

2010 MY Tips of the Week

12/16/10

Did you know that you can open a second window of MLXchange which allows you to have one window to use for perform a Search and another to create a CMA?

1. There are multiple ways to open a second window in MLXchange:
 - a. Click on the File menu, then, click on “New Window”
 - b. Click on the Page menu, then, click on “New Window”
 - c. Use the shortcut key by holding down the control key and then, click the “N” key on your keyboard.
2. After completing the task in the second window, you may minimize or close the window.

12/8/10

Did you know that you can change your Expired or Withdrawn listing back to Active within 30 days of the expiration or off-market date?

1. In the Find a Listing Box on the home page of MLXchange, type in the ML # or address of the Expired or Withdrawn listing and click the green arrow.
2. Select the listing, click on the Edit icon at the bottom of the window.
3. Click on the Edit button.
4. Change the status drop down menu from Expired or Withdrawn to Active, updating the listing with any new information, including the new extended expiration date.

11/29/10

How do I reset the automatic emails to continue to email the client when the 60 day maximum has expired?

1. Click on Searches expiring in 7 days in the upper left corner of the MLXchange Home Page.
2. Select all Active Searches by changing the drop down arrow from Searches expiring in 7 days to Active Searches.
3. Select or check all boxes of the searches you would like to reset to the maximum of 60 days.
4. Click on Extend Expiry Date and type in 60 in the maximum days box and click apply now.

11/10/10

How do I send automatic emails of listings to my clients from MLXchange?

1. Click on Search. type in the criteria, click on Save Search and name the search.
2. Select the client in the "Link to Client" drop down menu.
3. Click "Yes" to "Activate the Search" and check or select the box above the client name and email.
4. Select the report in the "Send Listings Report box" that you would like to be emailed and Select ASAP, Daily or Monthly in the Auto-notification Frequency section and click on the "Save button.

11/2/10

NO COVER PAGE ON MONGO FAX:

When using MongoFAX, if you don't want the recipient to receive the Cover Page, all you do is:

On the MongoFAX Cover page type the following:

1. To: Email of who you want to send the documents to
2. CC: NOECP@MONGONET.NET
3. From: Email of Sender

MongoFAX will pull the cover page and send *only* the content to both Recipient and Sender.

10/28/2010

Adding the MFR.MLXchange.com shortcut to your Desktop

If you have a hard time remembering how to login to MLXchange, all you need to do is make a shortcut to your Desktop.

1. Open MLXchange by going to MFR.MLXCHANGE.COM
2. When page opens, right click and go "Create Shortcut"
3. A box will pop up and ask "Do you want to put a shortcut to this website on your desktop?"
4. Click on Yes
5. You can rename the icon by right clicking on the icon and the on Rename.

10/28/2010

Do you know that you can save a search in iMapp?

1. From iMapp go to New Search
2. Enter your search criteria and click on "Perform Search"
3. From the results page, on the right hand side, there's a box and click on "Save Search"

4. It will ask you to give the search a name and then save search.
5. To find your Saved Searches:
 - a. Go to New Search
 - b. Above Search Area, you'll see "My Saved Searches"
 - c. Hover your mouse over "My Saved Searches" and it will give you the list of your searches.
6. To Delete your Saved Search
 - a. From the Search list, there will be an "X" by your searches, just click on the "X" *Remember that it only saves the search criteria and not the results.*

10/26/10

Did you know that you can copy a previous listing or another listing within your office?

1. In the Find a Listing Box on the home page of MLXchange, type in the ML # or address of a previous listing or a listing within your office, then, click the green arrow.
2. Select the listing, click on the Edit icon at the bottom of the window.
3. Click on the Copy button and click OK to confirm you do want to copy the listing to a new listing.
4. Click on the Tax Auto pop button at the bottom of the screen to import the current tax record information into the listing, enter all information into the fields and click on the submit button. Please note that the photos will not be copied and if the listing you are copying is from another member in your office, you will need written permission from the original participant or subscriber whom submitted the photos, to use their photos on your listing.