

Contents

BrightMLS.com	4
The Dashboard	4
The Navigation	5
Account & Settings	6
Enable Auto Pay	7
MLS Settings (Branding Options)	8
Residential Search	11
Customize the Criteria Page	12
Public Record Search	13
Map Search	14
Search the Map with Shapes	15
Access Parcel Details	15
Customize Your One-Line Display	16
Interacting with Listings	17
Setting Default Screens	17
Print Results	18
Email Listings and Public Records	18
Set Up an Auto Email	19
Concierge	20
Convert Saved Searches to Auto Emails	21
Convert Auto Emails to Saved Searches	21
Create a New Contact	22
Access Contacts	22
View Client Portal Activity	22
Market Watch	23
Hot Sheets	24
Export Hot Sheets	24
Create a CMA	25
Listing Management	26
Initial Listing Setup	26
Full Edit Form	28
Manage Listings Dashboard Features	32
ShowingTime	33
Help and Training	35

Hello!

This helpful guide was created just for you! It provides step-by-step instructions on how to perform basic tasks in Bright. Use it to get started, and keep it for tasks you might not take on every day.

Looking for more? Helpful information about Bright does not stop here! Ask questions, get answers and learn more about the Bright system:

- Take one of our training classes
- Access information 24/7 in Online Support
- Call or chat to talk to one of our knowledgeable Customer Support Specialists

BrightMLS.com

The Bright website is where you login to access the MLS system. Visit BrightMLS.com and click **Login** in the top right corner.



THE DASHBOARD

After you login, you'll see the Bright MLS dashboard. Here you'll have direct access to the most used products and services, Hot Sheets and Market Watch reports, and alerts about listing matches for your clients.

News and information will display on the dashboard based on your license and location. Your association and offices will also be able to post news, making Bright your one-stop for information about your business.

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Find Residential Sale and Lease at the same time.
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The Navigation

The navigation menu makes access to the features and tools available in Bright easy by grouping everything within recognizable categories including:



- Search: The Search menu offers options for you to find everything from listings to public records.
 - MLS Listings lets you search for every Property Type as well as By Address, Office or Agent (Inventory or Status Change), and Open Houses (Public or Broker). Do you have a custom search you run often? Use the Create Your Own section to create a custom search form using any category.
 - **Public Records**, available under **More Searches**, is your source for deed and mortgage information, tax information, assessor maps, foreclosure information, and more.
 - More Searches also includes Saved Searches, and directory information for Agents and Offices.
 - Free Add Ons includes additional resources to enhance your business: like Homesnap Pro and Foreclosures.
- **Clients:** The Clients menu gives you everything you need to collaborate with your clients in the MLS:
 - **Emails** provides access to your concierge matches, contacts, auto emails and sent email.
 - Showings offers setup information and preferences for the online showing tool, ShowingTime.
 - CMA makes it easy to manage existing CMAs or use the Cloud CMA tool.
- My Listings: Add, edit, and view your listings from the My Listings menu as well as access other marketing resources.
- **Finance:** Prepare your clients for their sale. Finance provides access to Buyer Closing Costs and Seller Net Sheets calculators.
- Market Research: Access or create monthly statistical reports.
- More: More includes resources ranging from compliance information to policies.
- **Support:** Learn how to get started using Bright, search help topics, look up training classes, submit a support case, access the Rules & Regulation and contact us directly.

Account & Settings

Account & Settings is where you'll pay your bill, set up your payment methods, customize your MLS branding and more!



To access this from the dashboard:

- 1. Click on the orange account dropdown (with your name) in the top right hand corner.
- 2. Click on Account & Settings.
- 3. From here, you can view and update the following items:
 - Contact Information: Update your email, phone number and other contact information.
 - Statement of Account: Access your Bright invoice or view payments and credits.
 - Pay My Balances: Easily pay your fees or other outstanding balances.
 - **My Payment Methods:** Add payment methods. While you're there, set-up auto pay so you never have to worry about a late fee.
 - **Subscribed Products:** View a list of all the products you are subscribed to and their renewal information.
 - License/Associations MLS: Manage your license, associations, and designations.
 - Agent Transfer: Request to transfer broker offices.
 - MLS Settings: Customize your client portal, report headers, signature and other portal branding. More details on how to do this are available on page 8.
 - Communication Preferences: Select the types of emails you want to receive from Bright.

ENABLE AUTO PAY

Managing your real estate business can be a lot of work. That's why having your MLS balances automatically paid can shorten your "to-do" list. A notification email is always sent to you before the charge is placed, so you are never taken by surprise.

- 1. Log in to Bright and click on the account dropdown (with your name) in the top right corner.
- 2. Click on Account & Settings.
- 3. Select Pay My Balances.
- 4. Your currently due invoice will display, click Continue.
- 5. Select your method of payment.
 - Enter a new payment method, add a Credit/Debit Card
 - Select Credit Card from the payment options.
 - Select the Card Type and enter a valid Visa, MasterCard, American Express or Discover Credit or Debit Card Number, Expiration Date, CVV, Cardholder Name and Billing Postal Code.
 - Check the box Save this payment method to save it for future use.
 - To enable Auto Pay for future invoices, check the box next to Use this payment method to automatically pay all future fees and charges accrued or associated with your MLS subscription.
- 6. Click the orange **Submit** button.
- 7. Once the payment is successful, the *Thank you for your payment!* screen will appear.

Home My Subscription My Support Id	bas	Logout
Pay My Balances		
Select whether you will use an existing payment met If adding a new payment method, enter the required	- hod already on file or add a new payment method to submit today's payment, then follow the prompts to complete your transaction. Information needed for payment processing, and click Submit to continue with your payment.	
	Use an existing payment method	
	Enter a new payment method	
	Back to involce	
	Card Type 💿 VISA 💿 😄 💿 🗾 💿 🚾	
	Card Number	
	Expiration Date Select One * / Select One *	
	CVV	
	Cardholder Name	
	Postal Code	
	Save this payment method	
	Use this payment method to automatically pay all future fees and charges accrued or associated with your MLS subscription	
	Submit	

MLS SETTINGS (BRANDING OPTIONS)

This is the information that will display in your sent emails, at the top of the Client Portal and printed reports, including CMAs. Before sending emails or printing from the search system, set up your branding preferences:

- 1. Log in to Bright and click on the account dropdown (with your name) in the top right hand corner.
- 2. Click on Account & Settings.
- 3. Select MLS Settings.
- 4. Choose My Information.

Information



This is your basic information in the MLS including your name, email address, and phone number. It will auto-populate into the **Header & Footer, CMA Cover Sheet, Email Signature**, and **Portal Profile**. These details are pulled from the Contact Information section of your Account & Settings (on the previous page).

Additional fields you can add to this section include, a Job Title, Tag Line (Slogan), Website, and other social media links.

Header & Footer

Portal and Print Header:

A personalized header will be displayed at the top of the Client Portal and can also be displayed on printed materials. You can customize this header through the available options.

