

MaryAnn's Computer Corner MLXchange v 3.0 Home Page tips

1. **Login and Session Tracker:** If your session times out due to 30 minutes of inactivity, you will be prompted to re-login. MLXchange will remember your place and the data you entered in the application.
2. **Identity Sharing** is an Optional new feature that is designed to allow one user to login as another without giving away your personal log in ID's. This process allows Assistants and Team members to maintain listing information, send emails, etc. for other members. To use this feature, go to the MLXchange HEADER and click on "Signed in as: yourname". **Important NOTES:**
 - All users still require their own personal login and password to MLXchange.
 - Users have to be in the same Office.
 - Sharing is granted (set up) by the sharing member only.
 - Modifications to listing records will record the User ID of the member that actually made the change.
3. **Prospecting** quick link to notify and edit "Searches expiring in 3 days". To add additional time to your prospecting searches, click on the LINK and mark the expiring saved search. From the action box, "Modify Search Settings" will be displayed, click on the GO button. Click on the "Notification Settings" tab and change the "Notification Expires in:" days. Notice the time limit has been increased to 180 days. Click OK.
4. **Find a Listing** "Lookup" changes:
 - Street# and Street Name are separate fields with Street Name being a required field. Use your TAB key to move from one field to the other.
 - You can enter in "one" address (St# and Street Name) or "multiple" street names separated by comas.
 - Unit# was added to limit results found.
 - "Show on Market listings only" box is checked as the **default**. To see "all" Status listings, you must **uncheck the box** before clicking the GO button or Enter key.
5. **Today's Hotsheet** now allows the "Days Back" choice right on the home page to save time. Remember to click the "Refresh" link to download up-to-the-second current data before clicking on the data links.
6. **Inventory Watch** Links: Quick access to view property lists, report views and even edit (depending on your access level) your own or office Active, Expiring, etc. listing data, open house info, images, attachments and view prospector activity. Remember to click the "Refresh" link to download up-to-the-second current data.
7. **Find a client** box allows quick access to client's information by entering in either the clients First OR Last name.
8. **Today's Summary** allows Quick access to your email messages (if you have chosen to use MLXchange as your "Reply To" email address), Appointments, To-Do's and New Leads from your MLXchange Web Site.
9. Under **Resources**, Association Resources find the MLXchange 3.0 training guide and tutorials. You can also add your own personal resource "Quick Links" for easy access to up to 30 internet addresses. To set this up go to Settings, Personalize, PERSONALIZE HOME PAGE RESOURCE LINKS and follow the instructions.
10. Click on the **Quick Link** shortcut icons to access functions instead of using the drop down menu across the top of the page.