bright MLS

POWER UP

Your MLS Quick Start Guide

May 2019

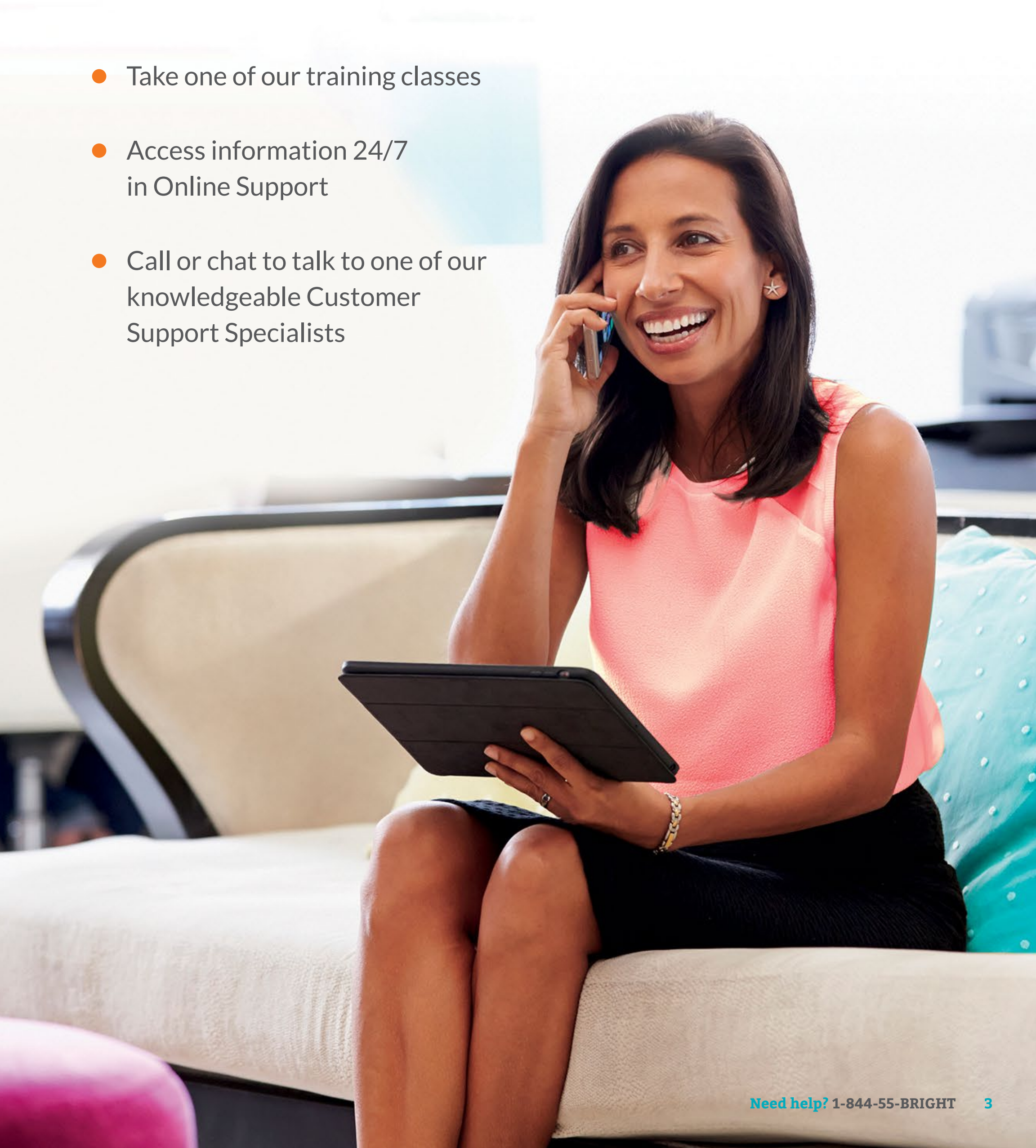
Contents

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.

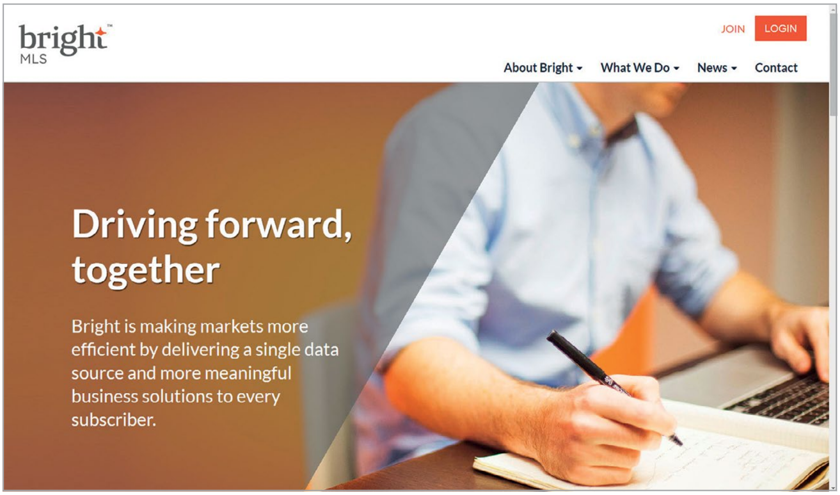
Looking for more? Helpful information about Bright does not stop here! Ask questions, get answers and learn more about the Bright system:

- 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

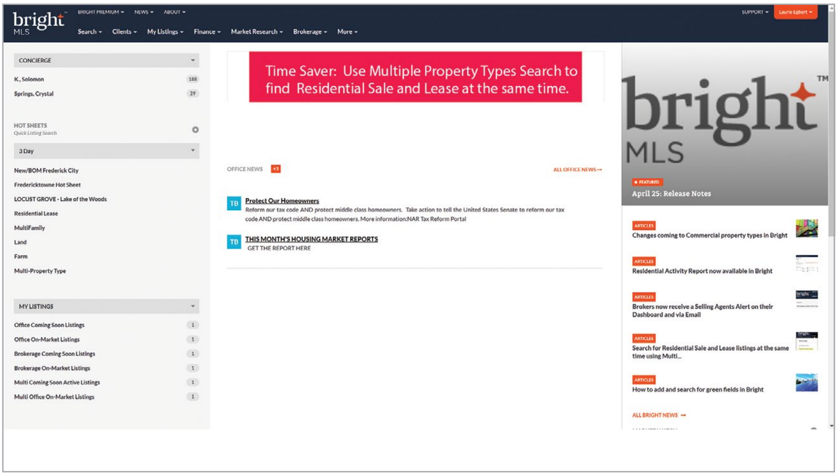
The Bright website is where you login to access the MLS system. Visit BrightMLS.com and click **Login** in the top right corner.



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.



