

Fusion

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CBR Fusion MLS
Level 1 – Core Functions

Class Handout

GETTING STARTED IN FUSION

Logging On and Off

□ To log on to Fusion MLS:

1. Type your user name in the **User ID** box.
2. Type your password in the **Password** box.
3. Click the **Sign In** button.

□ To log off from Fusion MLS:

Click the **Sign Out** link at the top of the page.

Getting Around in Fusion MLS

The navigation tabs at the top of the page enable you to move from section to section within Fusion MLS.

Basics: My Folder

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Some navigation tabs have menus that enable you to get to a specific page within a section. Move your cursor over a tab to see its menu items.

Menu items with a triangle after them have submenus. Move your cursor over these items to see their submenus.

Click a tab, menu item or subitem to go directly to a specific page within Fusion MLS.

My Folder

The My Folder feature enables you to bookmark listings for future reference.

You can access your folder at any time by clicking the My Folder [] button at the top of the screen. The number in parentheses indicates how many items are currently saved in your folder. You can only open your folder if there are items in it.

□ To add a listing to your folder:

1. Move your cursor over
 - A listing “pin” on a search or search results map
 - An ID label in a search results grid or gallery

Basics: Tooltips

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2. Click the **Add to Folder** link on the Mini-report that appears.

□ To remove listings from your folder:

1. Click the My Folder button to open your folder.
2. Move your cursor over the ID label to open the Mini-report.
3. Click the **Remove from Folder** link.

Tooltips

Most buttons and icons in Fusion MLS are clearly labeled. There are instances, however, when limited space prevents the inclusion of descriptive labels. In such cases, move your cursor over a button or icon to see a *tooltip*: a pop-up label that describes the button or icon’s function.

Clearing Input Fields

□ To clear an input field:

Click the clear button [].

Lists (Listboxes)

Listboxes (often referred to as “lists” in this guide) are text boxes with expandable lists attached, which enable you to select input options. Your

selections then appear in the text box.

In many cases, you can choose to see your input as full descriptions:
or shorter codes:

If you have many selections, it is sometimes easier to see them all in the listbox as codes rather than descriptions.

You can type directly into a listbox, and Fusion MLS will automatically complete your input with the first available option that begins with the letters you have typed. In the example below, the user typed “de,” and Fusion MLS inserted the option “Detached.”

If you type a value that is not a valid option, Fusion MLS will not accept the input.

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□ To expand and collapse a list

Click the expand/collapse button []

□ To select and deselect listbox items:

- Click an item to select it. Selected items are highlighted.
- Click a highlighted item to deselect it.
- You can select a continuous range of items by clicking the first item in the range, holding down the SHIFT key, and then clicking the last item in the range.

□ To switch between code and description input:

1. Move your cursor over the field so that the **Options** link becomes visible.
2. Click the **Options** link to open the options panel.
3. Click the **Code** or **Description** button.

Price in Thousands Button

The price in thousands feature provides a quick way to enter prices. When the feature is enabled, the thousands button [] is visible, and you do not have to type the last three zeros of a price greater than 1,000.

Both of the following examples result in a search price of \$250,000:

With the price in thousands feature:

Without the price in thousands feature:

□ To turn the price in thousands feature on and off for an input field:

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To disable the feature, click the thousands button [] next to the input field. The button will change to show that the feature is disabled [].

To reenable the feature, click the enable button [] next to the input field.

The button will change to show that the feature is enabled [].

The Text Editor

The text editor enables you to type and format text.

1. Font family list: select a font from this listbox.
2. Font size list: select a font size from this listbox.
3. Bold button: click to make text bold.
4. Italics button: click to italicize text.
5. Underline button: click to underline text.
6. Color selector: click to open the color palette and change text color.
7. Bullets button: click to create bullet points.

Spell Check

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The text editor has a spell check feature. As you type, possible misspellings are underlined in red.

Right-click the misspelled word to see suggested corrections.
Select a suggestion to insert it in place of the misspelled word. If you decide that the word is, in fact, spelled correctly, and you do not want Fusion MLS to flag further instances of the word, select **Add to my dictionary**.

Home Page Gadgets

The Home Tab

The Home tab displays your gadgets, which provide quick access to various Fusion MLS functions. You can specify which gadgets appear on the Home tab, and rearrange them to suit the way you work.

Gadgets

Gadgets are Home tab panels that provide quick access to useful information and Fusion MLS functions.

□ To customize the gadgets on the Home tab:

1. Click the **Options** button to open the Home Page Options screen.
2. Click options to select or deselect them. Selected options are marked with a check , and will appear on your Home

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tab. Deselected options are marked with an empty check box , and will not appear on your home tab.

