



Bahamas Real Estate Association

Introduction to

INTERFACE*xpress*TM



RealtyServer

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Bahamas Real Estate Association

Introduction to INTERFACEExpress™

Welcome to INTERFACEExpress™, the new MLS system brought to you by the Bahamas Real Estate Association (BREA) and RealtyServer.

This system accesses a central database of listings using an Internet page for data entry and viewing (called a "web client"), which means that you can manage listings from any Internet-connected computer that can reach the web site.

This means all your listings will be instantaneously shared with all other realtors using the system (MLS participants), and can be made available instantly, globally and automatically to all their clients and prospects, while retaining the ability to customize and control what information is made available.

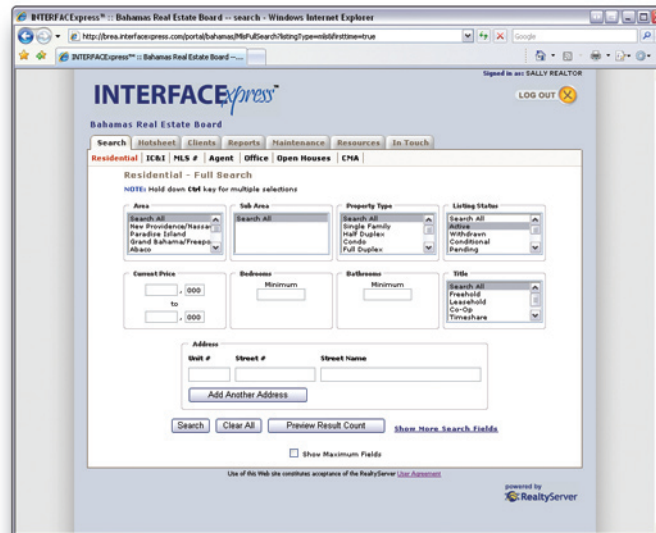
- To utilize the system, you must first be assigned user credentials (an Agent ID and Password) by the BREA. These details will be stored in your "Profile" in INTERFACEExpress™.
- If you have not already done so, please contact Ms. Heather Joy Albury, MLS Administrator, at **(242) 356-4578** or **admin@mlsbrea.com**.
- When you have received your credentials, go to this website: **INTERFACEExpress™ Login** and add it to your browser Favorites for easy access.



INTERFACEExpress™ Login Screen

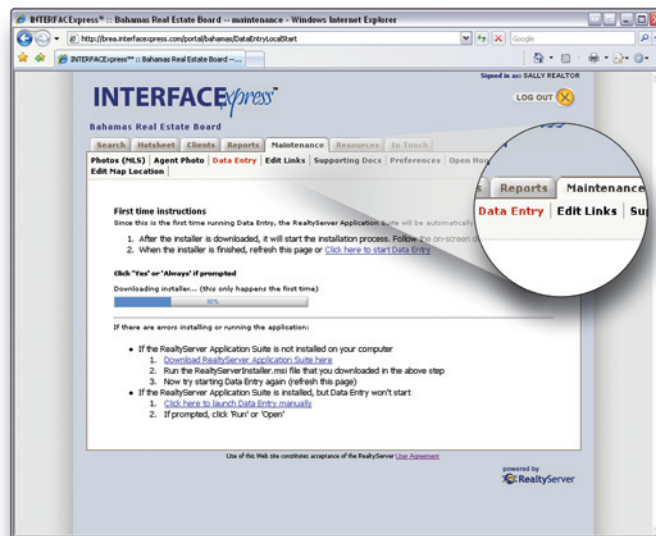
First Time Installation

The first page that appears is the **Search** tab, with a default selection of **Residential** property types.



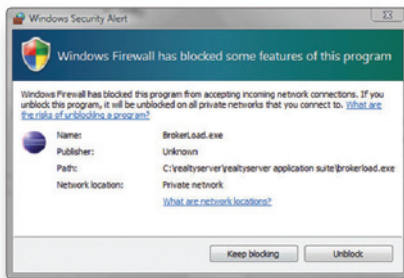
Search Tab

Go to the **Maintenance** tab and click the **Data Entry** link. The first time you go to this link, INTERFACEExpress™ installs an application on your computer. This installation will automatically run when you go to the **Data Entry** link.



