

# Supplement Your Income With

# MLS Advantage™

Where Realtors® in Florida Share Listings

## TRAINING MANUAL

3 Hours CE



FloridaRealtors®

**Contact Information for MLS Advantage Technical Issues:**

**Call Tech Helpline** – (407) 587-1450

**Email Tech Helpline** – [support@TechHelpline.com](mailto:support@TechHelpline.com)

Monday through Friday – 9:00 AM to 8:00 PM;

Saturday & Sunday - 9:00 AM to 5:00 PM ET



## **Antitrust Reminder**

Realtors are competitors, and healthy competition is what allows the market to survive. This classroom should be a forum for the sharing of ideas, fostering open discussion among participants. Florida Realtors and this board/association do not in any way encourage or sanction any particular business practice.

Because of the nature of classroom discussions, all participants are asked to be mindful of antitrust laws. Florida Realtors (along with this local association) does not tolerate any discussion or activities of an anti-trust nature. Florida Realtors and this local association support the policy of competition outlined in antitrust laws. Because of the severity of the penalties involved, Florida Realtors will take all precautions necessary to ensure that violations of antitrust laws do not occur.

## **Florida Realtors® Student Code of Conduct**

All students enrolled in Florida Realtors sponsored courses, including but not limited to, Graduate Realtor Institute (GRI) modules, Continuing Education (CE) courses, post licensing education programs, webinars, online courses and convention programs will adhere to and follow the Realtor Code of Ethics and the professional standards outlined in Florida State laws and rules.

### **Responsibilities of Students**

- All students will exemplify the Realtor reputation through their conduct at all times.
- All students will document their participation appropriately, providing their full legal name, license number, and time in and out times on the sign-in sheet in order to receive credit.
- All students will comply with local sponsor policies and procedures.
- All students will refrain from any discussion that is or may be construed as being anti-trust in nature.
- All students must be honest and forthright in their participation in any course. Students will be receptive to the material and participate in all course activities, including but not limited to, discussions, case studies, quizzes, tests or other evaluations for the duration of the course.
- A student shall not impair, interfere with, or obstruct the orderly conduct and learning environment provided by Florida Realtors, local board sponsor, the students, faculty members, or invited guests.

This includes, but is not limited to:

1. Committing or threatening to commit any act of violence.
  2. Threatening the health, safety or welfare of another.
  3. Acting recklessly.
  4. Invading the privacy of others.
  5. Interfering with a faculty or staff member in the performance of his or her duty.
  6. Making, exhibiting or producing any inappropriate, loud or disruptive behavior.
  7. The use of portable computers, cellular telephones, portable personal music devices if such use disrupts others in the course.
  8. The use of portable computers, cellular telephone, portable personal music devices is prohibited during end of course examinations. These devices must be turned off and placed inside a purse, briefcase or backpack during the duration of the examination.
- ☒ No student shall provide false or misleading information to the instructor, local board staff, or on official course documents.
  - ☒ No student shall misuse any Florida Realtors or local board materials, service, property or resource.

## Course Objectives

At the completion of this course, the student will be able to:

- Successfully navigate around the web-based search engine.
- Identify system requirements to ensure a reliable platform.
- Effectively perform specific types of searches to include features your clients find desirable while eliminating undesirable features.
- Effectively utilize the various map search tools to pinpoint properties within the client's desired geographical area.
- Manage the Map and List results.
- Manage the reporting queue.
- Generate reports for printing or emailing to clients.
- Set up a search to be automatically emailed to clients.
- Add clients to the customer database for use in a comparative market analysis or a saved search.
- Set up the basic comparative market analysis default information.
- Create a comparative market analysis along with reports that can be emailed to clients for them to view and print.
- Edit Agent and Office Information.

## INTRODUCTION

**MLSAdvantage™** is a co-operative search engine that allows an MLS and its participants/subscribers to have mutual access to available property listings in all other participating MLSs. Through a single search, a REALTOR® can find all property listings that match search parameters regardless of the MLS which originated the listing.

MLSAdvantage™ allows participating boards and members to share available MLS listings across the state of Florida. With a single search, members can find all listings that match your search parameters from participating MLS boards.

Property listing information can be auto-populated from MLSAdvantage™ directly into contracts in Form Simplicity. This valuable search tool is available only to members of subscribing associations and MLSs.

### List of participating boards

**NOTE:** If your board is listed here, you have access to MLSAdvantage™:

- Amelia Island – Nassau County Association of Realtors®
- Bartow Board of Realtors®
- Bonita Springs-Estero Association of Realtors®
- Broward, Palm Beaches and St. Lucie Realtors®
- Central Panhandle Association of Realtors®
- Daytona Beach Area Association of Realtors®
- East Polk County Association of Realtors®
- Emerald Coast Association of Realtors®
- Englewood Area Board of Realtors®
- Flagler County Association of Realtors®
- Greater Tampa Realtors®
- Heartland Association of Realtors®
- Hernando County Association of Realtors®
- Lakeland Association of Realtors®
- Lake Wales Association of Realtors®
- Martin County Realtors® of the Treasure Coast
- Miami Association of Realtors®
- Naples Area Board of Realtors®
- Navarre Area Board of Realtors®
- New Smyrna Beach Board of Realtors®
- Northeast Florida Association of Realtors®
- Ocala/Marion County Association of Realtors®
- Okeechobee County Board of Realtors®
- Orlando Regional Realtor® Association
- Osceola County Association of Realtors®
- Pinellas Realtor® Organization
- Realtors® of Punta Gorda, Port Charlotte, North Port, Desoto
- Royal Palm Coast Realtor® Association
- Realtor® Association of Sarasota and Manatee
- Realtors® Association of Franklin and Gulf Counties
- Realtors® Association of Lake & Sumter Counties
- Space Coast Association of Realtors®
- St. Augustine & St. Johns County Board of Realtors®
- Tallahassee Board of Realtors®
- Venice Area Board of Realtors®
- West Pasco Board of Realtors®
- West Volusia Realtors® Association

**MLSAdvantage™** has some great features to make your experience seamless.

- Google Mapping - search properties by map view
- Easy functionality
- Enhanced reporting features
- Account customization tools
- Sync data into a Form Simplicity transaction
- Professional and redesigned reporting features
- Organization of listing details including tax information
- Automatic email alert system to improve client communication
- Personalization: add your photo, logo and email signature to your reports

**What is MLSAdvantage™?**

**MLSAdvantage™** is a collection of listings from many different MLSs across the state, and not all data corresponds to the same info that is available in your MLS. **"Less is More"** is a good rule for getting the most out of MLSAdvantage™.

**NAVIGATING MLSADVANTAGE™**

	<p><b>Help</b> Button opens a Help Viewer to the help content or explanation appropriate for that field</p>
	<p>Drop Down Menu allows you to select one value only. The Control (CTRL) key does not work.</p>
<p>Property Type</p> 	<p>Multiple Selection List Box allows you to select one or more values with the use of the <b>Control (CTRL) key</b>. To delete a value from the list box, click on the <b>"X"</b> on the right side of the value.</p>
	<p>This button expands or maximizes the window.</p>
	<p>This button collapses or reduces the window.</p>

## FIELD SEARCH TAB

Once in MLSAdvantage™ you need to select a search method. MLSAdvantage™ offers multiple ways to search the listings. They are **Field Search**, **Map Search**, **Hotsheet Search**, and **Saved Search**.

**Note:** These various methods can be combined. For example, you might search for houses that are within a 10-mile radius of a particular location and that have three bedrooms and a pool.

**Search by MLS Number** – If you have the MLS number of a property, simply enter its MLS number and the system will retrieve the data. If MLS Listing ID number is entered in the search, any additional search criteria entered will be ignored. Comma separated values are accepted. Example: 123456, 234567, 345678.

MLS Listing ID ⓘ

**Search by Radius** – Enter a valid starting address. Select a distance option and the system will return all the properties within the radius specified. **Address** and **Zip Code** are required. City and County fields are ignored. All other criteria will apply in search.

SEARCH BY RADIUS ⓘ

Address  Zip Code  Distance



**Basic Search** – Search options above the "MORE+/LESS-" divided areas are considered a basic search and include the most common criteria for performing a search based on various related characteristics of the property, such as the City, Property Type, Price, etc.