3. Click **Save**.

□ To rearrange the gadgets on the Home tab:

1. Use the mouse to move your cursor over the title of the gadget you want to move.
2. Hold down the left mouse button.
3. Move the mouse to start dragging the gadget, which will become semitransparent.

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4. Drag the gadget to the general area where you want to place it. As you move the gadget, available spaces will appear as outlined rectangles.
5. Release the left mouse button to drop the panel in its new position.

□ To close a gadget:

Click the close button in the gadget's title bar.

□ To minimize a gadget:

Click the minimize button in the gadget's title bar.

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The Contacts Gadget

The Contacts gadget enables you to manage your contact list from the Home tab.

□ To add a contact from the Contacts gadget:

1. Click **Add Contact** to open the new contact form.
2. Enter the new contact's information in the new contact form. Red labels indicate required fields.

• The **Other Phone 1** and **Other Phone 2** fields are customizable: you can delete the label text and type your own field name.

3. Click the **Save** button.

□ To delete a contact from the Contacts gadget:

1. Move your cursor over a contact's information icon to open the summary

information popup.

2. Click the delete contact button [].

3. When prompted to confirm the deletion, click **OK**.

□ To edit contact information from the Contacts gadget:

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1. Move your cursor over a contact's information icon to open the summary information popup. Then click the edit icon [].

2. Make any desired changes.

3. Click the **Update Changes** button.

□ To e-mail a contact from the Contacts gadget:

1. Move your cursor over a contact's information icon to open the summary information popup.

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2. Click the e-mail icon [] to open the e-mail form.

3. Compose the message and click **Send**.

□ To locate a specific contact with the Contacts gadget:

- Click a letter or **123** in the Contacts gadget's index row: The gadget will display all contacts whose first name begins with that letter.

- Type a contact's name or e-mail address in the **Search** box. As you type, the gadget will narrow the contact list to match your criteria.

□ To view summary information for a contact:

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Move your cursor over a contact's information icon to open the summary information popup.

□ To view a contact's entry in the Contact Manager:

Click the contact's name in the Contacts gadget.

The Inventory Watch Gadget

The Inventory Watch gadget displays inventory counts for you, your office, and your firm.

You can change the Inventory watch filter to display inventory counts for you, your office, or your firm.

□ To change the Inventory Watch filter:

Select an option from the **Show** list.

□ To refresh the Inventory Watch gadget:

Click the refresh button [] in the gadget's title bar.

□ To view your inventory:

Double-click one of rows in the Inventory Watch gadget to see the listings displayed in a search results screen.

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The Fast Find Gadget

The Fast Find gadget enables you to perform searches from the Home tab.

You can search by

- Location (city/postal code/address/intersection)
- Address
- MLS number

□ To perform an address search from the Fast Find gadget:

1. Click the Quick Search gadget's **Address** tab.

2. If desired, type a street number in the **Street#** box.

3. Type a street name in the **Street Name** box. This is a required criterion.

Do not include the street type (e.g., "Street," "Avenue") in the

street name.

4. If desired, type a unit number in the **Unit#** box.

5. If you want to limit your search to on-market listings, select the **Show On Market Listings** only check box.

6. Click the **Search** button.

□ **To perform a city/postal code/address/intersection search from the Fast Find gadget:**

1. Click the Quick Search gadget's **Location** tab.

2. Type a city name or postal code, address, or intersection in the location box. This criterion is required.

- If you enter an address, it must be a full address (street number, street name, city, and zip/postal code).

3. Select a search radius from the **Find listings within** list.

- The search is conducted from the center of the area defined in the location box.

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4. Specify the other criteria you want to use for the search.

5. If you want to limit your search to on-market listings, select the **Show On Market Listings** only check box.

6. Click the **Search** button.

□ **To perform an MLS number search from the Fast Find gadget:**

1. Click the Quick Search gadget's **ML#** tab.

2. Type one or more MLS numbers in the box. Separate multiple numbers with commas.

3. Click the **Search** button.

The Resources Gadget

The Resources gadget displays useful links to other web sites.

These links are organized in folders.

□ **To expand and collapse resource link folders:**

Click the expand button [] next to a folder to expand it.

Click the collapse button [] next to a folder to collapse it.

The System Information Gadget

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The System Information gadget displays important information from your MLS.

Search the MLS

The Search Tab

The Search tab contains the criteria, results, and details screens that you will use to conduct searches.

1. **Searches bar:** displays your open searches

2. **Search task bar:** enables you to switch from criteria to results to details screens, displays search matches, and enables you to perform other search-related tasks.