- Banner Image: Click Select a different banner image/theme to choose a design template. Choose the desired template and click Save. You can also upload a custom header by clicking Upload Custom Banner Image.
- **Photo:** To add a headshot, select **Use Custom Photo** and click **Upload Photo**. You may add up to three photos.
- **Branding:** Click the dropdown menus to select the contact information you would like displayed on your header.
- **Colors:** You can change the branding background (the section behind the contact information), text, link and background colors of the header by selecting **Use custom colors.**



Print Footer:

- 1. Click Yes, I want a Print Footer.
- 2. Choose which branding details you want displayed.
- 3. Select a color theme.
- 4. Click Save.

Print Footer:		
	481 Running Pump RD Lancaster PA 17601	

CMA Cover Sheet

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	Search	- Clients - N	My Listings 🗸 🛛 Fina	nce 🗸 Market Research 🖌 More 🗸	
			Speed bar! Click ? fe	or examples	Recent Searches 🔻
Information	Header & Footer	CMA Cover Sheet	Email Signature	Portal Profile	
The following defined on the	g fields are used on y ne Information tab, or	our CMA Cover Shee r override it with a va	et. For each field you o alue which is specific t	an either use the value o the CMA Cover Sheet.	

When creating your CMA reports, you can add a custom branded cover sheet. To customize this sheet:

- 1. Click CMA Cover Sheet.
- 2. Add your photo by selecting Upload your photo.
- Update the information you want to appear. If you want to change or remove something already listed, select Override.
- 4. Click Save.

Email Signature

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MLS Sear	ch 🗸 Clients 🗸 My Listings 🗸 Finance 🖌 Market Research 🖌 More 🗸	
	Speed bar! Click ? for examples	Recent Searches 👻
Information Header & Foote	r CMA Cover Sheet Email Signature Portal Profile	
This page allows you to set you Matrix.	ur email signature, which is added to the bottom of emails you send from	

An email signature is automatically included on every email you send from Bright. Customize this signature to showcase you and your business with your photo, hyperlinks and more.

- 1. Click the **Email Signature** tab.
- 2. Add your desired signature in the **Email Signature** box. Remember to make sure your signature complies with State Law.
- 3. Use the rich text editor to add images, links, colors, etc.
- 4. Click Save.

Tip: To add the registered trademark symbol ® after the word REALTOR, place your cursor wherever you would like it to appear, use the symbols icon, locate, and insert it into the signature.

Portal Profile

The Client Portal includes a customizable page to give your clients more information about you. Take the opportunity to standout! You can turn each of the available sections on or off, edit the content in them, and drag them into the order you want.

- 1. Select the Portal Profile tab.
- 2. Click on the **Contact Information** heading to access which contact details you want displayed in the client portal. Use the dropdown boxes to select the information you want your clients to see.
- 3. Click Portal Greeting and input the desired Title and Text information.
- 4. If you would like to display a YouTube Video, give the video a title and add the YouTube URL.
- 5. Click the Photo heading to open this section and click Upload Photo. Click Browse to locate your photo and then click Save. After one image is uploaded the link will say Change Photo. The system will hold up to 3 images for you to choose from when working with branding.

Tip: Once you have completed selecting your contact information, and entering a greeting, photo, or video, place a check to the right of those sections. Sections that are not checked will not be visible to the client.

MLS NEWS - ABOUT - MLS Search - Clients - My Listings - Finance - Market Research - More -	SUPPORT - BrightMLS User
Speed bart Click ? for examples	Recent Searches 👻
Information Header & Footer CMA Cover Sheet Email Signature Portal Profile Your Portal includes a customizable page named 'My Agent' which gives your contacts more information about you. Take the opportunity to standout! You can turn each of the available sections below on or off, edit the content in them, and drag them into the order you want. Portal Profile	
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Residential Search

Residential search provides the important fields you need with the option to add more fields based on the interests of your clients. The search page is broken up into 3 tabs, Criteria, Map and Results. Quickly jump from section to section at the top or bottom of the page.

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MLS Search -	Clients - My Listings - Finance -	- Market Research - Brokerage -	More -	
MLS Listings	Search By MLS Number	Q	More Searches	
BY PROPERTY TYPE	CREATE YOUR OWN	Address Search	PUBLIC RECORDS	
Residential Sale	My RES Search Form		Public Records	
Residential Lease	My RESL Search Form	OFFICE OR AGENT	My PR Search Form	
Multi Family	My MUL Search Form	Inventory		
Land	My LAND Search Form	Admin Inventory	SAVED SEARCHES	
Farm	My FARM Search Form	By Status Change	Saved Searches	
Commercial Sale	My COM Search Form	OPEN HOUSES	DIRECTORY	
Commercial Lease	My COML Search Form	Public Open Houses	Agents	
Business Opportunity	My COMB Search Form	Broker Tours	Offices	
Multiple Property Types	My Multi-Property Search		Admin Directory	

- 1. Click Search from your dashboard.
- Under MLS Listings, click Residential. If you're looking for a rental property, use Residential Lease.
- 3. Enter your search criteria.
 - Select multiple options from scrollable lists by holding the CTRL key as you click. (Command for Apple users)
 - Click the CTRL key to deselect options as well
- **4.** As you enter your criteria, you will see the number of matches available at the bottom of the page.
- 5. Click on the **Results** tab to view matching listings.

MLS Search Tips:

- Enter a Range (600-700) for price, beds, garage spaces, etc.
- Use the More (+ or >) or Less (- or <) symbols for dates, price, beds, baths, acres, etc.
- Use the asterisk (*) as a wildcard to replace missing or unknown information. Ex: Enter 199* for zip code to get 19930, 19933, etc.
- Searching by MLS #: Use the Search by MLS Number box in the Search menu to show results
 of a single MLS number search. Use the Search Bar at the top of any Search screen for multiple
 MLS number searches. Note: do not use commas or extra spaces in the Search Bar when
 looking for multiple MLS numbers.
- Use the CTRL key (or Command on Mac) for multi select.
- Use the exclamation point (!) to exclude a certain value. Ex: !Main will exclude all listings containing Main in the street name.
- Do not include commas or dollar signs in your criteria.
- Quickly access up to 50 of your latest searches by selecting the **Recent Searches** dropdown.

CUSTOMIZE THE CRITERIA PAGE

Everyone searches differently for properties. In Bright, you can customize the criteria page to meet your business needs. Bright offers more than 800 search fields. As you can imagine, all of these fields can't fit on the default search page, but you can add additional fields you want to search by. Note that many of the market localization fields we've added will be available in this list.

