✓ MLXchange Checklist – What to Do First

___ Download and install the MLXchange ActiveX controls by visiting http://mfr.mlxchange.coma/ax

___ Prepare your computer for MLXchange by downloading the MLXchange PC Preparation and Checklist.

Beginning May 3, using your NRDS ID and the password, login to http://mfr.mlxchange.com

___ Add to Favorites. From the MLXchange Home Page (after login), click **Add to Favorites** in the Internet Explorer tool bar, and then click **Okay**.

___ Create a shortcut on your desktop. From the MLXchange Home Page (after login), click **File** on the Internet Explorer tool bar and then select **Send**. Select **Shortcut to Desktop**.

___ Enter your contact information, primary e-mail address, e-mail preference and e-mail signature when prompted or modify by clicking on **Settings** and **Personalize**.

___ Review your listings, images and open houses to ensure they converted accurately. All Pinellas listings will now be prefixed with a "U" and West Pasco listings will be prefaced with a "W" (i.e. ML # U12345678). * ***Report any discrepancies or duplicates to MFRMLS.***

___ Set up your MLXchange HomePage Hotsheet criteria for your market area. Use Zipcode to define your market area, but be sure and include ALL Board IDs.

____ Set up the map default for your local area and preferred zoom level.

____ Review your contact records. All modifications should be done in the new MFRMLS system.

___ Recreate your saved searches.

___ Recreate your automatic prospecting saved searches and settings.

___ Recreate custom search templates and results column layouts (one-liner or grid view reports).

___ Reenter your custom default settings (i.e., start page, default views and reports, etc.) under **Settings** and **Personal Defaults**.

___ Recreate your customized e-mail templates.

___ Reenter your client property lists (write down the MLS numbers from your TEMPO client record, conduct a search using the MLS numbers on your new system and associate to your respective client again).

___ Create Your Agent Website. Click here for a user guide that will walk you through the Agent Web Page Setup

___ E-mail each of your clients their new Private Client Website (Client Gateway) link. Simply access the client you wish to send the link to, click on the Client Gateway Tab, then in the lower left hand corner select "Email lnk"

___ Recreate customized reports using the Report Editor in MLXchange. Click here for the Report Manager User Guide.