**Required Fields:** Property Type, Property Status and at least one selection from County, City, or Zip Code.

The screenshot shows the 'Basic Search' section of a real estate search interface. It features several input fields and dropdown menus for filtering properties. The fields are organized into three columns: County, City, and Zip Code; Property Type (with 'Single Family' selected), Property Status (with 'Active' selected), and Business Type; and Price (with 'Min' and 'Max' dropdowns), Bedrooms, Bathrooms, Living Sqft, and Lot Sqft. A large orange 'Search' button is centered at the bottom. A red box highlights a 'MORE+' button in the bottom right corner, which is used to expand the search criteria.

**Advanced Search** - Search options below the "MORE+/LESS-" divided areas are considered an advanced search and include the least common criteria for performing a search. Selected features may include such things as swimming pool, waterfront property, fireplaces, etc.

The screenshot shows the 'Advanced Search' section of the real estate search interface. It features a variety of input fields and dropdown menus for more specific filtering. The fields include House Number, Street Direction, Street Name, Street Type, Remarks (with 'Public' checked and 'Private' unchecked), Legal Description, Owner Name, Community / Subdivision, Zoning, Year Built, Acres (with 'Min' and 'Max' dropdowns), Lot, Block, Unit, and Sold Date. A red box highlights a 'LESS-' button in the top right corner, which is used to collapse the search criteria.

**Exclude Listings from MLS:** This feature allows you to exclude listings that you have already seen in your own MLS.

**Included Features:** Select features that are required to be in the listing.

**Excluded Features (Negative Search):** Select features that are required to not be in the listing.

**Possible Features (Nice to Have):** Select features to add to the search that may be in the listing but not required.

**Exclude Listings from MLS** 

Select MLs To Exclude From Search

---

**Included Features**  **Excluded Features**  **Possible Features** 

**Add Feature** **Add Feature** **Add Feature**

Features included in Listing Features Excluded From Listing Features Possibly in Listing

**Search**



By clicking on the **Add Feature** button under the **Included Features**, **Excluded Features**, or **Possible Features** categories, it will open up the appropriate feature category box.

**INCLUDED FEATURES** ✕

**Water Features**

Ocean view ✕

Lake access

Lake view

Lake frontage

Lake or river view

River frontage/Access

River view

Ocean access

Ocean frontage

**Scenery**

Select Features

**Recreation**

Select Features

**LotSize**

Select Features

**LandUse**

Select Features

**Construction**

Select Features

**Roof**

**Exterior**

**General Info**

Select Features

**Style**

Select Features

**Mobile Homes**

Select Features

**Community**

Select Features

**Stories**

Select Features

**Lot**

Select Features

**Fencing**

Select Features

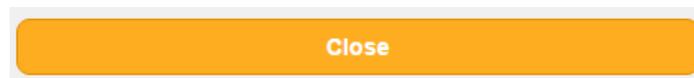
**Parking**

Select Features

**Foundation**

Select Features

After making your selections, click on the **Close** button.



After entering all of your search criteria, click on the **Search** button.



**List Results** displays a list of properties that match your search. Click **MORE+** to filter your results, **Save & Search**, or go **Back to Search**. Click on the **Sort** drop down to sort by high to low or low to high **Price**, **Sqft**, **Bedrooms**, **Bathrooms**, and **Sold Date**. Maximum results per page are **100**.

**RESULTS** ?

**LIST RESULTS** **MAP RESULTS**

Sort: Price (High to Low) Per Page: 25 Add All to Report Report Queue 0

Bedrooms: Min to Max Bathrooms: Min to Max

Price: Min to Max Search

**MORE+**

1-25 of 253 properties < 1 2 3 ... >

**25 Images**



**3812 REDDITT ROAD , Orlando, FL 32822**  
 Bedrooms: 5 Bathrooms: 3 SqFt: 3,547 Type: Single Family Sale: Traditional  
 Pool: No Waterfront: No Community: LOS TERRANOS  
 MLS Association: My Florida Regional MLS Listing ID: O5392632

**\$339,900**  
Active

Add to Report  
View Details

**1 Images**



**4923 PETROFF AVENUE , Orlando, FL 32812**  
 Bedrooms: 3 Bathrooms: 2 SqFt: 1,568 Type: Single Family Sale: Traditional  
 Pool: No Waterfront: No Community: NOT A SUBDIVISION  
 MLS Association: My Florida Regional MLS Listing ID: O5395394

**\$274,900**  
Withdrawn

Add to Report  
View Details

**18 Images**



**4738 DEER ROAD , Orlando, FL 32812**  
 Bedrooms: 3 Bathrooms: 2 SqFt: 1,994 Type: Single Family Sale: Traditional  
 Pool: Yes Waterfront: No Community: GATLIN HEIGHTS  
 MLS Association: My Florida Regional MLS Listing ID: T2800874

**\$249,900**  
Pending

Add to Report  
View Details

**25 Images**



**5247 SECLUDED OAKS DRIVE , Orlando, FL 32812**  
 Bedrooms: 4 Bathrooms: 3 SqFt: 2,389 Type: Single Family Sale: Traditional  
 Pool: No Waterfront: No Community: SECLUDED OAKS  
 MLS Association: My Florida Regional MLS Listing ID: O5213997

**\$246,000**  
Sold (08/29/2014)

Add to Report  
View Details

**23 Images**



**3595 REDDITT ROAD , Orlando, FL 32822**  
 Bedrooms: 3 Bathrooms: 1 SqFt: 1,140 Type: Single Family Sale: Traditional  
 Pool: No Waterfront: No Community: NONE MLS Association: My Florida Regional  
 MLS Listing ID: O5216616

**\$240,000**  
Sold (07/08/2014)

Add to Report  
View Details

**20 Images** **4707 ARROW ROAD , Orlando, FL 32812** **\$222,000**

By clicking on the **View Details** box, the property details are displayed of selected property. You can **Add to Report**, **Create Report**, view a **Virtual Tour** (if one is available), or **Write Contract** using Form Simplicity. Double-clicking on the photo will enlarge the photo. There are three tabs in the Property Details view: **Property Details**, **Listing Details**, and **Map & Directions**. **Back to Results** takes you back to the Search Results. **Back to Search** takes you back to the Map Search screen. **Note:** Your search criteria will be lost.

**Property Details Tab** displays public descriptions, features, room dimensions, and other information about the property.

**PROPERTY DETAILS** +

[Back to Search](#) [Back to Results](#)

**3663 REDDITT ROAD**  
Orlando, FL 32822

**\$335,000**  
Active

Bedrooms: 3 Full Bathrooms: 2 Half Bathrooms: 0  
Living Sq Ft: 1,788 Lot Sqft: 43,670 Acres: 1.00  
Year Built: 1983 Type: Single Family  
Community: ACREAGE & UNREC City: Orlando  
County: Orange MLS Association: My Florida Regional  
MLS Listing ID: O6521317 MLS Area: 32822 DOM: 117

**ADD TO REPORT**  
**CREATE REPORT**  
**VIRTUAL TOUR**  
**WRITE CONTRACT**

**PROPERTY DETAILS** **LISTING DETAILS** **TAX DETAILS** **MAP & DIRECTIONS**

**Property Description**

**Public Remarks:** Welcome Home! Well-maintained 3 bed, 2 bath home on fenced acre of land! This home has great curb appeal with landscaping and stone columns surrounding the driveway entry. Step inside to your formal living and dining rooms. The open eat-in kitchen features large garden window overlooking the yard, plenty of cabinets for storage, counterpace, and breakfast bar overlooking the large family room. Owners can escape to their Master Suite with private Master Bath featuring step-in shower with glass doors. From the family room, step out of the sliding glass doors to the screened-in, covered patio where you can relax and enjoy the outdoors in comfort. Venture out into the oversized backyard, with an acre of land, there's plenty of space! This home comes with 3 sheds on the property, including a 3 car garage, and a work shed with A/C. No HOA! Conveniently located close to major shopping, restaurants, Orlando airport, highways, and more! Do not miss out on this opportunity! Welcome Home!