Total Garage and Park	ing Spaces Total N	Ion-Garage Parking Spaces		
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C Additional Fields Ad	d/Remove			
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Exterior Amenities	Airport Heliport Building Expansion Poss Enclosed Storage Fenced Storage/Yard	ible		

- **1.** Scroll to the bottom of the page.
- 2. Click Add/Remove next to Additional Fields.
- **3.** On the Frequently Used Fields page, find the fields that you want to add either by scrolling through the **Available Fields** list or using the **Search** field.
- 4. Select the fields that you want to use. To make multiple selections hold down **CTRL** on your keyboard and click each selection you want.
- 5. Click Add.
 - You can change the order of the fields by selecting them and then using the **Move Up** and **Move Down** buttons.
 - You can remove fields by highlighting them in the Selected Fields list and then clicking on the **Remove** button.
- 6. Click Back to return to your search and add the selected fields to your criteria page.

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MLS Search - CI	ients 👻 My Listin	ıgs → Finance → Market Re	ssearch 🗸 🛛 Brokerage 🗸	More - Other -	
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I Frequently Used Fields					
These are the frequently used search field customized searches.	s; you can add them	to your search page to create			
Available Fields	Se	lected Fields			
Above Grade Finished SqFt Above Grade Finished SQFT Source Above Grade Unfinished Area Above Grade Unfinished Area Source Above Grade Unfinished Area Units Acceptable Financing		C Cross Street ock Type And Features isociation Recreation Fee isociation Rental YN ital Actual Rent	Movello		
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Address Repeater Age Requirement Agreement Of Sale Date Agricultural District	Di	Dock Slip Conveyance Multi	Move Lowin		
Search:					
Back Back C 2018 BRIGHT MLS Matrix v7.1 Copyright G	, Inc. 2018 CoreLogic. All rij	ahts reserved.			

Public Records Search

Access to public records directly from within the MLS means you can research property data without having to navigate the individual county or state websites. Bright's Public Records go beyond basic tax information with deed and mortgage information, assessor maps, as well as foreclosure information.

- 1. Click Search.
- 2. Select Public Records Search.
- 3. Enter your search criteria.
- 4. Click Results.

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8				1002115612	RES	ACT	227 Springwood Drive Unit#1	Lebanon	Lebanon, PA	3	2/1	Row/Townhou	se 07/	27/18	RE/MAX Pa	triots (4004)	\$165.290	De l	- # E
8				1002115816	RES	ACT	229 Springwood Drive Unit#1	Lebanon	Lebanon, PA	3	1/1	Row/Townhou	ise 07/	27/18	RE/MAX Pa	triots (4004)	\$165,290	IR [
8				1001784706	RES	ACT	505 Byler Circle Unit#21	Lebanon	Lebanon, PA	3	1/1	Row/Townhou	ise 06/	05/18	RE/MAX Pa	triots (4004)	\$162,900		- M
0				1000099786	RES	ACT	206 Blackford Boulevard Units	Lebanon	Lebanon, PA	3	1/1	Row/Townhou	se 01/	02/18	RE/MAX Pa	triots (4004)	\$162,900		S 1 -
				1000400296	RES	ACT	2135 Colebrook Road	Lebanon	Lebanon, PA	2	2	Detached	04/	16/18	Iron Valley P	keal Estate (108)	\$159,000	100 ·	3 B ·
0				1001992658	RES	ACT	2149 Long Lane	Lebanon	Lebanon, PA	3	2	Detached	07/	06/18	Bering Real	Estate Co. (120)	\$169,900	100	
8				1000168380	RES	ACT	304 E Maple Street	Cleona	Lebanon, PA	4	2/0	Detached	02/	19/18	Berkshire H	athaway HomeServices H	\$153,900		- # E
			a	1002201156	RES	ACT	556 W Walnut Street	Cleona	Lebanon, PA	4	2	Detached	08/	10/18	Coldwell Ba	nker Residential Brokerag	\$174,900	100	
				1002132368	RES	ACT	106 Store Lane	Lebanon	Lebanon, PA	4	1/1	Detached	07/	31/18	RE/MAX Co	merstone (0092)	\$170,000	1.00	
e			-	1005965491	RES	ACT	951 E Maple Street	Palmyra	Lebanon, PA	2	1/1	Row/Townhou	se 08/	07/18	Simple Choi	ce Realty (SIMPLE)	\$164,500	100	
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Need a deeper view of the property? Switch from the one-line default view to the **Agent 360 Report** to see more information about a property.



- Public Records: Shows a summary of the public records information for the property.
- **Tax History:** Provides annual tax amounts and annual assessments for the property by year.
- Sale & Mortgage: Shows record dates, settle dates, sale amounts and owner information for the property.
- Flood Report: Shows the flood zone code and other flood information for the property.
- Most Recent Listings: Shows Agent Full report of the most recent listing (MLS number) associated with the selected property. *Tip:* If no MLS listing exists, this tab will be grayed out.
- **Property History:** Combines Public Records and MLS data for a complete history report of the property.

Map Search

It's easy to search for listings and even view the results right from the map. Take advantage of this powerful search!



- 1. From the **Search** menu, select the desired search category.
- 2. Enter search criteria.
- 3. Click on the Map Search link or the Map tab.
- 4. If no geographic information had been added, enter a starting location by typing it into the Jump to Address box; either an Address, Zip Code, or Landmark. You can also pan and zoom within the map to find your desired location. From the map screen, you can:
 - Search by Drive Times
 - Search using shapes
 - View listing information
 - Select listings
 - View map layers
 - View parcel information
 - And more...
- 5. View a list of the results by clicking on the **Results** tab.

SEARCH THE MAP WITH SHAPES

Using one, or a combination of all three shape tools, you can draw areas on the map.



Radius: Click once to start your shape and once to close it.

Rectangle: Click once to start your shape and once to close it.

Z Polygon: Click to create each point. To close the shape, connect the first and last points.

INRIX Drive Time: Drive Time offers the average commuting time to get to a particular location. Click to enter your location, choose the direction, and the length of time. Then click Add. This will display the map shape automatically not by miles... but by minutes.

Freehand Polygon: Create your own shape for a customized search area.

🚔 Map Layers: Search by Parcel, Zip, County, Unified School District and more.

Creating a shape will automatically include any results that match your search criteria within that shape. You can also select **Include this Shape**, **Exclude this Shape**, or **Delete Shape** by hovering over the shape's red dot.

Click 🏷 to clear all shapes on the map.

ACCESS PARCEL DETAILS

Parcel information is automatically available on the Map.

- Once zoomed in, click inside the parcel to launch the popup for that property.
- Click Lot Dimensions to view the perimeter measurements and total square footage.



Additional parcel characteristics are available by clicking the **Map Layers** 🚔 icon and selecting from one of the following additional characteristics.

- Lot Area: The total square feet of the property.
- APN: Assessor property number; the unique identifier for the parcel.
- Bed/Bath: Displays the number of bedrooms and bathrooms (when available).
- Building Area: Places the total square footage for the building (improvement) on the lot.
- Owner Name: Displays the first part of the first owners' last name listed on the record.
- Address: Shows the property street number.

Customize Your One-Line Display

The Agent One-Line Display offers basic listing details, making it easy for you to scan through listings and narrow down your results, before you view full listing details, photos, financials, documents and additional information.