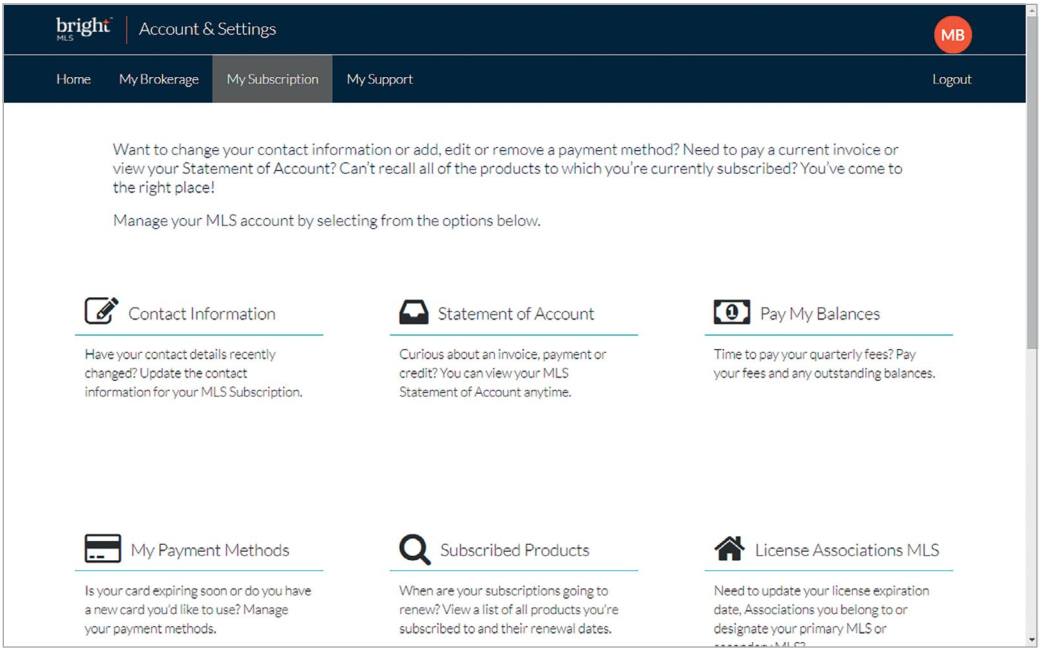
The Navigation

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:

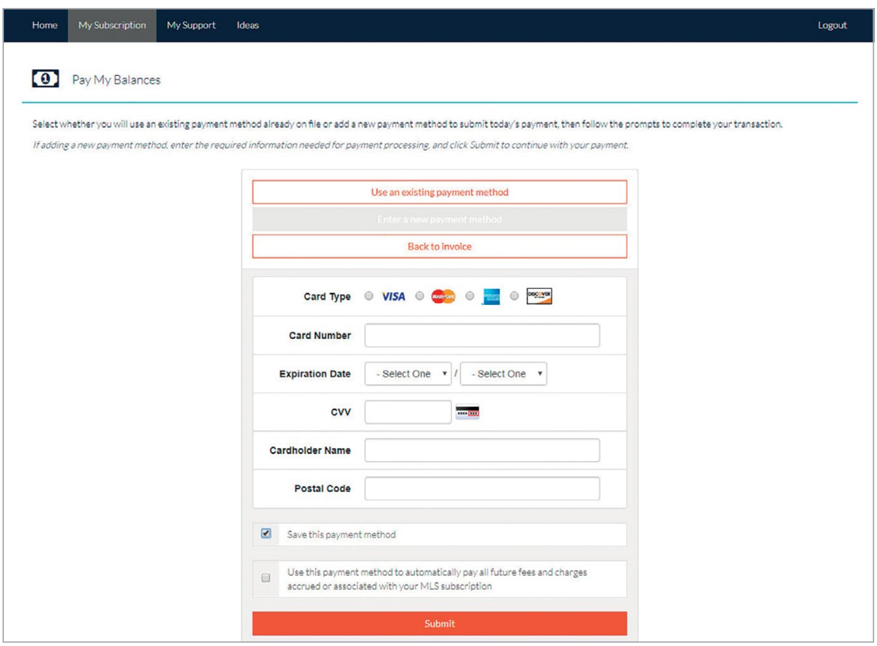
1. Click on the orange account dropdown (with your name) in the top right hand corner.
2. Click on **Account & Settings.**
3. From here, you can view and update the following items:

   - **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.

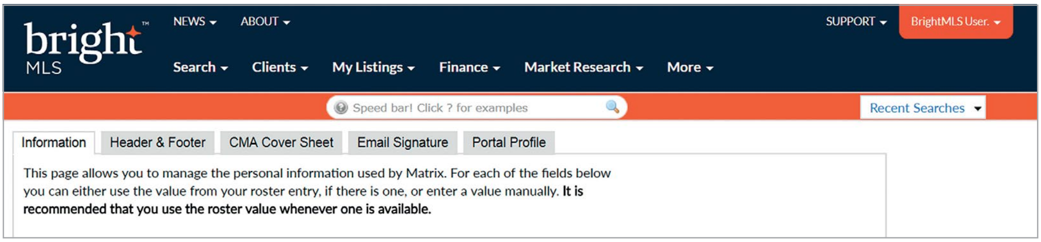


MLS SETTINGS (BRANDING OPTIONS)

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).

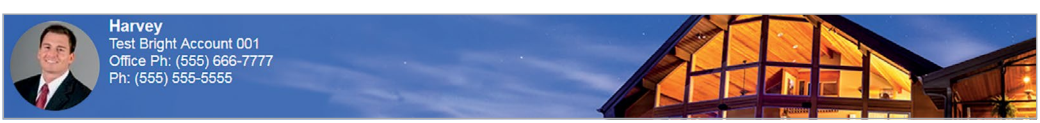
Additional fields you can add to this section include, a Job Title, Tag Line (Slogan), Website, and other social media links.

Header & Footer

Portal and Print Header:

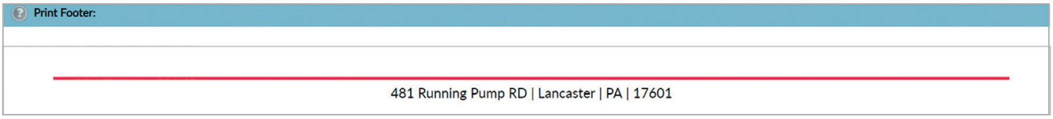
A personalized header will be displayed at the top of the Client Portal and can also be displayed on printed materials. You can customize this header through the available options.

- **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.**

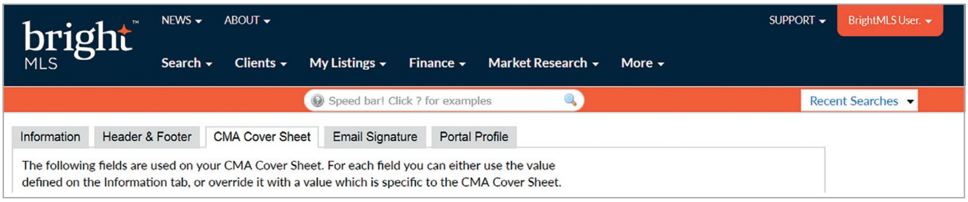


Print Footer:

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



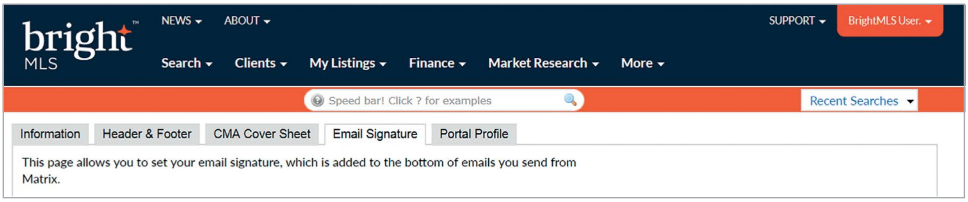
CMA Cover Sheet



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.**
3. Update the information you want to appear. If you want to change or remove something already listed, select **Override.**
4. Click **Save.**