Multiple Searches Feature

You can have multiple searches open simultaneously in Fusion MLS. While working with one search, you can start a new one and have all your searches open and accessible at once. The title of each search and the number of listings

it returned appear in the searches bar beneath the **Search** navigation tab. Your open searches are persistent for as long as your session is active: if you go to another Fusion MLS module, such as the Home Tab, and then come

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back to the Search module, your open searches will still be available. Your searches will remain open either until you close them, or you log off.

□ **To start a new search:**

Click the new search icon [] in the searches bar.

□ **To switch between open searches:**

From the searches bar, click the name of the search you want to view.

□ **To close an open search:**

Click the **X** next to the search name in the searches bar.

Search Task Bar Icons

Icons in the search task bar enable you to perform such actions as e-mailing, downloading, and getting driving directions. These icons may vary from screen to screen.

Some of these icons may be hidden. A >> button indicates that some of the available icons are not visible.

□ **To access hidden search icons directly:**

1. Click the >> button to view a list of available functions.
2. Click an icon in the list.

□ **To make hidden search icons visible:**

1. Move your cursor over the divider between the first icon and any other controls on the bar.

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2. Hold down the left mouse button and drag the divider to the left until all the icons are visible.

Search Criteria

Searching begins on the search criteria page, where you can create and save new searches, as well as load saved custom and system searches.

1. **Results button:** opens the search results page
2. **Details button:** opens the search details page
3. **Results count:** displays the number of listings that match your search criteria
4. **Search menu:** enables you to load a saved custom or system-defined search
5. **Save search button:** enables you to save the current search criteria
6. **Toggle map button:** hides and restores the search map
7. **Search task bar icons:** provide access to statistics and driving directions, and enable you to download search results
8. **Additional fields button:** enables you to add search criteria fields
9. **Criteria summary button:** displays a summary of the current search criteria

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10. **Clear all button:** clears all search criteria
11. **Search map:** displays mapped search results, and enables you to create map searches

Where's the Search Button?

There is no Search button. Fusion MLS executes a search each time you enter or modify criteria. While the search is running, the results count indicator displays

an “in progress” symbol:

Once the count indicator displays the number of listings returned by your search, you can go directly to the results or details screen by clicking the

Results or **Details** button.

Search Limits

If too many listings match your current criteria, the results count indicator displays an over limit message.

If the number of matches exceeds the search limit, you must adjust your criteria before you can proceed to the search results or details pages.

Required Fields

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If there are any required search fields, they appear in red, and the results count indicator displays a message informing you that input is required.

Not ALL of the fields in red are necessarily required. You may find that when you enter criteria for one required field, the others become optional.

Loading a Saved Custom or System Search

□ [To load a saved search \(custom or system\):](#)

- For the currently selected property type: select a search from the

Search list.

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- For any property type: move your cursor over the **Search** navigation tab to open the Search menu, then move your cursor over a property type to open the search submenu. Click a submenu item to load the search.

Adding and Removing Fields

□ [To add search fields:](#)

1. Click the **Add Fields** button to open the field selector.
2. Select a field to add to the search criteria page:
 - Click the expand list button [] to open the field list, and select a field.

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- Start typing in the box to see a list of fields that match your input, and select a field.
3. Click the **Add Field** button.
 4. When you are finished adding fields, click the **Add Fields** button to close the field selector.

□ [To remove a field from the search criteria page:](#)

1. Move your cursor over the field so that the **Options** link becomes visible.
2. Click the **Options** link to open the options panel.
3. Click **Remove This Field**.

Rearranging Fields

□ [To rearrange the fields on the search criteria page:](#)

1. Move your cursor over the field you want to move.
2. Hold down the left mouse button and drag the field to its new location.
3. Release the left mouse button.

Clearing a Field

□ [To clear an input field:](#)

Click the clear button [].

Clearing All Search Criteria

□ [To clear all search criteria:](#)

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Click the **Clear All** button [].

The Search Map

The search map, available from the search criteria screen, enables you to define search areas for map searches. It also displays the location of listings that match your current search criteria. If desired, you can hide the search map.

Hiding the Search Map

□ To hide the map:

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- From the map tools panel, click the hide map button [] in the map controls panel.

- Click the **Map** button [].

□ To restore a hidden map:

Click the **Map** button [].

Getting Driving Directions from the Search Map

□ To get driving directions for a listing directly from the map:

1. Right-click a listing “pin” on the map to open a context menu.
2. Select an option (**Drive to here** or **Drive from here**) to open the driving directions input screen. Depending on the option you select, the listing’s address will be in the starting or ending position.
3. Add, remove, or reorder addresses as desired.
4. Select route options.
5. Click **Get directions**.

Search Operators

Operators determine how Fusion MLS uses your search criteria. Common operators include

- is
- is not
- contains
- starts with
- between

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If you have entered criteria for a field, the operator in use appears next to the field name.