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MLS 15	S	earch 🗸	Clien	ts 🗸 My Listings 🗸 🛛	Finance 🗸 Ma	rket Research 👻 More 👻				
				😡 resi		🔍 + 🗹 other criteria		Recent Searches 👻		
							🔍 Criteria	Map 🔝 Results		
Previous · Nex	t • 1-9 of 9		Checke	ed 0 All · None · Page		Display Agent One-L	ine 🔻 i	at 🛛 🔻 per page 🛃 🎲		
Distance	MLS #	Туре	<u>Status</u>	Address	City	Beds Baths Sub Type	Date	List Office Name		
🔲 1.3 mi	1000000540	RES	Active	Pixel Width:	Alignment:	Single Family Residence	08/21/17	Brightbranch Office2 (Sgbrn223)		
🗌 2.3 mi	100000576	RES	Active	Auto 6t	Left	Single Family Residence	08/28/17	(Tstbrt001)		
🔲 0.9 mi	100000476	RES	Active	100 Mato Inc	Right	Right	 Right 		08/28/17	(Mbrbr4)
🔲 1.3 mi	100000370	RES	Active	Remove Column	Center		08/07/17	Brightbranch Office2 (Sgbrn223)		
🔲 2.3 mi	100000304	RES	Active	Remove Column	-	Single Family Residence	08/15/17	(Sgbrt111)		
🔲 0.9 mi	100000280	RES	Active	Insert Column	🔲 Wrap Line		08/22/17	(Mbrbr4)		
🔲 0.7 mi	100000188	RES	Coming		angel Apply	Single Family Residence	09/08/17	(Mbrbor1)		
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On the Results tab, select Agent One-Line from the display dropdown menu.

Sort by the results in a column by clicking the column heading. Click once for an ascending sort and twice for a descending sort.

Customize this display to include the information that means the most to you and your clients.

Add a column

- 1. Click on the blank space (not the header title) in any column heading.
- 2. Click Insert Column.
- 3. Select the columns that you want to add from the list. CTRL-click to add more than one column.
- 4. Click Apply.

Remove a column

- 1. Click on the blank space in any column heading.
- 2. Choose Remove Column.

Change the order of the columns

- 1. Place your cursor over the heading of the column you want to move.
- 2. Hold down the left mouse button.
- 3. Drag the column to its new position.

Edit column properties

- 1. Click on the blank space in any column heading.
- 2. Rename the column by typing a new name.
- 3. Enter a **Pixel Width**, set the **Alignment** and/or **Wrap Line**.
- 4. Click Apply.

Interacting with Listings

Quickly navigate listings to access information important to your clients.

revious · Next ·	1-12 0	f 12	Checked 0 All · M	None · Page	Agent One-Line display	Displa	ay my:Display with Squ V at 25 V per page
MLS #	Туре	Status	Address	City	Above Grade Finished SQFT	Beds	Ba my:Display with Square Feet e
1002272438	RES	ACT	2659 Everly Drive Unit#7-12	Frederick	0	3	2 my:Condo/Coop Display
1002227378	RES	ACT	1602 Berry Rose Court Unit#2	Frederick	0	2	2 my:Agent One-Line1
1002225180	RES	ACT	611 Himes Avenue Unit#106	Frederick	1,074	2	2 Agent One-Line
1005931971	RES	ACT	1345 David Lane	Frederick		3	1 Agent Thumbnail R
1002081998	RES	ACT	2125 Wainwright Court Unit#	Frederick	1,000	2	2 Agent One-Page (F
1002030910	RES	ACT	1482 Heather Ridge Court	Frederick		3	1 Appraiser Report
1001968884	RES	ACT	15 Bentz Street S	Frederick	710	1	1 Client One-Line MI
1001918634	RES	ACT	165 Fairfield Drive	Frederick		3	2 Client Thumbnail (F
1000475058	RES	ACT	1650 Colonial Way	Frederick		3	2 Client Full w/Mortgage Info
1000157714	RES	ACT	900 Walnut Street	Frederick		3	1 Client One-Page ta
1005466769	RES	ACT	598 Cascade Way	Frederick		2	1 Hotsheet G
1004380521	RES	ACT	4520 Mountville Road	Frederick		3	1 Open House

- Sort listing order in Ascending or Descending order by clicking the linked column title or drag & drop listings in a custom order. Sort by multiple options when using the **Sort** button under the *Refine* button bar menu.
- Change your view by selecting a new display from the **Display** dropdown list.
- Select/deselect multiple listings using the All, None, and Page links.
- Click Previous or Next to view additional listing results.
- Return to your original search results by clicking the, "[default name] display" link.

Setting Default Screens

You can save default starting views for (1) your search criteria, (2) your map view, and (3) your preferred listing view. Click the **Set/Clear Defaults** gear icon located at the top right side of the screen.

1. Criteria: Set currently selected search criteria as my starting default.

	🔍 Criteria 🛛 Map 📋 Results	
n Residential		þ
For range fields, you can enter a single number (Ex: 3), a minimum (Ex: 3+), or a range (Ex: 0-365)	Set currently selected search criteria as my starting default	
Area		

2. Map: Set this map view as my starting default.

	🔍 Criteria 🛛 🔛 Map	Results
0 of 5000+ Checked 0 All · None · Page ·	🕑 🗼 🎞 😭 🌦 🏯 🕀 🛛 Washington	, DC, 💌 🎲
Marco	Set this map view as my starting default	-
Martinsburg 23 (26)	Restore system default map view	d

3. Results: Set current display, sort order and count per page as my Search starting default.

									Criteria 🔝 Map 📑 Results	U.
P	rev	vious • <u>Next</u>	1-10 o	f 5000+	Checked 0 A	All • None • <u>Page</u>	Agent One-Line display	Dis	play my:Display with Squ 🔻 at 10 🔻 per page	
	1	ALS #	Туре	Status	Address	City	Above Grade Finished SQFT	Bed	Set current display, sort order and count per page as my Search starting default	
0	1	002275584	RES	ACT	2554 Church Hill Road	Centreville	1,682	4	Reset to the system Search defaults Wat	te
E	1	0000075570	DEC	ACT	2106 Ballamy May Linit#	5 Cuitland	2.075	2	2/4 End of Dow/Townhi 09/01/19 Miracara Deal Ectate	

Print Results

Standard printing and print to PDF options are available for all listing and public records results.

