

2008 MetroList® Seminar Series

The Real Estate Market Is Changing – Are You?

Conversion Guide & FAQ

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March 2008

To Our Valued MetroList Participants and Subscribers,

For the past ten months, the MLS Committee and MetroList staff has worked diligently to develop new and improved tools and resources to meet the needs of our local real estate community. The changes we are introducing are a direct result of your comments, suggestions and feedback.

As the real estate market continues to change, the MLS Committee wanted to ensure you have the best tools to reflect the needs of our local geographic region. Some of the new enhancements include:

- Updated Property Profile Sheets
- Nine New Reports per Property Type
- Cumulative Days on Market
- Downloadable Profile Sheets Available in Prospector

On March 26, 2008 the Prospector software will be updated with these and other new system enhancements. This **Conversion Guide and FAQ** will provide you with information on what you will need to know about how your listings, saved searches, hotsheets and saved prospect searches will be affected.

As Always, the MetroList Technical Support Team is available to assist you with any additional questions. We hope these enhancements will help you to further grow your real estate business.

We greatly appreciate your business. Thank you for being a MetroList customer!

Sincerely,

The MLS Committee and MetroList Staff

Delivering Value To Our Subscribers

PROFILE SHEETS

Some of the most significant changes you will notice are on the Profile Sheets. The MLS Committee and MetroList Staff worked to ensure the changes you requested were reflected in the new and improved Profile Sheets.

Highlights

- Property Profile Sheets are Formatted to 8 1/2 x 11
- Property Profile Sheets are Available for Free by Downloading at **prospector.metrolist.net**
 - Online Fillable PDF Version
 - Online Printable Standard Version
- Six Listing Statuses Have Been Created
- New and Improved Input Fields
- All Remark Sections Have Been Doubled

Listing Status

The following is the list of new statuses. Some replace the old status modifiers.

Active Status	Contingent Status	Pending Status
Active (A)	-	Pending Sale (PS)
Active (A)	-	Pending Sale Bring Back-Up (PSB)
Active (A)	Active Release Clause (AR)	Pending Sale (PS)
Active Short Sale (AS)	Active Short Sale Cont. (ACS)	Pending Sale (PS)
Active Court Approval (AC)	Active Court Approval Cont. (ACC)	Pending Sale (PS)

All Statuses other than Pending Sale (PS), Expired (X), Temporarily Offmarket (TO), Withdrawn/Cancelled (W) and Sold (S) shall be considered “Non-Confidential” and shall be displayed on the internet. In addition, changing the Status from A, AS or AC to AR, ACS, ACC, PS or PSB constitutes the reporting of a Pending Sale.

Mandatory submission of listings, reporting of Pending Sales and Solds must be input within three (3) business days.

Input Field Changes

The input fields have changed to accommodate new fields and the need for additional space in comment sections.

- New Service Level Field
- New Secondary Residence Square Footage Field
- Variable Price (Yes/No)
- Secondary Map Coordinate Field
- New Fields for Number of Car Ports and Garages
- Modifications to the Pool Description
- Feature Miscellaneous (Saunas/Spas)
- Other See Attachments/See Remarks
Special Attachment: Horse Amenities
- Energy Features (Green)
Special Attachment Available
- Notice of Default
- REO (Yes/No)
- REO Information Displayed to the Internet (Yes/No)
- Commission to Selling Office
- On Market Date
- Picture Provided By
- Marketing Remarks Increased to 500 Characters and Renamed to Property Description
- Agent Only Remarks Increased to 300 Characters and Renamed to Confidential Agent Remarks
- Directions to Property Increased to 250 Characters

Printed Reports

Nine exciting new and improved reports have been added including fully synchronized agent and client reports (Information fields will appear in the same place).

Agent

- Agent Full Report
- Agent Full with Additional Photos
- Agent One Page Report
- Agent Tax Summary Report (only for Residential)
- Agent One Line (minor changes)
- Incomplete Listing Report

Client

- Client Full Report
- Client Full with Additional Photos
- Client Showing Report

As a result of some of the input field changes, the Agent Short Report has been eliminated.

PROSPECTOR SOFTWARE ENHANCEMENTS

Along with the Profile Sheet conversion, we are also upgrading to the latest and most advanced version of Prospector software. New Features include:

Cumulative Days on Market (CDOM)

Prospector will **only** reset the Cumulative Days On Market counter after a successful sales transaction or the property has been off market for 30 days. A new listing agreement and/or change in brokerage will not reset the counter.