Email Signature



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.**

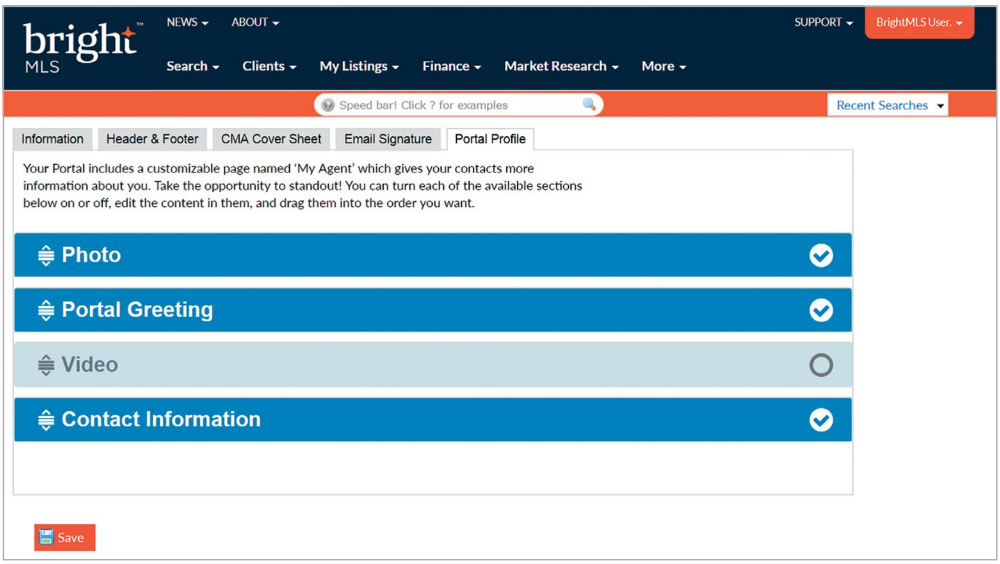
Tip: *To add the registered trademark symbol ® after the word REALTOR, place your cursor wherever you would like it to appear, use the symbols icon, locate, and insert it into the signature.*

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.

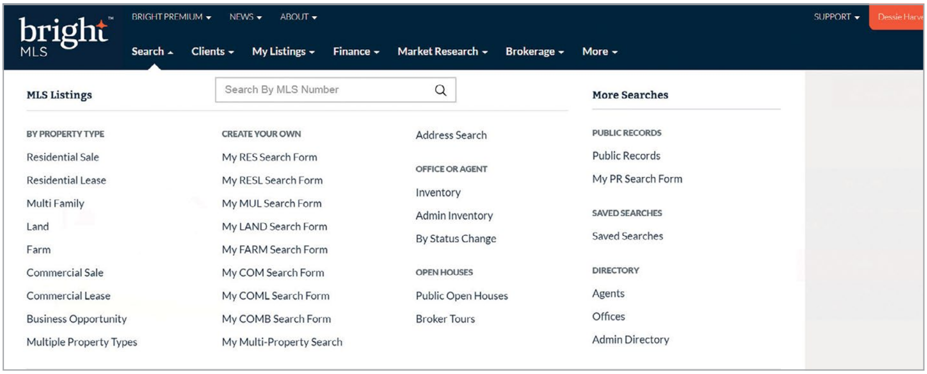
1. Select the **Portal Profile** tab.
2. Click on the **Contact Information** heading to access which contact details you want displayed in the client portal. Use the dropdown boxes to select the information you want your clients to see.
3. Click **Portal Greeting** and input the desired Title and Text 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.*



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.



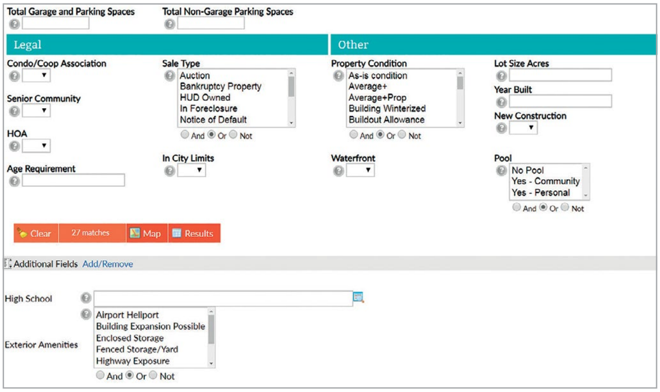
1. Click **Search** from your dashboard.
2. Under MLS Listings, click **Residential.** If you're looking for a rental property, use **Residential Lease.**
3. Enter your search criteria.
   - Select multiple options from scrollable lists by holding the **CTRL key** as you click. (Command for Apple users)
   - 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:

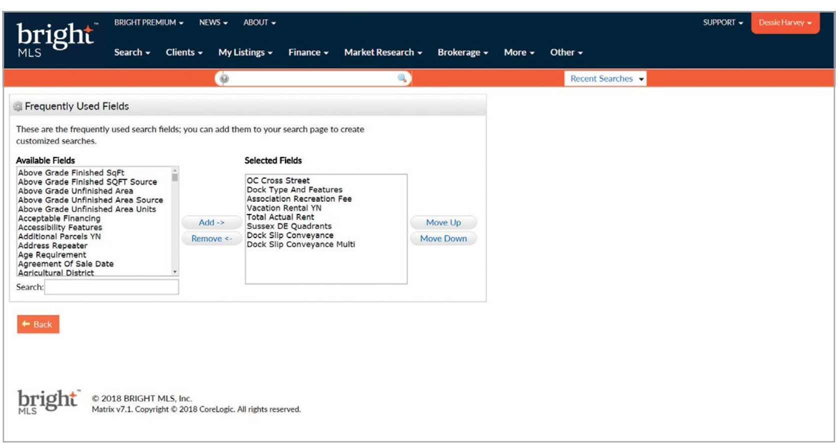
- Enter a **Range (600-700)** for price, beds, garage spaces, etc.
- Use the **More (+ or >)** or **Less (- or <)** symbols for dates, price, beds, baths, acres, etc.
- Use the asterisk (*) as a wildcard to replace missing or unknown information. Ex: Enter 199* for zip code to get 19930, 19933, etc.
- 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.



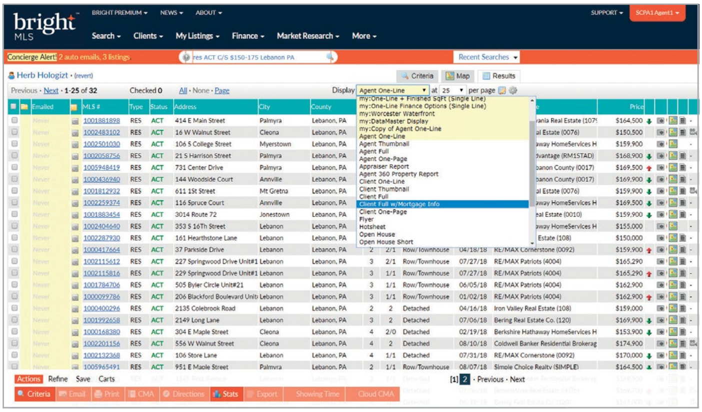
1. Scroll to the bottom of the page.
2. Click **Add/Remove** next to **Additional Fields.**
3. On the Frequently Used Fields page, find the fields that you want to add either by scrolling through the **Available Fields** list or using the **Search** field.
4. Select the fields that you want to use. To 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.