For fields that do not yet contain criteria, move your mouse over the field to display the operator.

The options that are available for a criteria field vary, depending on what type of input the field accepts (such as dates, text, or numbers).

□ To change the criteria operator for an input field:

1. Click the operator to open the available operators list.
2. Click the list’s expand button to expand the available options list.
3. Select an option from the list.

Polygon Map Shapes

Map Searches

With the map search feature, you can draw shapes on a map to define geographical search areas. These search areas can be circular, rectangular, or polygonal. You can have up to 5 shapes on the map at once.

When you use map search, Fusion MLS applies any other search criteria you have entered on the criteria screen.

Drawing Map Shapes

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□ To draw a circle on the search map:

1. From the map tools panel on the search map, click **Circle**.
2. Place your cursor on the location you want to make the center of the circle. The cursor should look like a crosshair [+].
3. Click the mouse to set the center point.
4. Move the cursor to adjust the circle's radius.
5. Click the mouse to set the circle.

□ To draw a polygon on the search map:

1. From the map tools panel on the search map, click **Polygon**.
2. Place your cursor on the location you want to make the first point of the polygon. The cursor should look like a crosshair [+].
3. Click the mouse to set the point.
4. Continue setting points until your polygon is defined.
5. To close the polygon, click the first point you set.

□ To draw a rectangle on the search map:

1. From the map tools panel on the search map, click **Rectangle**.
2. Place your cursor on the location you want to make the first corner of the rectangle. The cursor should look like a crosshair [+].
3. Click the mouse to set the corner.
4. Move your cursor to the location you want to make the opposite corner of the rectangle.
5. Click the mouse to set the corner.

Modifying Map Shapes

When you draw a shape on the search map, you will notice dots, or **nodes**, on each side and on each corner of the shape. You can use these nodes to modify the shape.

□ To modify a shape on the search map:

1. Move your cursor over a node.
2. Hold down the left mouse button and drag the node to the desired location.

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3. Release the left mouse button.

Removing Map Shapes

□ To remove a shape from the search map:

Click the shape's clear button [].

□ To remove all shapes from the search map:

From the map tools panel, click **Clear Map**.

Grid Results

Search Results

The search results screen displays records returned by a search. You can view results in a grid, in a thumbnail gallery, or on a map. The search results screen offers many ways to sort, filter, and organize your search results, as well as print and e-mail listing information returned by a search.

To open the search results screen from either the search criteria or details screen, click **Results** in the search task bar.

1. **Criteria button:** click to return to the criteria screen.
2. **Details button:** click to open the details screen.
3. **Results count:** displays the total number of search results and the number currently selected.
4. **Save search button:** click to save the current search criteria.

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5. **E-mail button:** click to e-mail search results.
6. **Print button:** click to print search results.
7. **Search task bar icons:** enable you to perform additional tasks; move your cursor over an icon to see a descriptive tooltip.
8. **View selection buttons:** click to switch between grid and gallery views.
9. **Grid list:** select a display grid from this listbox.
10. **Grid manager button:** click to open the grid manager.
11. **Toggle images button:** click to hide and restore the image display.
12. **Toggle map button:** click to hide and restore the search results map.
13. **Sort button:** click to select sort options.
14. **Filter button:** click to select filtering options.
15. **Map filter button:** click to narrow the results in the grid or gallery to match the listings currently displayed on the map.
16. **Result ID label:** identifies the listing; corresponds to the numbered “pin” on the map. Move your cursor over the ID label to open the mini-report for the listing.
17. **Detail icon:** click to view details for a listing.
18. **Results map:** displays mapped search results.

Selecting and Deselecting Search Results

Selecting one or more search results enables you to perform some kind of action on them later (like e-mailing or printing).

□ **To select and deselect search results:**

- From a results grid or gallery, click the check box next to the listing. When the box is checked, the listing is selected. When the box is unchecked, the listing is deselected.
- Click the check box in the header row of the check box column to select or deselect all listings at once.

Grid View

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Grid view displays search results in a table- or grid-like format.

You can sort a grid on a single column, reorder columns and, with the grid manager, create custom result grids.

Selecting Grid View

□ To select grid view:

Click the grid **View** button [] under the search task bar.

Loading a Saved Grid

□ To apply custom or system-defined search results grid:

Select a grid from the grid list.

Sorting the Grid on a Column

You can quickly sort a grid on a single column.

□ To sort a grid on a single column:

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Click the column heading to sort the grid on that column (ascending). Click the column heading again for a descending sort. A triangle in the heading points up or down, indicating the sort direction.

Reordering Grid Columns

You can drag and drop columns in any order you choose.

□ To reorder grid columns:

1. Place your cursor over the heading of the column you want to move.
2. Hold down the left mouse button.
3. Drag the column to its new position.
4. Release the left mouse button.

