

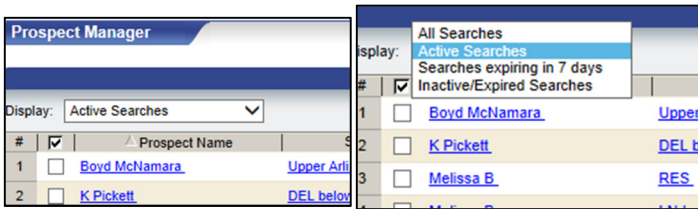
This document will show screenshots helping you copy the search criteria from Tempo or Fusion to the new FlexMLS system.

TEMPO:

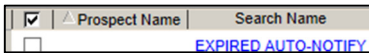
When logged into MLS, hover over PROSPECTS and click on PROSPECT MANAGER.



On prospect manager, you can select just the active, or All searches from the drop down menu. This is a good time to prioritize or “triage” your searches if you have a lot of them. 1) absolutely need/attached to prospect 2) use often, probably need 3) everything else (if you have time, transfer these last.



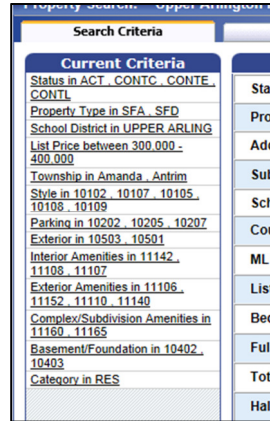
Once you choose the searches Active or All, that you want to start working on, you can sort them by Prospect name or Search name just by clicking the column header.



To see the search and it’s criteria, click the SEARCH NAME blue hyperlink.

<input type="checkbox"/>	Prospect Name	Search Name	Prospect ID	PK
<input type="checkbox"/>	TEST ALL COLS ASAP	ASAP ALL COLS TEST	34872	
<input type="checkbox"/>	Terry Bryan	Terry SFA change Gateway	1290800	
<input type="checkbox"/>	TechMultiRpt CONTACTwebsite	Test CG multi reports	1306208	
<input type="checkbox"/>	Repeti Tivetest	NorthCent Ohio 180-190 for Rep	1199928	
<input type="checkbox"/>	Repeti Tivetest	Additional Subdivision	1338567	
<input type="checkbox"/>	NMO Matt	franklin delaware boarder	69841	
<input type="checkbox"/>	Melissa B	RES	1390628	
<input type="checkbox"/>	Melissa B	LNd	1390629	
<input type="checkbox"/>	Melissa B	MUL	1390630	
<input type="checkbox"/>	Melissa B	OFC	1390633	
<input type="checkbox"/>	Melissa B	COM	1390635	
<input type="checkbox"/>	Melissa B	IND	1390636	
<input type="checkbox"/>	Melissa B	BUS	1390637	
<input type="checkbox"/>	Melissa B	RNT	1390638	
<input type="checkbox"/>	Matt Widwipce	Dublin for Warren	1216734	
<input type="checkbox"/>	Matt Sold Search	Sold Southern Powell FRA Co.	665219	
<input type="checkbox"/>	M DelHunt	DEL below 35K -m	1096690	
<input type="checkbox"/>	K Pickett	DEL below 35K	1094531	
<input type="checkbox"/>	Janna Test for Missina listings	Test for Janna	975349	
<input type="checkbox"/>	Expre McMoore	Explest for McMoore	1221903	
<input type="checkbox"/>	Brian Robertson	B2	34879	
<input type="checkbox"/>	Boyd McNamara	Inner Arlington for Boyd	1169526	

When the search loads, you will see the criteria on the left side under Current Criteria. Notice that some of the items are in code “10102, 10103”. You will need to change to Description to see that (next step)



This is the criteria in the actual search field with the code, not the description showing. Notice the link on the right “Desc”. Click it to change to “Code”.

Amanda,Antrim	Desc
0102,10107,10105,10108,10109	Desc
0202,10205,10207	Desc
0503,10501	Desc
1142,11108,11107	Desc
1106,11152,11110,11140	Desc
1160,11165	Desc
0402,10403	Desc

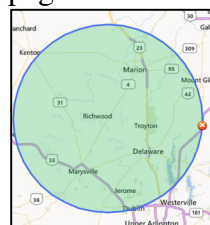
After clicking the DESC link one time, you will notice it changes to CODE. Now, notice that the actual name of the selections shows (the description).

Amanda,Antrim	Desc
2 STORY,1 STORY,CAPE COD,SPLIT - 3 LEVE	Code
2 CAR GAR,ATTACHED GAR,HEATED	Code
BRICK,ALUMINUM	Code
GARDEN/SOAK TUB,ELEC RANGE,DISHWAS	Code
DECK,END UNIT,FENCED YARD,ADDITIONAL	Code
Bike/Walk Path,Outdoor Sports Area	Code
10402,10403	Desc

Now is the time to write down all of the criteria with the name of the SEARCH and the CONTACT it is attached to. This appears at the top of the search.

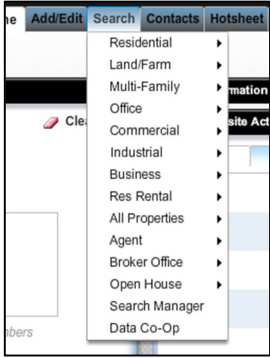


Don’t forget to copy your polygons as well. This will be either a screen shot (use the “prtscrn” or Print Screen button on your keyboard, then past that into a document. Alternately, you can go to File > Print in the browser, and the map may be visible on the printed page.