**Legal Description:** BEG 813.1 FT N OF SW COR OF NE1/4 OF SE1/4 RUN S 100 FT E 466.7 FT N 100 FT W 466.7 FT TO POB (LESS RD RW) IN SEC 15-23-30

**Features**

**General Info:** Pets allowed  
**Scenery:** Garden view  
**Stories:** Single story  
**Lot:** Corner lot, Trees, Landscape sprinklers, Oversized lot  
**Lot Size:** Lot size between 1 and 2 acres  
**Fencing:** Fenced yard  
**Parking:** 2 car garage, 3 car garage, Attached parking, Detached parking, Oversized garage  
**Construction:** Concrete block/stucco, Stucco exterior  
**Foundation:** Slab foundation  
**Roof:** Shingle roof  
**Exterior:** Patio, Enclosed patio, storage/out-building(s)  
**Heating/Cooling:** Central air conditioning, Central heat  
**Interior:** Ceiling fan(s)  
**Flooring:** Carpet, Tile flooring  
**Win/Doors:** Sliding glass door(s)  
**Rooms:** Attic  
**Laundry:** Washer/dryer hookups, Indoor laundry room  
**Utilities:** Public sewer services, Public water supply, TV cable available  
**Inclusions:** Microwave oven, Disposal, Dishwasher, Refrigerator, Clothes washer, Clothes dryer, Range and Oven

**Rooms**

Master Bedroom:14x11 Bedroom 2:14x11 Bedroom 3:12x11 Kitchen:13x12 Living Room:12x12 Family Room:21x13

**Property Information**

Lot:46 Block:0 Unit: Zoning:A-2 APN:15-23-30-0000-00-046 Lot Dimensions: Elem School: Middle School: High School:

**Listing Details Tab** displays private descriptions, financial details, listing history and other information about the listing.

**PROPERTY DETAILS** | **LISTING DETAILS** | TAX DETAILS | MAP & DIRECTIONS

**Private Description**

Private Remarks: Please use FR/BAR-5 AS-IS Contract when submitting an offer. Download and include MLS Attachments and Pre-Approval or Proof of Funds with offer. Submit all offers to Dean@deanandcompany.com. Title is First Advantage Title, 59 Alafaya Woods Blvd, Oviedo, FL 32765. Phone: 407-977-2800; contracts@1advantageititle.com

Showing Instructions:

Realtor Aids:

---

**Financial Information**

HOA Fee: HOA Freq: Maintenance Fee: Maintenance Freq: Taxes:\$1,377 Tax Year:2016 Homestead:Y Terms: Possession:

---

**Listing Information**

Owner Name: Owner Phone: Bonus: Buyer Agent Comp:3% Non Rep Comp:1% Trans Agent Comp:3% Licensee Name:Dean M. Gonzalez Licensee Phone:(407) 325-7804  
 Licensee Cell:(407) 325-7804 Licensee Fax:(407) 895-4807 Licensee Toll Free: Licensee Email:dean@deanandcompany.com Office Name:Keller Williams Advantage 2 Re  
 Office Phone:(407) 393-5901 Office Fax:(407) 393-5911 Office Toll Free: Office Email:tyrrelltm@aol.com Office Address:12301 Lake Underhill Dr , Orlando, FL 32828 Broker Name:Lori A. Tyrrell  
 Broker Phone:(407) 977-7600 Broker Email:Team@LoriTyrrell.com

**Tax Details** – Tax information displays the parcel information, owner information, sales history, mortgage history, Lis Pendens history, tax assessment, valuation for the current year, building information, construction information, and other improvement information.

**PROPERTY DETAILS** | **LISTING DETAILS** | **TAX DETAILS** | MAP & DIRECTIONS

mmtInfo Print

**Parcel Info**

Property Address: 3663 REDDITT RD  
ORLANDO, FL 32822

County: Orange

Subdivision:

Lot/Block/Unit/Phase: 01523530E

Sec Twn Rng: SINGLE FAMILY RESIDENTIAL

Property Type: 30231500000046

Tax ID/Parcel ID: 344714

Prop Ref/Map #: 1 Lot/Tract/1 Acres

Landsize/GIS Acres: Zoning:

WaterFront: Census Tract/Block: 135.11/1021

[View County Assessor Information](#)

Legal: BEG 813.1 FT N OF SW COR OF NE1/4 OF SE1/4 RUN S 100 FT E 466.7 FT N 100 FT W 466.7 FT TD  
POB (E55 RD R/W) IN SEC 15-23-30

**Map & Directions** - Directions are provided at the Bottom of the **Map & Directions** tab. MLS Directions are the directions provided by the listing agent in the MLS. Google Directions are driving directions directly from **Google Maps**. Enter you starting address and click **Get Directions**, direction results will be displayed above in map area. Print and Email options are available for Google Maps Driving Directions. **Note:** for best results enter a full address including city, state and zip code.

The screenshot displays a real estate listing interface with three tabs: 'PROPERTY DETAILS', 'LISTING DETAILS', and 'MAP & DIRECTIONS'. The 'MAP & DIRECTIONS' tab is active, showing a Google Maps view of Orlando, Florida. A green pin is placed on a road, with a pop-up box displaying the address '3812 REDDITT ROAD, Orlando, FL 32822'. Below the map, the 'Directions' section is visible. It includes 'MLS Directions: South on Semoran/Hwy 436 to east on Hoffner, north/left onto Redditt, property on left at corner of Nausau.' and a 'Google Directions' section with a text input field labeled 'Starting Address' and a blue 'Get Directions' button.

### **Group Activity - Field Search (15 minutes)**

A customer gives you a call to tell you that his company is transferring him to the company's St. Augustine's branch office and wants you to find for his family a single-family home in the Saint Augustine and Saint Augustine Beach areas in the price range between \$300,000 and \$600,000.

The customer requires the following specifics:

- 3 or 4 bedrooms with a minimum of 2 bathrooms
- living SF between 1600 to 2600
- in-ground swimming pool
- must have cathedral ceilings
- 2 car garage

## MAP SEARCH

Select a search area by using the zoom out (+) and zoom in (-) on the bottom right corner on the map. Then using the **Circle**, the **Rectangle**, or the **Polygon** map search tools above the map, listings will be found and displayed within a geographical area. Moving and resizing of the drawn shape is enabled.

- **Circle:** This search tool draws a circle based off a center point, capturing all listings that fall within the radius you highlight. A simple search area is created without having to draw it by hand. The first click will set the **center** of the circle. The second click will set the size of the circle.
- **Rectangle:** The first click will set the **NW** point of the rectangle. The second click will set the **SE** point of the rectangle. All listings will be captured with the rectangle map search. A simple search area is created without having to draw it by hand.
- **Polygon:** This search tool gives a way to filter the map search to listings with a specific area. The first click will set the beginning of a specific area. The second click will set the end of that specific area.

**Required Fields:** Property Type, Property Status and one shape drawn on map. **Non-Required Fields:** Price, Bedrooms, Bathrooms, Living Sqft, Lot Sqft, Year Built, Acres, Remarks, Legal Description, Owner Name, Community/Subdivision, Zoning, Exclude Listings from MLS, Included Features, Excluded Features, and Possible Features. However, these features are provided to help limit results in the "**MORE+**" area.

The screenshot displays the 'MAP SEARCH' interface. At the top, there are tabs for 'ALL SEARCH', 'MAP SEARCH', 'ADVANCED SEARCH', and 'MULTI-SEARCH'. Below these is a search bar and a 'Show & Search' button. The 'Draw' section contains three buttons: 'Circle', 'Rectangle', and 'Polygon'. The filter section includes fields for Property Type (Single Family), Property Status (Active), Business Type, Price (Min/Max), Bedrooms (Min/Max), Bathrooms (Min/Max), Living Sqft (Min/Max), Lot Sqft (Min/Max), Year Built (Min/Max), Acres (Min/Max), Remarks (Public/Private), and Legal Description. There are also fields for Owner Name, Community/Subdivision, and Zoning. Below these are sections for 'Exclude Listings from MLS', 'Included Features', 'Excluded Features', and 'Possible Features'. At the bottom, a map of Florida is shown with a red box highlighting the zoom controls in the bottom right corner.

Then click on the **Search** button. If you would like to save the search, click on the **Save & Search** button.