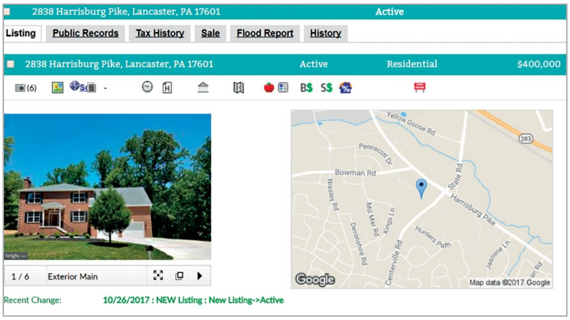
Public Records Search

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**.



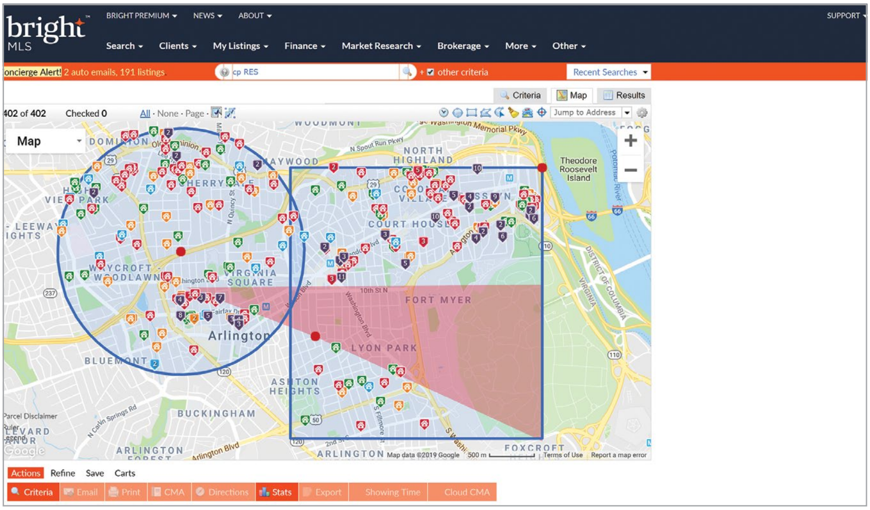
Need a deeper view of the property? Switch from the one-line default view to the **Agent 360 Report** to see more information about a property.



- **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.

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.

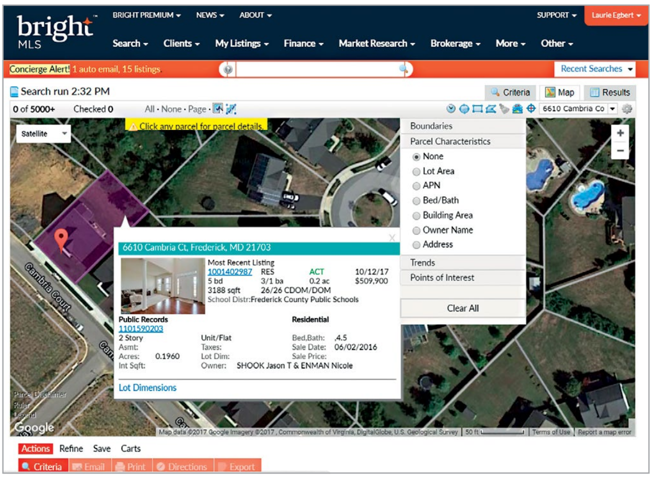
Creating a shape will automatically include any results that match your search criteria within that shape. You can also select **Include this Shape**, **Exclude this Shape**, or **Delete Shape** by hovering over the shape's red dot.

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.

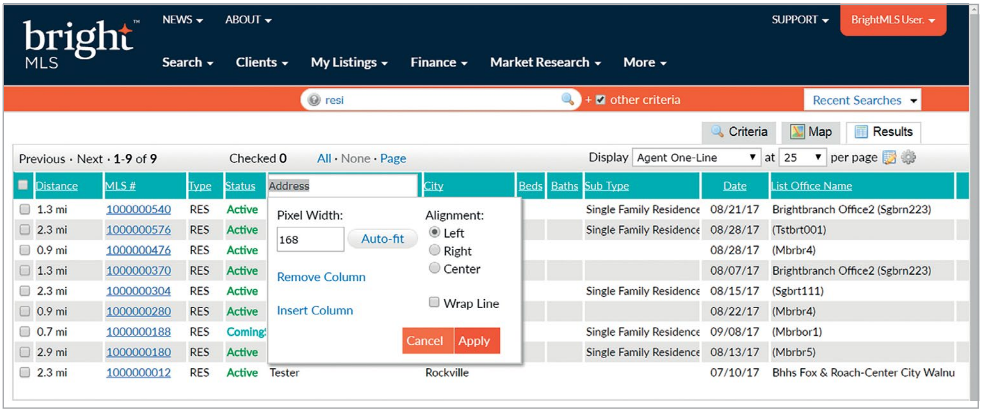


Additional parcel characteristics are available by clicking the **Map Layers** icon and selecting from one of the following additional characteristics.

- **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.



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

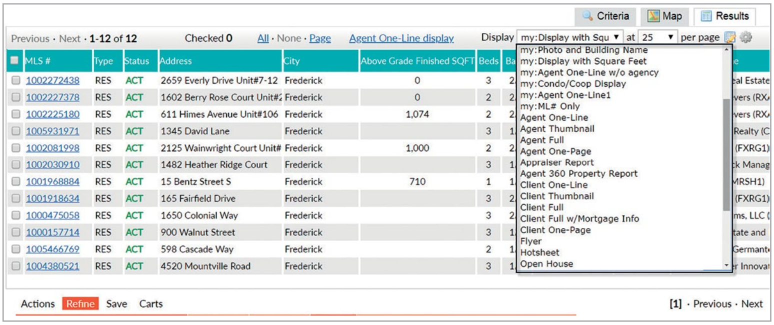
1. Place your cursor over the heading of the column you want to move.
2. Hold down the left mouse button.
3. Drag the column to its new position.

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.

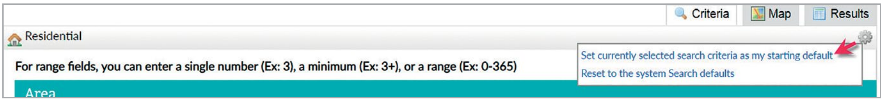


- **Sort** listing order in Ascending or Descending order by clicking the linked column title or drag & drop listings in a custom order. Sort by multiple options when using the **Sort** button under the ***Refine*** button bar menu.
- Change your view by selecting a new display from the **Display** dropdown 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.

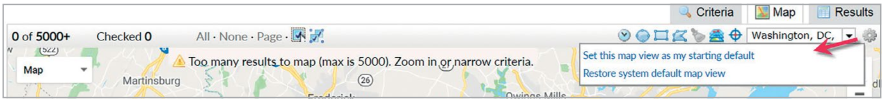
Setting Default Screens

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.