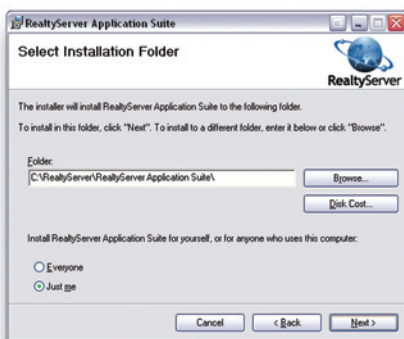
Maintenance Tab > Data Entry Link

First Time Installation



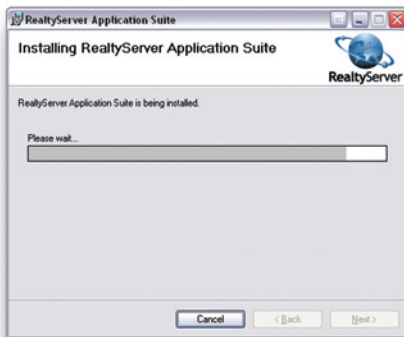
Windows Security Alert

The application will begin installation after a few seconds. If the Windows Security Alert appears, click **Unblock** to allow the installation to proceed.



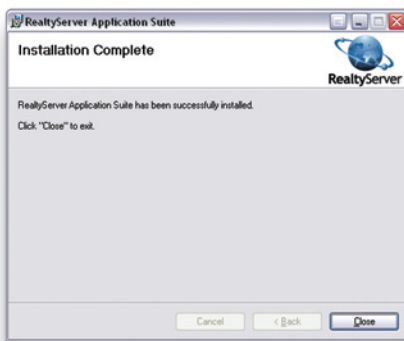
Select Installation Folder

As the installation proceeds, accept the default suggestions for file locations and click the **Next** button when it appears. The entire installation will be completed within a few minutes, depending on the speed of your Internet connection.



Install Progress

If you find the installation is not progressing or completing in a reasonable amount of time, click **Cancel** and return to the Data Entry link. You may begin the installation again immediately or at a later date or time.



Installation Complete

When the installation is complete, click **Close**.

First Time Installation

When the installation is complete, you will notice new icons on your computer.

INTERFACExpress™ Desktop Shortcut

- Launches the browser, opens the login page for INTERFACExpress™

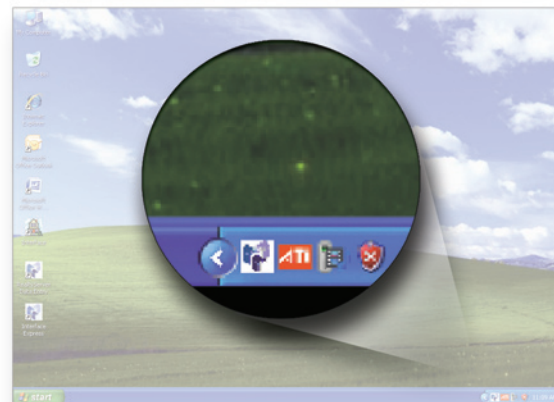


INTERFACExpress™ Desktop Shortcut

System Tray

(lower right hand corner of desktop)

- Indicates that data entry application is installed and running
- Right-click to Refresh Data or Exit



System Tray

Data Entry Desktop Shortcut

- Opens a login window
- Use for offline data entry – listing file can be opened, completed and uploaded later

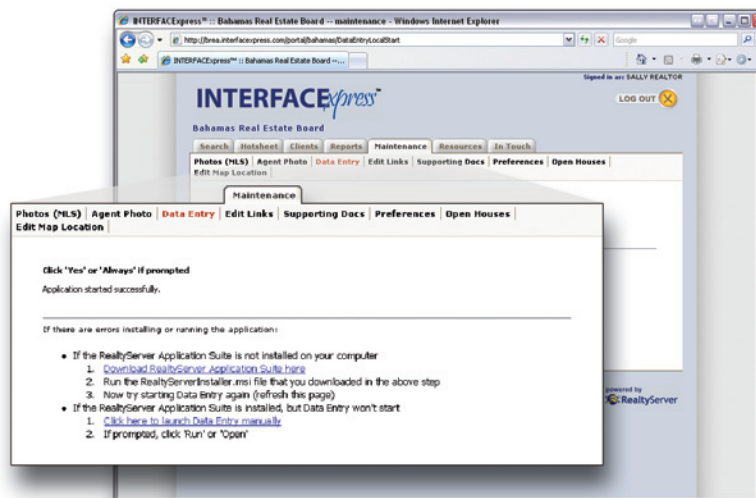


Data Entry Desktop Shortcut

First Time Installation

Data Entry Window

- Click on the **Maintenance** tab and select **Data Entry** – a confirmation message appears and a new window opens for Data Entry. The second and each subsequent time the Data Entry link is selected, the window will look like this:



Maintenance Tab > Data Entry Window

Data Entry for New MLS Listings

The Data Entry window opens with your current listings displayed in the lower panel (My Active Listings). The **Listings** panel allows you to **Add** a new listing or **Update a Listing** (see page 10) by clicking on the appropriate selection.

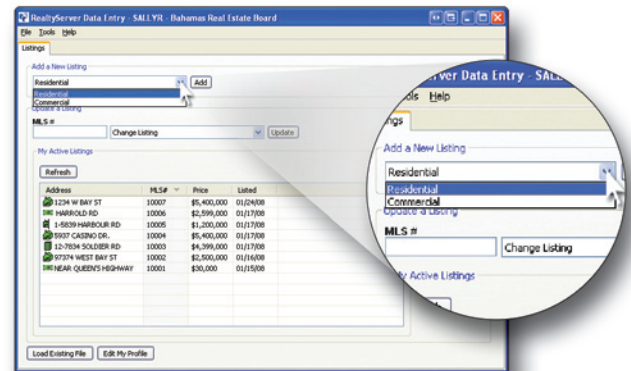
Enter New Listings

Please note that the **minimum** required data may be less than effective in achieving the **maximum** exposure and attention for your listing. More information and detail provided in the listing will result in this listing being displayed to more prospects and property seekers, generating more sales activity.

Use the **Remarks** field to enter keywords and property features that are not already entered in the form. The more you say about the desirable features of the subject property, the better this system will work for you.

Remember that this system will make your listing available instantly and globally to buyers and their agents.

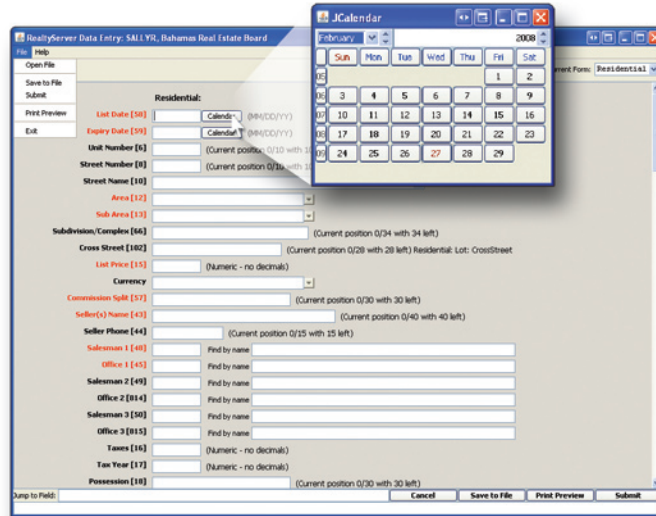
1. Select Residential or Commercial from the drop down list.
2. Click **Add**; the **Residential** listing data form opens.
3. All mandatory fields have red labels; these fields **must** have data entered before the listing can be saved or uploaded. This is the **minimum** required information to save this listing.



Data Entry Window

Data Entry for New MLS Listings


Data Entry Form



Pop Up Calendar

- The cursor is flashing in the first field on the form – List Date.
- Click the **Calendar** button beside the field; select the listing date from the pop up calendar. The calendar closes and enters the date in the field.
- Enter the listing end date by using the pop up calendar