SEARCH 

FIELD SEARCH | MAP SEARCH | HOTSHEET SEARCH | SAVED SEARCH

Search Name 

**Save & Search**

Draw 

**Circle** | Rectangle | Polygon

Property Type:

Property Status:

Business Type:

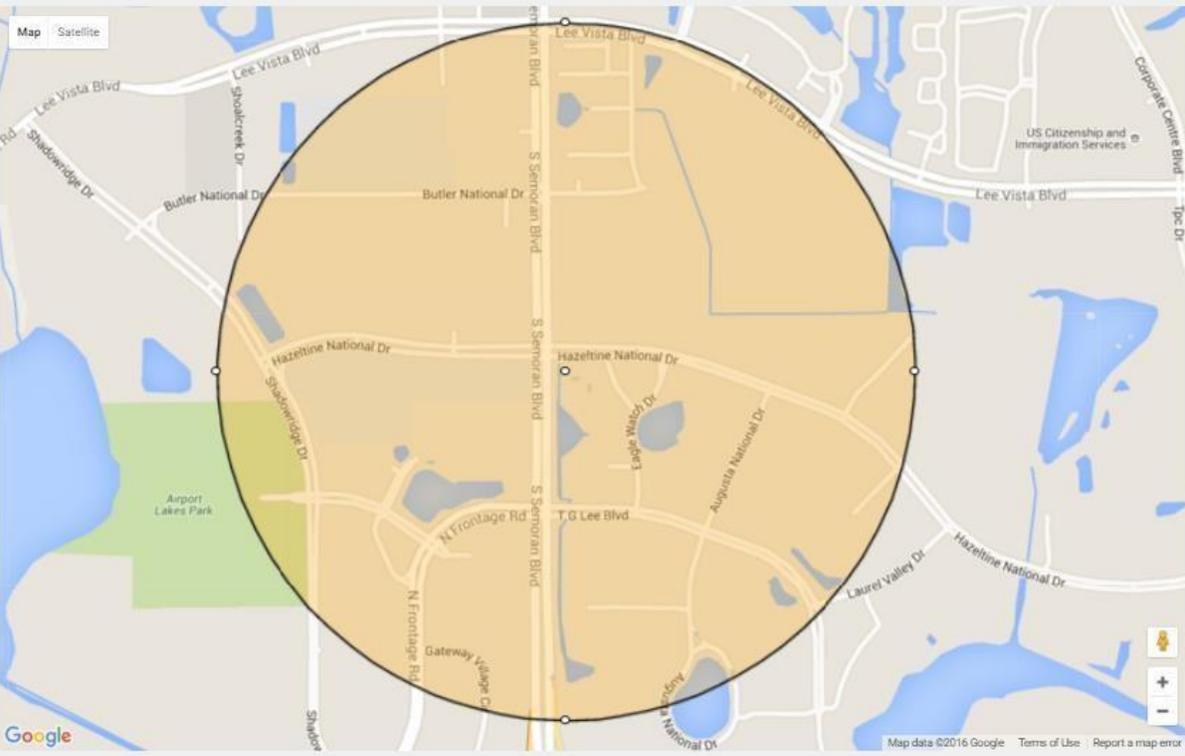
Price: Min:  to Max:  OR  to

Bedrooms: Min:  to Max:

Bathrooms: Min:  to Max:

**Search**

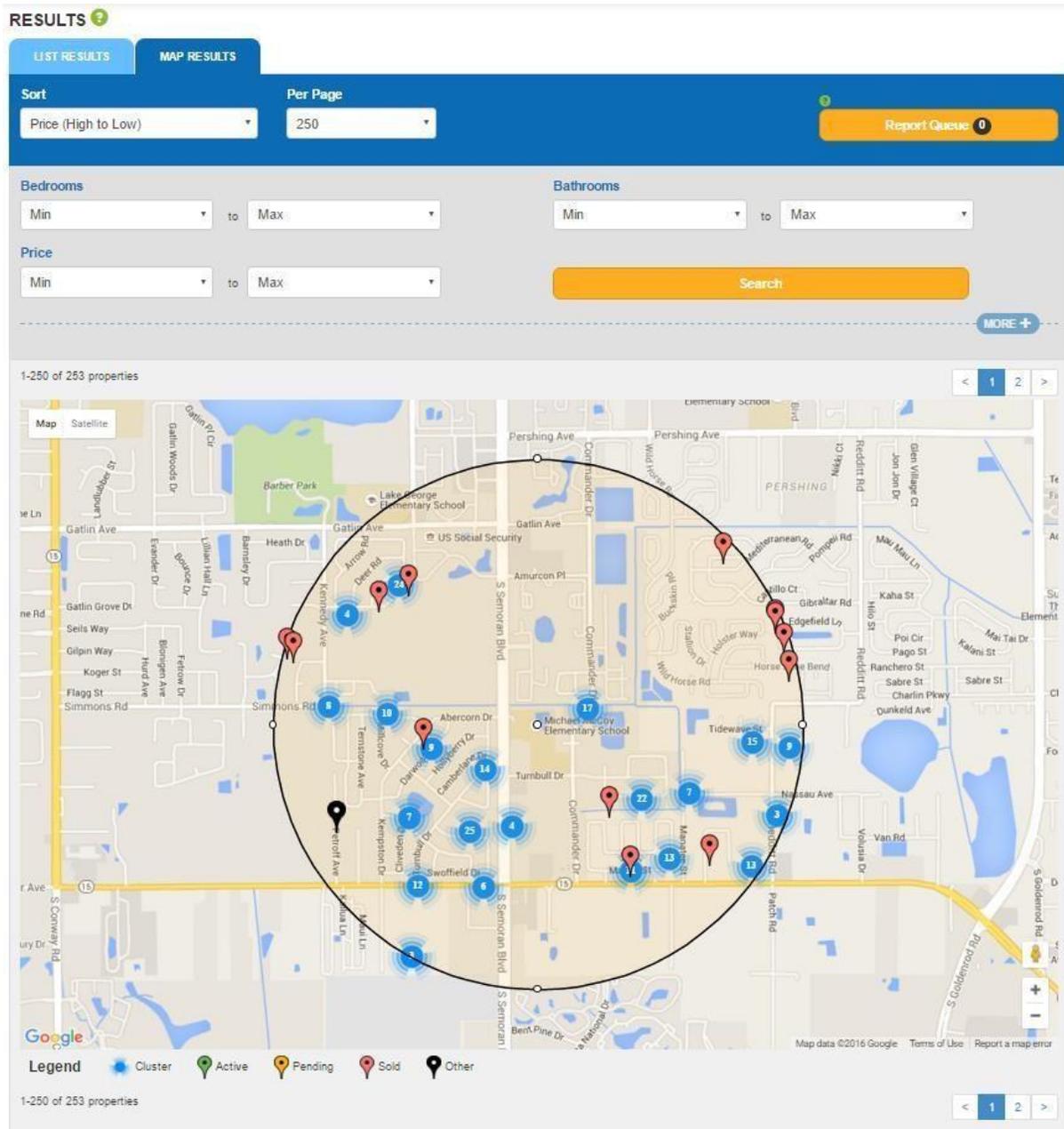
MORE +



Map Satellite

Map data ©2016 Google Terms of Use Report a map error

**Map Results** displays properties that match your search on the map. Click **MORE+** to filter your results, **Save & Search**, or go **Back to Search**. Click on the **Sort** drop down to sort by high to low or low to high **Price**, **Sqft**, **Bedrooms**, **Bathrooms**, and **Sold Date**. Maximum results per page are **250**. Moving and resizing of the drawn shape is enabled. Note the legend in the bottom right corner of the map. In this example, multiple statuses appear with different color codes. It also includes a **Cluster icon** which denotes the indicated number of listings for that area.



When you click on **Add to Report**, the box will change to **Remove from Report**. The **Report Queue** will display the number of properties that you added to your report queue.

The screenshot shows a real estate search interface. At the top, there are tabs for 'LIST RESULTS' and 'MAP RESULTS'. Below these are filters for 'Sort' (Price (High to Low)) and 'Per Page' (25). A 'Report Queue' button with a '2' icon is highlighted with a red box. Below the filters are dropdown menus for 'Bedrooms' and 'Bathrooms', and a 'Search' button. A 'MORE +' button is also present. The main content area shows '1-25 of 253 properties' with a pagination control. Four property listings are displayed, each with an image, address, details, price, and status. The 'Add to Report' and 'Remove from Report' buttons for each listing are highlighted with red boxes.