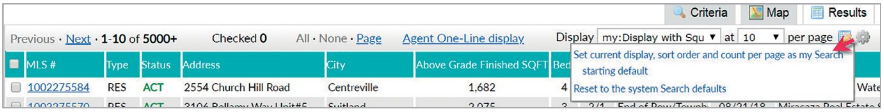
1. **Criteria:** Set currently selected search criteria as my starting default.



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



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



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

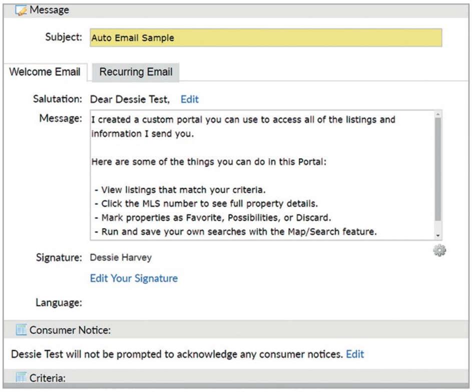
An Auto Email is a listing search that automatically finds matching listings and emails those listings to your clients. You can save an auto email with up to 250 listing matches.

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.



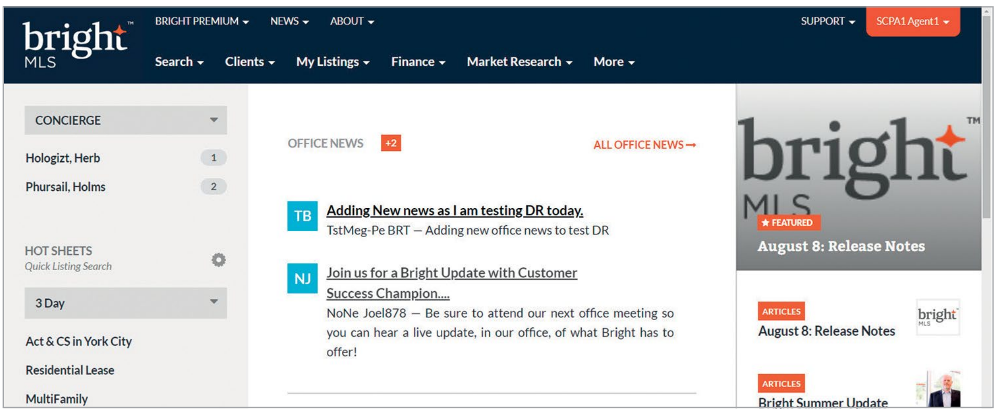
CONCIERGE

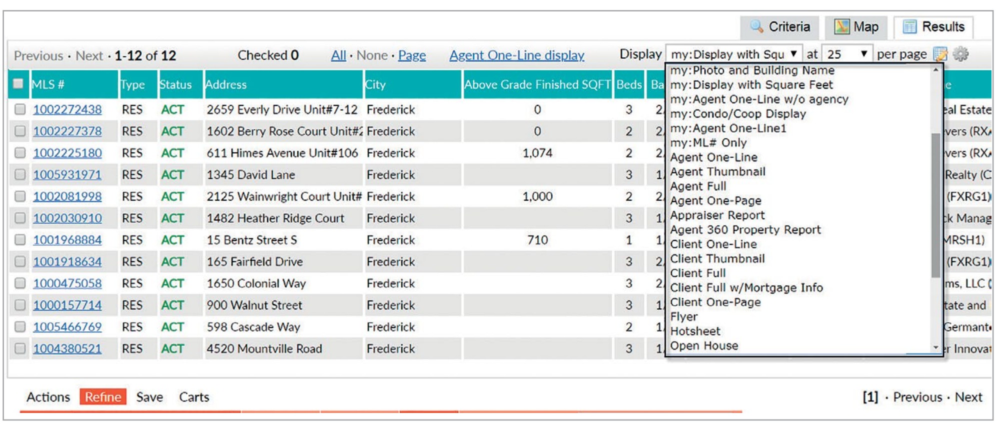
Concierge mode gives you the chance to approve or reject listings before your clients ever see them. To choose concierge mode, click **Enable concierge mode** in your Auto Email settings.

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.





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**.
5. 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.

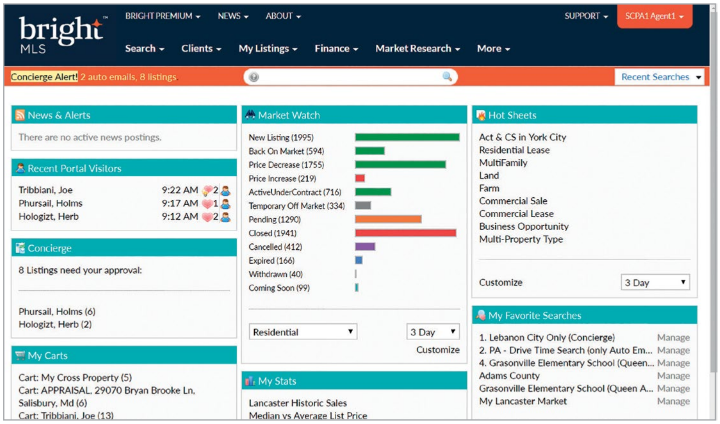
From the portal, clients can:

- 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.**



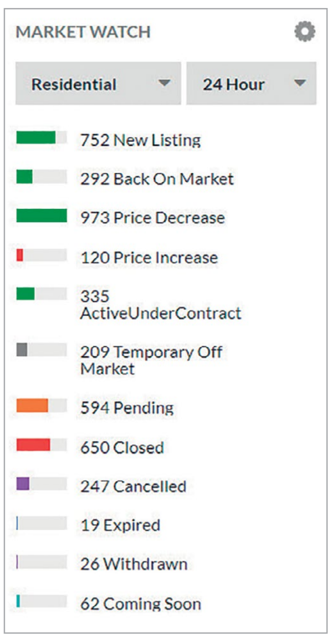
Here you'll see contacts who have recently visited the portal along with links to listings they've favorited, marked as a possibility, and if they've left notes for you.

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:

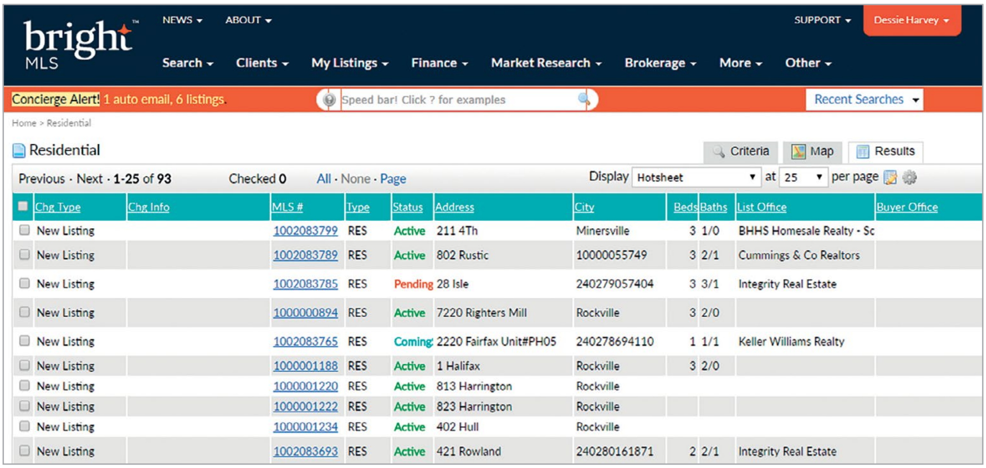
1. Click **Customize** to update your search criteria.
2. Enter your criteria. For example, the county or zip code you are watching. Perhaps specific structure types or MLS Area.
3. Click **Save.**



