



“You Have A Choice”

Course Description: MLS – Office: Covering the Basics

Presenter:

This class is presented by Cardinal Pacific Escrow, taught by SoCal MLS.

Features:

The most powerful contact and activity manager for agents is now provided to all SoCal MLS customers as a member benefit... **NO ADDITIONAL COST!**

MLS – Office offers all the features you need to manage your contacts, your showings, your schedule, your emails and your communications. **ALL IN ONE EASY TO USE INTERFACE, AT NO EXTRA COST TO YOU.**

Topics Covered:

During the Contact and Listing Management segment:

- **Contact Import**
- **Adding Contacts and Agents**
- **Content of the Contact File**
- **Keyword Management**
- **Contacts Advanced Search**
- **Global Edit**
- **Link a Contact to a Listing**
- **Listing Search**

During the Calendar and Showing segment:

- **Working as a Team**
- **Adding an Event to the Calendar**
- **Showing Management**
- **Showing Follow-up**
- **Creation of Activity Reports**

Click below for a demo and see how MLS-Office can help you achieve your goals!

<http://www.mls-office.com/demo>

Class Location:

6621 E. Pacific Coast Highway, Suite 105
Long Beach, CA 90803

For General Questions Please Call SoCal MLS at : (800) 995-2600

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