



METROLIST
PrimeAccess[®]
System Manual

The value of information. The power of insight.SM



METROLIST[®]

Table of Contents

Section 1: Getting Started

Your New MLS System, PrimeAccess	2
The PrimeAccess Advantage.....	2
PrimeAccess System Requirements.....	2
Popup Blockers.....	2
Receiving PrimeAccess Emails.....	3
Third-Party Software.....	3
PrimeAccess Sign In	3
PrimeAccess Navigation.....	4

Section 2: Portal

Portal Features.....	6
Searches.....	6
Quick Search.....	6
Saved Searches & Prospects	6
Inventory.....	6
Search History.....	6
Saved CMAs	7
Messages.....	7
InstanetForms plus DocBox.....	7
Training & Education	7

Section 3: My Listings

Add Listing.....	9
-------------------------	----------

Entering Listings	9
Change Listing	11
Changing Listings	11
Photo Upload.....	12
Ghost Listing.....	13
Refresh Listing	14
Inventory.....	15

Section 4: Searches

Power Search	17
Customizable Search Fields.....	17
PrimeAccess Maps.....	18
Saving your PrimeAccess Search.....	19
PrimeAccess Prospect	21
Express Search	23

Section 5: Search Results

Working with Search Results.....	25
Results Tab.....	25
Viewing Listings.....	26
Summary Tab	27
Statistics Tab	27
Prepared By Tab	27
Reports Tab.....	28
Export Tab	28

Section 6: Public Records

Search	30
Results Tab.....	30
Property Detail	31
Summary Tab	31
Statistics Tab	31
Prepared By Tab	32
Reports Tab.....	32

Section 7: My Searches

Saved Searches	34
Recall Searches & Prospects.....	34
Search History.....	35
Recall Searches	35
Manage Searches	35

Section 8: CMAs

Saved CMAs.....	37
Create a CMA.....	37
Comparables Tab.....	37
Subject Tab	37
Adjustments Tab.....	38
Net Equity Tab.....	39
Prepared For Tab.....	40
Prepared By Tab	41
Reports Tab.....	41

Section 9: Tools

Market Intel	43
Residential Snapshot	43
Report Selection	43
Financial Calculators.....	45
Office Search.....	46
Search Results.....	46
Broker Search.....	47

Section 10: Account

Preferences	49
Search Preferences	49
Report Preferences	49

Section 11: PrimeAccess Mobile

Search the MLS	51
-----------------------------	-----------

METROLIST
PrimeAccess[®]

System Manual

Section 1: Getting Started

PrimeAccess is designed specifically for Colorado real estate professionals. With this powerful business platform, innovative technology is at your fingertips. PrimeAccess is based on extensive customer research and designed for the way you do business.

The value of information. The power of insight.SM



METROLIST[®]

Your New MLS System, PrimeAccess

PrimeAccess is intuitive and easy to learn, featuring a customized interface that increases efficiency. PrimeAccess is packed with powerful tools including PrimeAccess Search, CMA, and Public Records. PrimeAccess also boasts Colorado's premier mapping solution, complete InstantForms plus DocBox integration, mobile access to the MLS, and more.

The PrimeAccess Advantage

- **Purpose-built** - Developed specifically for the way you do business.
- **Dynamic** - Latest features delivered through continual enhancements.
- **Professional** - Business tools for sophisticated, high-quality presentations.
- **Convenient** - Learn new features with ease.

PrimeAccess System Requirements

PrimeAccess is a web-based tool. You must have internet access to sign in to and use PrimeAccess. PrimeAccess is designed for, and displays best using the latest version of **Microsoft Internet Explorer**. Other web browsers, such as Mozilla/FireFox, Safari, and MSN web browser, are not designed for, and are not supported by MetroList. You may have limited success using these browsers while accessing Prime Access, but all Prime Access features (such as Map search or report generating) may not be available or functional.

Popup Blockers

Some aspects of PrimeAccess use popup windows therefore, it is recommended that popup blocker be turned off, or set to accept popups from the PrimeAccess domain.

Internet Explorer's Popup Blocker

To allow popups in PrimeAccess without disabling the Internet Explorer popup blocker:

1. Open Internet Explorer.
2. Under **Tools**, select **Pop-up Blocker**.
3. Select **Pop-up Blocker Settings**.
4. In the **Address of website to allow** window, enter **<http://newmls.metrolist.com>**.
5. Click **Add**, and then click **Close**.

Third-party Popup Blockers

Third-party web browser add-ons such as the **Yahoo! Toolbar** and the **Google Toolbar** may also contain popup blockers.

To disable third-party popup blockers:

1. Open Internet Explorer.
2. Under **View**, select **Toolbars**.
3. Deselect the toolbar you wish to disable (Yahoo!, Google, etc.).

Some toolbars may have an option to allow popups from specific websites. Consult the manufacturer instructions for assistance.

Security/Anti-Virus software (Norton, McAfee, AVG, etc.) may also contain popup blockers, and must be configured to allow popups in your internet security. Consult the manufacturer instructions for assistance.

Receiving PrimeAccess Emails

To ensure that you (and your clients) receive PrimeAccess emails, add the Metrolist domain (metrolist.com) to the email client's "white" or "allow" list. Emails from PrimeAccess may be filtered in to your Junk/Spam email folder.

Third-Party Software

- **Adobe Reader** - PrimeAccess contains PDF reports or documents that require the installation of the latest version of Adobe Reader. Adobe Reader is free software and comes installed on most Internet connected computers. To download the latest version, go to www.adobe.com.
- **Adobe Flash Player** - PrimeAccess may contain some elements that require the installation of Adobe Flash Player. Adobe Flash Player is free software and comes installed on most Internet connected computers. To download the latest version, go to www.adobe.com.

PrimeAccess Sign In

Your new MLS system, PrimeAccess, is designed specifically for the Colorado real estate professionals. With this powerful business platform, innovative technology is at your fingertips. PrimeAccess is intuitive and easy to learn, featuring a customized interface that increases efficiency.

1. From the Metrolist homepage, enter your Username and Password and click **Go to PrimeAccess**. This will take you to PrimeAccess Portal.
2. When you complete your session, click **Sign out** before closing your browser.

PrimeAccess Navigation

The navigation bar in PrimeAccess gives you quick, easy access to Portal, Searches, Public Records, My Searches, Saved CMAs, Tools and Account from anywhere in PrimeAccess.

- **My Listings** - Add, Change, Photo Upload, Ghost Listing, Refresh Listing, Inventory
- **Searches** - Express, Power, Easy, MLS#, New Listings, Address, Grid, Map/Section, Zip
- **Public Records** - Search
- **My Searches** - Saved Searches, Search History
- **CMAs** - Saved CMAs
- **Tools** - Market Intel, Financial Calculators, Office Search, Broker Search
- **Account** - Preferences

Assistance

The PrimeAccess navigation bar also contains several levels of communication to assist you in using PrimeAccess.