Property Address	Price	Status	Action
3812 REDDITT ROAD, Orlando, FL 32822	\$339,900	Active	Remove from Report
4923 PETROFF AVENUE, Orlando, FL 32812	\$274,900	Withdrawn	Remove from Report
4738 DEER ROAD, Orlando, FL 32812	\$249,900	Pending	Add to Report
5247 SECLUDED OAKS DRIVE, Orlando, FL 32812	\$246,000	Sold (08/29/2014)	Add to Report

By clicking the **Report Queue** button, it will direct you to see properties placed in report queue. If you want to remove the listing from the **Report Queue**, then click on the **Remove from Report** box. (See next page)

**Report Queue** is a temporary list of properties that you can gather from multiple searches to generate a report. The Report Queue limited to **25 listings** because most of these reports are emailed to customers, and email systems will accept less than **10 MB** files. Due to file sizes associated with PDF reports, adding more than 25 listings to a report can create long wait times and large file sizes.

**Remove from Report** option will delete the listing from the queue. **Remove All from Report** will delete all listings from the queue. Use this feature if you want to start over or if you've already generated a report and want to add different listings for another report. Click on **Reports** from the MLSAdvantage™ menu will take you to the **Report Queue**.

The screenshot shows the 'REPORT QUEUE' interface. At the top, there is a blue header with the text 'REPORT QUEUE' and a question mark icon. Below the header, there is a blue bar with a counter '6 Properties in Report Queue' and two orange buttons: 'Remove All from Report' and 'Create Report'. The main area contains a list of six properties, each with a 'Remove from Report' button. The properties are:

- 4752 ARROW ROAD, Orlando, FL 32812  
Bedrooms: 4 Bathrooms: 2 SqFt: 1,660 Type: Single Family Status: Sold Price: \$169,900
- 4478 FOXCHASE DRIVE, Orlando, FL 32812  
Bedrooms: 3 Bathrooms: 2 SqFt: 1,527 Type: Single Family Status: Sold Price: \$168,000
- 5928 MALCROSS DRIVE, Orlando, FL 32812  
Bedrooms: 3 Bathrooms: 2 SqFt: 1,415 Type: Single Family Status: Pending Price: \$166,987
- 5402 WINFREE DRIVE, Orlando, FL 32812  
Bedrooms: 4 Bathrooms: 2 SqFt: 1,728 Type: Single Family Status: Sold Price: \$165,000
- 6430 TIDEWAVE STREET, Orlando, FL 32822  
Bedrooms: 3 Bathrooms: 2 SqFt: 1,094 Type: Single Family Status: Pending Price: \$164,900
- 4738 DEER ROAD, Orlando, FL 32812  
Bedrooms: 3 Bathrooms: 2 SqFt: 1,994 Type: Single Family Status: Sold Price: \$163,000

At the bottom of the list, there is another blue bar with the counter '6 Properties in Report Queue' and the same two orange buttons: 'Remove All from Report' and 'Create Report'.

Click on the **Create Report** button.

## REPORTS

Clicking on **Create Report** allows you to select the type of report you want to generate.

**Customer Reports** are formatted with customer-related information and are recommended for sending to customers.

**REPORTS** +

**CUSTOMER REPORT** | LICENSEE REPORT

- Customer Summary Report**  
Includes first image and basic property information.  
Buttons: Email Report, View / Print Report
- Customer Detail Report**  
Includes first image, property information, property description, features, room dimensions and financial information.  
Buttons: Email Report, View / Print Report
- Customer Detail Report + Photos**  
Includes first image, basic property information, property description, features, room dimensions and all available images.  
Buttons: Email Report, View / Print Report
- Customer Detail Report + Large Photos**  
Includes first image, basic property information, property description, features, room dimensions and larger images.  
Buttons: Email Report, View / Print Report
- Customer Detail Report + Photos & Map**  
Includes first image, basic property information, property description, features, room dimensions, all available images and map of property.  
Buttons: Email Report, View / Print Report
- Customer Detail Report + Large Photos & Map**  
Includes first image, basic property information, property description, features, room dimensions, larger images and map of property.  
Buttons: Email Report, View / Print Report
- Customer Detail Report + Map**  
Includes first image, basic property information, property description, features, room dimensions and map of property.  
Buttons: Email Report, View / Print Report

**Licensee Reports** are formatted with information that other agents would need, including listing agent and office information and are recommended for sending to other agents.

**REPORTS** +

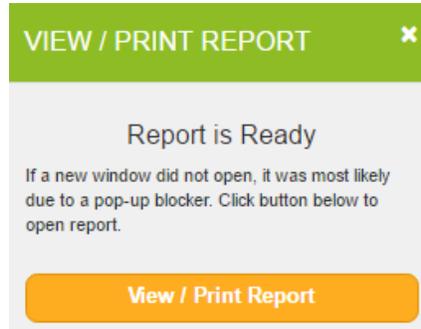
**CUSTOMER REPORT** | **LICENSEE REPORT**

**Notice:**  
Licensee Reports are not recommended to be sent to customers.

- Licensee Summary Report**  
Includes first image, basic property information and listing information.  
Buttons: Email Report, View / Print Report
- Consolidated Summary Report**  
Includes averages of price, sqft and dom, separated by property type and status.  
Buttons: Email Report, View / Print Report
- Licensee Detail Report**  
Includes first image, property information, property description, features, room dimensions, financial information, and listing information.  
Buttons: Email Report, View / Print Report
- Licensee Detail Report + Photos**  
Includes first image, basic property information, property description, features, room dimensions, listing information and all available images.  
Buttons: Email Report, View / Print Report
- Licensee Detail Report + Map**  
Includes first image, basic property information, property description, features, room dimensions, listing information and map of property.  
Buttons: Email Report, View / Print Report
- Licensee Detail Report + Photos & Map**  
Includes first image, basic property information, property description, features, room dimensions, listing information, all available images and map of property.  
Buttons: Email Report, View / Print Report

## VIEW/PRINT REPORT

Click on **View/Print Report** will generate the report first.



Clicking on **View/Print Report** will display the report in a new window/tab.

### Customer Detail Report

Kaz Cisowski  
KAZC@FLORIDAREALTORS.ORG

FLORIDA ASSOCIATION OF REALTOR  
Office: (407) 438-1400  
Fax: (407) 438-1411  
billm@FAR.org

#### Property 1 Information



**4752 ARROW ROAD, ORLANDO, FL 32812**

Price:	\$169,900	MLS Listing ID:	O5337356
Status:	Sold (03/10/2015)	MLS Association:	My Florida Regional
Type:	Single Family	MLS Area:	32812
Beds:	4	City:	Orlando
Full Baths:	2	County:	Orange
Half Baths:	0	Community:	GATLIN HEIGHTS
Year Built:	1976	Acres:	.23
Living Sq Ft:	1,660	Lot Sqft:	9,973
Virtual Tour:	<a href="http://www.propertypanorama.com/instaview/mfr/O5337356">http://www.propertypanorama.com/instaview/mfr/O5337356</a>		

Property Description

You can either **PRINT** the report or **DOWNLOAD** it to your computer.

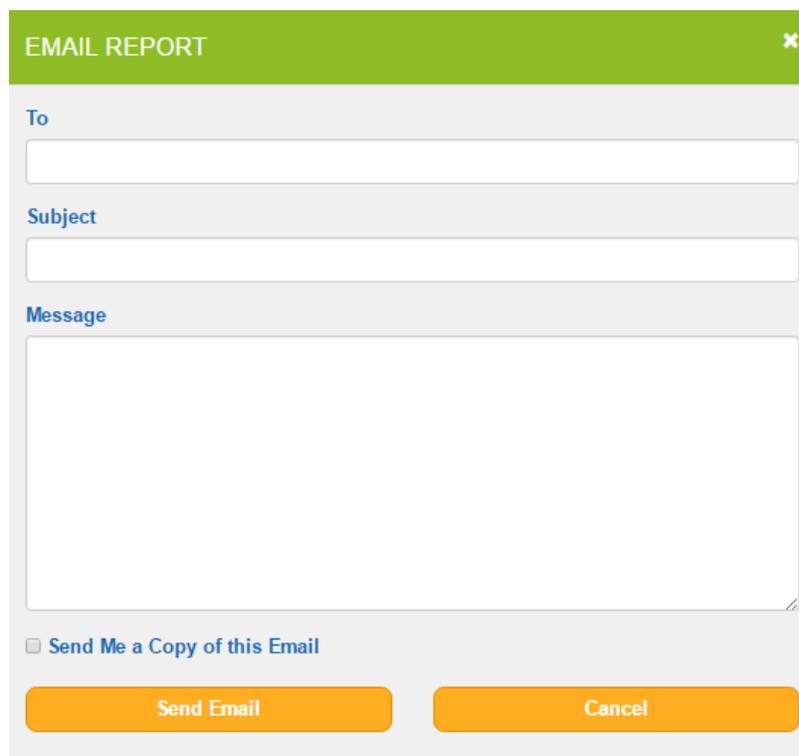
## EMAIL REPORTS

Clicking on **Email Report** will display a section to fill in email specifics.

