

MLXChange Basic Outline

1. Objectives and a Review of the Regional MLS Home Page
2. Logging In and Home Page Navigation
3. Settings: Contact Information, Upload Agent Photo, Agent Web Page, Email Templates and Personal Defaults.
4. Home Page Review
5. Hotsheets
6. Adding Clients
7. Searching for Properties
8. Saving a Search
 - i. Recalling a Saved Search
 - ii. Deleting a Saved Search
9. Printing and Emailing
10. Listing Maintenance

MLXchange CMA Outline

Please Note: *This is an Advanced Class, and it is recommended that you have already taken the Basic MLXchange Class before registering.*

1. Intro to the CMA Menu Tab Functions


2. CMA
 - i. Creating Custom Search Templates
 - ii. Searching for Comparable Properties
 - iii. Creating Custom Grids
 - iv. Using the CMA Wizard
 - a. Entering your Subject Property Data
 - b. Reviewing Comps
 - c. Making Adjustments
 - d. Pricing your Property
 - e. Creating Net Sheet
 - f. Viewing Reports
 - g. Editing your Personal Profile
 - v. Printing and Emailing the CMA
 - vi. Adding your photo to the CMA

3. CMA Presentation Library
 - i. Creating Custom CMA Presentations

4. CMA Manager
 - i. Modifying and Deleting CMA's

MLXchange Prospecting Outline

Please Note: *This is an Advanced Class, and it is recommended that you have already taken the Basic MLXchange Class before registering.*

1. Choosing your Prospecting Email Delivery Default
2. Introducing the Home Page Prospecting Window and Saved Search Manager
3. Adding a Client
 - i. Emailing clients
 - ii. Print client mailing labels
 - iii. Importing/Exporting
4. Creating a Property Search for your Client
5. Saving the Search and Selecting Notification Settings
6. Associating and Categorizing Selected Properties for your Client
 - i. Associating properties to your client from Results screen
 - ii. Grouping/Selecting Properties from the Details screen
 - a. Marking them as Favorites, Possibilities, and Rejects
 - iii. Marking Properties as "Shown To Client"
 - iv. Adding Public Notes
 - v. Reviewing the following icons that appear on the Results screen:

7. Emailing Recommended Properties to Prospect
8. Reviewing the Home Page Prospecting Window and Saved Search Manager
 - i. Viewing and Categorizing New Prospecting Matches
 - ii. Extending Prospecting Searches
 - iii. Modifying/Deleting Saved Searches
9. Retrieving Saved Client Searches
10. Reviewing the MLX Client Manager

Realist Tax Outline

Please Note: *This is an Advanced Class, and it is recommended that you have already taken the Basic MLXchange Class before registering.*

1. How to access Realist
2. Introduction
 - i. Home Page
 - ii. Menu Bar
 - iii. Recent Recording Date
3. Searching for Properties
 - i. Address, Owner Name, Subdivision, Map, etc.
 - ii. Using the “bread crumbs”
4. Reviewing the Property Details page
5. Generating a “quick” CMA
6. Creating Mailing Labels for Surrounding Neighbors
7. Reviewing Realist Map Features
 - i. Navigating the Map
 - ii. Displaying Parcel Boundaries
 - iii. Labeling, Identifying, & Measuring Parcels
 - iv. Printing and Emailing
8. Generating Flood Map
9. Accessing and Annotating the Assessor Map
10. Generating a Neighborhood Profile
11. Viewing Listing History
12. Searching for Foreclosure Activity
13. Setting your Preferences
14. FAQ and Training Guide

WYLDFYRE Basic Outline

1. Objectives and a Review of the Regional MLS Home Page
2. Reviewing the Toolbars and Options
3. Searching for Properties
4. Saving/Recalling your Search Criteria
5. Formatting the Property Listing Table
6. Downloading Photos
7. Selecting Reports, Printing and Emailing
8. Saving/Recalling your Search Results
9. Timed Downloads
10. Report Writer

Wyldfyre CMA and Flyers Outline

Please Note: *This is an Advanced Class, and it is recommended that you have already taken the Basic Wyldfyre Class before registering.*

1. CMA
 - i. Searching for Comparable Properties
 - ii. Creating Custom Tables
 - iii. Viewing Statistics
 - iv. Using the eNeighborhoods CMA
 - a. Entering your Subject Information
 - b. Reviewing Comps
 - c. eNeighborhood Map
 - d. Making Adjustments
 - e. Creating Net Sheet
 - f. Customizing a Marketing Plan
 - g. Pricing your Property
 - h. Presenting the CMA from your computer
 - i. Selecting a 1-Minute CMA Report
 - j. Selecting a Theme for Publishing
 - Previewing/Modifying
 - Printing
 - Emailing
 - Saving as PDF file
2. Adding your photo/preferences to eNeighborhoods
3. Flyers
 - i. Search and Selecting
 - ii. eNeighborhood Flyer icon
 - iii. Selecting a Theme/Template
 - a. Previewing/Modifying
 - b. Printing
 - c. Emailing
 - d. Saving as PDF file