- **Help** - A convenient link to the PrimeAccess System Manual, including instructions and important and relevant notes.
- **Feedback** - An on-screen feedback form, available from anywhere within PrimeAccess.
- **Contact** - Easily find Metrolist contact information from PrimeAccess.



System Manual

Section 2: Portal

PrimeAccess Portal is your gateway to all PrimeAccess functionality. Portal displays a summarized record of your saved and/or recent work and allows convenient recollection of saved activities.



Portal Features

Searches

Provides quick access to any PrimeAccess Search.

- **Power** - The most comprehensive list of search criteria with the ability to customize, name and save.
- **Express** - A powerful tool that allows easy data entry for fast search results.
- **Easy** - Simple searches using the most commonly used search criteria.
- **MLS #** - Search up to 25 listings by MLS number.
- **New Listings** - Locate new listings added to the MLS within the past 30 days.
- **Address** - Search by listing address or within an address range.
- **Grid** - Access listings using North/South and East/West boundaries.
- **Map/Section** - Search using the Mapsco Denver Regional Street Atlas.
- **Zip** - Search up to 15 unique zip codes.
- **Public Records** - Search for property tax information and deed data.

Quick Search

Quickly search for listings by MLS number, or address.

1. Enter up to 10 MLS numbers (separated by a comma), or a specific address or address range and click **Search**.

Saved Searches & Prospects

Access and edit up to 50 Saved Searches and up to 50 Prospects.

Inventory

Stay on top of your listings with convenient cataloging of the list and expiration dates.

Search History

Search History provides a summary of up to 50 of your most recent searches. Return to a set of search results or to the search criteria entered with a single click.

Saved CMAs

With up to 50 saved Comparative Market Analyses (CMAs) available from Portal, conveniently access and edit your CMAs.

Messages

View important messaging from Metrolist regarding maintenance and outages to PrimeAccess.

InstanetForms plus DocBox

This convenient access to Instanet automatically signs you out from PrimeAccess and in to Instanet.

Training & Education

Access valuable training information as well as online training demonstrations.



System Manual

Section 3: My Listings

Ensure that your listings reach the largest network of real estate professionals in Colorado. Use PrimeAccess to enter or update your listing details with accurate, descriptive information that sells the property's finest features.

The value of information. The power of insight.SM



METROLIST[®]

Add Listing

Add your listings to the MLS. Accurate and complete listing data is imperative to ensure listing integrity. As a courtesy to your real estate colleagues, take your time (no access fee) to ensure that your listings are complete and correct. Please enter only accurate information into the required fields, denoted by an asterisk (*).

1. To **Add New Listing**, select the **Property Type** and **Status** and click **Add**.
- or -
2. To **Finish an Incomplete Listing**, select the **Listing to complete** and click **Add**.
- or -
3. To **Add Temp Listing**, select the **Property Type** and click **Add**.

Entering Listings

1. Select the **County** from the drop-down menu.
2. Enter the property's **PIN**, or Parcel Identification Number. Entering the PIN will auto-populate many of the required fields. Please do not change any of the information populated by the PIN.
3. Enter the listing information until the listing is complete.
4. Double check that all fields are accurate and correct (especially price and current list date), and comply with the MLS Rules & Regulations.
5. Click **Submit listing**.
6. View your new listing in PrimeAccess and double-check that everything is accurate.

Notes

- **Grid** - Based upon the hundred-blocks of Denver street grid with the center, or zero point, at the corner of Broadway and Ellsworth.
- **Internet Ads** - An option specified in the listing contract that allows the listing to be displayed on public websites such as REcolorado.com, Realtor.com, IDX sites, and ListHub distribution channels to increase listing exposure.
- **Limited Service and Entry Only** - Limited Service and Entry Only refer to the service level a listing broker offers their client. Because these are mutually exclusive fields, selecting YES for one auto-populates the other with NO. If the listing broker intends to offer their client full service, NO may be selected for both Limited Service and Entry Only fields.
- **Map Number/Section** - Refer to the current Mapsco Denver Regional Street Atlas for Map Number and Section if these fields are not auto-populated.

- **Prospect Reservation** - Allows the seller to specify in the listing contract, a list of potential buyers who take precedence over all other interested parties. If anyone from the seller's list purchases the property, the listing broker does not receive compensation.
- **Session Timer** - The session timer allows 30 minutes to complete a listing form; if the listing is not finished in that time, a prompt to **Sign out** or **Continue** will appear.
- **Description (quick entry)** - This convenient feature utilizes the established two-letter codes from the Legacy system for fast and familiar entry. Simply enter a two-letter code and it will automatically be selected on the list below (select up to 34).
- **Public Remarks** - Public Remarks include information that will be published to the public in various formats (websites, brochures, fliers, etc.) and should not contain information of a confidential or sensitive nature. Public Remarks should not contain contact information, or advertisements and may only include descriptive attributes that detail the property being listed.
- **Broker Remarks** - Broker remarks may include information intended to be communicated to other real estate professionals using the MLS system, but should not be communicated to the public. Broker Remarks may be used to exchange contact information and include further property details.

For definitions of many of the Add Listing fields, consult the Glossary of Terms section of the MLS Rules & Regulations.

Change Listing

Edit or change your listings in the MLS. Accurate and complete listing data is imperative to ensure listing integrity. As a courtesy to your real estate colleagues, take your time (no access fee) to ensure that your listings are complete and correct. Please enter only accurate information into the required fields, denoted by an asterisk (*).

1. To change your listing, under **By Listing #**, enter a **Listing #** and click **Edit**.
-or-
1. To change a listing by listing agent, select an agent and a listing from the **Listing Inventory by Agent** drop-down menus and click **Edit**.

Changing Listings

1. Update the listing information.
2. Double check that all fields are accurate and correct (especially price and current list date), and comply with the MLS Rules & Regulations.
3. Click **Submit changes**.

Reporting Status Changes

When the status of a listing changes to Under Contract, Withdrawn or back to Active, it must be reported to the MLS within three business days.

Reporting Sales

Sold information must be reported by the listing broker within three business days from the date of closing and may only be reported once. There are 10 required sold fields that must be completed when reporting sales: Sale Concession Amount, Sale Concession Type, Seller Down Payment Assistance Amount, Seller Type, Selling Company ID, Sold Agent ID, Sold Date, Sold Price, Sold Term and Under Contract Date.

For more information about complying with the MLS Rules & Regulations when changing your listing status, please view the Reporting Status Changes and Sales flyer.