**To** box allows you to type in a new email address. Feature also allows you to auto-populate an email address from your customers.

**Message** box allows you to add a personalized message in the body of the email, and it auto fills your email signature if available.

Click **Send Email** to send the email with the PDF report as an attachment.



The screenshot shows a web form titled "EMAIL REPORT" with a green header bar. Below the header, there are three input fields: "To" (a text box), "Subject" (a text box), and "Message" (a larger text area). At the bottom of the form, there is a checkbox labeled "Send Me a Copy of this Email" and two orange buttons: "Send Email" and "Cancel".

### **Group Activity- Map Search**

A customer walks into your office with that old confident strut and swagger. You are the agent on floor duty. He mentions to you that he just won the lotto and took the \$6,000,000 lump sum and he wants to invest this money in real estate in Miami Beach.

The following is what he is looking for:

- an ocean view or oceanfront condominium unit in the price range of a minimum of \$2,000,000 to a maximum of \$6,000,000 with a community pool
- either a 2 or 3-bedroom unit with a minimum of 2 bathrooms
- living area between 2000 to 4000 square feet

## SAVE A SEARCH

Saving a search gives you the ability to save the current search.

1. Choose the items you want to search by.
2. Go to the top right corner of the **Field Search** or **Map Search** screens or in the additional criteria section of the search results, click **More+**.
3. Type what you would like to name your search in the **Search Name** textbox. It is required.
4. Click the **Save & Search** button



A blue rectangular box containing a white text input field on the left and an orange button with the text "Save & Search" on the right. Above the input field is the label "Search Name" with a green question mark icon.

## ACCESSING SAVED SEARCHES

After you have created and saved your search, you then click on the **Saved Search** tab from the menu. This will display a list of saved searches you have saved. Sorting and per page options are available.

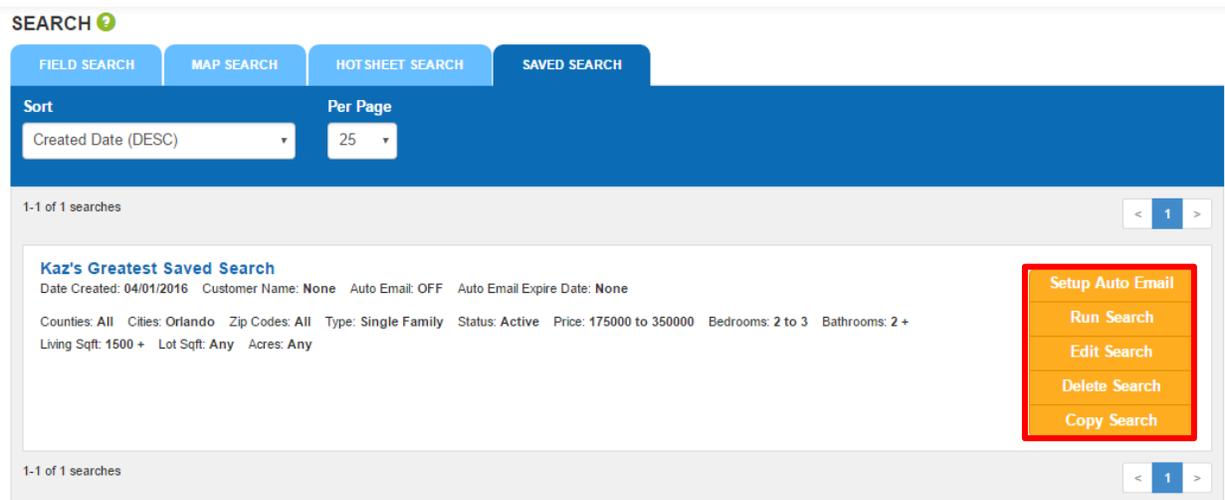
**Setup Auto Email** allows for a report based on the search's results to be automatically emailed to your customer.

**Run Search** will perform the search based on the criteria saved.

**Edit Search** allows you to edit the criteria of a previous saved search.

**Delete Search** allows you to remove the saved search from the system, this cannot be undone.

**Copy Search** allows you to save a copy of the search criteria of a saved search in your list.



The screenshot shows a web interface for managing saved searches. At the top, there are four tabs: "FIELD SEARCH", "MAP SEARCH", "HOTSHEET SEARCH", and "SAVED SEARCH". Below the tabs, there are two dropdown menus: "Sort" (set to "Created Date (DESC)") and "Per Page" (set to "25"). The main content area shows "1-1 of 1 searches" and a search card for "Kaz's Greatest Saved Search". The search card includes details: "Date Created: 04/01/2016", "Customer Name: None", "Auto Email: OFF", and "Auto Email Expire Date: None". Below this, there are search criteria: "Counties: All", "Cities: Orlando", "Zip Codes: All", "Type: Single Family", "Status: Active", "Price: 175000 to 350000", "Bedrooms: 2 to 3", "Bathrooms: 2 +", "Living Sqft: 1500 +", "Lot Sqft: Any", and "Acres: Any". To the right of the search card is a red-bordered box with four buttons: "Setup Auto Email", "Run Search", "Edit Search", "Delete Search", and "Copy Search".

## SETTING UP A SEARCH TO BE AUTOMATICALLY EMAILED TO CUSTOMER(S)

You must first save a search to set up an automatic email. Once you have saved a search, do the following:

1. Access your saved searches.
2. Click on the **Setup Auto Email** button.
3. To set them up as automatic email searches, check the **Enabled** box under the **E-mail Settings** section.

**Suggestion:** Before setting the search to E-mail you should test the search to make sure it's returning results.

**AUTO EMAIL** ⓘ

SETUP AUTO EMAIL | EMAILED LISTINGS

Setup Email Defaults | Preview

Search Name: Kaz's Greatest Saved Search | Customer Name: Select Customer | OR | New Customer

**Email Settings**

Enabled

Cc:

Bcc:

Subject:

Message:

Include Email Signature

Send Me a Copy of this Email

**Report Settings**

Report Type: Customer Summary Report

Email Frequency: Daily

Expire Auto Email: 3 Months

Include Price Changes

No Matched Listings

Send email if no listings match search

No Matched Message:

Save | Cancel

## ADDING A CUSTOMER

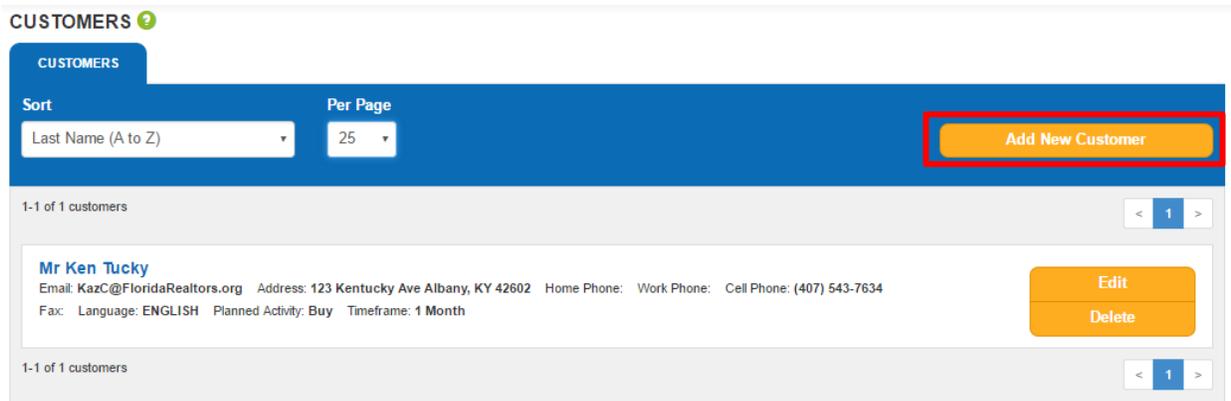
You can store customer information into MLSAdvantage™. This is useful when saving searches, it prevents from entering the same data over and over again.