Or

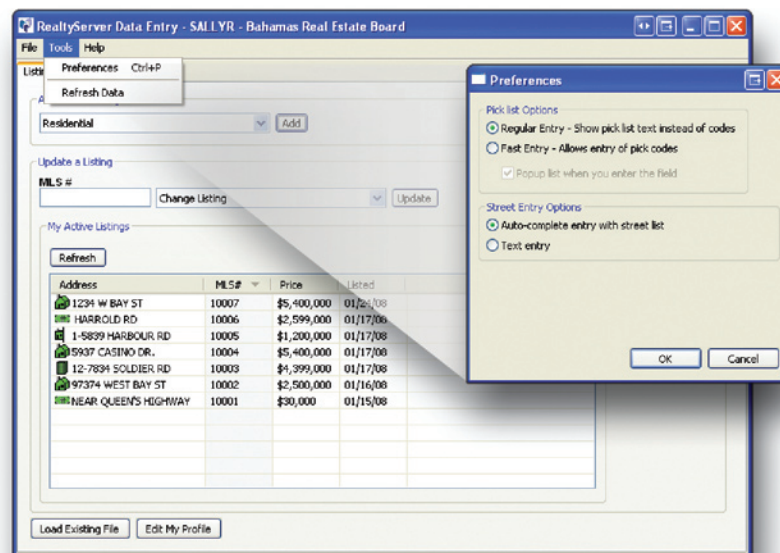
- Type the listing end date using the format indicated (MM/DD/YY).
- Fields are completed by typing in data or selecting from a drop down list where indicated by .

Preferences

Data Entry Options

It is possible to change the options for data entry, depending on your personal preferences and your familiarity with the system. As you become more comfortable completing the listing form online, you may wish to select **Fast Entry** for Pick List options. This will allow you to enter only the code for the detailed description item you wish to enter, instead of selecting from a drop down.

- From the main data entry window, click **Tools > Preferences**.
- Click the **Fast Entry** radio button; this will enable the **Popup list when you enter the field**. Check/uncheck this box to show/hide the list when the cursor enters the field, as you prefer.
- The **Fast Entry** selection will allow you to type in the numeric code, then tab out of the field. The description will be added automatically.
- When a data entry field has an error, the background colour will turn yellow and no other action will be possible until the error is corrected.



Data Entry Preferences

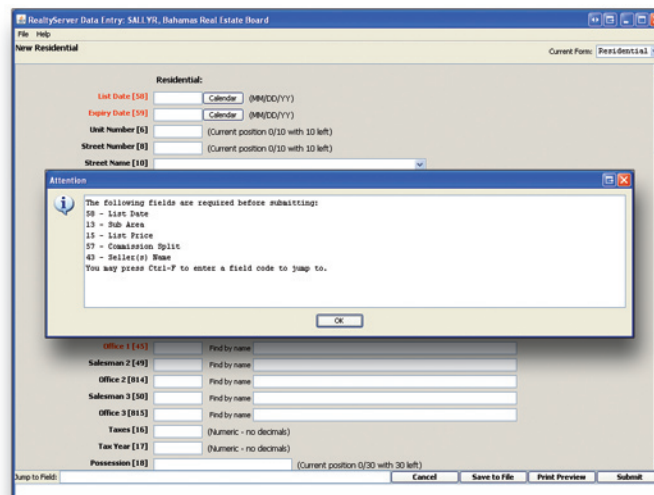
Preferences

Data Entry

When you are finished with the listing form, make your selection from the buttons on the bottom of the panel, depending on the circumstances.

If you are not connected to the Internet or if you must leave the form incomplete and complete it at a later date, select **Save to File**. This will save your work on the listing and allow you to **Load Existing File** later. You may then complete it at your leisure (*see page 12*).

When the listing data is complete, **Submit** the data to the server. If all mandatory fields are not completed, the following window opens indicating which fields require data.



Warning Window For Required Data

- Click **OK** to close this window.
- The cursor will be flashing in the first empty mandatory field and the field background will be yellow.
- Enter the listing data for the first field and press **TAB**.
- The cursor jumps to the next mandatory field in the list.

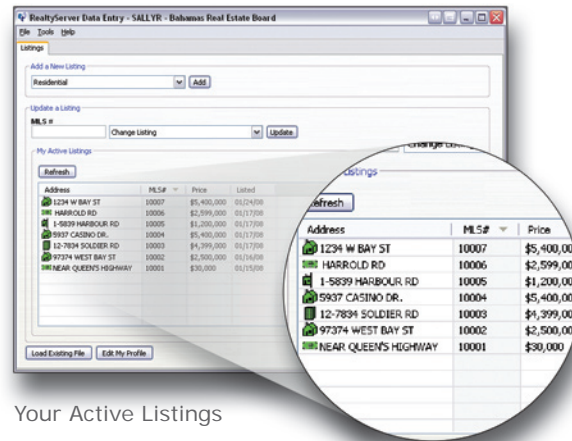
To produce a hard copy for reference or filing, **Print Preview** allows you to see how the printed page will look.