Photo Upload

Photo Upload allows you to add up to 10 property photos to a new or existing MLS listing. To upload photos to PrimeAccess you must disable any popup blocking software installed on your computer. The photo upload feature uses popup windows to guide you through the process of uploading the photos into your listing.



1. To add property photos to your listing, under **Upload Photo(s) for a Listing** enter the **Listing #**, and click **Upload Photo**.
2. Under **File**, click **Browse**.
3. Select a photo from your hard drive (must be in .jpg, .gif, or .bmp format) and click **Open**. Maximum size to upload is 10 MB.
4. Select the **Placement** (A-J) then click Upload. Photo A is the primary property photo and must be specific to the property.
5. Click **Upload**.
6. Check that the photo's appearance is satisfactory and then click **Continue**. An upload confirmation page will display.
7. To return to Photo Upload, click **Upload Photo**.

Notes

- Property photos may contain text caption, borders and watermarks, but may not contain advertising (logos, branding, contact info, etc.).
- Property photos should be no less than 640x480 pixels and display best when formatted using a 4:3 (w:h) aspect ratio.

Ghost Listing

The Ghost Listing function allows property listings to be added to multiple MLS Areas. Ghost Listings are \$10 per listing, per MLS Area.

1. Enter a **Listing Number** and click **Ghost**.
2. In the **Area List** box, select the MLS Areas you wish to Ghost your listing into and click  to move them into the **Selected** box.
3. Remove MLS Areas by selecting then clicking .
4. Click **Submit** to purchase **Ghost** listings (the amount to be billed will be displayed).

Refresh Listing

Refresh Listing withdraws a current property listing and resubmits it as a new listing with a new listing number. Once a listing is refreshed, it appears as a new listing in the MLS. There is a \$10 fee for each refreshed listing.

1. Enter the **Listing Number**.
2. Click **Refresh**.
3. Verify that the property information to be refreshed is correct.
4. Enter the **Expiration Date** of the listing contract.
5. Select **Old Photo** to keep the existing listing photo(s) or **New photo** to upload new photos for the listing.
6. Click **Refresh**. The message "Success: Your listing has been refreshed" will appear with a new listing number. The withdrawn listing number and amount charged to the account will also be displayed.

Inventory

Inventory is a detailed account of and access point to your listing inventory. Filter your listings and track your inventory with convenient cataloging of the list and expiration dates.

1. To filter your listing inventory, enter your criteria and click **Filter**. The filtered list of your inventory is shown under Inventory, and up to 200 of your listings are displayed on the map.

- or -

1. To print your listing inventory, click **Print**.

Notes

- **Expiration Date** - Asterisks are used under the **Expire** column to notify you of listings that are expiring soon (**=expiring in 2 weeks, *=expiring in 1 week).



System Manual

Section 4: Searches

PrimeAccess search capabilities provide a wide range of options for your diverse business needs. Use PrimeAccess Power Search to conduct specialized system searches quickly and conveniently using ready-made search criteria. Or, find your client's dream home anywhere along the Colorado Front Range by creating and saving a completely customized search using the most comprehensive search criteria available.

Power Search

Experience the Power of PrimeAccess. Conduct in-depth searches meeting the needs of any client with the most comprehensive search criteria available. Use Power Search to build and save customized searches and set-up Prospects to keep your clients informed of new listings that match their interests.



PrimeAccess Power Search is designed to work the way you do. The power of Power Search comes from its ability to load base PrimeAccess Searches, then add and save additional fields and criteria to meet your searching needs.

1. To select your base search, under **Change Search**, select a Search using the drop-down menu (default is Easy Search), or select a saved search from the **Saved Search** drop-down menu.
 - **Easy Search** - Provides a simple search with common search criteria, used for fast results when conducting more general or preliminary searches.
 - **MLS# Search** - Search up to 25 listings by MLS listing number.
 - **New Listing Search** - Search for listings that were entered into the MLS, have changed status, or have changed price during the specified timeframe
 - **Address Search** - Find up to five specific addresses or ranges using the Address Search.
 - **Grid Search** - Search a specific grid by defining North, South, East and West boundaries.
 - **Map/Section Search** - Use your Mapsco Denver Regional Street Atlas to search for properties.
 - **Zip Search** - Find listings using up to 15 unique five-digit zip codes.
2. Enter your search criteria including customized search fields (see below).
3. Name and save your search (see below).
4. Define your search area using PrimeAccess Maps (see below).
5. Click **Search**. If the number of matching records exceeds 200 or your Bypass Limit, click **Show Results** to display the search results (max 200).
- or -
 2. Click **How Many** to display a count of matching records.

Customizable Search Fields

Using the Advanced section of Power Search, you can build a tailored search from top to bottom consisting of any combination of available fields.

1. To view all of the available search fields, under **Fields**, select **All** (select **Frequently Used** for a list of only the most common fields).

2. Highlight the desired fields in the **Available** window, and click  to move the field to the **Selected** window. To remove a field from the **Selected** window, highlight it and click . Select multiple fields by holding the **Ctrl** key and clicking on the desired fields.
3. Once all the desired search fields appear in the **Selected** window, click **Apply** to add those fields to your search in the **Additional** section. To return the fields to the system preset, click **Cancel**.

PrimeAccess Maps

PrimeAccess Search gives you the ability to accurately define your search criteria using Colorado's premier MLS mapping solution. This powerful tool allows you to search using an interactive map that includes streets, highways, neighborhoods, cities, boundaries, buildings, and geographic features.

Define Your Search Area

Use the Radius, Rectangle, or Polygon drawing tools to define your search area.

- **Rectangle** - Select the Rectangle search tool. Click and drag until the rectangle covers the desired search area, then release.
- **Radius** - Select the Radius search tool. Click and drag until the circle covers the desired search area, then release. To automatically draw a Radius around a specific location, enter an **Address** and the **Radius** distance (0.1-5.0 miles), then click **Update map**.
- **Polygon** - Select the Polygon search tool. Click and release on each desired point (max 10) to create a polygon on the map. Right-click or connect back to the first point (highlighted in red) to complete the polygon.
- **Clear** - Click to erase the defined search area and start over.

Change Map Views

You can view your map in Road, Aerial or Bird's Eye views. On the control bar, click any of the following options:

- **Road** - Road map of streets, highways, neighborhoods, cities, boundaries, and related features.
- **Aerial** - Photo map of buildings and geographical features as well as streets, highways, neighborhoods, cities, boundaries, and related features.
- **Bird's Eye** - Low angle, high resolution, aerial map. Rotate the map in 90° degree increments by clicking **Rotate clockwise** or **Rotate counter-clockwise**.

Pan the Map

- Click one of the four directional arrows on the control bar.

- Click and drag the map in any direction.
- Use the arrow keys on your keyboard (when map is active).
- In the upper-right corner of the map, click within the mini map and drag until the desired map is in the viewable area (light blue box).
- To reset the map on the original position, click the center of the four directional arrows.