Gallery View

Gallery view displays search results as thumbnail images and summary information.

The button on the image indicates which photo is being displayed: **1/11**, for example, means that the first photo out of 11 is currently shown. Click the button to cycle through the available images.

Selecting Gallery View

□ To select gallery view:

Click the gallery **View** button [] under the search task bar.

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Viewing Images

The search results image viewer displays the primary photo for all of the listings returned by a search.

The results grid automatically highlights the listing whose photo is currently displayed.

□ To select an image to view:

- Click an image in the image viewing pane to bring it to the center.
- Click a listing in the search results grid to bring its photo to the center of the image viewing pane.

□ To show or hide the image viewing pane:

Click the **Images** button [].

The Search Results Map

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The search results map displays the listings returned by a search, represented as numbered “pins.” The number on a pin corresponds to a listing’s ID label in the grid or gallery view.

If you click a map pin, the results grid will automatically highlight the corresponding listing. If you click a listing in the results grid or gallery, the corresponding map pin will change color.

□ To hide the map:

Click the **Map** button [].

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□ To restore a hidden map:

Click the **Map** button [].

Filtering by Map

The filter by map feature narrows the search results grid or gallery so that it only displays those listings that are currently visible on the map.

□ To filter the search results by map:

Click the **Filter Result by Map** button on the search results map. Click the button again to disable the feature.

Sorting Search Results

The sort feature enables you to sort search results on up to three columns.

□ To sort search results:

1. Click the **Sort** button to open the sort options panel.
2. Select sort columns from the **Sort By** and **Then By** lists.
3. If necessary, click the ascending [] or descending [] buttons to change the sort direction.
4. Click the **X** to close the panel.

Filtering Search Results

Filtering hides search results that do not meet your filtering criteria. It does not permanently remove search results from the grid or gallery view.

You can filter search results by price, and/or by whether or not they are currently selected.

□ To filter search results:

1. Click the **Filter** button to open the filter options panel.
2. Select the desired filtering options.
3. To apply a price filter, click and drag the minimum/maximum markers on the price slider [].
4. Click the **X** to close the filter options panel.

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Viewing Listing Details

□ To view listing details:

- Click the details button [] next to a listing's ID label to go directly to its details screen.
- Click the **Details** button in the search task bar to open the details screen.

E-mailing Search Results

□ To e-mail listing reports:

1. If you are mailing from the search results screen, click the check box next to the listings you want to e-mail (you can skip this step if you want to e-mail all listings on the screen).
 2. Click the Email icon [] to open the e-mail options screen.
 3. Select the properties to send.
 4. Select the reports to send.
- Hold down the CTRL key while clicking reports to select more than one report.

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5. Click the **Email** button to open the send e-mail screen.

6. Type the recipients' e-mail addresses in the address boxes (**To** or **CC**).

To add someone in your contact list, or an MLS member:

- 6.1. Click the **To** or **CC** button to open the select recipients screen.
 - 6.2. If you want to e-mail someone in your contact list, select **Clients** from the **Search for** list. Select **Members** if you want to e-mail another MLS member.
 - 6.3. If you selected **Clients**, you can narrow the list by typing in the **Type Name** box. If you selected **Members**, type search criteria in the appropriate boxes, and click **Find** to display a list of matching members.
 - 6.4. Click a person's name in the list to select it.
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- 6.5. Click the **To**, **CC**, or **BCC** button to add the selected recipient's address to the corresponding field.
 - 6.6. When you have finished adding recipients, click **OK** to return to the send e-mail screen.
 7. Edit the subject line if desired.
 8. Edit the message text if desired. You can use the text editor to format your message.
 9. If the recipient has an enabled contact web site, select a delivery option:
 - Send a link to their web site
 - Send a link only to the included reports
 10. Click the **Send** button.

Printing Search Results

□ To print the search results grid:

1. Click the **Print** button [] to open the print options panel.
2. Select an item to print:
 - Single record. If you select this option, select the record to print from the list under the option.
 - If you have selected any records from the previous screen, the **Selected** option is available. Choose this to print the selected records.
 - All. Select this option to print all records from the previous screen.

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3. Select the **Results Grid** print option.
4. Select a **Paper** option.
5. Select a **Layout** option.
6. If desired, click the **Preview** button to see a print preview.
7. Click the **Print** button to open a print dialog.
8. Select your print options.
9. Click **Print**.

□ To print listing reports:

1. Click the **Print** button [] to open the print options panel.
2. Select an item to print:
 - Single record. If you select this option, select the record to print from the list under the option.
 - If you have selected any records from the previous screen, the **Selected** option is available. Choose this to print the selected records.
 - All. Select this option to print all records from the previous screen.
3. Select the **Reports** print option.
4. Select the reports to print from the **Reports to be printed** list:
 - The available reports are divided into groups. To expand or collapse

the report groups, click the triangle next to the group name.

