



Training Classes for MLS Subscribers:

➤ **Basics**

REsearch™ MLS Basics is an introductory course designed to familiarize the student with the database and basic search and retrieval skills. This includes logging in, entering search parameters, displaying, printing, and emailing results. In addition to the basic instruction, training will begin with a short presentation of the HIS Web site and tools available to each student.

➤ **Features and Formats**

In REsearch™ Features and Formats, students will continue to build upon their basic REsearch™ skills. We will introduce special features and reporting formats to include Update, CMA, and Labels.

➤ **Customizing and Downloads**

In REsearch™ Customizing and Downloads, students will continue to build upon their basic REsearch™ skills. We will introduce special features and reporting formats to include Custom Formats, Data Downloads, Roster Download, and importing Roster data to an email program.

➤ **Maps**

REsearch™ Maps will guide the student through full operation of both the GIS (Geographic Information System) maps and the Tax Maps. Students will be able to apply search results to the maps, use map tools such as zoom in/out, apply zoning and flood zone GIS layers, retrieve Tax Maps, and Download, save, and print a full Tax Map.

➤ **Data and Photo Entry**

REsearch™ MLS Data and Photo Entry will provide the student with the skills necessary to manage their listings and listing photos. Data Entry rules and fundamentals will be covered, as well as listing photo instruction to include adding, naming, and rearranging images. The student will be taught techniques to successfully capture, retrieve, and manage their digital photos. Paint Shop Pro 7 will be the imaging software used in this training class.

Effective 1/1/2003:

A **\$25 NO-SHOW** fee will be assessed! Please remember to cancel if you are unable to attend.