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**



Chg Type	Chg Info	MLS #	Type	Status	Address	City	Beds	Baths	List Office	Buyer Office
New Listing		1002083799	RES	Active	211 4Th	Minersville	3	1/0	BHHS Homesale Realty - Sc	
New Listing		1002083789	RES	Active	802 Rustic	10000055749	3	2/1	Cummings & Co Realtors	
New Listing		1002083785	RES	Pending	28 Isle	240279057404	3	3/1	Integrity Real Estate	
New Listing		1000000894	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	RES	Active	1 Halifax	Rockville	3	2/0		
New Listing		1000001220	RES	Active	813 Harrington	Rockville				
New Listing		1000001222	RES	Active	823 Harrington	Rockville				
New Listing		1000001234	RES	Active	402 Hull	Rockville				
New Listing		1002083693	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.

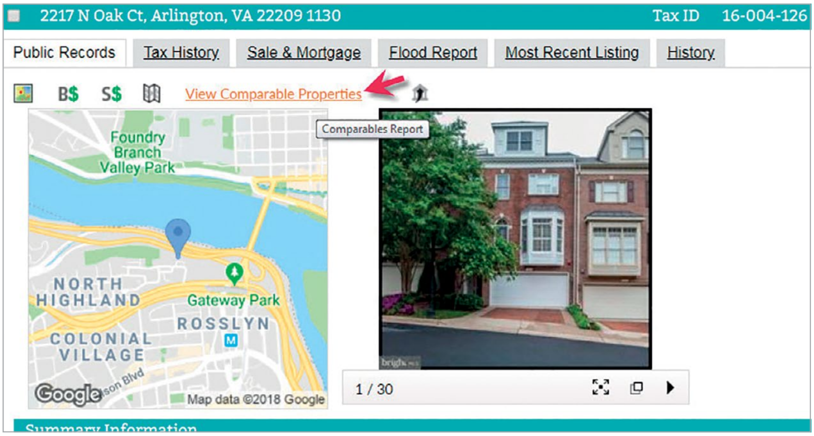
TO EXPORT HOT SHEETS

From the bottom of any Map or Results tab:

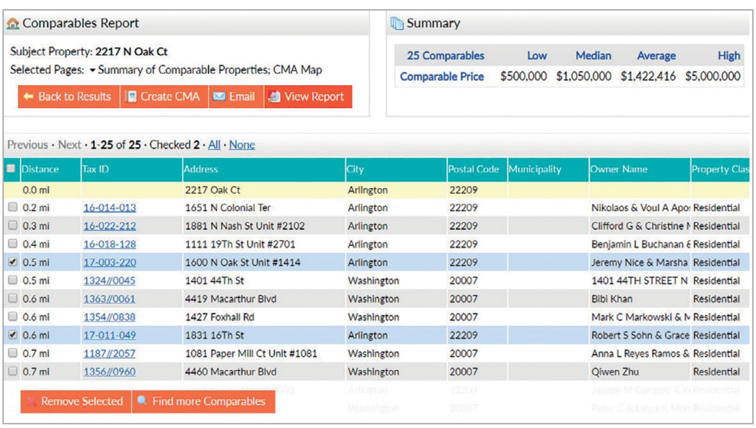
1. Select desired listings. NOTE: Max 5,000
2. Select **Export** from the Actions button bar.
3. Choose the desired Export file format.
4. Click **Export.**
5. Select **Back to Results** to return to your search results.

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.



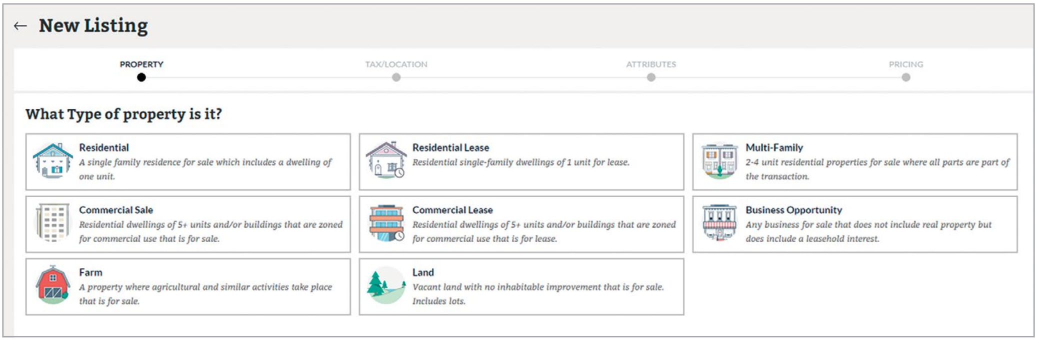
Listing Management

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.

1. 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.**

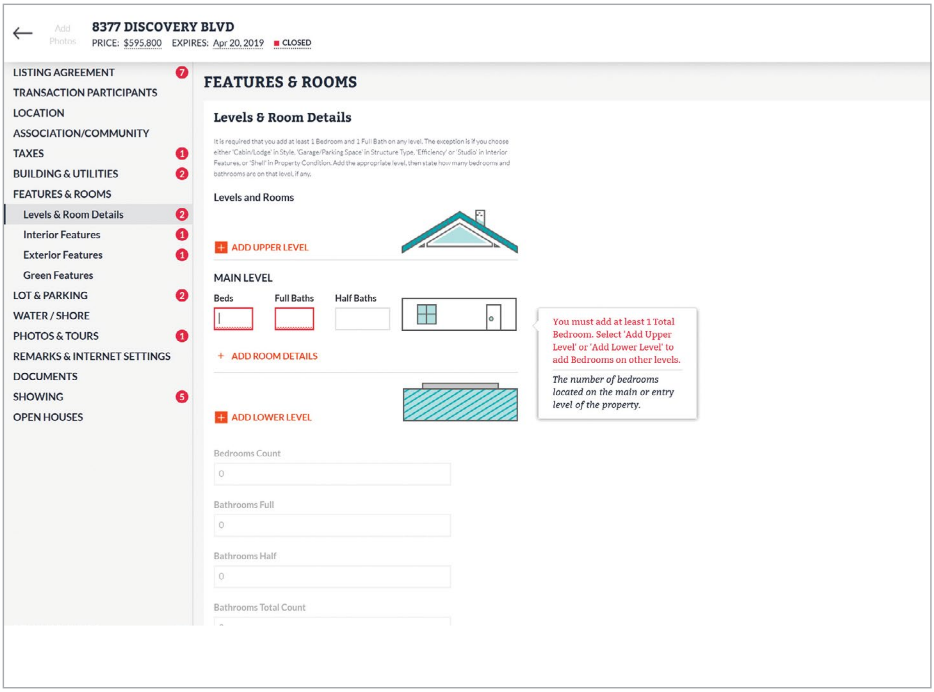
3. For residential listings, select whether any of the following **Attributes** apply:

   - 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

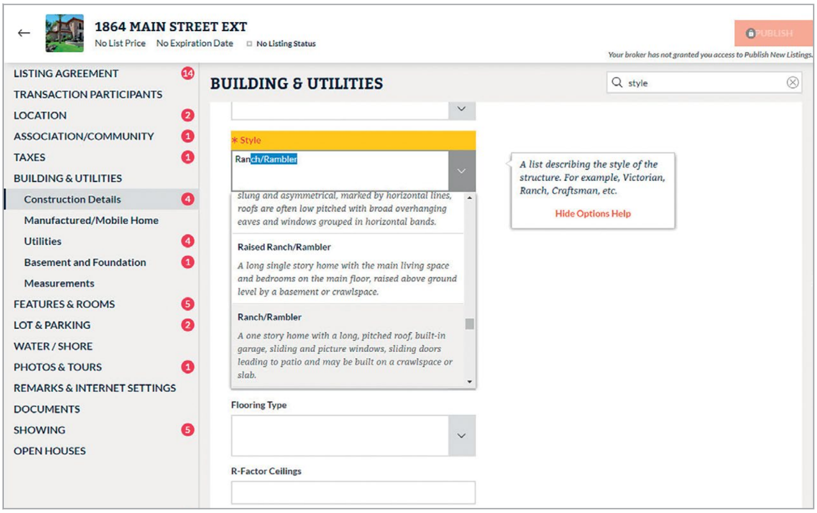


Now that your customized full edit form has been created, you can start entering all of the listing information that will help you market your property. Here are some things to note:

- 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.*



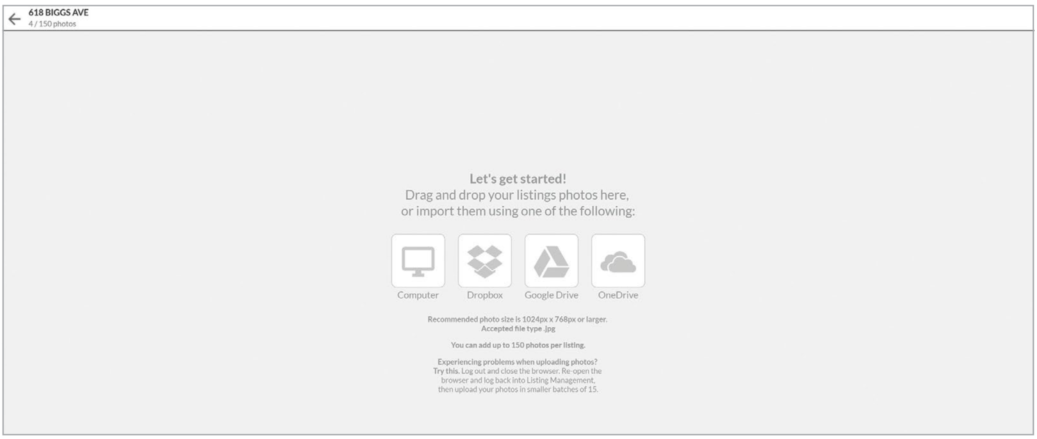
- **Mandatory Fields:** Any fields that are highlighted in **red** with an asterisk * are mandatory fields and must have information entered. Once the information is entered, the red color will be removed but the asterisk will still appear.
  - When entering information for your listings, you'll notice 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.*

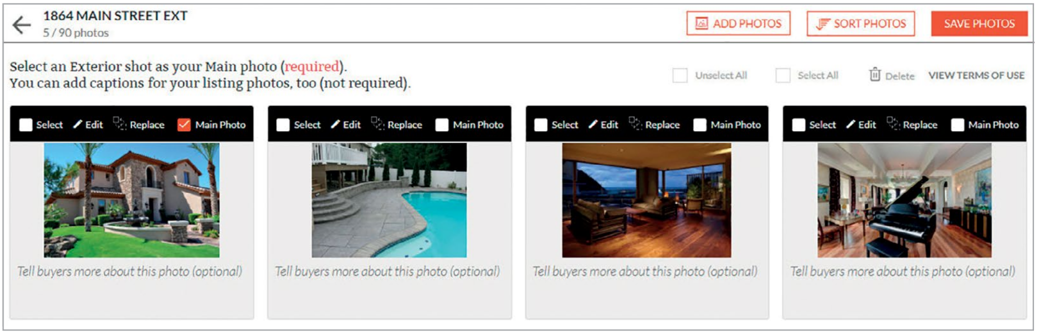
Photo Upload

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



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.

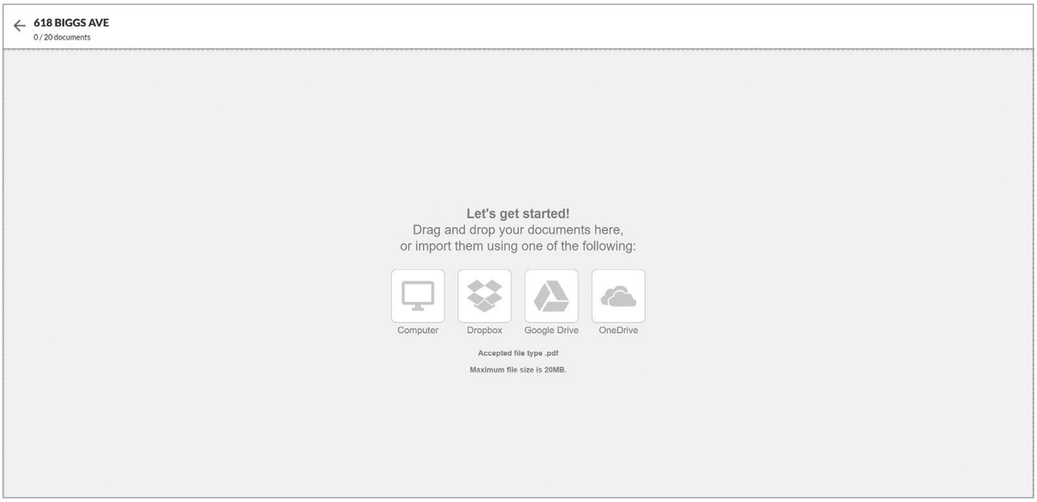


Document Upload

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

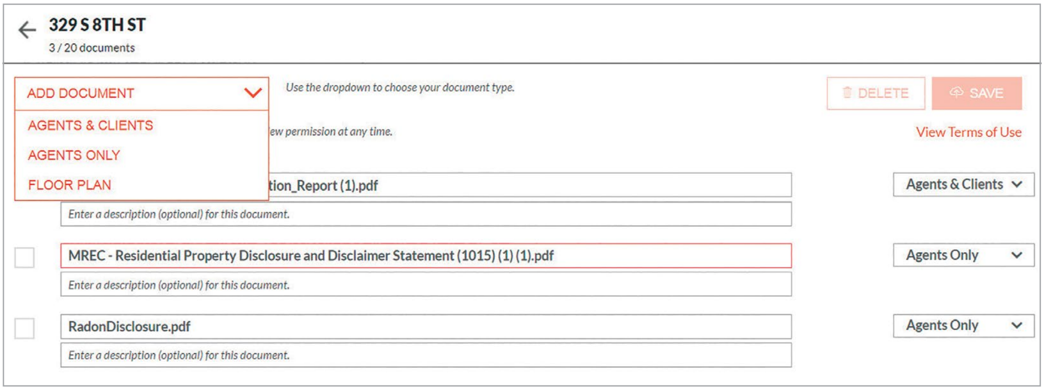
1. Select the applicable option from the **Documents Available** dropdown.
2. Click **Upload Documents**.
3. Select the document type from the **Add Document** dropdown.
4. Accept the terms of use.
5. There are three ways to upload documents:

    - Drag or drop photos onto the next screen
    - Click to upload from your device
    - Download from Dropbox, Google Drive or OneDrive



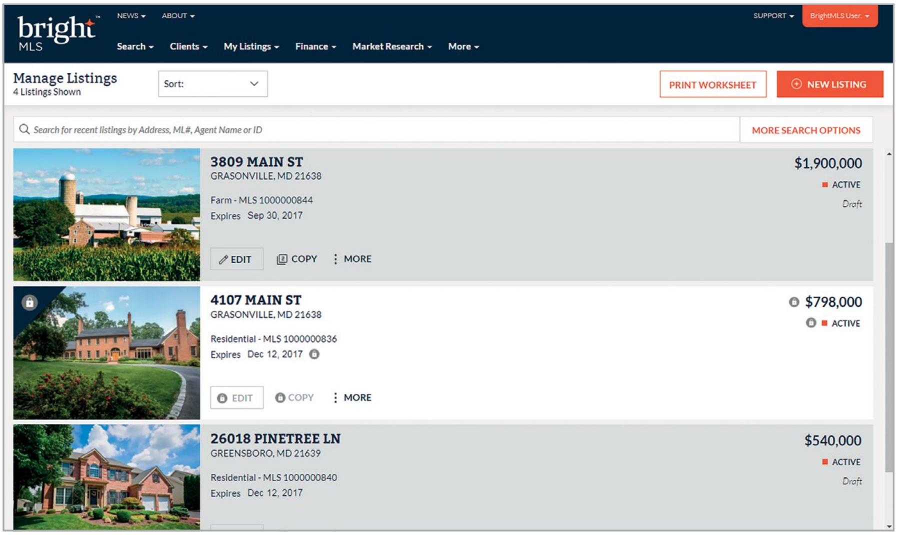
6. Enter a name for each document (50 character maximum).
7. Save, when finished.

***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.*



MANAGE LISTINGS DASHBOARD FEATURES

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



- 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

ShowingTime 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.

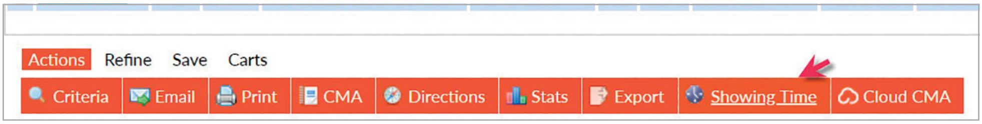
LISTING SHOWING PREFERENCES

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.

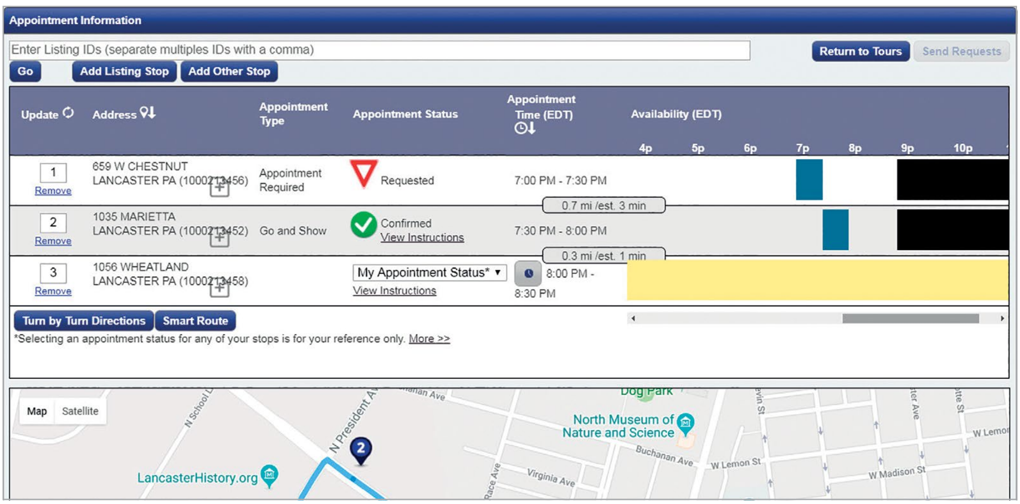
1. Click the **Clients** menu.
2. Under Showings, click **My Showings.**
3. Click on **Listing Setup.**
4. Select the listing you wish to review.
5. Choose **Yes** or **No** to allow showing agents to request appointments online.
    - Set up your listing's Appointment Type, showing restrictions, contacts,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

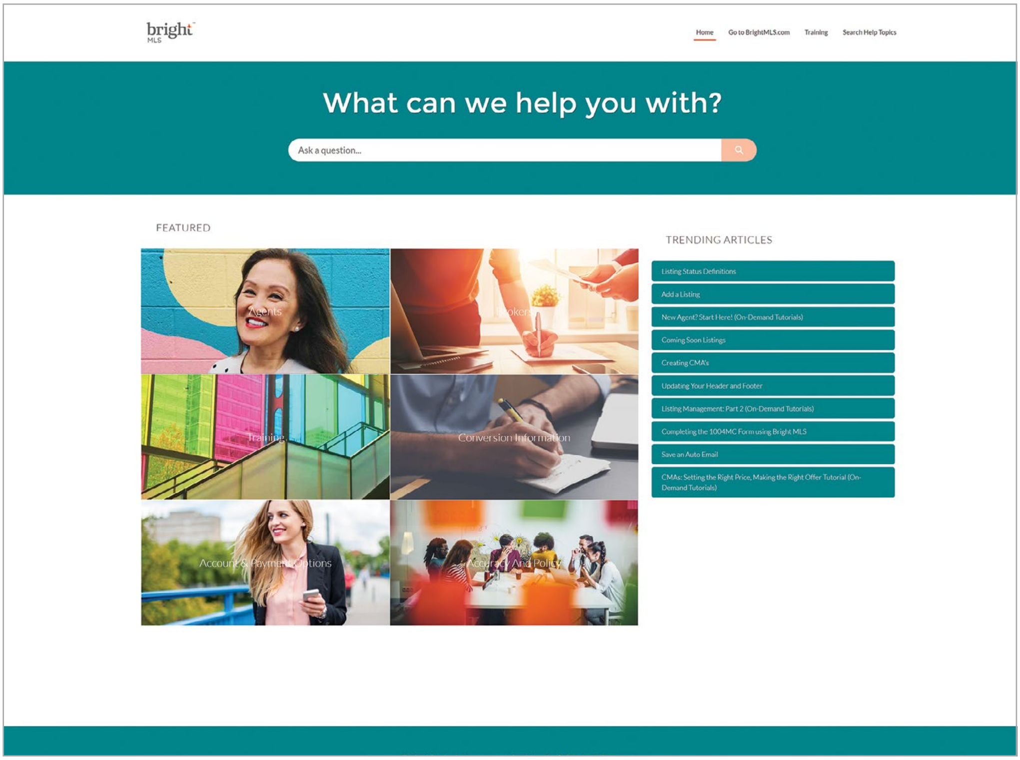


Help & Training

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

Here's how to get started:

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



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.*