- Select the check box next to a report name to include that report in the print job.
5. Click **Show Report Order** to expand the print options screen.
 6. Reorder the reports if desired:
 - 6.1. Click the report you want to move and hold the left mouse button.
 - 6.2. Drag the report to its new position.

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- 6.3. Release the left mouse button.
 7. If you want to collate the reports by record, rather than report type, select the **Collate reports with a to print each listing on consecutive pages** check box.

- For example, if you selected 3 records to print, and 2 reports for each, selecting this option would result in the following print order:

- Record 1: Report 1
- Record 1: Report 2
- Record 2: Report 1
- Record 2: Report 2
- Listing3: Report 1
- Record 3: Report 2
- Not selecting this option would result in this print order:
 - Record 1: Report 1
 - Record 2: Report 1
 - Record 3: Report 1
 - Record 1: Report 2
 - Record 2: Report 2
 - Record 3: Report 2

8. If desired, click the **Preview** button to see a print preview.

9. Click the **Print** button to open a print dialog.

10. Select your print options.

11. Click **Print**.

Getting Driving Directions from Search Results

□ [To get driving directions from the search results screen:](#)

1. Select the check box next to the listings you want directions to.
2. From the search task bar, click the directions icon [] to open the directions input screen. The selected listings' addresses will appear in the address list.
3. Add, remove, or reorder addresses as desired.
4. Select route options.
5. Click **Get directions**.

□ [To get driving directions for a listing directly from the map:](#)

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1. Right-click a listing "pin" on the map to open a context menu.
 2. Select an option (**Drive to here** or **Drive from here**) to open the driving directions input screen. Depending on the option you select, the listing's address will be in the starting or ending position.
 3. Add, remove, or reorder addresses as desired.
 4. Select route options.
 5. Click **Get directions**.

Detail View

Search Details

The search details screen displays in-depth information about each of the listings returned by a search.

Different types of information, such as listing reports, maps, tax data, and demographic information, are displayed in panels. You can specify which panels appear on the search details screen's main viewing area; you can also rearrange the panels to suit your preferences. Panels expand and collapse to make the best use of available screen space.

A **Links** section provides useful links to other sites and applications.

(All panels are shown below in their collapsed state.)

1. **Criteria button:** click to return to the search criteria screen.
2. **Results button:** click to return to the search results screen.

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3. **Results count:** displays the total number of search results and the number currently selected
4. **E-mail button:** click to e-mail listing reports.
5. **Print button:** click to print listing reports
6. **Customize button:** click to change which information panels appear in the main viewing area.
7. **Property list:** select a property from this list to display its details.
8. **Select box:** check this box to mark this property as selected.
9. **Property navigation buttons and indicator:** click the arrow buttons to move forward and backward through the search results.
10. **Page Contents:** contains links to the information panels currently visible in the main viewing area. Click a panel name to expand the panel in the main viewing area.
11. **Links:** contains links to other sites and applications, as well as any information panels not currently displayed in the main viewing area.
12. **Main viewing area:** contains listing information panels.

Customizing the Search Details Screen

You can specify which information panels you want to appear in the main viewing area. These panels will also be available from the **Page Contents** section. Panels that you do not wish to see in the main viewing area will still be available from the **Links** section of the search details screen.

□ [To customize the search details screen:](#)

1. Click the **Customize this Page** button to open the page preferences screen.
2. Click options to select or select them. Selected panels will appear in the main viewing area.
3. Click **Save**.

Rearranging Panels

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You can drag and drop information panels to rearrange them.

□ [To rearrange information panels:](#)

1. Use your mouse to move the cursor over the title bar of the panel you want to move.
2. Hold down the left mouse button.
3. Move the mouse to start dragging the panel, which will become semitransparent.
4. Drag the panel to the general area where you want to place it. As you move the panel, available spaces will appear as outlined rectangles.
5. Release the left mouse button to drop the panel in its new position.

Changing the Current Property

□ To view a different listing:

- Select a property from the **Property** list.
- Click the previous [] or next [] buttons to move through the results set.

E-mailing Reports from the Search Details Screen

□ To e-mail listing reports:

1. If you are mailing from the search results screen, click the check box next to the listings you want to e-mail (you can skip this step if you want to e-mail all listings on the screen).