Zoom In

- On the control bar, click +.
- Move the slide bar towards the +.
- Press the plus key (+) on your keyboard (when map is active).
- Scroll up on you mouse scroll wheel.
- Double-click anywhere on the map. This also centers the map on the area where you clicked.

Zoom Out

- On the control bar, click -.
- Move the slide bar towards the -.
- Press the minus key (-) on your keyboard (when map is active).
- Scroll down on your mouse scroll wheel.
- Hold down ALT key (on your keyboard), and then double-click anywhere on the map. This also centers the map on the area where you clicked.

Using the Mini Map

The mini map, located in the upper right corner of the map, provides a visual reference of the viewable map area.

- Click and drag the mini map in any direction to change location of the main map. The main map will display the area that is inside the light blue box.
- To hide the mini map, click the arrow in the lower left corner of the mini map.
- To display the mini map, click the arrow in the upper right corner of the map.

Saving your PrimeAccess Search

Saving your search now will save you time later. You can store sets of frequently used search criteria and conveniently recall and reuse custom searches or templates.

1. Under **Save Search & Prospect**, enter a **Name** and click **Save**.

Notes

- To view statistics for listings matching your search criteria (regardless of number matched) click **Statistics**, or click **How many** to display a count of matching records.
- To view a summarized list of entered search criteria, under **Search Summary**, click **Update search summary**.
- **Value Ranges** - Several search fields will accept a specific value, a range of values, or a minimum value. *Ex: Enter "3" to indicate a value of 3. Enter "3-5" to indicate the value range from 3 to 5. Enter "5+" to indicate all values greater than or equal to 5.*
- **Multiple Values** - Many search fields will accept up to 10 different criteria separated by a comma. *Ex: Enter "Colorful, Updated, Clean, Bright, Shade Trees, TLC, Shopping, Light Rail" in the Remarks field to search for listings which include one or more of the criteria in the listing remarks. Common fields that use this form of entry include city, sub area, remarks, builder, model, etc.*
- **Price** - System default for Price is set at thousands (\$000s) to provide fast entry of specific price or price range. *Ex: Enter 200 to indicate \$200,000.*
- **Begins with** - For text entry fields selecting the Begins with checkbox will retrieve listings that begin with the entered criteria. *Ex. Entering LONE and selecting Begins with under sub area will return results for Lone Pine but not Malone Lake sub areas.*
- **Zero Point** - The N/S Range and the E/W Range can cross the zero points (Broadway & Ellsworth). *Ex: N 300 (3rd Avenue) to S 300 (Alameda); E 300 (Grant) to W 300 (Cherokee).*
- **PrimeAccess Maps** - When using the Map, the system will only retrieve listings that match both the entered search criteria and are within the search area designated on the map. Use of specific geographical criteria, such as Area, Sub Area, Address, Grid, Map/Section, City, County, Zip, may cause listings to be excluded. *Ex: Defining your search area on the map using a one mile radius around Washington Park, but entering BRM Broomfield as the area will likely return zero search results.*
- **Shared Listings** - Shared Listings (IRES and PPAR) contain some fields that do not have an exact match from MLS to MLS. To make these fields distinguishable, they are displayed in italics. Any searches that include these fields may not return shared listings in your Search Results. *Ex: The ability to search for a home by the direction it faces is unique to Metrolist. Searching by Faces will only match Metrolist listings.*
- **Complex Search Logic (Or, And, Not)** - Several search fields contain Complex or Boolean Search Logic, meaning that you can link commands (And, Or, Not) to your search criteria in order to narrow or expand a search. *Ex. Selecting NOT and Short Sale under Terms, will exclude any listings that have been entered with Short Sale selected in the terms, from your Search Results.*
- **Days Back** - Search by a specific number of Days Back (B=beginning of month, T=today), select a starting date, or select the Since Last Run checkbox. Select from the Days Back options.

- **New** - Includes listings that were entered into the MLS during the specified Days Back timeframe.
- **Status** - Includes listings that have changed status during the specified Days Back timeframe.
- **Price** - Includes listings that have changed price during the specified Days Back timeframe.
- To draw a radius around a specific address using the Map, enter the Address and a Radius distance, then click Update map. The search area will be automatically drawn on the map.

PrimeAccess Prospect

Send automated emails with new listings that match your client's criteria as soon as they become available. Set up a Prospect to easily keep your clients informed with the most current MLS data. Send personalized emails and save client contact information.

1. To set up a Prospect based on your entered search criteria in PrimeAccess Power Search, under **Save Search & Prospect**, enter a **Name** and click **Prospect** (make certain Prospect Match Email is set to YES).
2. To activate the Prospect, select the checkbox adjacent to **Schedule Prospect**.
3. Enter your Prospect information.
4. Click **Save**. To return to the previous page without saving, click **Cancel**.

Notes

- **HTML Email** - Emails will be sent in HTML format. If you experience missing photos or inactive links, the email program may not be set to HTML format. Please refer to email program Help for assistance in changing the format.
- **Schedule** - Scheduled Prospects are run every day, around midnight. Matched listings for all Scheduled Prospects are sent via email. Brokers will receive one email for all Scheduled Prospect(s).
- **Days Back** - Days Back applies to the next run of your PrimeAccess Prospect. Ex. By entering 3 in the Days Back, your next prospect email will include news listings from the past 3 days.
- **Notes** - The Notes field is for your notes about your client or prospect and will not be sent with your prospect emails. Information in the Notes field can only be accessed using your Metrolist Username and Password. Metrolist will not share any information that you store and manage in the Notes field.
- **Client Email** - The client version of Prospect emails can be sent to up to three email addresses. Select **CC Me** to have a copy of the client email sent to your email address. Click the preview envelope to view a sample client email.

-
- **Email Subject/Body** - The email subject and body are automatically populated. You can manage how your prospect emails to your clients appear by editing, deleting or adding to these fields.
 - **Contact** - The contact information for your clients is for your use only and can only be accessed using your Metrolist Username and Password. Metrolist will not share any information that you store and manage in the Contact fields.
 - **HTML Emails** - Emails will be sent in HTML format. If you experience missing photos or inactive links, the email program may not be set to HTML format. Please refer to email program Help for assistance in changing the format.

Express Search

This powerful tool provides five key search options: MLS #, Address, Zip Code, Area and Sub Area. Combining pull-down menus and keyboard entry allows users of all experience levels to retrieve quick results.

1. Select a **Search type** from the drop-down menu.
2. Enter search criteria in the adjacent field.
3. Click **Search**. If the number of matching records exceeds 200 or your Bypass Limit, click **Show Results** to display the search results (max 200).
- or -
4. Click **How Many** to display a count of matching records.

