



H3MLS Supplemental Manual

Responsible Member and Office Staff Access



Released October 1, 2003

MLS PIN Support and Customer Service

Monday – Friday 8 AM – 8 PM / Saturday 9 AM – 5 PM / Sunday 9 AM – 1 PM
1-800-695-3000

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Introduction and Purpose

Welcome to the H3MLS Administrative Manual. This manual covers the functionality of H3MLS that is available to the management/administrative staff of a brokerage office. It does **NOT** cover how to use H3MLS's standard systems, but does explain how the office management and the Responsible Member can use the system beyond the standard agent in an office.

The manual is broken into two main sections, **Responsible Member** and **Office Management/Administrative staff**. It will then further define the functionality extended to the user.

Office Management/Administrative Staff

The staff of a brokerage office uses the **Office ID** to access H3MLS. Logging into the system with the Office ID offers additional functionality beyond that of the regular member-agent.

The Office ID can build searches, perform listing maintenance and maintain clients just as the regular member-agent, but can also act as any regular member-agent associated with that office. All the H3MLS systems work exactly as discussed in the main H3MLS manuals. The difference is an additional drop-down box which will appear on the screen to grant the office staff member the ability to associate an Agent to a client or listing. Examples are found below.

Home Clients Listings Search Tools Log Out

Save Client Cancel

Client Information

Working with: **Bachand, Mark** ← Select the Agent this Client is working with

New Client

First Name

Phone

E-Mail Address

Address

Notes

Login Password * Leave Blank for a random password

Last Name

Fax

Allow Addresses?

Allow Reverse Prospecting? * Reverse Prospecting allows the listing agent to see your contact information, NOT your client's information.

Save Client

New Client screen from Office ID logon

Home Clients Listings Search Tools Log Out

Save Cancel Clone Listing

Offline Listing Property Type: **Single Family** - Denotes Required Fields When Listing is Activated

Listing Office **MLS Property Information Net. (BSTMLS)** List Price \$

Listing Agent **Condon, Kathy (KATHYC)** ← Select the Listing Agent for the listing being entered

List Date **September 23, 2003** Expiration Date **December 23, 2003**

Town **---Please Select---** House # Street Name

Area **No Area** Zip Code Parcel ID Number (PIN)

Type A-Single Family (Detached) C-Mobile Home
 B-Attached (Townhse/Rowhse/1/2Duplex) D-Farm

New Listing Entry screen from Office ID logon

Home Clients Listings Search Tools Log Out


View: All Listings Status: Active/On Market Sort By: List Date Show 10 listings per page View Listings for: Belanger, Christine

You have no Active/On Market MLS listings

Offline Listings Delete Page 1 of 1 1 total matches

Public Report Full Report Photos Clone Listing

Single Family

 x2 [10 George Road](#)
[Peabody 01960](#)

252 Client Matches

View/Modify Existing Listings from Office ID logon

To View Listings for a specific agent in the office, select from this drop-down box

Home Clients Listings Search Tools

New Client Email Delete - sort by - View Clients for: Doreika, Tony

Name	Email Address	ID	Pass
<input type="checkbox"/> Doreika, Tony	tdoreika@mlspin.com	19473	42gtr

Clients who have NOT logged in during the past mo

Client Management screen from Office ID logon

View Clients associated with a specific agent in the office by selecting the agent's name from this drop-down box

Another difference between a regular member-agent logon and the Office ID logon is the H3MLS Home page. Because the Office ID is not an agent, the system only displays the **News and Information** section and the **Quick search** function.

Finally, there are fewer functions available in the **Utility system (Tools)**. Again, since the Office ID is not an agent, most of the functions have no bearing and therefore are not shown. The functions available are the **Agent/Office Roster**, **Market Reports**, and **Property History**. Please refer to the H3MLS manuals for further discussion on these functions.

Responsible Member

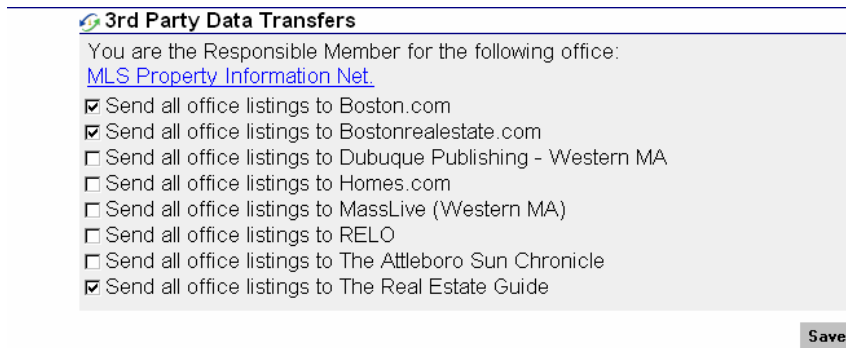
The Responsible Member must log into the H3MLS system using his or her Agent ID as assigned by MLS PIN. This informs the system to allow additional functionality beyond the standard member-agent.

In additions to the functions that a standard agent can use, the Responsible Member can also perform any function as a member of the Office management/administrative staff.

There are two additional functions of the H3MLS system that a Responsible Member could perform. These are found in the Utilities System (**Tools** link) and are called **3rd Party Data Transfers** and **Office Passwords**

3rd Party Data Transfers

This link will display the 3rd party Data Transfers screen. This function gives the Responsible Member the ability to set whether or not to allow listings from their office to be displayed at a variety of outside and public sources. Each source is individually set by clicking in the checkmark box to the left of the source name. If checked, the office listings will be available to that source. If unchecked, the source will not gain access to the office listings. After selecting the sources desired, click on the **Save** button to apply the changes. A sample of the screen is shown below.








3rd Party Data Transfers screen


Office Passwords

This link will display the Office Passwords screen. This function gives the Responsible Member the ability to set the password associated with the **Office ID**.

Each brokerage office receives an Office ID when it joins MLS PIN. This ID is used by the office management/administrative staff to access H3MLS in order to use the MLS service. The Responsible Member of the office is responsible for setting the password to associate with the Office ID. If this is not done, the Office ID will not work. The reason behind this flexibility in setting the Office password is to prevent unauthorized access to the MLS service under the guise of an office. If an office employee leaves the office, the Responsible Member can then use this function to change the password to prevent further access.

To use this function, type in the desired password in the **Password** box, then click on the **Save** link. Remember, if the password box is blank, the Office ID will not have access to H3MLS! An example of this screen is shown below.

 Home  Clients  Listings  Search  Tools

 Save

Office Passwords

Office	Office Id	Password * Blank will disable log in
MLS Property Information Net. Shrewsbury , MA 01545	BSTMLS	<input type="text"/>

Office Passwords screen