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2. Click the Email icon [] to open the e-mail options screen.
3. Select the properties to send.
4. Select the reports to send.
 - Hold down the CTRL key while clicking reports to select more than one report.
5. Click the **Email** button to open the send e-mail screen.
6. Type the recipients' e-mail addresses in the address boxes (**To** or **CC**).
To add someone in your contact list, or an MLS member:

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- 6.1. Click the **To** or **CC** button to open the select recipients screen.
- 6.2. If you want to e-mail someone in your contact list, select **Clients** from the **Search for** list. Select **Members** if you want to e-mail another MLS member.
- 6.3. If you selected **Clients**, you can narrow the list by typing in the **Type Name** box. If you selected **Members**, type search criteria in the appropriate boxes, and click **Find** to display a list of matching members.
- 6.4. Click a person's name in the list to select it.
- 6.5. Click the **To**, **CC**, or **BCC** button to add the selected recipient's address to the corresponding field.
- 6.6. When you have finished adding recipients, click **OK** to return to the send e-mail screen.
7. Edit the subject line if desired.
8. Edit the message text if desired. You can use the text editor to format your message.
9. If the recipient has an enabled contact web site, select a delivery option:
 - Send a link to their web site
 - Send a link only to the included reports
10. Click the **Send** button.

Printing Listing Reports from the Search Details Page

□ To print the search results grid:

1. Click the **Print** button [] to open the print options panel.
2. Select an item to print:
 - Single record. If you select this option, select the record to print from the list under the option.
 - If you have selected any records from the previous screen, the **Selected** option is available. Choose this to print the selected records.
 - All. Select this option to print all records from the previous screen.
3. Select the **Results Grid** print option.
4. Select a **Paper** option.
5. Select a **Layout** option.
6. If desired, click the **Preview** button to see a print preview.
7. Click the **Print** button to open a print dialog.
8. Select your print options.
9. Click **Print**.

□ To print listing reports:

1. Click the **Print** button [] to open the print options panel.
2. Select an item to print:
 - Single record. If you select this option, select the record to print from the list under the option.
 - If you have selected any records from the previous screen, the **Selected** option is available. Choose this to print the selected records.
 - All. Select this option to print all records from the previous screen.
3. Select the **Reports** print option.
4. Select the reports to print from the **Reports to be printed** list:
 - The available reports are divided into groups. To expand or collapse the report groups, click the triangle next to the group name.
 - Select the check box next to a report name to include that report in the print job.
5. Click **Show Report Order** to expand the print options screen.
6. Reorder the reports if desired:
 - 6.1. Click the report you want to move and hold the left mouse button.
 - 6.2. Drag the report to its new position.
 - 6.3. Release the left mouse button.
7. If you want to collate the reports by record, rather than report type, select the **Collate reports with a to print each listing on consecutive pages** check box.
 - For example, if you selected 3 records to print, and 2 reports for each, selecting this option would result in the following print order:
 - Record 1: Report 1
 - Record 1: Report 2
 - Record 2: Report 1

- Record 2: Report 2
- Listing3: Report 1
- Record 3: Report 2
- Not selecting this option would result in this print order:
 - Record 1: Report 1

- Record 2: Report 1
 - Record 3: Report 1
 - Record 1: Report 2
 - Record 2: Report 2
 - Record 3: Report 2
8. If desired, click the **Preview** button to see a print preview.
 9. Click the **Print** button to open a print dialog.
 10. Select your print options.
 11. Click **Print**.

Information Panels

Each information panel on the search details screen displays a specific kind of information about the listing, such as map location, area demographics, or photos.

You can customize which panels appear in the main viewing area. These panels have a corresponding link in the Page Contents section of the search details screen, from which you can expand the panel. Panels that you have chosen not to display are still accessible from the Links section. Clicking a link opens the panel in a new window.

□ To expand a panel:

- Click the panel's expand button [].
- Click the panel's link in the **Page Contents** section.

□ To collapse a panel:

Click the panel's collapse button [].

□ To remove a panel:

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Click the panel's close button []. If you remove a panel by mistake, you can restore it by clicking the Customize this page button and selecting the panel from the page preferences screen.

The Listing View Panel

The listing view panel displays a detail report for a listing. A slider enables you to zoom in and out for easier viewing.

□ To change detail reports:

Select an available detail report from the list in the listing view panel's title bar.

□ To zoom in and out of a detail report:

1. Put your cursor over the triangle on the magnification slider.
2. Hold down the left mouse button.
3. Drag the slider to the left or right to set the magnification.
4. Release the left mouse button.

The Photo Gallery Panel

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The photo gallery panel displays a listing's photos.

Move your cursor over a thumbnail image on the right to see it in the main display on the left.

The Attachments Panel

The attachments panel displays any attachments associated with the listing.

Click an attachment link in the **Filename** column to open it.

You can sort the list by clicking a column heading.

The Map Panel

The map panel displays the listing's location on a map.

