QUICK START GUIDE FOR THE TREB CONNECT INTERFACE

CONNECT is a joint venture of the Toronto Real Estate Board, REALTORS® Association of Hamilton-Burlington, the London and St. Thomas Association of REALTORS® and the Ottawa Real Estate Board. It offers all REALTOR® members, Unlicensed Assistants and Brokerage Administrators from participating Boards the ability to search and view active listings and recent sales history of all other participating Boards in their own local MLS® format. Security is paramount and minimum standards must be maintained.

CONNECT is not an MLS system – it provides access to more information in an efficient manner. Search forms on the system are dynamic and will change depending on the specifics from each participating Board. Reports from the various Boards will differ according to local requirements and naming conventions (e.g. abbreviations), and field values will vary as well. Printing of reports in both Client and Broker format is available, however, there is no email functionality. One photo per listing will be available through the transfer, however additional photos for active properties may be linked from REALTOR®.ca. Access will be read only.

LOGIN
Access for TREB Members will be achieved by automatic pass-through of login information when users click the CONNECT button near the top right of the TorontoMLS Info Centre screen. The user will be prompted to accept the Terms and Conditions of the site each time they wish to gain access.
MENU OPTIONS

Once logged in, the user is presented with the principle search criteria. A series of menu options extends across the top of the application window. On the top left hand side, the options will include:

- Listings Search
- REALTOR® Search
- Office Search
- Open House Search

Clicking on **Listings Search** will cause the main **Listings Search** criteria page to be displayed. Clicking on any of **REALTOR® Search**, **Office Search**, or **Open House Search** links will result in a new window being opened, and the appropriate **REALTOR.ca** search page will be presented.

On the right hand side, the options will include:

- Help
- Print
- Log Out

The **Help** option can be used to find out more information regarding the various features of **CONNECT**. The **Print** option utilizes the standard Windows print dialog to facilitate printing the contents of the displayed web page. **Log Out** is, of course, self explanatory.
The CONNECT interface provides access to data from three other real estate Boards/Associations. By clicking on the available Board/Association radio button options, TREB Members can select from the following:

- REALTORS Association of Hamilton-Burlington
- London & St. Thomas Association of REALTORS
- Ottawa Real Estate Board / Renfrew County Real Estate Board

On the main Search Listings screen the search is also narrowed by selecting one of the seven Classes from the following list:

- Residential
- Condo
- Lease
- Farm
- Lots and Land
- Multi-Family
- Commercial

The resulting presentation of selection criteria will vary depending on the Class that is chosen. The available criteria will also vary slightly from one Board/Association to the next within the same Class, however, the selection process has been designed to be as uniform as possible.

To the right of the Form Title, which defines the Board-specific search screen by Class, there are four command buttons: Clear, Preview, Count and Submit.
The **Preview** button can be used to recall a summary of the criteria that have already been selected up to that point. Clicking on the **Count** button will present that same information along with an additional tally of how much each selection is constricting the final search result.

Clicking on the **Submit** button will call up the Results screen, which consists of one line reports for the listings that are matches for the selected criteria. The **Clear** button can be used to re-initialize the criteria fields, when starting a fresh search is desired.

The **Results** screen is very similar to the standard TMLS Results screen; a list of one line reports presented with a row of command buttons above the column headers. Note that for performance considerations, CONNECT limits search results to 100 listings.

In such cases, the following message will be displayed:

![Limited to 100 Results](image)

With CONNECT, Members have the ability to search and view **2 years** of Active, Sold, Conditional Sold and Pending Sold information for all listing Classes except for Commercial, which will have **4 years** of history.

![Sample Results Screen](image)

The command buttons across the top of the Results screen include **View**, **Map**, **Photos**, **Narrow** (greyed out at first), **<<First, <Previous, Next>, Last>>** and **<Revise Criteria**. Clicking on the “**<Revise Criteria**” button, or on the “**Criteria**” breadcrumb allows the user to return to the **Listings Search>Criteria** screen to perform modifications to the active query.

Note that on the **Results** screen, the list of records can be sorted by clicking on any of the field headers.
• **View** – Generates a collection of reports that the user can step through (all checked listings). Command buttons for `<Return to List, Map, Photos, Virtual Tour, More Photos, <<First, <Previous, Next>, Last>>` and **Revise Criteria** remain available in this mode. Clicking the **More Photos** button opens a new REALTOR.ca window with the listing of that property displayed, and the user can subsequently view multiple photos of the property there. Note that the listing must be Active on REALTOR.ca for this feature to work.

• **Map** – Utilizes Microsoft Virtual Earth to plot locations of the listings on a map. Performing a mouse-over on the map’s icons results in basic info pop-ups being generated for those listings. A pop-up message box will note any listings that could not be plotted before the map is actually displayed. Command buttons for `<Return to List, View, Photos and Revise Criteria` are available here. The **Locate** box can be used to locate Places of Interest, by typing the search criteria and hitting **Enter** on the keyboard.

• **Photos** – Clicking this button generates a web page presentation of the principal photos of all listings. Clicking on any photo will generate a larger photo of that property. Clicking on the large photo will then return the user back to the photo list. On this page the selection can be narrowed by activating the check boxes for the desired listings and then clicking on the `<Return to List` button. Command buttons for **View, Map** and **Revise Criteria** are also available on this screen.

• **Narrow** – Clicking this will eliminate those listings which have not been checked off. If nothing has been checked, then nothing will be eliminated.

• **Expand** – This will become visible once the **Narrow** button has been used. Clicking it will return the listings that were eliminated by the **Narrow** button back to the one line report screen. Note that more than one level of narrowing can be recalled by using this button.

The `<<<First, <Previous, Next> and Last>>` buttons function in a manner that is essentially the same as the familiar **TMLS** interface.

Note that the number of records displayed on each results page can also be set using the available **Page Size** dropdown list box. The available options are 20, 50 and 100, with the default having been set to 20. The total number of listings returned by the entered query, as well as the page number are also displayed to the right of the command buttons.

**SELECTING CRITERIA**

The process of selecting criteria for the various searches is essentially the same as TMLS, with some very minor differences.

At the top of the form one or more MLS numbers can be entered, and used to zero in on desired listings. It is important to note that when conducting an MLS number search, the results that are returned by this query will be constrained by whichever of the seven Classes has been selected at the start.
Also, at the bottom of the form, there is the “add a field” option that allows the users to select one or more fields from the provided dropdown list in order to dynamically customize their query. As the fields are selected, the appropriate data entry boxes are added to the criteria screen, along with their identifying label, whether they happen to be textboxes, listboxes or dropdown lists.

If insufficient criteria have been selected for the system to successfully perform a query, the labels of the required fields will turn red after the submit button is clicked. Also, messages at the bottom of the screen in red font will outline the query’s mandatory field requirements, so that the user can address the shortcomings.

The command buttons for **Clear**, **Preview**, **Count** and **Submit** are repeated at the bottom of the screen in order to minimize the need for scrolling.

**District Maps**
At the top of the screen, there is a hot link providing access to Board District Maps. Here, the interactive district maps for the Board being searched can be found.