- Click **Print** in the upper left corner; the printer dialog box allows you to select the desired printer.
- Close the **Print Preview** by clicking the **[X]** in the upper right corner and return to the form.

Update/Modify Listings

From time to time it may be necessary to change prices or status of a listing, or duplicate a listing for a subdivision or apartment.

Your current active listings are displayed at the bottom of the window.



Your Active Listings

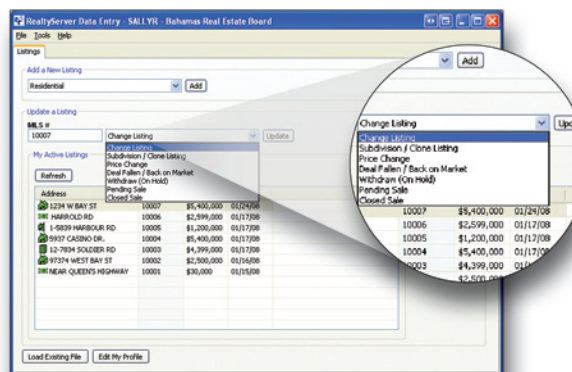
- When cloning a listing for a subdivision or apartment, select **Subdivision/Clone Listing** from the drop down and click **Update**.
- The entire listing form is opened; modify the necessary fields and click **Submit** to upload the listing.
- A message window appears to confirm the upload and assign the MLS #; listings must be verified by submission to the Board of an exclusive listing contract before they will be visible in INTERFACExpress™.

Contact Ms. Heather Joy Albury, MLS Administrator by:

Phone (242) 356-4578

Fax (242) 356-4501

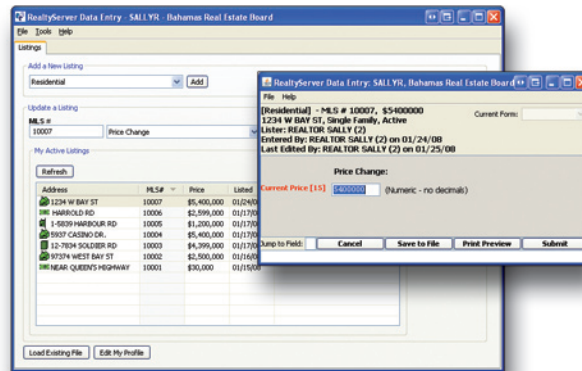
Email admin@mlsbrea.com



Change An Existing Listing

Update/Modify Listings

For all other update actions, the form will open the fields that are related to the actions.



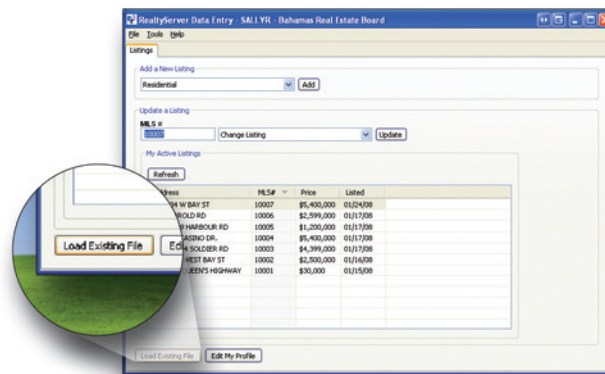
Price Change Form

Action	Opens Field
Change Listing	Entire form
Deal Fallen/Back on Market	Seller [43] Expiry date [59]
Price change	Current Price [15]
Withdraw (On Hold)	Seller [43]
Pending Sale	Contract Date [783] Selling Salesman 1 [811] Selling Office 1 [810] Selling Salesman 2 [812] Selling Office 2 [816] Selling Salesman 3 [813] Selling Office 3 [817] Completion Date [640] Sale Price [780]
Closed Sale	Date Listed [58] Expiry Date [59] Sale Deal # [34] Contract Date [783] Completion Date [640] Selling Price [780] GST Included [9] Buyer's Name [29] Selling Salesman 1 [811] Selling Office 1 [810] Co-Selling Salesman [812] Co-Selling Salesman [813] Non-Member Selling Salesman [787] Non-Member Selling Office [786]

Load Existing File

This window will allow you to manage your listings (*page 6*), preferences (*page 8*) and profile (*page 14*) information. You can also use this window to enter listings, temporarily save them to your computer (if you are interrupted or temporarily without an Internet connection), then load them later and save to the server.