Notes

- **Property Type** - Select from the drop-down menu or leave blank for all property types.
- **Days Back** - Enter 1 to 31 or type **B** to indicate the beginning of the month
- **Price** - System default for Price is set at thousands (\$000s) to provide fast entry of specific price or price range. *Ex. Enter 200-240 to indicate \$200,000 to \$240,000 or enter 350+ to indicate \$350,000 and more.*
- **Address** - Enter a specific street address or a value range. *Ex: Enter 100 Main St. or enter 100-200 Main St. to search for multiple addresses.*
- Zip searches allow for entry of up to 10 zip codes using a single data entry field. When searching for more than one zip code, a comma must separate each entry. *Ex: 80129, 80111, 80002, etc.*
- The system will retrieve listings that contain the specified Sub Area. *Ex: Entering LONE will return results for both Lone Tree and Malone Lake sub areas.*



System Manual

Section 5: Search Results

Search Results are used to evaluate and manage listings as well as send or print listing information. This step-by-step tool allows you to take a detailed look at listings, statistics and more. Use Search Results to send professional listing and stats reports to your clients.

Working with Search Results

Results Tab

Search Results are displayed on the map and in an easy-to-read summary. Select listings for Statistics, Reports, and Export tabs.

Map



Active (blue)



Under Contract (violet)



Sold (red)



Withdrawn/Expired/Temporarily off the Market (gray)



Property Cluster (orange) - Multiple listings with the same latitude and longitude.






Selected listing (yellow highlight)

To view the listing preview pop-up, hover over the listing icon.

- Click the property photo to view the Photo Viewer.
- Click the property code to view the Listing Detail.
- To select a listing, select the checkbox.

Search Results List

- **Show** - Select **Thumbnails** to display the primary listing photo for all results.
- **Listing detail** - Click to view comprehensive property information for all listings. Click a listing's **MLS #** to view comprehensive property information for a specific listing.
- **Remove selected** - Click to remove the selected listings from your list.
- **Remove unselected** - Click to remove the listings that are not selected.
- **CMA** - Click to create a CMA from up to 25 selected listings.
- **Shared Listings** - Search Results may contain shared listings from IRES and/or PPAR (M=Metrolist, I=IRES, P=PPAR). Shared listings from IRES and PPAR include all active and under contract listings plus up to two years of sold and expired listings for all property types.

- **Photos** - Click  or the listing's thumbnail photo to view all photos associated with the listing.
- **Virtual Tour** - Click  (when available) to view a property's virtual tour.
- **Financial Calculators** - Click a listing's **Price** to view financial reports and calculations.
- **SqFt & Dimensions** - Click a listing's **SqFt** to view square footage details.
- **Schedule a Showing** - Click  (when applicable) to set up a showing with ShowingAssist.

Viewing Listings

Select from Listing Detail, Listing History, Public Records, and Photos sections.

- **Select** - Select the checkbox to include the listing in Statistics and Reports. Selecting a listing from the Listing Detail view will also select the listing on the Search Results list.
- **Property Code** (Ex. M123456-RA) - includes:
 - the Host MLS Database (M=Metrolist, I=IRES, P=PPAR)
 - MLS Listing #, the Property Type (R=RES, C=CONDO, I=INC, L=LAND)
 - Status (A=Active, A/F=Active w/ First Right of Refusal, U=Under Contract, U/B=Under Contract taking Backup Offers, S=Sold, X=Expired, W=Withdrawn, T=Temporarily Off the Market)

Ex. M123456-RA indicates that is is a Metrolist listing, the MLS # is 123456, the Prop Type is Residential, and the Status is Active.

- **!** - Click to report a MLS Rules & Regulations violation to the Metrolist Compliance department.

Instanet

InstanetForms plus DocBox is a valuable business tool that is included with your Metrolist membership. By clicking Open Transaction or Manage Documents, you will automatically sign out of PrimeAccess and sign in to Instanet. MLS access fees do not apply to Instanet.

- **View Documents** - Click (when available) to view the documents that have been added to the listing.
- **Manage Documents** - Click to manage or add documents using Instanet (your listings only).
- **Open Transaction** - Click to create or access your Instanet file for the property.

Listing Detail

View comprehensive details for any listing in your Search Results.

- **External** - Expand to display shared listing fields/values that do not match Metrolist fields/values (shared listings only).

Listing History

View comprehensive listing history information for any property in your Search Results.

Public Records


View comprehensive public records data (when available) for any property in your Search Results. Public Records data may be unavailable if the address or PIN entered in the listing does not match the address or PIN recorded by the county.

Photos

View internal and external property photos associated with each listing.

- **Thumbnails** - Click to view a photo at full size.

Notes

- The number of photos in the listings is indicated by the number in parentheses next to the  icon.
- Shared listings from IRES and PPAR include all active and under contract listings plus up to two years of sold and expired listings for all property types.

Summary Tab

View the search fields and criteria used to retrieve the current Search Results.

Statistics Tab

View statistical data for listings selected from your Search Results.

Prepared By Tab

Provide your contact information and photo to customize property reports. Information entered on the Prepared By tab will apply to the current Reports only and will not be saved to your Metrolist profile.

Photo


To include a broker photo, click **Browse** then locate the desired image on your computer, select the

photo, and click **Open**. Broker photos should be a 3:4 (width:height) aspect ratio. *Ex. 120x160 pixels.*

- **Upload** - Click to use the photo for this CMA only.
- **Save as default** - Click to save the broker photo from this CMA as the photo in your Metrolist profile and as the default photo for all future Reports. The photo will also display with your listings on REcolorado.com.

Reports Tab

Create and email high-quality presentations tailored specifically to customers and clients. Using PrimeAccess you can easily save, print, and email professional reports [up to 50 pages in length].

1. Select the desired Reports. To view a sample Report, click .
2. To view or print the Reports:
 - a. Choose between **HTML** or **PDF** Reports.
 - b. Click **View report**. The selected Reports will appear in a popup window (pop-up blockers must be disabled to view and print Reports).- or -
2. To email the Reports:
 - a. Complete the **Email Report** section. To send a copy to yourself, select **Cc Me**.
 - b. Click **Send Report**. The selected Reports will be automatically attached to the email as a PDF file. Confirmation of the sent email will appear just below the Reports tab.

Export Tab

Export MLS data to CSV or TXT files for statistical analysis or to build custom graphs and charts. An email will be sent to the entered email address with a link to the export data.

- **Fields to export** - choose the fields to include in your export file.
 - **Full** - Contains all fields included in IDX feeds.
 - **Presentation** - Contains 200 of the most common listing detail fields for presentations.
 - **Local Market** - Over 70 fields relating to the local market.
 - **Statistics** - Dozens of the top fields used in statistical analysis.
- **Format to export** - choose the file type to receive your export data.
- **Terms of Use** - you must read and agree to the terms of use to use export. There are restrictions on data usage.



