Working with the Portal: Direct and Auto Email

Welcome to "The Portal"

Welcome to The Portal, your single access point for MLS® listing information, brought to you by the Realcomp Online® 3.

When you arrive at The Portal, you may find it convenient to save its web site address as a favorite or bookmark in your web browser. This will enable you to easily visit The Portal at any time.

Listing Information Provided By Your REALTOR®

Your REALTOR® may email listing information to you in two ways: manually (direct) or automatically (auto-email). Both types of email contain a hyperlink which you can click to visit The Portal and view the listing information your REALTOR® has prepared for you.

- •**Direct Emails:** Your REALTOR® may personally compile and send MLS® listing information for you. These emails contain a link to The Portal where these listings are available for you to view. This collection of listings will remain available for you to view on The Portal for 60 days.

- • **Auto Emails:** Your REALTOR® may also arrange for you to receive auto emails. These are also personally controlled by your REALTOR® but dispatched by the MLS® system itself, based on the criteria your REALTOR® has supplied and the mailing frequency he or she has specified. Auto emails also contain a link to The Portal where matching listings are available for you to view. Auto emails will continue to be sent to you until you ask your REALTOR® to stop them or until you unsubscribe from the service yourself by following the unsubscribe link (located at the bottom of the auto email).

On the Start tab, you will see links to any Direct Emails and/or Auto Emails your REALTOR® has prepared for you. Click on one of those links to view the associated listings.

Because Direct Emails lead to a static set of listing information and Auto Emails represent a dynamic listing collection, the two work slightly differently.

Working With Auto Emailed Listing Information
Criteria Used to Create Your Collection

At the bottom of the Auto Email tab, you will see the search criteria your REALTOR® has used to locate these listings.

Order of Listings in Your Collection
On the Auto Email tab, the order in which listings are initially displayed is as follows:

- • First come listings that are new to the collection. These could be listings that have just been listed on the MLS® system or existing listings that, by way of a price change or other change, now appear in your collection for the first time.

- • Next you will see the listings that have been in the collection since the previous auto email but that you have yet to view in detail.

- • Finally you will see the listings that have been in the collection since the previous auto email that you have already viewed in detail. A listing counts as viewed or "Read" when you click on its MLS® number to view its complete details.

Information Tabs on the Direct Email Section of the Portal

The Portal is presented in up to five tabs: Start, Auto Email, Favorites, Possibilities, and Discarded.

The **Start tab** contains links to all of your recent direct emails and to each of the auto email listing collections that your REALTOR® has compiled for you.

The **Auto Email tab** is where you view and work with auto emailed listings. Just beneath the tabs will be a reminder of the date and time this auto email was sent to you.

The **Favorites**, **Possibilities** and **Discarded** tabs are, as the names imply, where you will find the listings you have so designated (see "Things You Can Do With Listings on the Email Tab" below for information on how to classify a listing to appear on one of these tabs).

Working With Direct Email Listing Information

Order of Listings in Your Collection

Listings on the Email tab will initially be ordered by your REALTOR®. You can reorder them by clicking one of the column headers, once for ascending order, and again for descending
order.

Column Definitions

When you first arrive at the Email tab, you will see a tabular representation of listings in your collection. Here is some information about what these columns mean:

- **(Folder Icon):** When you are showing all listings, those that you have categorized as Favorites, Possibilities or Discards will show the corresponding icon in this column (see the "Filter" section below for more information).

- **Received:** the date when these listings were prepared for you.

- **MLS®:** the Multiple Listing Service® number that uniquely identifies this listing. This also serves as a link to detailed information about this listing.

- **(Photo Icon):** when clicked will open a new tab or screen containing the photos associated with this listing

- **(Globe Icon):** when clicked will open a new tab or screen showing a map and this listing's location

- **St:** indicates the current status of this listing

- **Type:** indicates the property type of this listing

- **Address:** the street address of this listing

- **Area** and **Municipality**: Area and Municipality where this listing is located.

- **Sch D**: School District in the area where this listing is located.

- **Price:** For Active listings, this is the List Price. For Conditional Sales and Sold listings, this is the Sold Price. For other listings, this was the List Price at the time the listing left the market.

