

## **MaryAnn's Computer Corner MLXchange v 3.0 Features**

MLXchange 3.0 has many new productivity and time saving features which are summarized below. Over the next few weeks these articles will describe these features in more detail and give you tips on how to use them.

1. LOGIN page: New design and color scheme and Session tracker added.
2. HOME page: Identity sharing for teams and assistants, quick link to prospecting searches expiring in 3 days, "Find a Listing" lookup changes, Today's Hotsheet allows "Days Back" choice, Inventory Watch Links, new Today's Summary box, new Quick Links shortcut icons.
3. SCHEDULE page: Schedule Appointments and Tasks by Category, set Reminders and set up Recurring events, search by Client or Description, view notes and emails and choose to show or not show the event on the Clients Private Web page.
4. PLANS MANAGER: MLXchange now has 7 Action Plans for your use. You can modify them or create your own.
5. CLIENTS page: Create customized column headers, new Contact Type fields added, new re-order ability, client synchronization with Outlook, Detail page organized with header tabs and discard button, Web View tab allows setting the client as Active or Inactive, ability to reset and email temporary passwords to clients for their private page, track client access to private page, enforce an agreement and customize a client greeting.
6. SEARCH page: Multiple address search, new Search Form and Search Map tabs, new mapping page including the ability to draw a Polygon shape, new search fields and choices added, pop-up calendars on date search fields, Full descriptions vs. codes, ability to filter large field choice lists using "Find" and the Clear All eraser button.
7. RESULTS page: Market Area Activity chart, List price vs. Sale price chart, Search Criteria and Statistics link, Edit listing shortcut, ML# link to report view, manually reorder listings and Save to PDF button.
8. DETAILS page: new Hyperlinks in reports.
9. PROSPECTING: Renamed "Saved Search Manager", disable email notification to client if Status is changed to "inactive", 4 status choices for easier location of saved prospecting searches, option to resend emails on Price Changes and Images are added and the prospecting expire period has been extended to 180 days.
10. TOOLS: Under Financial Functions 'Rent vs. Buy Calculator' and 'Buyer and Seller Net Sheets' were added.