

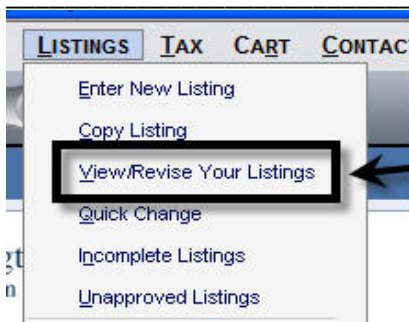
Broker Tour (Luncheon) Instructions

How to enter a Broker Tour (Luncheon) into Rapattoni MLS:

After logging into the MLS follow the the steps listed below to enter your Luncheon.



Start by selecting Listings



You will now select View/Revise Your listings.

Listing Information

- [Listing Information](#)
- [Status Information](#)
- [Map Pin Placement](#)
- [Open House Dates](#)
- [Broker Tour Dates](#)
- [Virtual Media \(0\)](#)

Once in the view listing screen you will need to find Broker Tour Dates and select that option.

A screenshot of the 'Enter / Revise Broker Tour Dates' form. At the top, there is a 'Save' button. Below it, a table shows listing information with columns for 'Listing #', 'Price', and 'Address'. The 'Date' field has a calendar icon and a text input. The 'Time' field has a text input. The 'Comment' field is a large text area with a character count '0 characters (Maximum 250)'. A 'Save' button with a checkmark is at the bottom right. A callout box at the top right contains instructions for the 'Save' button.

4. Once completed, select the SAVE button. Now your luncheon information is available to members searching Broker Tours.

Listing #	Price	Address
██████	██████	██

Date 1. Enter the date of your luncheon.

Time 2. Enter the time of the event.

Comment

0 characters (Maximum 250)

Save

How to search for Broker Tours (Luncheons) in Rapattoni MLS:

The image shows a screenshot of the Rapattoni MLS search interface. At the top, there are two tabs: "SEARCHES" and "LISTINGS". The "SEARCHES" tab is selected and highlighted with a black box. Below the tabs is a dropdown menu with the following options: "Saved Searches", "Sayed Hotshots", "Hotsheet", "Quick", "Standard", "Custom", "Radius", "Map", "Address", "Listing #", "PID", "Open House", "Broker Tour", and "Agent/Office". The "Broker Tour" option is highlighted with a black box. Two blue callout boxes with white text and arrows provide instructions. The first callout points to the "SEARCHES" tab and says "To find a Broker Tour (Luncheon), select Searches." The second callout points to the "Broker Tour" option and says "Select Broker Tour from the available Searches."

SEARCHES LISTINGS

- Saved Searches
- Sayed Hotshots
- Hotsheet
- Quick
- Standard
- Custom
- Radius
- Map
- Address
- Listing #
- PID
- Open House
- Broker Tour**
- Agent/Office

To find a Broker Tour (Luncheon), select Searches.

Select Broker Tour from the available Searches.



Home Back Forward Stop Refresh Search

Broker Tour Search

General Criteria Additional Criteria

Preview Count

Broker Tour Dates From 11/29/07
If this search is

ZIP Codes

Address
[Additional Addresses](#)

Street #	Street # Thru	Direction	Street Name	Suffix

Unit #

Begins with Exact Contains

Post Direction

Cities

Property Types

Single Family Rental Multi-Family
 Land/Acreage/Site Boat Slip Parking

If you select ONE property type, you can click Additional Criteria to further refine your search.

Counties

Communities

School District

Schools

School Type	School

Price ,000 Thru ,000

Include Auctions

You will need to enter your search criteria for the type of property you are seeking. Once you have entered the criteria select the Search button.