™ i3 Mac® or higher
- 4 GB RAM or more
- Mac OS® X 10.8 or higher

Mobile Device Requirements

Rapattoni Edge MLS lets you access live MLS data in a cross-platform interface specifically designed for touch-based navigation and input using iOS, Android, and Windows mobile devices.

Minimum Requirements for Mobile Device Browsers

- Wireless smartphone, tablet, or other device with an Internet connection
- Current or previous version of native device browsers:
  - Chrome for Android
  - iOS Safari
  - Windows Internet Explorer Mobile

When accessing the MLS from your mobile device, use the normal URL address and the MLS software will automatically direct your device to the Mobile interface.

Minimum Requirements for Mobile Apps

- Wireless Apple or Android smartphone, tablet, or other device with an Internet connection
- The MLS-specific mobile app for your device available in the iTunes App Store and Google Play Store
- Current or previous version of device's iOS or Android operating system

Notes:

Notes:

Additional Resources

MLS Help Desk Contact Information

Hours of Operation:
Monday - Friday: 6:00 a.m. – 5:00 p.m. Pacific Time
Saturday: 7:00 a.m. – 12:00 p.m. Pacific Time

📞 Phone: 866-730-7114

✉ Email: mls@rapattoni.com

📠 Fax: 805-520-9894

For additional video tutorials on how to navigate and use the Rapattoni MLS software, please visit the Rapattoni MLS Learning Center at

http://www.rapattoni.com/supp/mls/learning_center.asp