FOR YOUR REFERENCE

Web Address: http://vbr.net

Support ID: **2790**

Support Contact Info
E-mail: mls@rapattoni.com
Telephone: 1-866-730-7114

Support Hours
7:00 a.m. – 6:00 p.m. Mon–Fri
8:00 a.m. – 1:00 p.m. Saturday

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Orientation for
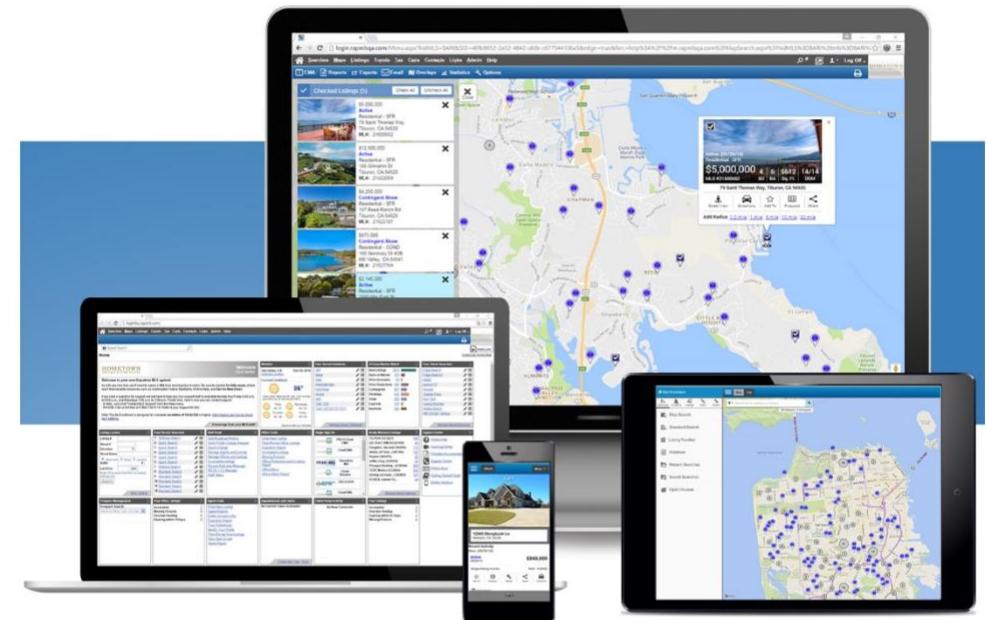
Rapattoni MLS

Welcome to the Rapattoni MLS system! Today you will be introduced to the many exciting features of Rapattoni MLS. The following agenda gives an overview of what will be covered in today's training. Please note that some of the topics may not be presented in the order listed here.

Personalize the MLS
- Set up preferences, such as search defaults
- Set up your profile page and add your picture
- Set up Email Alerts
- View your office activity (only available for brokers and office managers)
- Listing Syndication

Mapping
- All Mapping is powered by Google
- Integrated Map Layers and Routing on the Interactive Map
- Driving Directions, Routing and Map Report

Running Exports & Statistics
- Select listings and run exports
- View statistical data and run reports and charts
- Design your own custom exports

Custom Report Writer
- Overview of the report writer tool
- Copy and modify existing reports
- Create reports from scratch
- Publish templates

CMA
- Review "Find Comparables" feature
- Run a simple CMA report or use the "CMA Package" feature to create a complete presentation

Contacts & Prospects
- Enter your contact and prospect information
- Have the system automatically email your prospects when new listings hit the MLS
- Create tasks and appointments
- Use Reverse Prospecting to find agents with potential buyers for your listings
- Client portal activity

IDX
- Review suite of real-time Internet Data Display links, including Lead Generation

Listing Input
- Learn how to enter listings, copy listings, and use the "Incomplete Listings" feature

Mobile Rapattoni Edge MLS
- Run searches, mapping, and directions
- Revise your listings on the fly