The History Panel

The history panel displays a listing's MLS activity. You can sort the list by clicking a column heading.

The Open House Panel

The open house panel displays open house data for a listing. You can sort the list by clicking a column heading.

The Demographics Panel

The demographics panel displays demographic data about a listing's area.

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Move the cursor over a chart section to see a pop-up display.

Member Search

The member search feature enables you to locate other MLS members. You can access the member search screen from the **Search** menu.

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Fusion Map Display Options

Fusion MLS Maps

The Fusion MLS map displays listings returned by a search, and enables you to create map-based searches. Two panels (map view control and map tools) provide controls for manipulating the map

1. Map view control panel: enables you to adjust the map.
2. Map tools panel: enables you to draw map searches. Only available from the search map.

Mapped listings appear as “pins” on the map. Pins are color-coded by status.

[Maps: Map View Control Panel](#)

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Map View Control Panel

The map view control panel contains controls that enable you to manipulate the map: change the view, zoom in and out, and pan. You can collapse the panel to see more of the map.

□ [To collapse and expand the map view controls panel:](#)

When the panel is expanded, click the collapse button []. The panel will collapse to a single button []. To restore the panel, click the button.

Map Tools Panel

The map tools panel contains controls for moving the map and creating map searches. You can collapse the panel to see more of the map. This panel is only available from the search criteria screen.

□ [To collapse and expand the map tools panel:](#)

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When the panel is expanded, click the collapse button [] to collapse it.

When the panel is collapsed, click the expand button [] to expand it.

Zooming and Panning the Map

□ [To pan the map:](#)

- From the map view control panel, click an arrow on the pan control [] to pan the map in that direction.

- From the map tools panel, click the **Move Map** button []. Move your cursor over the map (the cursor's shape will change to resemble a hand []). Hold down the left mouse button and drag the map (if the map tools panel is not available, you can still drag the map with the mouse).

- **To zoom in and out:**

Click the zoom in [] and zoom out [] buttons on the map view control panel.

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Map Views

Map views are different ways of displaying map information. Fusion MLS offers several map views.

Road View

Road view displays a road map.

Aerial View

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Aerial view displays a photographic image taken from above.

Hybrid View

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Hybrid view displays an aerial photograph with a road map overlay.

Birdseye View

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Birdseye view displays a close-range aerial photograph of the area currently in the center of the map. Birdseye view may not be available if the map zoom level is too far out, or if there are no buildings in the area.

Changing Views

- **To change map views:**

Click one of the map views available in the map view control panel:

- **Road**
- **Aerial**
- **Hybrid**
- **Birdseye**

Driving Directions

The Fusion MLS directions feature enables you to get driving directions for up to 10 map locations. You can generate driving directions from a search results list, or directly from a point on the map.

Driving Directions Input Screen

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The input screen is where you specify the addresses for which you want driving directions, and in what order you want them to appear. You also select route options from the input screen.

Adding Addresses

- **To add an address to the driving directions input screen:**

Select an option from the **Add Start Location** or **Add End Location** list:

- **New Location:** creates a blank address box
- **My Office:** adds an address box populated with your office address

Removing Addresses

□ To remove an address from the driving directions input screen:

Click the **X** next to the address box.

Reordering Addresses

□ To change the order of addresses on the driving directions input screen:

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1. Click the numbered button next to the address and hold the left mouse button.
2. Drag the address to a new position in the address list.
3. Release the mouse button.

Route Options

Route options determine how the driving directions are calculated and displayed.

- **Display:** how the instructions appear on the output screen (e.g., text only, text with point-to-point maps).
- **Round trip:** select this option if you want Fusion MLS to calculate round-trip directions.
- **Route:** how Fusion MLS calculates the routes between points (e.g., shortest distance, shortest time, avoid toll roads, prefer highways).
- **Distance in:** how distances are expressed (miles or kilometres).

You can set the route options from both the input and output screens.

Driving Directions Output Screen

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The output screen displays driving directions between the addresses you specified on the input screen. You can also revise, print, and e-mail directions from the output screen.

Reverse Directions

□ To reverse the order of the addresses on your route:

From the output screen, click the **Reverse Route** button.

Revising Your Route

□ To revise your route:

From the output screen, click the **Revise Route** button to return to the input screen.

Printing Driving Directions

□ To print driving directions:

1. From the output screen, click the **Print** button to open a print dialog
2. Specify your desired print settings and click the **Print** button.

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E-mailing Driving Directions

□ To e-mail driving directions:

1. From the output screen, click the **Email** button to open the Fusion MLS e-mail screen.
2. Type an e-mail address in the **To** box. Add CC and BCC addresses if desired.
3. Type a subject in the **Subject** box.
4. Edit the text if desired.
5. Click the **Send** button.