System Manual

Section 6: Public Records

Use PrimeAccess Public Records to find valuable Assessor/Treasurer information as well as important Deed data. Search to find details about any property including tax information from the Assessor/Treasurer office as well as refinance and second mortgage information using the county Deed data.



Search

With this easy-to-use search tool, find Public Records quickly and conveniently. Name and save your Public Records Searches. PrimeAccess Public Records are \$8/hour.

1. Under **Change Search**, select a saved search from the **Saved Search** drop-down menu, or enter your search criteria.
2. To save your search, under **Save Search**, enter the **Search Name** and click **Save**.
3. Click **Update search summary** to populate the Search Summary with the latest defined criteria.
4. Click **How Many** or **Search**.
 - a. **How Many** displays a count of matching records.
 - b. **Search** will display the Search Results if less than or equal to the Bypass Limit.
5. Click **Show Results**.

Notes

- **Value Ranges** - Several search fields will accept a specific value, a range of values, or a minimum value. *Ex: Enter "3" to indicate a value of 3. Enter "3-5" to indicate the value range from 3 to 5. Enter "5+" to indicate all values greater than or equal to 5.*
- System default for **Price** is set at thousands (\$000s) to provide fast entry of specific price or price range. *Ex: Enter 200 to indicate \$200,000.*
- The system will retrieve properties that contain the specified **Sub Area**. *Ex: Entering LONE will return results for both Lone Tree and Malone Lake sub areas.*
- When using the **Map**, the system will only retrieve properties that match both the entered search criteria and are within the designated search area.
- To draw a radius around a specific address using the **Map**, enter the **Address** and a **Radius** distance, then click **Update map**. The search area will be automatically drawn on the map.

Results Tab

Search Results are displayed in the map and an easy-to-read summary. Only selected properties apply to the Statistics and Reports tabs.

Map



Public Record



Property Cluster (orange) - Multiple properties with the same latitude and longitude.



Selected property (yellow highlight)

To view the property preview pop-up, hover over the property icon.

- Click the property photo or PIN to view the Property Detail.
- To select a property, select the checkbox.

Search Results List

- **Show** - Select **Thumbnails** to display the property photo for all results.
- **Property detail** - Click to view comprehensive property information.
- **Remove selected** - Click to remove the selected properties from your list.
- **Remove unselected** - Click to remove the properties that are not selected.
- **Sale Price** - Click to view financial reports and calculations for a specific property. An application popup window will display the Financials tool.

Property Detail

Comprehensive tax and deed information for each property in the search results.

- **Select** - Place a checkmark in the box to include the property in your printable report(s).
- **Close** - Click to go back to the **Search Results** tab.

Summary Tab

View the search used to retrieve the current Search Results.

Statistics Tab

View Statistical data for properties from your Search Results. Only selected properties will apply to the Statistics tab.

Prepared By Tab

Provide your contact information and photo to customize property reports. Information entered on the Prepared By tab will apply to the current Reports only and will not be saved to your Metrolist profile.


Photo

To include a broker photo, click **Browse** then locate the desired image on your computer, select the photo, and click **Open**. Broker photos should be a 3:4 (width:height) aspect ratio. *Ex. 120x160 pixels.*

- **Upload** - Click to use the photo for this CMA only.
- **Save as default** - Click to save the broker photo from your search results as the photo in your Metrolist profile and as the default photo for all future Reports. The photo will also display with your listings on REcolorado.com.

Reports Tab

Select Reports to view, print, and email to customers and clients. Only selected properties apply to the Reports tab.

1. Select the desired Reports. To view a sample Report, click .
2. To view or print the Reports:
 - a. Choose between **HTML** or **PDF** Reports.
 - b. Click **View report**. The selected Reports will appear in a popup window (pop-up blockers must be disabled to view and print Reports).- or -
2. To email the Reports:
 - a. Complete the **Email Report** section. To send a copy to yourself, select **Cc Me**.
 - b. Click **Send Report**. The selected Reports will be automatically attached to the email as a PDF file. Confirmation of the sent email will appear just below the Reports tab.



System Manual

Section 7: My Searches

My Searches provides easy access to your work in PrimeAccess. Easily catalog and manage your past and saved PrimeAccess activities.



Saved Searches


Saved Searches is a detailed account of and access point to your Saved Searches and Prospects in PrimeAccess. Up to 50 Searches and 50 Prospects may be saved.

Saving your search now saves you time later. You can conveniently store sets of frequently used search criteria to make searching as easy as possible. This powerful feature is just one of the ways that PrimeAccess helps your business run efficiently.

Recall Searches & Prospects

1. To recall a Saved Search, click the **Search Name**.

- or -

1. If a Prospect has been saved with the search, access it directly by clicking .

Search History


Search History is a detailed account of and access point to your recent PrimeAccess Search activity. Up to 50 search results sets may be named and saved.

PrimeAccess automatically saves your most recent search results so that you can easily access the information in the future. You can quickly check back to see which listings have been updated. You can also assign unique names to your search results and criteria to permanently save your work.

Recall Searches

1. To recall a results set, click the date it was last **Updated**.
2. To recall the search with defined criteria, click the **Base Search** for the result set of interest.

Manage Searches

1. To name a results set, click .



System Manual

Section 8: CMAs

A CMA, or comparative market analysis, is used to determine the potential market value of a subject property based on the attributes of comparable properties. PrimeAccess CMA is an intuitive, customized tool that allows you to demonstrate an impressive level of expertise and suggest a reasonable list price range for the subject property.

Saved CMAs

You can recall and edit your Saved CMAs at any time from the primary navigation bar in PrimeAccess.

1. Under **CMAs**, click **Saved CMAs**.
2. To recall or edit a Saved CMA, click the date it was last **Updated**.
3. Record changes to the CMA by clicking **Save**. Updates to your CMA will also be saved automatically when you navigate to a new tab in the CMA. Up to 50 CMAs may be saved.

Create a CMA

1. To create a new CMA, use PrimeAccess Search to find listings that are similar to the subject property for the CMA.
2. From Search Results, select up to 25 comparable properties then click **CMA**.
3. Enter a **CMA Name** then navigate through and complete each tab to create the CMA.

Comparables Tab

View the comparable properties from the completed search.

- **Copy To Subject** - Click to copy the listing details to the subject property. The selected listing data will auto-populate the subject property section.
- **Modify SqFt** - Click edit to update a comparable property's square footage. The modified square footage will only pertain to this CMA and will not affect the MLS database.

Subject Tab

Provide detailed information about the Subject Property for the CMA.