- 1. On the **Results** tab, select the results you want to print, up to 2000.
- 2. Click **Print** at the bottom of the screen.
- **3.** Select the PDF and/or HTML reports you want to print. Use the CTRL key to select more than one report. When printing HTML reports, select one of the following additional options:
 - Print Agent Header: Print your Agent Header on the first and last page or every page.
 - **Print all listing photos:** Print all photos on Full or One-Page displays. These are usually photos but may also be open house or listing history information.
 - Print search criteria: Print your criteria along with your results.
 - Ink saver: Exclude photos from printing. This will override the selection for printing all photos.
- 4. Select one of the following options from the bottom of the page:
 - **Email PDF:** Opens a new email window. Once you are finished filling out the email, hit **Send.** The email will send a hyperlink to view a PDF of the results.
 - **Print to PDF:** Click **Print** to open a new tab or window with a PDF of the results. Right-click and save the PDF.
 - Preview: Click Preview to see what the display will look like. Then click Close or Print.
 - Print: Click Print to send to the printer.

Email Listings and Public Records

You can email properties from Listing and Public Records search results, My Searches or My Listings.

- **1**. Select the listing(s) or public records you want to email.
- 2. Click the **Email** button at the bottom of the page.
- 3. Click the To: button and select the contact or Create a New Contact.
- 4. If you want to receive a copy, check the Bcc me a copy of this message.
- **5.** All customer reports or displays are automatically available to your contact. Click **Additional** for more display options.
- 6. To send a **Consumer Notice** to a client, click the checkbox for each applicable state.
- 7. Enter a Subject for your email.
- 8. Enter a message for your email in the **Email Body** field.
- 9. If needed, click to Edit Your Signature.
- 10. Preview the message, or just click the Send button to deliver the email.

Set up an Auto Email

An Auto Email is a listing search that automatically finds matching listings and emails those listings to your clients. You can save an auto email with up to 250 listing matches.

- 1. Run a search and view the results in either the Map or Results tab.
- 2. Click the Save button.
- 3. Click New Auto Email and the Save a New Auto Email screen will appear.
- 4. Select a saved contact, or Create a New Contact. (For more information, see page 22).
- 5. Enter a Subject for your email.
- 6. If you would like to edit your Salutation, click Edit.
- 7. You can view and edit two messages for each Auto Email. Use the tabs to switch between the two.
 - Welcome Email: The welcome email will be the initial email sent to your client.
 - **Recurring Email:** This email is what your clients receive whenever a subsequent email is sent to them.
- 8. Enter a message for your email in the Email Body field.
- 9. If needed, add or edit a Consumer Notice for the contact.
- 10. The search criteria created will display in the Criteria section.
- **11.** There are additional options found within the **Settings** section.
 - Enable concierge mode. (For more information, see the Concierge section next).
 - Show this contact in **Reverse Prospecting** results. Reverse prospecting allows listing agents to see that their listing has been matched to an auto search.
 - Enable as a Favorite Search on your Clients Dashboard (10 maximum).
 - Select a Schedule for the search to run and emails to be sent out.
 - ASAP: Listings will be sent immediately upon matching the saved search criteria.
 - **Daily:** Emails will be sent daily, or, on the days you choose. Make your selections on the schedule. AM will be sent at 6am and PM will be sent at 6pm. -
 - Monthly: Emails will be sent on first of the month at midnight.

Tip: When concierge mode is enabled, no schedule is needed. Search will auto email you ASAP.

12. Click Save.

You can access your saved Auto Emails by clicking **Clients** then **Auto Email** from the menu.



CONCIERGE

Concierge mode gives you the chance to approve or reject listings before your clients ever see them. To choose concierge mode, click **Enable concierge mode** in your Auto Email settings.

You'll receive a notification of your concierge results under the menu when you access Bright Search. You can also receive an email when you select **Also send me the alert notification by email** in your Auto Email settings. There are four additional ways to access your Concierge results:

- An alert in your dashboard when you log into BrightMLS.com.
- Clicking **Concierge** from the **Clients** menu.
- In the Concierge widget from My Dashboard.
- Right from the **Contact.** Expand the Auto Email and links for unsent, rejected, and sent listings are available.

Listings that have not been emailed to this client display "Never" while listings that have been sent will display the date on which they were sent. You can choose to view the Concierge results in any display.



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MLS #	Туре	Status	Address	City	Above Grade Finished SQFT	Beds	Ba	my:Photo and Building Name my:Display with Square Feet	î e
1002272438	RES	ACT	2659 Everly Drive Unit#7-12	Frederick	0	3	2	my:Agent One-Line w/o agency my:Condo/Coop Display	eal Estate
1002227378	RES	ACT	1602 Berry Rose Court Unit#2	Frederick	0	2	2	my:Agent One-Line1	vers (RX
1002225180	RES	ACT	611 Himes Avenue Unit#106	Frederick	1,074	2	2	Agent One-Line	vers (RX
1005931971	RES	ACT	1345 David Lane	Frederick		3	1	Agent Thumbnail	Realty (C
1002081998	RES	ACT	2125 Wainwright Court Unit#	Frederick	1,000	2	2	Agent One-Page	(FXRG1
1002030910	RES	ACT	1482 Heather Ridge Court	Frederick		3	1	Appraiser Report	k Manag
1001968884	RES	ACT	15 Bentz Street S	Frederick	710	1	1	Client One-Line	MRSH1)
1001918634	RES	ACT	165 Fairfield Drive	Frederick		3	2	Client Thumbnail	(FXRG1)
1000475058	RES	ACT	1650 Colonial Way	Frederick		3	2	Client Full w/Mortgage Info	ms, LLC
1000157714	RES	ACT	900 Walnut Street	Frederick		3	1	Client One-Page	tate and
1005466769	RES	ACT	598 Cascade Way	Frederick		2	1	Hotsheet	Germante
1004380521	RES	ACT	4520 Mountville Road	Frederick		3	1	Open House	r Innova

To approve and send listings

- 1. Select the listings that you want to send to your client.
- 2. Click **Approve Selected** at the bottom of the page. If listings are not selected, the "Approval" link on the Button Bar will give the option of approving all.
- 3. The listings will now be emailed to your client.

To reject and remove listings from the results

- **1**. Select the listings that you want to remove.
- 2. Click Reject at the bottom of the page.

Tip: Rejecting listings permanently removes them from your results. However, if something changes with your client you can always approve previously rejected listings.

When you are finished, click **Done** at the bottom of the page.

Convert Saved Searches to Auto Emails

- 1. Click the Search menu.
- 2. Select Saved Searches.
- 3. Click the arrow next to the Subject to expand details for that search.
- 4. Click Settings.
- 5. Choose the top link Turn this Saved Search into an Auto Email.
 - If your search has generated more than 250 listings you will need to modify the criteria.
 - To resolve this issue, click **Turn this Auto Email into a Saved Search** and select **Cancel**.
 - Choose Criteria to be brought to the Search screen.
 - From here you can edit your criteria to get the results under 250 and click **Save**.
- 6. Continue setting up the Auto Email from steps explained on page 19.

Convert Auto Emails to Saved Searches

- 1. Click the Clients menu.
- 2. Select Auto Email.
- 3. Click the arrow to the left of the desired Auto Email.
- 4. Click Settings.
- Choose the top link Turn this Auto Email into a Saved Search. (Optional: edit Search Name and/or Contact.)
- 6. Click Save.