Fresh New Look

Colors in Prospector have been enhanced so that elements on the page, such as tabs and modules, are more clearly defined. The menu bar and toolbar also have enhanced color effects and brighter icons, making it easier to locate the functions you need.

Internet Explorer Features While in the Prospector

The Windows® Internet Explorer (IE) browser elements (menu bars, toolbars, etc.) now remain available when you are working in Prospector. This change allows you to use familiar browser features, such as the IE print function and opening new tabs to access additional websites (IE7 and higher). **Please note the following changes in Prospector:**

- Use your browser's navigation when working in Prospector. Because the IE Back and Forward buttons now remain available, back and forward navigation has been removed from the Prospector toolbar.
- The IE browser print functionality can now be used in Prospector. To print the current page use the print button in the IE toolbar, or click File in the IE menu bar and select Print. The print button previously in the Prospector toolbar has been removed.
- You can access other websites while working in Prospector by opening additional tabs in your browser window (IE7 and higher). The New IE Window button previously in the Prospector toolbar has been removed.

Change Display Formats with Fewer Clicks

The Go button has been removed from the Display field that is available when viewing listings. You can now change the display format that you are viewing by simply selecting the desired format from the Display field. The software automatically redisplay the listings in the format that you selected. Previously, it was necessary to click Go after selecting a format.

ID Sharing Options Moved

If you have authorized others to "work as" you through Agent ID Sharing, or if you are authorized to "work as" another agent, note that the name of the user that is currently logged on has been moved to the top of the page. As before, simply hover over the name to see your available ID sharing options.

Mapping Features

The mapping features now provides driving directions, tax information, address labels in addition to other useful tools.

Frequently Asked Questions


How will the Profile Sheet update affect me?

The Profile Sheet update will primarily affect the saved search criteria of your saved searches, hotsheets and prospects. We have added, modified and deleted some of the amenities, status levels and required fields. For more information refer to the online Conversion Report documentation by clicking on the icon or link on your Prospector "home" page.

Will I have to update ALL my Saved Searches, Hotsheets and Prospects?

A number of the fields may or may not carry over in the update. We recommend that you print out your saved criteria prior to the conversion date. After March 26, 2008, you will want to go through your saved search criteria and look for any fields which may have been updated. For more information refer to the online Conversion Report documentation by clicking on the icon or link on your Prospector "home" page.

Please note to check all Active Status fields when searching to make sure all active properties are displayed.

****Helpful Hint.** To print a list of your Saved Searches and/or Hotsheets, complete the following: Within Prospector, select 'Searches' 'Saved Searches' or 'Saved Hotsheets' 'Manage Saved Searches' or 'Managed Saved Hotsheets'. Use the print screen option () from your Prospector Toolbar. To print a list of your Prospects Searches, complete the following: Within Prospector, select 'Contacts' then 'Contacts/Prospects'. Select your prospects and open 'Options' pane on the right-hand side of your screen. Go to the 'Report Options' and select 'Contact Report' and click 'Go'.

How will the upgrade affect the listings I've already entered?

Upon any revision to your listing, the system will prompt you to fill in any newly required fields for listings entered prior to March 26, 2008.

What will happen with Prospects, Stored and Hotsheet Searches that have not been updated after the conversion?

Possibly nothing unless your stored search criteria contained information that was either moved to another field or removed entirely from the form. In either case your searches may not contain the search results you desire. To be safe MetroList recommends printing out all prospects, stored and hotsheet searches prior to the conversion for comparison after the conversion.

Where can I get copies of the new Profile Sheets?

All new forms including Fillable and Standard forms will be available, free of charge, in Prospector.

What are Fillable Profile sheets and how do they differ from Standard profile sheets?

Fillable profile sheets are forms in which you can view and complete electronically on your computer. These forms are formatted as PDF fillable documents which provide you with email, save and print capabilities. Standard Forms are forms that you can print and take with you on your listing appointments.

What's so important about using these forms?

Not only are the forms required under Section 8 of the MLS rules, but more importantly is the disclaimer at the bottom of each page which indicates that the information has been provided by the seller and has not been verified by the broker. The disclaimer states "All MEASUREMENTS AND ALL CALCULATIONS OF AREA (i.e., SQ. FT. AND ACREAGE) ARE APPROXIMATE. BROKER HAS A VALID LISTING SIGNED BY SELLER AUTHORIZING ITS PLACEMENT IN THE MLS. ABOVE INFORMATION IS PROVIDED BY SELLER AND HAS NOT BEEN VERIFIED BY BROKER."

Since I am now able to type my listing information into the Fillable PDF Profile Sheet, am I able to upload my listing into MetroList from that profile sheet?