- **Property Type** - Automatically set based on your search criteria.
- **Photo Caption** - Accompanys the subject property photo.
- **Staging Suggestions** - Display along with subject property info to suggest to the owner on how to best prepare the subject property for showing.
- **Square Footage** - Enter the subject property's square footage measurements as follows:
 - **SqFt** - Upper, Main, and Lower level finished and unfinished square footage.
 - **Finished SqFt** - Upper, Main, Lower and Basement finished square footage.
 - **Total SqFt** - Finished and unfinished square footage for the entire property.

- **Basement SqFt** - Finished and unfinished basement square footage.
- **% Bsmt Fin** - The percentage of finished basement square footage in the field.
- **Lot Size** - Enter value in square feet.

Affected Reports

- Cover Page
- Introductory Letter
- Subject Property
- Property Brochure
- Adjustments
- Net Equity

Adjustments Tab

Create true comparables for a more accurate suggested list price range. Appraisal-style adjustments can be made to each comparable property to fine tune any discrepancies between the subject property and the selected comparables.

Manually Adjust Features

Manually apply adjustments to each comparable property per characteristic. The positive or negative value entered into the adjustment field represents an addition or subtraction of that amount to the comparable's price.

Determine a dollar amount for any given characteristic and adjust the comparables appropriately. For example, if the value of a bedroom is determined to be \$100, and the subject property has 3 bedrooms, the comparables would be adjusted as follows:

- 2 Bedrooms: \$100 (add \$100 to match the value of the subject property)
- 3 Bedrooms: \$0 (this characteristic already matches that of the subject property so no adjustments must be made)
- 4 Bedrooms: -\$100 (subtract \$100 to match the value of the subject property)

PSF (Price Per Square Foot)

Select the square footage measurement to be used in the PSF (price per square foot) calculation from the drop-down menu.

- **SqFt** = Main + Upper + Lower finished and unfinished square footage

- **Total SqFt** = Main + Upper + Lower + Basement finished and unfinished square footage
- **Finished SqFt** = Main + Upper + Lower + Basement finished square footage

User Defined Fields

Include a unique subject property characteristic in the custom user defined field, and adjust comparable properties appropriately.

1. Enter the subject property custom characteristic in the first data field at left. *Ex: View.*
2. Enter the quantity or description of that characteristic as it applies to the subject property in the adjacent data field. *Ex: Great.*
3. Enter the quantity or description of that characteristic as it applies to each comparable property in the left adjust field. *Ex: Average.*
4. Enter the custom characteristic value in the right field to adjust each comp accordingly. *Ex: \$1000.*

Adjusted Price

1. Click **Calculate** to view the adjusted price for each property. The **Adjusted Price** reflects the sold price for sold properties or the latest list price for other statuses with the calculated adjustments applied.

Suggested Price Range

1. Select a **Price Range Differential**.
2. Click **Calculate** to find the suggested list price range for the subject property.

Affected Report(s)

- Adjustments

Net Equity Tab

Give clients a dollar value estimate of how much they'll ultimately make from the sale of their home after expenses are factored in.

- **Use Suggested List Price from Adjustments** - Select to auto-populate the price range field with data from the Adjustments tab.
- **State Deed Transfer Tax** - Enter amount per \$1000 of the subject property's price or a fixed minimum and maximum.
- **Before Sale Performed By** - Name of the initial abstractor and the dollar amount.

- **After Sale Performed By** - Name of the second abstractor and the dollar amount.
- **Title Exam Performed By** - Name of entity performing the title exam and the dollar amount.
- **Loan Discount Fee** - Dollar amount of seller paid fees or points.
- **Sales Concession** - Dollar amount the seller anticipates giving the buyer at closing for one or more of the following options:
 - Cash or cash allowances
 - Transaction costs customarily paid by the Buyer
 - Other personal items of value (over 1 percent of the sales price) included in the contract
- **Down Payment Assistance** - Dollar amount the seller anticipates paying to a third party to contribute.
- **Broker's Fee** - Designate a percentage if the broker's fees will be based on selling price or enter a minimum and maximum.
- **Miscellaneous** - Enter any additional real estate transaction factors and corresponding values that will detract from the seller's ultimate profit.
- **Calculate** - Click to generate the **Sub-Totals** and the **Net Proceeds** (Suggested List Price less the Sub-Totals).

Affected Report(s)

- Net Equity

Prepared For Tab

Include subject property's owner and spouse/co-buyers information.

- **Owner Occupied** - Select if the owner inhabits the subject property.
- **Address** - Complete the address section if the owner's address differs from that of the subject property.
- **Notes, Phone, and Email** - Broker use only; will not appear on any printed report.

Affected Reports

- Cover Page
- Introductory Letter
- Map
- Comparable Properties

- Adjustments
- Price Comparison
- Net Equity
- Market Factors
- Staging a Home

Prepared By Tab

Provide your contact information and photo to the subject property owner. Information entered on the Prepared By tab will apply to this CMA only and will not be saved to your Metrolist profile.

Photo

To include a broker photo, click **Browse** then locate the desired image on your computer, select the photo, and click **Open**. Broker photos should be a 3:4 (width:height) aspect ratio. *Ex. 120x160 pixels.*

- **Upload** - Click to use the photo for this CMA only.
- **Save as default** - Click to save the broker photo from this CMA as the photo in your Metrolist profile and as the default photo for all future Reports. The photo will also display with your listings on REcolorado.com.

Reports Tab

Distinguish your presentation and services with a branded, client-tailored CMA Report. Include detailed listing information, exterior photo and net equity values specific to the subject property. Set yourself apart with your photo, professional designations and current contact information.

1. Select the desired pages to be included in the CMA Report.
2. To view or print the Report:
 - a. Choose between a **HTML** or **PDF** Report.
 - b. Click **View report** (popup blockers must be disabled).- or -
2. To email the Report:
 - a. Complete the **Email Report** section. To send a copy to yourself, select **Cc Me**.
 - b. Click **Send Report**. The Report will be automatically attached to the email as a PDF file. Confirmation of the sent email will appear just below the Reports tab.



System Manual

Section 9: Tools

PrimeAccess Tools offer convenient applications to make your work easier. These non-listing related features help you find other agents, market statistics, manage your inventory, and more.

Market Intel

Market Intel gives you the tools to become the market expert. Use the Residential tab of Market Intel to access current and archived market activity reports. Market activity reports provide data for active, sold, and off market residential MLS listings. Keep up-to-date with your marketplace. Choose from weekly, monthly and year-to-date summaries as well as descriptive charts of residential data. Additional reports are available under the Commercial and Industry tabs.

Residential Snapshot

The Market Intel Snapshot under the Residential tab provides a quick view of the current month's activity compared to the prior month and compared to the same month a year ago for Single Family, Residential and Condo property types.