Create a New Contact

Contacts are easy to create and come with many benefits for your clients, like access to the full Client Portal, notes, advanced search options, and saved information. You can create a contact on any page where you're emailing something to your client. From under the To and CC boxes:

- 1. Click Create a New Contact.
- 2. Enter your client's first name, last name and email address.
 - Enter multiple email addresses separated by a comma.
- **3.** While not required, click **Show All Fields** to enter phone number, addresses, consumer notice and additional notes to your contact.
- 4. Click Save.

ACCESS CONTACTS

- **1.** Open the **Clients** menu.
- 2. Click Contacts.
- **3.** You can scroll, search, or filter to locate a contact. To the right of the contact, you will see activities such as notes, favorites, possibilities, and discards.
- 4. Click to expand the contact and access assigned Auto Emails, CMAs, and other activity details.
- 5. You can click Add New to add a contact from here as well.

Tip: Click Open Portal to access a read only view of your client's portal.

View Client Portal Activity

The Client Portal is a website for communicating and interacting with your client. It is a collaborative online space, where you and your clients can share MLS information and keep it all organized.

From the portal, clients can:

- View listings you share with them.
- Search for new listings and save searches.
- Tell you which listings they like, view as a possibility, and wish to discard.
- Write notes on a particular listing.
- View additional items like CMAs, Buyer Closing Costs and Seller Net Sheets, or anything else that you have sent through email from the MLS.

Stay up-to-date on your client's activity in My Dashboard or the Contact section.

Access My Dashboard:

- **1.** Open the Clients menu.
- 2. Click My Dashboard.



Here you'll see contacts who have recently visited the portal along with links to listings they've favorited, marked as a possibility, and if they've left notes for you.

Market Watch

Market Watch automatically shows a detailed view of all changes in the Bright market. These changes include new listings, expired listings, price decreases, and more. Click on the desired link to view listings. For example, New LIstings or Price Decrease.

You can also customize these to a local market of your choice:

- Click Customize to update your search criteria.
- Enter your criteria. For example, the county or zip code you are watching. Perhaps specific structure types or MLS Area.
- 3. Click Save.



Hot Sheets

Hot Sheets allow you to see change types in properties such as those that went from Active to Pending or Pending to Closed. To set up a new Hot Sheet:

- 1. Select the Clients Menu.
- 2. Under My Dashboard, click Hot Sheets
- 3. Then click Customize under Hot Sheets
- 4. Select the type of type of Hot Sheet you want to add and Name the Hot Sheet
- 5. Then select Save

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MLS O	Search - Client	s 🚽 My List	tings - Fina	ance 🗸 Market Resea	rch - Brokera	ge - Mo	ore - Other -	
Concierge Alert! 1 auto en	nail, 6 listings	🧔 SI	peed bar! Click ?	for examples	4		Recent Search	nes 🔻
Home > Residential								
Residential						0,0	criteria 🚺 Map 📑 Re	sults
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Chg Type Chg I	Info	MLS#	i <u>vpe Status</u>	Address	City	Beds Baths	List Office Bu	iver Office
New Listing		1002083799	RES Active	211 4Th	Minersville	3 1/0	BHHS Homesale Realty - Sc	
New Listing		1002083789 F	RES Active	802 Rustic	10000055749	3 2/1	Cummings & Co Realtors	
New Listing		1002083785 F	RES Pending	28 Isle	240279057404	3 3/1	Integrity Real Estate	
New Listing		1000000894 F	RES Active	7220 Righters Mill	Rockville	3 2/0		
New Listing		1002083765	RES Coming	2220 Fairfax Unit#PH05	240278694110	1 1/1	Keller Williams Realty	
New Listing		1000001188 F	RES Active	1 Halifax	Rockville	3 2/0		
New Listing		1000001220 F	RES Active	813 Harrington	Rockville			
New Listing		1000001222 F	RES Active	823 Harrington	Rockville			
New Listing		1000001234 F	RES Active	402 Hull	Rockville			
New Listing		1002083693 F	RES Active	421 Rowland	240280161871	2 2/1	Integrity Real Estate	

Tip: Click **MLS Settings** from the **Account & Settings** window to access full edit and add capabilities for **Hot Sheets**.

TO EXPORT HOT SHEETS

From the bottom of any Map or Results tab:

- 1. Select desired listings. NOTE: Max 5,000
- 2. Select **Export** from the Actions button bar.
- **3.** Choose the desired Export file format.
- 4. Click Export.
- 5. Select Back to Results to return to your search results.

Create a CMA

Starting from a tax record allows you to access all the property information you need to research. Create the best CMA possible by providing a list of the most applicable comparable properties from both listings and Public Records searches.



- 1. Search for your subject property and select the Agent 360 Property Report display.
- 2. Click View Comparable Properties.
- 3. View Selected Pages and if necessary, add or remove pages for your CMA.
- 4. Check any tax comparables you wish to remove and click Remove Selected.
- 5. To add MLS comparable listings, click **Find more Comparables**.
 - Enter Criteria.
 - View Results.
 - Select matching Comps.
 - Click Add Comps.
- 6. Click View Report to generate a PDF of your CMA report. Then Email to share.
- 7. You can also click **Create CMA** to launch the full 8 step CMA wizard and further customize your CMA report.

🏫 Compar	ables Report		Q	Summary					
Subject Prop	erty: 2217 N Oak	Ct		25 Comparab	les	Low	Median	Average	High
Selected Pag	ges: ▼ Summary of o Results III Cre	Comparable Properties; CMA Map ate CMA 🖾 Email 🍠 View Rep	ort	Comparable Pr	ice S	\$500,000	\$1,050,000	\$1,422,416	\$5,000,000
Previous • No	ext • 1-25 of 25 • C	hecked 2 · All · None							
Distance	Tax ID	Address	City	Posta	l Code	Municipal	ity Owne	er Name	Property Clas
0.0 mi		2217 Oak Ct	Arlington	2220	19				
🔲 0.2 mi	16-014-013	1651 N Colonial Ter	Arlington	2220	19		Nikol	aos & Voul A Ap	o: Residential
🗆 0.3 mi	16-022-212	1881 N Nash St Unit #2102	Arlington	2220	19		Cliffo	rd G & Christine	N Residential
🔲 0.4 mi	16-018-128	1111 19Th St Unit #2701	Arlington	2220	19		Benja	min L Buchanan	6 Residential
🕑 0.5 mi	17-003-220	1600 N Oak St Unit #1414	Arlington	2220	19		Jeren	ny Nice & Marsh	a Residential
🔲 0.5 mi	1324//0045	1401 44Th St	Washingto	n 2000	7		1401	44TH STREET N	Residential
🔲 0.6 mi	1363//0061	4419 Macarthur Blvd	Washingto	n 2000	7		Bibi H	Chan	Residential
🔲 0.6 ml	1354//0838	1427 Foxhall Rd	Washingto	n 2000	7		Mark	C Markowski &	N Residential
🕑 0.6 mi	17-011-049	1831 16Th St	Arlington	2220	19		Robe	rt S Sohn & Grad	e Residential
🔲 0.7 mi	1187//2057	1081 Paper Mill Ct Unit #1081	Washingto	n 2000	7		Anna	L Reyes Ramos	& Residential
🔲 0.7 mi	1356//0960	4460 Macarthur Blvd	Washingto	in 2000	7		Qiwe	n Zhu	Residential
		100 million and 100 million							
Remo	ve Selected	ind more Comparables							

Listing Management

Listing Management is the tool used to add or edit listings, upload photos and documents, input showing instructions and virtual tours, and schedule open houses.