1. Click **Customer** from the MLSAdvantage™ menu.

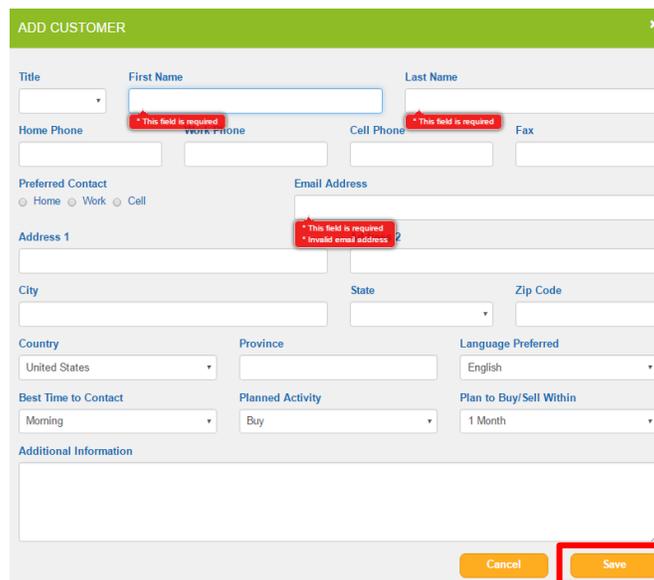


Or, click on the **Saved Search** tab, **Setup Auto Email**, and click on the blue **New Customer** tab.

2. From the Customers screen, click on the **Add New Customer** button.



3. The next screen allows you to enter information about that customer. To save the information simply click on **Save**. The Required Fields are **First Name**, **Last Name** and **Email Address**.

A screenshot of the 'ADD CUSTOMER' form. The form has a green header with the title 'ADD CUSTOMER' and a close icon. It contains several input fields: Title, First Name, Last Name, Home Phone, Work Phone, Cell Phone, Fax, Preferred Contact (Home, Work, Cell), Email Address, Address 1, City, State, Zip Code, Country, Province, Language Preferred, Best Time to Contact, Planned Activity, and Plan to Buy/Sell Within. There are also red error messages: '\* This field is required' for First Name, Last Name, and Cell Phone, and '\* Invalid email address' for Email Address. At the bottom right, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted by a red box.

## EDIT EXISTING CUSTOMER PROFILE

1. Click **Customer** from the MLSAdvantage™ menu.
2. To edit a customer, click on the **Edit** button next to the customer record, fill in desired information about your customer and click **Save**. The Required Fields are **First Name**, **Last Name** and **Email Address**.

The screenshot shows the 'CUSTOMERS' section of a software interface. At the top, there's a 'CUSTOMERS' tab and a blue header bar. Below the header, there are controls for 'Sort' (set to 'Last Name (A to Z)') and 'Per Page' (set to '25'). An orange 'Add New Customer' button is on the right. Below this, a list of customers is shown, with one record for 'Mr Ken Tucky'. The record details include: Email: KazC@FloridaRealtors.org, Address: 123 Kentucky Ave Albany, KY 42602, Home Phone, Work Phone, Cell Phone: (407) 543-7634, Fax, Language: ENGLISH, Planned Activity: Buy, Timeframe: 1 Month. To the right of the record, there are two orange buttons: 'Edit' and 'Delete', both of which are highlighted with a red rectangular box. Navigation arrows and page numbers are visible at the bottom of the list.

## DELETE AN EXISTING CUSTOMER

To delete a customer, click on the **Delete** button next to the customer record, and click **Delete** on the **Are you sure you want to delete?** dialog box.

## HOTSHEET SEARCH

**Hotsheet search** provides a set of basic search options to quickly view listing changes. New Listing, Price Changes and Status Changes are selected by default, but you can select the specific change you want.

**Required Fields:** Property Type, Property Status, at least one selection from City or Zip Code, and date range.

The screenshot shows the 'SEARCH' section of a software interface. At the top, there's a 'SEARCH' tab and a blue header bar. Below the header, there are four tabs: 'FIELD SEARCH', 'MAP SEARCH', 'HOTSHEET SEARCH' (which is selected), and 'SAVED SEARCH'. Below the tabs, there are search filters: 'City' (with a dropdown menu), 'Zip Code' (with a dropdown menu), 'Property Type' (with a dropdown menu showing 'Single Family x'), and 'Property Status' (with a dropdown menu showing 'Active x'). There are also 'Date' and 'Price' filters. The 'Date' filter has two input fields: '03/29/2016' and '04/01/2016'. The 'Price' filter has two empty input fields. Below the filters, there's an 'Include' section with three checkboxes: 'New Listings', 'Price Changes', and 'Status Changes', all of which are checked. An orange 'Search' button is on the right.

## COMPARATIVE MARKET ANALYSIS

### CMA Defaults

After you click on the **CMA** button on the green menu bar, go to the **CMA DEFAULTS** where you can set up basic default information that will autofill on new CMA's to save time.

There are 4 areas of defaults that you can preset:

1. **Cover Page Notes**
2. **Cover Letter Salutation and Cover Letter Body**
3. **Property Comparison Fields** (for comparing subject property data elements to comparables)
4. **Reports** (which reports to include in CMA)

Most of these reports are emailed to customers, and some customer's email systems may not accept more than **10 MB files**.

Due to file sizes associated with PDF reports, adding more than **25 listings** to a report can create long wait times and large file sizes.

The first image is automatically chosen for ease of use and is usually the best image of the property.

Use the upload option to upload any other image that you want to use for the CMA.

### CREATING A Comparative Market Analysis

1. To start a new CMA, click on **CMA** from the MLSAdvantage™ menu.



2. Click on **New CMA** button.



3. In the **CMA Info** tab, enter the name of the CMA in the **CMA Name** box.

4. Under the **Customer Name** field, select a customer from the drop-down list or create a new one by clicking the **New Customer** button. Complete the customer information and click on the **Save** button.

The screenshot shows a form titled "CMA INFO" with a blue header. Below the header, there are two input fields: "CMA Name" and "Customer Name". The "Customer Name" field is a dropdown menu with "Select Customer" as the current selection. Below these fields, there is an "OR" label and a blue button labeled "New Customer".

5. Enter Information for **CMA Cover Page** Information and **Cover Letter Information** sections if reports are needed.

The screenshot shows two sections: "Cover Page Information" and "Cover Letter Information". The "Cover Page Information" section includes fields for "Prepared Date", "Suggested Price", and "Notes". The "Cover Letter Information" section includes fields for "Letter Date", "Salutation" (with "Dear Sir/Madam" as a default), "Body", and "Closing".

6. Select and order **data fields** needed for comparing subject data to comparable listings.

The screenshot shows a "Property Comparison Fields" section. It has two columns: "Available Fields" and "Selected Fields". The "Available Fields" list includes: Acres, Address, APN (Parcel Number), Baths Half, City, State, Zip, Community Name, County, Description, Furnished, HOA Fees, and Lot Area. The "Selected Fields" list includes: MLS Listing ID, Building Square Feet, Bedrooms, Baths Full, Subdivision, Lot Square Feet, Sold Date, Sold Price, Year Built, and Fireplace Qty. There are blue arrows between the columns to move fields back and forth.

7. Enter data for your subject property, importing data and/or image from previous listing is available by entering a listing number and clicking **Get Data**. **Note: Upload Image** will override the import of the listings first image.

**SUBJECT**

---

**Import Data from Listing**

Listing ID  **Get Data**

---

**Subject Property Photo** **Subject Property Address**



**Photo Not Available**

**Upload Image**

<b>Street Number</b>	<b>Street Direction</b>	<b>Street Name</b>	<b>Street Type</b>	<b>Unit Number</b>
<input type="text" value="624"/>	<input type="text"/>	<input type="text" value="ERIN"/>	<input type="text" value="way"/>	<input type="text"/>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Zip + 4</b>	
<input type="text" value="Brooksville"/> <input type="button" value="v"/>	<input type="text" value="Florida"/> <input type="button" value="v"/>	<input type="text" value="34601"/>	<input type="text"/>	

---

**Subject Property Information**

<b>MLS Listing ID</b> <input type="text" value="2129725"/>	<b>Building Square Feet</b> <input type="text" value="2,302"/>
<b>Bedrooms</b> <input type="text" value="4"/>	<b>Baths Full</b> <input type="text" value="3"/>
<b>Subdivision</b> <input type="text" value="CANDLELIGHT UNIT 3"/>	<b>Lot Square Feet</b> <input type="text" value="10,000"/>
<b>Sold Date</b> <input type="text"/>	<b>Sold Price</b> <input type="text"/>
<b>Year Built</b> <input type="text" value="1986"/>	<b>Fireplace Qty</b> <input type="text"/>

**Parking: Garage(s)**
 **Parking: Carport(s)**  
 **Recreation: Swimming pool**

**< Prev**
**Save**
**Next >**

8. Click **Next**.

9. Select comparable properties by clicking **Search for Comps** to bring the same field or map search you are already used to.