This is called **Save to File** or **Load Existing File**. These files are saved with an extension of **.bro**.

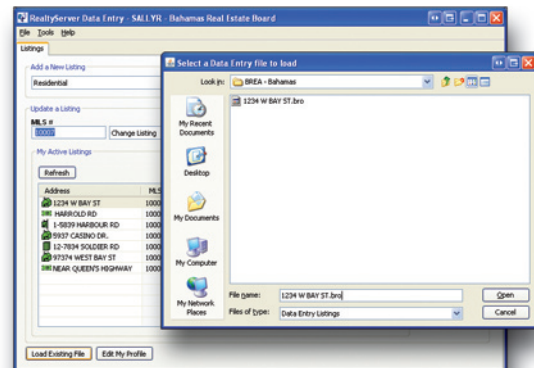


Load Existing File Button

- Click on **File >Open**
- Or
- Press **CTRL+O**
- Or
- Click the **Load Existing File** button in the lower left corner.
- Navigate to the location of the stored listing file.

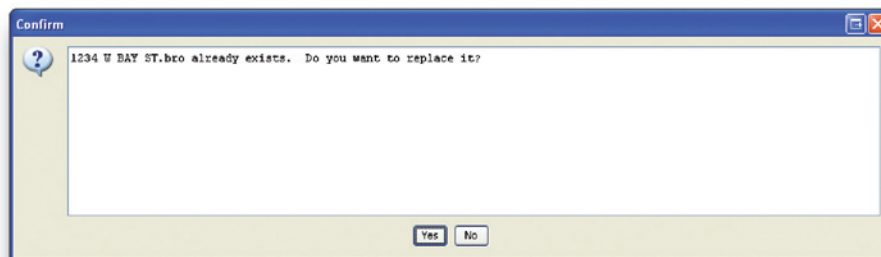
Load Existing File

- Click on the name of the saved listing file; when the correct file name is displayed in the "File name:" field, click **Open**.



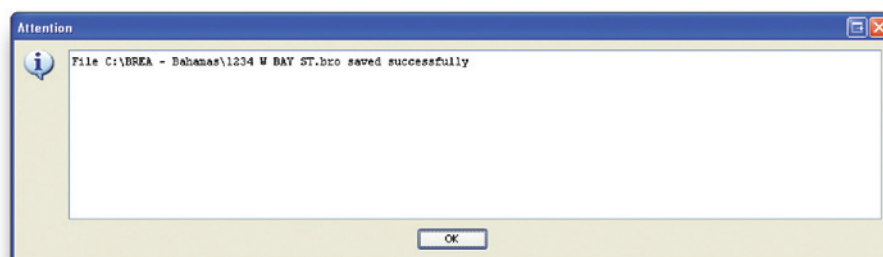
Open Saved Data Entry File

- If you attempt to save a file a second time with the same name, you will be prompted to confirm that the existing file should be replaced.



Replace Existing File Confirmation

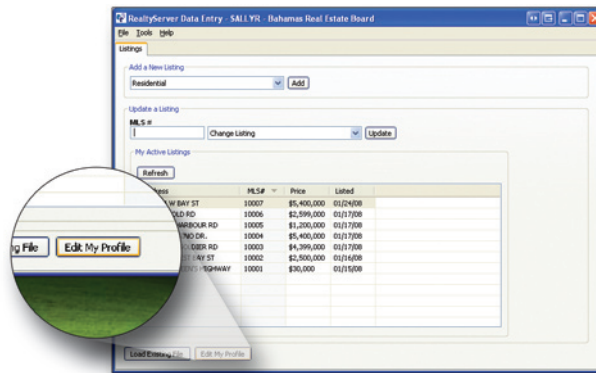
- A confirmation message appears when your file has been saved successfully. It is recommended that you create an appropriate folder for these listing files and save to/load from this folder. This will make it efficient to store and retrieve listing files, as the exact location of your files will be familiar.