- Select My Listings
- Choose Add & Edit Listings

INITIAL LISTING SETUP

To input a new listing, select the New Listing button.



As you begin entering your listing, you'll be prompted to fill in some basic information. The full listing edit form will adjust based on the information you provide so that you're only presented with fields that could apply to your listing. In this initial listing setup, once you select **Next**, you cannot go back and access the information on the previous screen, however, you will be able to make edits in the full edit listing page.

Before you begin: If you are assisting an agent or a broker, you will be asked to enter the listing agent ID of the subscriber for whom you are entering the listing before you can proceed.

- Select the type of Property you're listing. Based on the property type you select, additional fields, such as Property Sub Type and Ownership Interest may appear. Make the necessary selections and click Next.
- 2. If you're entering a residential property, enter the full address or Tax ID and select Search.
 - If that information is not available, use the **Advanced Tax Record Search** option to the right and enter in more details such as owner name, subdivision, etc.
 - If no tax record exists, select the **Proceed without Tax Record** option to the right and enter the address, then select **Next** and **Confirm** the location of the property on the map.
 - If the tax record exists, verify the map pin location and click Next.

- 3. For residential listings, select whether any of the following Attributes apply:
 - For Comp Purposes (already closed and input for comparable value only)
 - HOA (does the listing have a Homeowners Association)
 - New Construction (never occupied)
 - Water Oriented (is the property on or near water)

If one or more items apply, select all that apply and click **Next**. If none of them apply, simply select the **Next** button. Depending on your selections, additional fields will be available in the full edit form that apply to your listing.

- 4. In the **Pricing** window, complete the appropriate fields to enter the basic pricing and contract details.
- 5. Click on the Next-Full Listing button to display your customized full edit form.

FULL EDIT FORM

LISTING AGREEMENT TRANSACTION PARTICIPANTS LOCATION ASSOCIATION/COMMUNITY TAXES BUILDING & UTILITIES FEATURES & ROOMS Levels & Room Details Interior Features Exterior Features Caterior Features LOT & PARKING WATER / SHORE PHIOTOS & TOURS REMARKS & INTERNET SETTINGS DOCUMENTS SHOWING OPEN HOUSES	 FEATURES & ROOMS Evel 38 Room Details Branch may sudd that is lasten and full gene nay wet. The segretism if huids is hadred in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in details in the second balance hadred is hadred in the second in the second in the second is not in the second in the second in the second is not in the second is not in the second in the second is not in the second is not in the second in the second is not in	
	Bathrooms Total Count	

Now that your customized full edit form has been created, you can start entering all of the listing information that will help you market your property. Here are some things to note:

- As you enter listing information, useful on-screen tips will display to the right of the field you're working on to help you understand any fields you may not know.
- In any multi-select field, you can start typing the name of the item you want. As you type, relevant results will start to display. Use the arrow keys to toggle through options. Hit **Enter** to select these items quickly.
- There are 3 different types of Remarks: Office Private, Agent Private and Public. Total characters for each type of remarks are shown at the top left of each entry field.
- The gray left navigation will show you where you are in the form as you scroll down. For quick access to a specific section, simply click that section name.

• If you are having trouble finding a specific field or picklist item, use the **Find a Field** search bar in the top right corner and begin typing in the name of the field or item you want. Once what you're looking for displays, click on it to be taken to the field where it can be found.

Tip: Fields will stay highlighted in yellow on the form until you clear the Find a Field search bar.

LOTHING A COPERATION		
ISTING AGREEMENT RANSACTION PARTICIPANTS	BUILDING & UTILITIES	Q style
OCATION		
SSOCIATION/COMMUNITY	* Style	
AXES BUILDING & UTILITIES	Ran <mark>dt/Rambler</mark>	A list describing the style of the structure. For example, Victorian,
Construction Details	slung and asymmetrical, marked by horizontal lines,	Ranch, Craftsman, etc. Hide Options Help
Utilities Basement and Foundation Measurements	evers unit winnows groupes in noncontain contait. Raised Ranch/Rambler A long single story home with the main living space and bedrooms on the main floor, mixed above ground level by a bactement or crowsfapace.	
EATURES & ROOMS OT & PARKING VATER / SHORE PHOTOS & TOURS	Ranch/Rambler A one story home with a long, pitched roof, built-in garage, silding and picture windows, silding doors leading to patio and may be built on a crawlspace or stab.	
EMARKS & INTERNET SETTINGS	Flooring Type	
LOWING		

- Mandatory Fields: Any fields that are highlighted in **red** with an asterisk * are mandatory fields and must have information entered. Once the information is entered, the red color will be removed but the asterisk will still appear.
 - When entering information for your listings, you'll notice circles with numbers in them on the left side of your screen. These numbers indicate how many mandatory fields you have to fill in for each section. Clicking on these circles will take you to fields that need to be entered. Every time you fill in one of these fields, the number will go down or disappear.
 - Use CTRL+ I (for Invalid) to quickly jump to the next mandatory field.
- The system will automatically save your listing every minute.
- Once you have completed all of the required and optional fields to market your listing, hit
 Publish to immediately submit your listing to the MLS.
- If you ever need to go back to your Manage Listings Dashboard, use the arrow to the left of the property address.

Tip: There is no save button because Listing Management automatically saves after every change.

Photo Upload

You can add up to 150 photos to a listing in JPEG format with the recommended photo size of 1024 x 768 pixels or larger.

- 1. Click on the Photos & Tours option in the left navigation menu.
- 2. Click Photos.
- 3. If not already selected, select Lister Will Upload All from the Photo Option dropdown.
- 4. Click Manage Photos under Photo Option.
- 5. Scroll to the bottom of the Terms of Use page and click I Agree.
- 6. There are three ways to upload photos:
 - Drag or drop photos onto the next screen
 - Click to upload from your device
 - Download from Dropbox, Google Drive or OneDrive

Γ	618 BIGGS AVE	
Ļ	← 4/150 photos	
		Let's get started
		Drag and dron your listings photos here
		or import them using one of the following:
		Computer Dropbox Google Drive OneDrive
		Recommended photo size is 1024px x 768px or larger. Accepted file type. Log
		You can add up to 150 photos per listing.
		Experiencing problems when uploading photos?
		Try this. Log out and close the browser. Re-open the browser and log back into Listing Management,
		then upload your photos in smaller batches of 15.
- 1		

- 7. Click Save Photos.
- 8. Hover over the photo you want to choose as the main exterior photo and then click the **Exterior Main** checkbox.
- **9.** Type a category description in the *Tell buyers more about this photo field*. Please note: there is a 50 character limit.
- **10.** Other editing functions includes sorting, cropping, rotating, and adjusting the brightness and saturation levels. Always be sure to click **Save** before proceeding.