FUSION:

When logged into Fusion, hover SEARCH menus and click on SEARCH MANAGER.

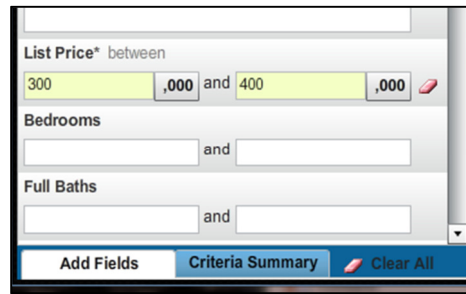


IN Search manager, the searches already attached to prospects appear at the top with a green icon on the left. You will want to start with those as they are most important. Good time to “triage” and prioritize which searches you copy over. A good plan would be: 1) absolutely need/attached to prospect 2) use often, probably need 3) everything else (if you have time, transfer these last.

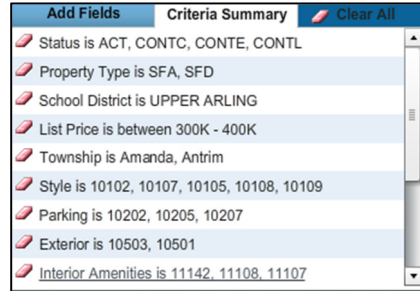
You can also sort by Contact Name of Search name by clicking the column header. Click the Search Name blue hyperlink to open the search and view it’s criteria.

	Contact Name	Search Name
1	Boyd McNamara	Upper Arlington for Boyd
2	K Pickett	DEL. below 35K
3	Melissa B	BUS
4	Melissa B	COM
5	Melissa B	IND
6	Melissa B	LNd
7	Melissa B	MUL
8	Melissa B	OFC
9	Melissa B	RES
10	Melissa B	RNT
11	Repeti Tivetest	Additions/ Subdivision
12	Repeti Tivetest	NorthCent Ohio 180-190 for Rep
13	TechMultiRpt CONTACTwebsite	Test CG multi reports
14		00 map window halfway
15		130 sided Polygon FusionTempo
16		2004011789 AGENT AWARDS
17		3 Co. MOR MUS FAY
18		43230 CDOM 20131015
19		43230 List Date 20130725
20		43230 Warren 20131015

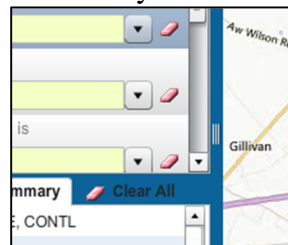
When the search is open, you can click CRITERIA SUMMARY at the bottom left to see the criteria that is saved in the current search you are working on.



The criteria summary box “summarizes” the criteria, but shows the CODE “10102, 10105” for multi-pick fields. You will have to change this to DESCRIPTION so you can see the “human” equivalent.



If you want to make the criteria summary screen wider, you can click and hold the little blue bar with the “handle in the middle” and drag it wider “for viewability”.



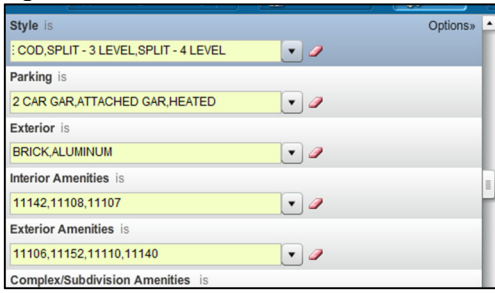
When you hover over a field on the criteria at the left, an OPTIONS link will appear. If you click on options button, you will see CODE (currently selected) and DESCRIPTION (plain English option). Click Description.



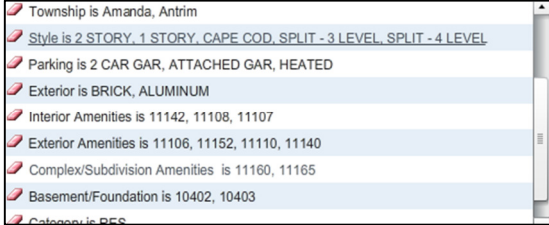
Before you click DESCRIPTION you see this...CODES.



After you click DESCRIPTION, you see this “human” equivalents to the code.



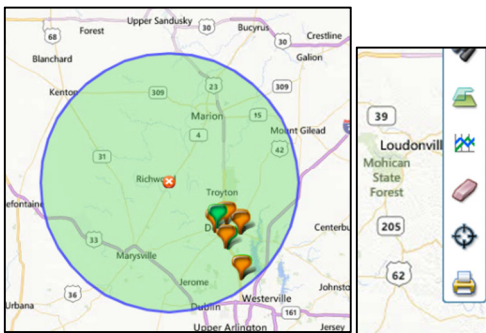
At the bottom, in the CRITERIA SUMMARY box, the “description” now appears in lieu of the codes.



Now is the time to write down all of the criteria with the name of the SEARCH and the CONTACT it is attached to. Both of those appear at the top of the search page if it is a prospect search



Don't forget to copy your polygons as well. Fusion gives you the convenient option of clicking the PRINTER ICON on the right side of the screen. This will print the map with the icon exactly where you see it on the screen.



RE-ENTER THE CRITERIA ON

FLEXMLS

Jan 13, 2014

Now you will need to take the criteria and enter it on Flex. You will not be able to access Flex until January 13. You can start copying the data from your Tempo/Fusion searches now. Keep the information in a safe place, ready to go. On January 13, 2014 you will have access to add your searches and setup your prospect on the new Flex MLS system.

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