- **Bd:** this listing's total number of bedrooms

- **Bth:** this listing's total number of bathrooms

- **Ap SF:** this listing's approximate square footage

- **Stat Date:** indicates the date when this listing switched to its current status

- **Change Info:** indicates this listing's price or status change information (ie: *A->X*; *$135K->$140K*)

- 🌎(**Virtual Tour):** when clicked will open a new screen for Virtual Tour (*if available*)

Colors
You will notice that listings you have not viewed in detail are bold. New listings (>72 hours old) have a yellow background. After you have viewed a listing (by clicking on an MLS® number), it changes bolding and color. This will help you differentiate between listings you have already viewed in detail and those you have not.

Things You Can Do With Listings on the Email Tab
In addition to viewing a listing in detail by clicking on its MLS® number, you can also:

- click on the photo icon for a popup containing all the photographs associated with this listing

- click the globe icon to view this listing's location on the **map** (see the "Working with the Map" section below)

- **reorder listings** by clicking one of the column headers, once for ascending order, and again for descending order.

At any time you can select one or more listings by checking the check box(es) to their left. Once you have done so you can:

- click the **Map button** below to show each of the selected listings on the map

- click the **Add to Favorites**, **Add to Possibilities** and **Discard** buttons to remove these listings from the Email tab and store them on one of these other tabs. This will help you organize the listings into those you are interested in, those that might be of interest and those you have no interest in.

- print the selected listings using the **Print** link at the bottom

Your Display Options
You can change the type of screen display and the number of listings you would like to see per page by making these choices at the bottom of the screen (*Single Line*, *Summary* or *Full*)

Working Through the Listings
The total number of listings in your current view is displayed near the top of the Email tab. You can use the Previous, Next and page number links at either the top or the bottom to work your way through the listings, rating or classifying them as you go.

Visit the Other Tabs

You can look at the Favorites, Possibilities and Discarded tabs at any time to review these listings. Much of the functionality available on the Email tab is also available on these tabs too. If you change your mind about how you have classified a listing, check its check box, and then click one of the buttons at the bottom.

Working with the Map

You can view an individual listing location on the map by clicking its globe icon. You can also view the locations of several listings together on the map by checking the checkboxes of the listings you wish to see, then clicking the Map button near the bottom of the screen.

Viewing An Individual Listing on the Map

When you click on a listing's globe icon, a new window or tab will open. It will fill with a map and in the centre you will see a push pin representing the approximate location of the listing.
Hover your mouse over the push pin to display a small thumbnail photo of the listing and some brief information about it.

Viewing Several Listings on the Map

When you check several listings and click the Map button, a new window or tab will open and fill with the map. The approximate location of each of your selected listings will show as push pins on the map. You will also see a list of these listings down the right hand side.
To highlight a particular listing, click on its magnifying glass on the right hand list and the
map will re-centre around that listing, its push pin will change color and its thumbnail photo and info will display beside it.

Manipulating the Map

- **Zooming:** You can zoom in or out using the zoom controls: the + and - magnifying glass icons in the upper left of the map. Depending on your computer, you may be able to zoom in and out using your mouse's scroll wheel.

- **Other Views:** The controls along the upper border of the map allow you to switch between **Road** (a map), **Automatic** (switches to the best map style as you zoom) and **Bird's Eye** (a low-flight, high resolution photo of the neighborhood).

- **Bird's Eye Rotation:** When the Bird's eye view is displayed, you can rotate the view, by clicking the clock-wise or counter clock-wise controls beneath the zoom controls on the upper left.

- **Re-Center:** If you have changed your orientation, zoom level, etc., this control (on the upper border of the map) allows you to return to your initial view and location.

- **Drag the Map:** To move the map to the north, south, east or west, simply -click the map and drag it in the desired direction.

- **Measuring Distance:** to measure the approximate distance between two points on the map, click the Ruler link (located in the lower left corner of the map). Hover over the map and your mouse pointer will change to a cross-hairs symbol. Click at the start point and drag to the end point. The approximate distance will show in the center of the line you have scribed on the map.

- **Legend:** click on the legend link (located in the lower left corner of the map) to see information about the symbols used on the map.

Printing the Map
Use your browser's Print function to print out the map as currently displayed.

Contact Your REALTOR®

Contact information for your REALTOR® is available at the top of The Portal. If his/her email address shows on the upper right, you can click on it to send a quick email. Your REALTOR® will be pleased to answer your queries and supply the additional information you require.