Document Upload

You can add up to 20 documents to a listing. Documents must be in the PDF format and 20 MB or less.

- 1. Select the applicable option from the **Documents Available** dropdown.
- 2. Click Upload Documents.
- 3. Select the document type from the Add Document dropdown.
- 4. Accept the terms of use.
- 5. There are three ways to upload documents:
 - Drag or drop photos onto the next screen
 - Click to upload from your device
 - Download from Dropbox, Google Drive or OneDrive

← 618 BIGGS AVE 0/20 documents	
	Let's get started! Drag and drop your documents here, or import them using one of the following: Dropbox Dropbox Dropbox Dropbox Dropbox Dropbox Dropbox
	Accepted file type .gdf Maximum file size is 20MB.

- 6. Enter a name for each document (50 character maximum).
- 7. Save, when finished.

Tip: You can change the view permission at any time making it available to agent only, or agents and clients. Floor plans are always viewable by Agents and Clients.

ADD DOCUMENT	Vise the dropdown to choose your document type.	DELETE SAVE
AGENTS & CLIENTS AGENTS ONLY	ew permission at any time.	View Terms of Use
FLOOR PLAN	tion_Report (1).pdf	Agents & Clients 🗸
Enter a description (option	al) for this document.	
MREC - Residential	Property Disclosure and Disclaimer Statement (1015) (1) (1).pdf	Agents Only 🗸
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RadonDisclosure.pdf		Agents Only 🗸
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MANAGE LISTINGS DASHBOARD FEATURES

There's a lot you can do right from the Manage Listings Dashboard. Here's what you need to know:

hright NEWS ABOUT		SUPPORT - BrightMLS User				
MLS Search - Clients	 My Listings - Finance - Market Research - More - 					
Manage Listings 4 Listings Shown	~	PRINT WORKSHEET				
Q. Search for recent listings by Address, ML#, Agent Name or ID MORE SEARCH OPTIONS						
	3809 MAIN ST GRASONVILLE.ND 21638 Farm -MLS 1000000044 Explifies Sep 30, 2017 Image: Depty: Explifies Copy image: More Image: Copy image: More	\$1,900,000 = ACTIVE Droft				
	4107 MAIN ST GRASONVILLE, ND 21638 Residential - ML5 100000836 Expires Dec 12, 2017 O EDIT COPY MORE	● \$798,000 ● = active				
	26018 PINETREE LN GREENSORO, MD 21639 Residential - MLS 1000000840 Expires Dec 12, 2017	\$540,000 ACTIVE Droft				

- To make changes to an existing listing select the **Edit** button located on the listing.
- To copy an existing listing, select the **Copy** button on the listing.
- Select the More button to Delete, View History, or Print the listing. In addition, this displays
 quick links to Photos, Documents, Showing details, Open Houses, and the Location of the
 property.
- **Print Profile Sheet** enables you to print a form that contains the fields located in Listing Management so that you can gather all of the details to complete the full entry.

Tip: Any functionality that your Broker has not granted you access to will have a lock icon next to it. Only your broker can grant this kind of access, so please contact him/her directly to discuss.

ShowingTime

Showing Time is integrated throughout the Bright system, making it easy for a buyer's agent to schedule showings and provide feedback quickly and efficiently.

AGENT PREFERENCES

Confirm your ShowingTime preferences are set up correctly. This ensures a smooth showing process on all ends.

- 1. Click My Showings under the My Clients menu.
- 2. Click Edit Profile from the left Home menu.
- 3. Click Save Changes if changes were made.

LISTING SHOWING PREFERENCES

Individual listings will require individual consideration. For example, one listing may be an unoccupied dwelling where no appointments are necessary. Another might have occupants and some very specific time restrictions. ShowingTime allows agents to configure settings on each of their individual listings.

- 1. Click the Clients menu.
- 2. Under Showings, click My Showings.
- 3. Click on Listing Setup.
- 4. Select the listing you wish to review.
- 5. Choose Yes or No to allow showing agents to request appointments online.
 - Set up your listing's Appointment Type, showing restrictions, contacts, notifications and feedback preferences.
- 6. Click Save Changes.

SHOWINGCART

Schedule several showings quickly by selecting those listings and clicking the ShowingTime button.



- Choose your appointment times for each listing.
 - Add any additional stops.
- Organize your buyer's tour by one of three ways:
 - SmartRoute: Automatically sorts your showings in the most logical order.
 - Appointment Time: Organizes all showings by confirmed appointment times.
 - Drag & Drop: Manually sort the route according to your preferences.
- Submit all showing requests at one time by clicking Send Requests.
- Return to your ShowingCart to monitor your appointment requests.

Appointment Information											
Enter Listing IDs (separate multiples IDs with a comma)								R	eturn to To	urs Ser	d Requests
Go	Add Listing Stop 🛛 Add Other S	Stop									
Update 🗘	Address 🗣	Appointment Type	Appointment Status	Appointment Time (EDT) ⊙↓	Availab	ility (EDT)					
					4р	5р	6р	7р	8р	9p	10p '
1 Remove	659 W CHESTNUT LANCASTER PA (1000212456)	Appointment Required	Requested	7:00 PM - 7:30 PM	2 min)						
2 Remove	1035 MARIETTA LANCASTER PA (1000 2134 52)	Go and Show	Confirmed <u>View Instructions</u>	7:30 PM - 8:00 PM	1 min						
3 <u>Remove</u>	1056 WHEATLAND LANCASTER PA (1000212458)		My Appointment Status* View Instructions	8:30 PM							
Turn by Turn Directions Smart Route *Selecting an appointment status for any of your stops is for your reference only. More >>							,				
Map Sat	tellite contract of the second s		K Indian Ave	North N Nature ar Virginia Ave	Dog Pan Iuseum o d Science ^{Buchana}	f P	evin St t t	+	t WM	ter Ave → Aadison St	W Lemor

Help & Training

Bright offers various ways for you to get training and support, beginning with our robust ondemand help system.

Here's how to get started:

- **1**. Click **Support** from the top right navigation.
- 2. Select Search Help Topics.

bright	Home Golo BrightHLS.com Truining Search Help Topics						
What can we help you with?							
<section-header></section-header>	<image/>						

This will take you to Bright's Online Help and Knowledgebase system where you can search help topics, watch videos, get answers to frequently asked questions, sign up for training and more.

For the latest news and information, you can also click **News** and select **Articles & Videos** from the main BrightMLS.com navigation menu.