

MLS Touch

To install the app: Install MLS Touch, Select NC, Select Triad MLS

- Use your MLS credentials. This must match your Matrix User ID and Password exactly. For assistance you must email helpdesk@triadmls.com. Triad MLS staff cannot give password information over the phone.

Note: ONLY PARTICIPANTS AND SUBSCRIBERS OF TRIAD MLS CAN INSTALL MLS TOUCH. THIS TOOL IS NOT AVAILABLE FOR UNLICENSED STAFF.



NOTE: the mapping location features (Map Search pinpoint location and Instaview) will only work if Google Maps is allowed to know your location while using this app.

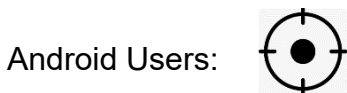
For those who have installed the app without allowing Google Maps to 'know your location while using the app', options are to uninstall and re-install the app or go to your phones settings and change to allow while use this app.

Envelope Icon: Start a new conversation with a contact by pressing "Start Chat" in the top-right corner.

User's Initials or Personal Photo (see instructions for uploading in Matrix to feed to MLS Touch last page of this document).

Access Saved Searches; access user's listings "My Listings" (see page 2 of this document); mortgage calculator "Calculator" Configurations (these are the same tools found when using "More" see page 2 of this document).

Map Search: to pinpoint your location use the center map tool:



Any MLS listings in that area will be identified according to the Status Filter (Filters link upper right) selected. Zoom out/in and move map location as needed to find MLS Listings.

Option: Use the drawing tool icon, draw a lasso shape around the listings to be included if desired.

Tabs at the top of this screen: **Map** – displays the listings (if any)/ **List** – view all photos and property details/**Stats** – MLS Touch Statistical Reports on all properties on the Map view or within the shape drawn.

NOTE: after every Advanced Search performed in MLS Touch use RESET and SEARCH before beginning a new search.

Advanced Search: Enter specific address then select from the list; search by locations options and/or search criteria. Use "Search" to view matching properties.

NOTE: after every Advanced Search performed in MLS Touch use RESET and SEARCH before beginning a new search.

Search by Number: Enter specific MLS numbers.

Saved Searches: after performing any type of search in MLS Touch “Save Search” can be used. Saved Searches named in MLS Touch are updating 24/7. These saved searches can be accessed by using Saved Searches on the home page of Touch. Saved Searches in Matrix can also be accessed in MLS Touch. NOTE: idea for using MLS Touch while showing properties...

1. In Matrix pull up the properties to be shown
2. SAVE
3. New Saved Search
4. Name the Search something like ‘showings tonight to Karen’ or ‘showings (on date)’
5. SAVE
6. These listings are now accessible in MLS Touch Saved Searches under the Matrix tab
7. After the showings delete that saved search: My Matrix/Saved Searches/select and Delete

My Favorites: Users may identify listings in MLS Touch as favorites by touching the star found on each listing. To remove a listing from this folder, touch the yellow star.

INSTAVIEW: With Google Maps allowed to know your location while using this app, open the app near a For Sale sign and the listing information will appear. NOTE: the listing must be with a Triad MLS Participant.

HOTSHEET: Create an MLS Touch Hotsheet by scrolling to the bottom of the screen, use Change Location select the county or counties to be included. The Hot Sheet Statuses will then reflect according to the time selection (at the top) and the Property Type selected.

Contacts: Adding Contacts in MLS Touch will appear in Matrix as well. Contacts added in Matrix will appear in MLS Touch.

Members: Search for other users of Triad MLS.

MORE: additional tools available including but not all:

My Listings: with Matrix add/edit rights agents may edit the following information using MLS Touch:

- ✓ List Price
- ✓ MLS Status
- ✓ Public Remarks

Adding your Profile Photo in Matrix that feeds to MLS Touch and the Client OneHome Portal

1. *Add/Edit in the Responsive Menu Bar*
2. *Roster – Edit Existing*
3. *User information by Agent ID or Name*
4. *SEARCH*
5. *Select Photo*
6. *Browse to select – Add*
7. *Certify and Save*

Brand and Share. To customize both MLS Touch and your OneHome Client Portal to include your firm's logo follow these instructions:

1. Select Brand and Share
 2. Select your logo.
 - NOTE: logo format requirements are PNG with transparent background if permitted, Width max 525 pixels, Height max 150 pixels.
 - For assistance email: helpdesk@triadmls.com
 3. Resize, rotate, crop if needed.
 4. Select from the Color Scheme if desired (this changes the agent profile background colors in OneHome)
 5. SAVE
- SHARE – use Share My App to allow clients to install and use MLS Touch

Facebook Publishing Tool: Follow the instructions provided within the app.

Find Members: Search for all Triad MLS Participants/Subscribers by name.

Calculator: Mortgage calculator.

Questions regarding MLS Touch: email helpdesk@triadmls.com