



## **CMLS Lite Basic Functions** **12/14/2009**

**MLS#:** MLS number search.

**Quick:** Quick property search. Search using any combination of category, street number and street name. Only on-market listings are available in the Quick Search.

**Advanced:** Search using any combination of category, street number, street name, subdivision, city, minimum price, maximum price, minimum heated living area (HLA), minimum bedrooms and minimum bathrooms. Both on-market and off-market listings are available in the Advanced Search.

**Agents:** Search for CMLS Subscribers by name to get phone number, office name or office phone .

**Offices:** Search for CMLS Subscriber offices by name to get address, phone number and broker's name.

**Inventory:** Display a list of your property inventory.

**Help:** A basic help menu.

### **Important Notes**

- If you are standing in front of a property and need quick information, perform a Quick Search and enter the street number only. For example, type in 1812. Your results will be a list of property addresses with a street number of 1812. You can select the correct property from that list. Entering only the street number is much easier than “thumbing” (thumbing and fumbling) through typing the entire street name on your device.
- To reduce the amount of data being transmitted to your device, search results are limited to 20 properties.
- You can search an entire subdivision using Advanced Search, but keep in mind the 20 results limit.
- Not all cell phone services are equal. Some charge a per-kilobyte rate for the transfer data. You are responsible for all phone company charges.
- Using Advanced Search, both on- and off-market properties are available.

### **Usage**

The CMLS Lite system has been online since December 2006. Since that time, more than 1,000 agents have take advantage of this service. The service is accessed by approximately 50 agents per day. Haven't tried CMLS Lite yet? What are you waiting for?