File Save Successfully Confirmation

Edit My Profile

Edit your personal contact information ("profile") by clicking on button at the bottom left of the **Listings** panel.



Edit My Profile Button

If you are changing your password, you must enter it twice to confirm that it is correct both times.

Only the password and email fields are mandatory. Your ID number is assigned by the BRE and cannot be changed by you.

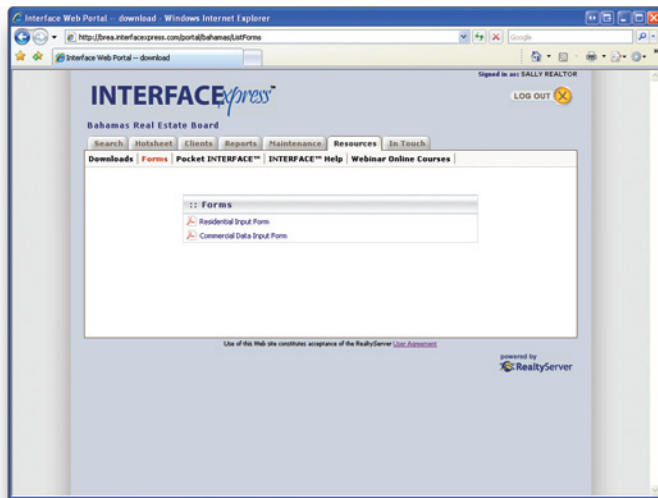
The screenshot shows the 'Salesman Personal Profile' form. It includes fields for Password (8), Phone (7), Pager (14), Email (11), and Web Page Address (10). The form also displays the member's ID number (00002) and name (SALLY REALTOR). The form is titled 'RealtyServer Data Entry: SALLY, Bahamas Real Estate Board'.

Field	Value	Notes
Member ID	00002	SALLY REALTOR
Password (8)	*****	New Password. Use 5-8 characters with letters and numbers only.
Repeat Password		Repeat new password (if changed)
Phone (7)	472-7252	(Current position 0/14 with 6 left)
Pager (14)		(Current position 0/14 with 14 left)
Email (11)	sally@sealtysystems.com; sally@celus.net	(Current position 0/60 with 22 left)
Web Page Address (10)	http://www.sealtysystems.com	(Current position 0/60 with 39 left)

Buttons at the bottom: Jump to Field, Cancel, Save to File, Print Preview, Submit.

Personal Contact Information Form

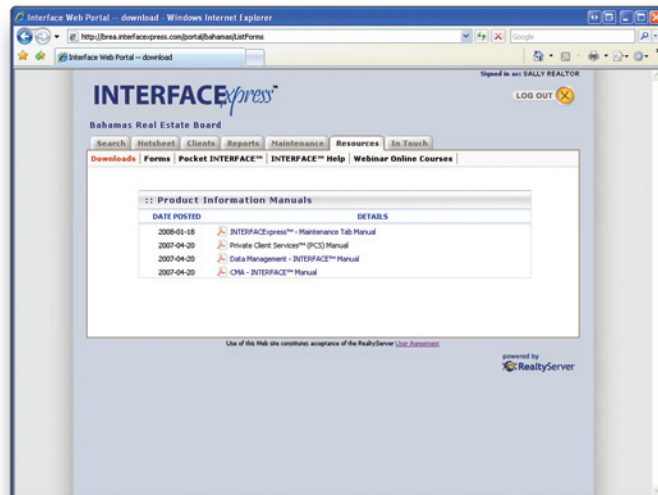
Forms



Data Input Forms

Data collection forms are available for printing on the **Resources** tab. These forms are provided in PDF format for your convenience; if you do not have a PDF Reader available, you may download one here by holding **CTRL** and clicking: **Get Adobe Reader Free**.

Technical Support



Additional Reference Material

Additional reference material is available for download on the **Resources** tab. For assistance with installation, login, data entry or modification, please contact the MLS Administrator by email or phone (*see page 1*).