Report Selection

Easily access current and archived reports.

1. Select a **Year** from the drop-down menu.
2. Select a **Timeframe** from the drop-down menu.
3. Click the **Get Report** icon to open the PDF report.

Residential Reports

View, compare and analyze statistical information for Single Family (Res + Cond), Residential, Condominium, Income and Land, and all property types using the Residential Market Intel reports.

- **Monthly Comparison by MLS Area** - This report delivers month-over-month Residential and Condo data (Active, Under Contract, Sold, and Expired) for each MLS area.
- **Monthly Comparison** - This report displays month-to-month comparisons of trend data for Active, Under Contract, Sold, and Expired listings. View average list price, average days on market, average sold price, percentage of list/original, and median sold price.
- **Summary by MLS Area** - This report provides a summary of listing data for each property type by MLS Area available for weekly, monthly, and YTD timeframes. Quickly review active, sold and off market listing data.
- **Monthly Summary (Charts)** - These monthly charts displays sold data for each residential property type, displaying percentage of sold properties by price range and finance method.
- **Monthly Market Indicators** - This monthly report compares listing price, days on market, and more against historical data.
- **Local Market Updates** - This monthly breakdown of listings, displays and compares statistical listing information by county.

Industry Reports

Get valuable industry reports specific to the metro Denver market.

- **Metrolist Member Profile** - Learn about the characteristics and business activities of your peer group using the Metrolist Member Profile, conducted and produced by the National Association of REALTORS® (NAR).
- **Economic and Market Watch Report** - This quarterly report from NAR economists provides relevant market trends along with local market analysis by county and market area.
- **Existing Home Sales Report** - Monthly NAR report summarizing prior month national existing home sales volume with regional breakdown.
- **Housing Forecast / Pending Home Sales Index** - A leading indicator for the housing sector, based on pending sales of existing homes from NAR.
- **New Home Sales (NHS) Reports** - Using data from the U.S. Census Bureau and the U.S. Department of Housing and Urban Development, this monthly report highlights new home sales figures and prices.
- **Quarterly Metro Home Prices / State Resales Report** - Quarterly statistical report on state-by-state existing-home sales and metropolitan area median home prices. Includes single-family houses, condos and co-ops.
- **S&P/Case-Shiller Home Price Indices** - The S&P/Case-Shiller Home Price Indices measure the residential housing market, tracking changes in the value of the residential real estate market in 20 metropolitan regions across the United States.
- **Home Price Index** - This broad measure of the movement of single-family house prices is a weighted, repeat-sales index, measuring average price changes in repeat sales or refinances on the same properties.

Financial Calculators

Use PrimeAccess Financials for fast computations specific to your home buyers or sellers.

- Amortization Schedules (fixed, ARM)
- Buyer's Closing Costs
- Buyer's Qualification
- Home Buyer's Analysis
- Seller's Net Sheet

For additional assistance with Financial Calculators, click **Help on this page** from the **Financial Calculators** pop-up window in PrimeAccess.

Office Search

Search for office information for a specific office by entering the Office Name or Office ID.

1. Enter the **Office Name** or **Office ID**.
2. Click **Search**.

Search Results

Search Results are displayed in an easy-to-read list.

1. To view the contact information for the office, click the **Office ID**.
2. To view the office roster, click **roster**.
 - a. To view the contact information for the broker, click the **Broker ID**.
 - b. To view contact information for the office, click the **Office ID** or the **Office Name**.

Notes

- The system will retrieve results that contain the entered criteria. *Ex: Entering THE will return results for both Matthew Stone Realty and The Stone Group, LTD.*

Broker Search

Search for broker information by entering the Broker's First Name and/or Last Name or find an office roster by entering the Office Name.

1. Enter the **Broker's First Name** and/or **Last Name**, or the **Broker ID**.
-or-
1. Enter the **Office Name** or **Office ID**.
2. Click **Search**.
 - a. To view the contact information for the broker, click the **Broker ID**.
 - b. To view the Broker's office information, click the **Office ID** or **Office Name**.

Notes

- The system will retrieve results that contain the entered criteria. *Ex: Entering THE in the First Name field will return results for both Theodore Broker and Heather Broker.*

METROLIST
PrimeAccess[®]

System Manual

Section 10: Account

Access and manage your Metrolist Account settings including search preferences and account information.

The value of information. The power of insight.SM



METROLIST[®]

Preferences

Make changes to your Metrolist account using the Account drop-down menu in the PrimeAccess navigation bar.

Search Preferences

- **Default Prop Type** - Select which Property Type to be the default when searching in PrimeAccess.
- **Exclude Ghost** - Select to exclude Ghost Listings, listings placed in MLS areas other than in their own geographical location, by default.
- **Exclude Shared Listings** - Select to exclude IRES and PPAR listings in your search results.
- **Bypass Limit** - Select a value from the drop-down menu. When a PrimeAccess Search retrieves a results count at or below the selected Bypass Limit, the Search Results will automatically display when you click Search. When the count is above the Bypass Limit, the results count will display with the option to view Search Results or narrow the search criteria.
- **Show Thumbnails in Results** - Select to display a thumbnail photo with Search Results by default.

Report Preferences

- **Default SqFt Displayed** - Select whether to display SqFt or Fin SqFt on reports.
- **Include PSF** - Select to include PSF (Price Per SqFt) on reports.
- **Gradient Background** - Select to include a gradient background on your printed reports.



System Manual

Section 11: PrimeAccess Mobile

Use your wireless, Internet-capable mobile phone or handheld device to search the MLS with PrimeAccess Mobile. PrimeAccess Mobile delivers real-time listing information with a convenient, easy-to-use interface that requires no additional downloads or software.



Search the MLS

Search by property address or MLS listing number to discover listing information such as price, square footage, days on market, status, color photos, and more.

1. Using your Internet-capable mobile phone, go to **<http://mobile.metrolist.com>**.
2. Enter your Metrolist **Username** and **Password**, then click **Sign In**.
3. Select a listing search: Address (RES), Address (COND), Address (INC), Address (LND), or MLS#.
4. Enter search criteria, then click **Search**.
5. Select a listing to view detailed listing information.
6. To view the listing photos, select **View Photos**. Select **Next>>** or **<<Previous** to navigate between photos.
7. Select **Menu** to return to main search options or **Sign out** to end the PrimeAccess Mobile session.

Notes

- Address Search displays up to 20 results for Active, Under Contract and Sold statuses.
- Access to photos and features is dependent upon device capabilities and specifications.
- PrimeAccess Mobile usage is subject to standard MLS fees and timeshare.
- Some features of PrimeAccess Mobile may not be available on all mobile devices.
- Internet usage charges may apply. Coverage and access may vary depending upon your mobile plan. Check with your mobile service provider.