**COMPARABLES**

---

**Search for Comps**

---

**5152 EMERSON RD , Brooksville, FL 34601**

Source: MLS Listing ID: 2123916 Bedrooms: 3 Bathrooms: 2 Status: Sold Price: \$242,000 Order:

**Adjustments**  
**Delete**

**< Prev**
**Save**
**Next >**

10. **Add All to CMA** once search is complete. Click on **Return to CMA** when adding comparable listings is complete.



11. Add adjustments to your comparable listing by clicking on **Adjustments** next to the listing. Click **Save**.

The 'EDIT COMPARABLE' form is a table with four columns: 'Fields', 'Subject Property', 'This Property', and 'Adjustment'. The table contains the following data:

Fields	Subject Property	This Property	Adjustment
MLS Listing ID	2129725	2123916	<input type="text"/>
Building Square Feet	2302	2192	<input type="text"/>
Bedrooms	4	3	<input type="text"/>
Baths Full	3	2	<input type="text"/>
Subdivision	CANDLELIGHT UNIT 3	ACREAGE	<input type="text"/>
Lot Square Feet	10000		<input type="text"/>
Sold Date	12/31/1969	03/07/2014	<input type="text"/>
Sold Price		\$242,000	<input type="text"/>
Year Built	1986	1986	<input type="text"/>
Fireplace Qty			<input type="text"/>
Parking: Garage(s)	Yes	No	<input type="text"/>
Parking: Carport(s)	No	No	<input type="text"/>
Recreation: Swimming pool	No	No	<input type="text"/>
Total			+ \$0

At the bottom of the form, there are two orange buttons: 'Cancel' and 'Save'.

12. Order comparables as needed.

13. Select and order reports needed for CMA. Generate report by either clicking **View / Print Report** or **Email Report**. Clicking on **View & Print Report** will display the report in a new window/tab. You can either **PRINT** the report or **SAVE** it to your computer. Clicking on **Email Report** will display a section to fill in email specifics. Click **Send Email** to send the email with the **PDF report** as an attachment. **Up & down arrows** allow you to select the order of the reports in the generated pdf. Click **Save**.

The screenshot shows a web interface for selecting reports. At the top, there is a blue header with the word "REPORTS" in white. Below the header, the interface is divided into two main sections: "Available Reports" and "Selected Reports".

**Available Reports:** This section contains a list box with "Map Report" as the only item. To the right of the list box are two blue buttons: a right-pointing arrow and a left-pointing arrow.

**Selected Reports:** This section contains a list box with four items: "Cover Letter", "Cover Page", "Side By Side Report", and "Stacked Report". To the right of the list box are two blue buttons: an up-pointing arrow and a down-pointing arrow.

Below these two sections is a yellow "Save" button. A dashed horizontal line separates this section from the "Generate Report" section below.

**Generate Report:** This section contains two yellow buttons: "View / Print Report" and "Email Report".

**Group Activity – Creating a Comparative Market Analysis – 15 minutes**

Perform a Comparative Market Analysis on your personal property. Complete all the fields in the *CMA INFO* and *SUBJECT* tabs. *Hint:* Since your personal property may have not been listed in the MLS, you will have to complete the subject information manually and upload an image from your computer. Search for comparables in the *COMPARABLES* tab. Select your reports options in the *REPORTS* tab.

## ACCOUNT SETTINGS

To edit your account settings in MLSAdvantage™, click on **Account** in the upper right corner of the MLSAdvantage™ screen.



## ACCOUNT INFORMATION

### Agent Information

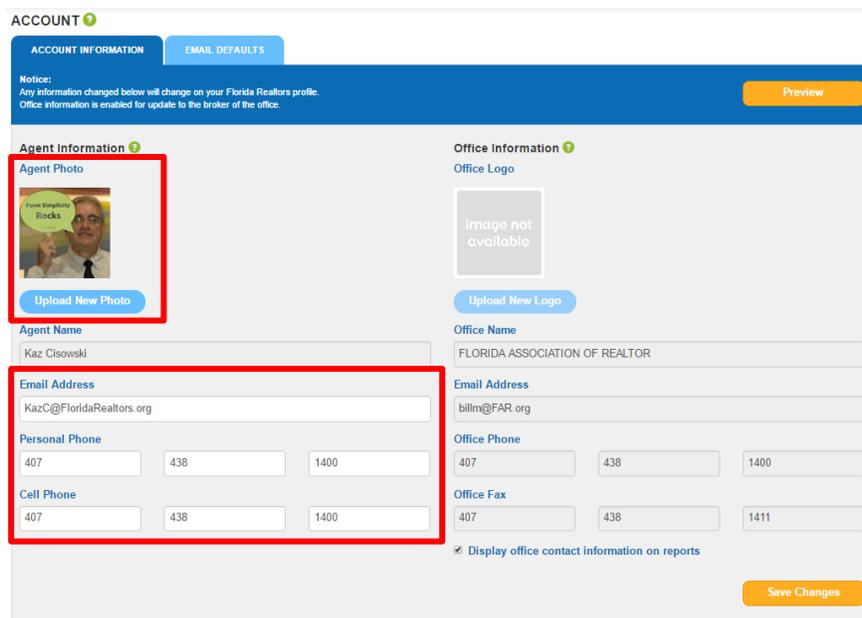
Your **personal contact** information is displayed and available to edit. **Modify your email address, phone or cell numbers.** Your personal contact info will be displayed on all generated reports. **NOTE:** Any information that is changed here will be reflected on your Florida Realtors profile.

### Office Information

Your office contact information is displayed but unavailable to edit. The office information fields and the upload New Logo button are disabled unless you are the broker of record. Your office contact info will be displayed on all generated reports. **NOTE:** Any information that is changed here will be reflected on your Florida Realtors profile.

### Uploading New Photo

Your personal image is displayed if you currently have a primary image on your Florida Realtors profile. Select images of type **JPG, GIF or PNG** up to **5 MB** in size and click upload. **NOTE:** Uploading an image will overwrite your primary image on your Florida Realtors profile.



ACCOUNT

ACCOUNT INFORMATION | EMAIL DEFAULTS

Notice: Any information changed below will change on your Florida Realtors profile. Office information is enabled for update to the broker of the office. [Preview](#)

**Agent Information**

Agent Photo  
  
[Upload New Photo](#)

Agent Name  
Kaz Cisowski

Email Address  
KazC@FloridaRealtors.org

Personal Phone  
407 438 1400

Cell Phone  
407 438 1400

**Office Information**

Office Logo  
Image not available  
[Upload New Logo](#)

Office Name  
FLORIDA ASSOCIATION OF REALTOR

Email Address  
billm@FAR.org

Office Phone  
407 438 1400

Office Fax  
407 438 1411

Display office contact information on reports

[Save Changes](#)

## EMAIL DEFAULTS

**Email Defaults** allows for you to set your defaults for any emails sent via MLSAdvantage™. Your default Subject and Message will autofill any email form. Your default No Matched Message will autofill in the auto-email setup form. Your email Signature will be appended to all outgoing emails from MLSAdvantage™.

ACCOUNT ⓘ

ACCOUNT INFORMATION    EMAIL DEFAULTS

**Default Subject** ⓘ

The Subject that will be autofilled on all email forms.

**Default Message** ⓘ

The Message that will be autofilled on all email forms.

**Email Signature** ⓘ

Kaz Cisowski  
Technology Training Manager | FloridaRealtors®  
7025 Augusta National Drive, Orlando, FL 32822  
talk: 407.438.1400, ext. 2746  
fax: 407.438.1411  
visit: <http://www.floridarealtors.org>

**Default No Matched Message** ⓘ

No matched message that will be autofilled on any new auto email setups.

Save Changes

## MY LISTINGS

My Listing link will display all of your personal listings either in a list view or a map view. Sorting and per page options are available.