No, listings are still entered directly into the Prospector MLS system by clicking on *listings* and selecting *enter new listing*.

What happened to the Status Modifier field?

The Status Modifier has been replaced by the Status' and Service Level fields. Short Sale and Court Approved are now new Status'.

I have a listing that is Pending Sale and has Short Sale selected under Status Modifier what will happen to the listing?

Due to the fact that all Status Modifiers have been eliminated the new status of "ACS" Active Contingent Short Sale would be used.

What are some of the benefits of the five new active statuses?

Users will find it much easier to Search for Active Short Sale and Court Approval listings. Additionally, with the new ACS and ACC pending status' for Short Sale and Court Approval listings, it's now easier than ever to report them as pending sale.

Frequently Asked Questions

What is the new Service Level Field used for?

The new Service Level field replaces two status Modifiers “Limited Service” and “MLS Entry Only” with the following selections; “Limited (L)”, “Restricted (R)” or “None of the Above (E)”. If a listing currently has no Status Modifiers selected, the new Service Level field will display “E” for None of the Above. Typically most listings will have a Service Level of “E”.

How would I enter a Short Sale and/or Court Approved Listing?

When entering a short sale listing, you must enter the listing in an ‘Active’ Status. Once you have added your listing, you will need to ‘Revise’ that listing and change the status information to Active Short Sale, Active Court Approved, Active Short Contingent or Active Court Contingent.

How do I search for Short Sales and/or Court Approved Listings?

Short Sales and Court Approved listings are now Status’. When searching, make sure you check the box next to ‘Active Short Sales’ or ‘Active Court Appr’.

How do I search for REO’s?

REO is now its own search field. When searching for REO’s, click on the *Additional Criteria* tab and scroll down the list of amenities to select REO Yes or No.

How will I search for listings with a Spa only?

Sauna, SPA/Hot Tub Built-in, SPA/Hot Tub Personal and Steam Room have been moved from pools to “Features Miscellaneous”. You will need to include the new criteria into your search for desired results.

What will be displayed in the Pool field if the current listing has both a pool and a Spa indicated?

Only the Pool will display. The Spa selection has been moved to features miscellaneous.

What is the new name for the Mobile Home Property Class?

Mobile Home in Park. Mobile Homes listed on land should be profiled using the Residential or Land property profile sheets.

What will happen to a Residential Listing that has been entered with “Modular/Manufactured” selected under “Subtype Description”?

The listing selection will be converted to include both Modular and Manufactured Subtype descriptions which are now two separate selections.

What is the Secondary Residence Square Footage Field used for?

This field is used to disclose the square footage of any secondary residence located on the same property as the primary residence.

What is the Secondary Map Coordinate Fields for?

These fields are used primarily in El Dorado and Placer County where two different map books are used to enter map coordinates. ie; Thomas Brothers and Compass.

Has the picture option been modified?

Yes, the option now reads either: Taken By MLS or Agent to Submit. If you choose Taken By MLS, the MLS will take the first curb side photo of your property (free of charge). It is your option to submit up to eleven other photos by Revising your listing and selecting Upload/Manage Pictures.

How many days do I have to report a pending sale or sold listing to MetroList?

Listing Brokers will now have up to(3) three business days to report Pending Sale and Sold listings to the Service.

Have the remarks fields expanded?

Yes, you are now able to enter twice as many characters in the remarks fields. Marketing Remarks has been renamed to Property Description. You now are able to enter up to 500 characters for Property Description; up to 300 characters for Confidential Agent Remarks; and up to 200 characters for Directions to Property.

What is the new MetroList One Source Guide?

The new One Source Guide is a combination of Prospector Quick Search, MetroList PowerTools and Realist Training materials.

Where can I get a copy of MetroList’s new One Source Guide?

FREE Copies are available in Prospector.

Conversion Checklist

Pre Conversion

- Print out your saved search criteria for Prospects, Saved Searches, and Hotsheets prior to the conversion date – **Tuesday, March 25 at 8 pm.**

Post Conversion

- Check your listings carefully on March 26 for accuracy, incomplete fields, and remarks. Please make any corrections to your listings, search criteria and hotsheets based on the new fields.
- Check all Prospects saved search criteria for accuracy and relevance. If needed, make appropriate changes.
- Check all Saved search criteria for accuracy and relevance. If needed, make appropriate changes.
- Check all Hotsheets saved search criteria for accuracy and relevance. If needed, make appropriate changes.

Questions, call the MetroList Technical Support Team at (916) 922-7584
Option 1 or Outside the 916 area code, call 888-898-9788.

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