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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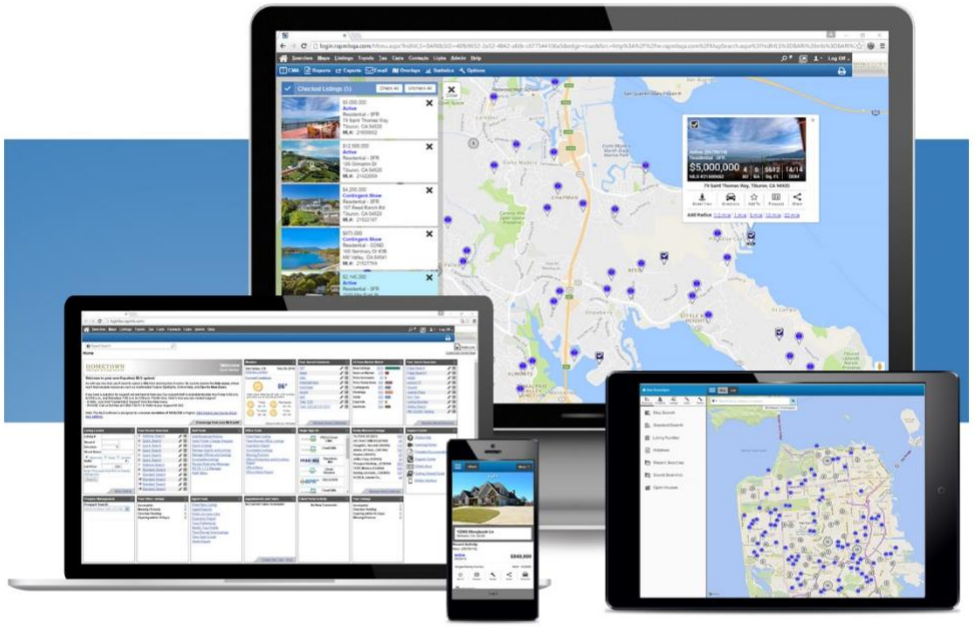
Orientation for RapattoniMLS



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.

Accessing the MLS

Review the MLS web page, public links, logging on and off.

Review the MLS Home Page

- Learn how to customize the Homepage dashboard
- Review homepage modules including

Navigation & Help

See how easy it is to get around the MLS using the menu bar and action bar. Save time with the Multi Sessions feature. Explore the Help tools.

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

Searches and Displays

- Use different search types – Standard, Interactive Map Search, Hotsheet, Quick Search, and more
- Save your favorite searches
- Set up your own Custom Search template
- Change sort and display options
- Add listings to an existing Prospect Cart

Mapping

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

Multiple Listing Carts

- Create as many Listing Carts as you like
- Add a name and description for each cart

Custom Grid Displays

- Create custom Grids per property type
- Sorting and grouping results on the fly
- Adjusting column width

Email

- Email listings
- View your sent email history

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

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