



## QUICK UPDATE

# NEW 3/6/2014 IN connectMLS™

We've made a couple of small, but important, changes to adding/editing a Tour or Open House:

A screenshot of a web browser window showing the 'connectMLS - Connecting Your Real Estate Community' interface. The URL is 'http://connectmls-staging.mredllc.com/listing/addEditTour.jsp?clear=true&dcid:'. The form has a title bar with 'Save' and 'Cancel' buttons. Below the title bar is a help icon and the text 'Lookup tour hours.'. The main form area contains several fields: '\* Type:' with radio buttons for 'Broker Tour' and 'Open House'; '\* Date:' with a date picker; '\* Start Time:' with dropdowns for hour, minute, and AM/PM; '\* Stop Time:' with dropdowns for hour, minute, and AM/PM; '\* Lunch:' with radio buttons for 'Yes' and 'No'; and '\* Refreshments:' with radio buttons for 'Yes' and 'No'. A red dashed arrow points to the 'Type' field, which is also enclosed in a red oval.

1. Tour is now labeled “Broker Tour” to make it even clearer that this option is for Brokers only and not the general public.

2. When adding/editing a Broker Tour or Open House, you must make a selection (no more default selection). This should help minimize errors (i.e. accidentally entering a Broker Tour when it’s actually an Open House).

QUESTIONS? Contact MRED’S Help Desk at 630-955-2755 or [help.desk@MREDLLC.com](mailto:help.desk@MREDLLC.com)