

Make Your Computer Get Along With the MLS

- 7 Easy Steps -

(with pictures!)

You click a Search button in the MLS and you get a message that the page cannot be displayed. Or you click the Reports button and a blank window displays. These types of computer behaviors are usually the result of incorrect settings in your computer - not necessarily a malfunction of the MLS.

You must use the most current version of Microsoft Internet Explorer 6 and you must use an updated version of Windows 2000 or higher. You should have all of the critical service packs and patches installed for your versions of these two software products. Go to www.microsoft.com, select your product then follow the directions to check your computer's software for missing updates.

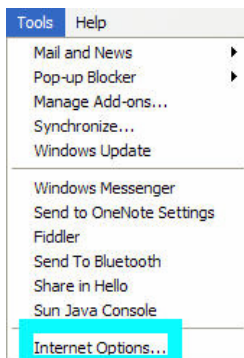
We've put together a list of items to check, or possibly change, on your computer that cure most problems that occur when you are using the MLS system. In addition, there are some quick steps at the end of the list that add functionality to your use of the MLS.

Quick Check List (each action is described in detail below)

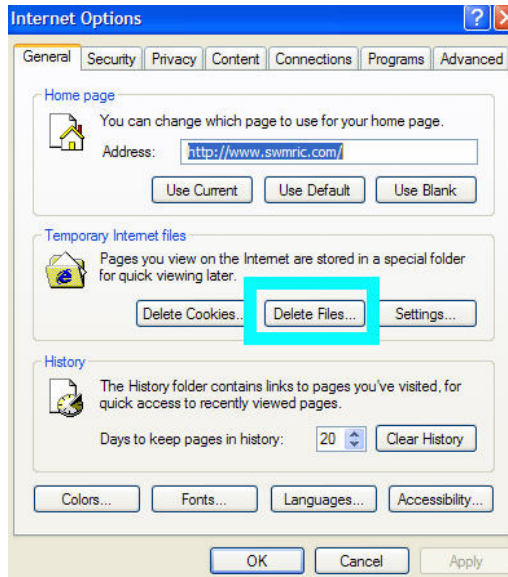
1. Delete your Internet Temp files
 2. Set your computer to automatically get the most current internet file to store in the Temporary Internet Files
 3. Turn off PopUp blockers
 4. Run the Browser Optimization Tool
 5. Make the MLS a Trusted Site
 6. Restore Defaults
 7. Disable Yahoo, Google, MSN, etc. toolbars
- Extra Function Tips**
1. Email and print Reports in PDF format

1. Delete your Internet Temp files

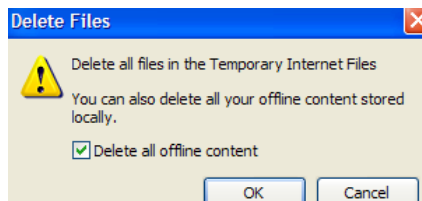
- a. Close the MLS
- b. Open your Internet Explorer home page
- c. Click Tools then Internet Options



d. Click the Delete Files button in the center of the General tab (shown on next page).



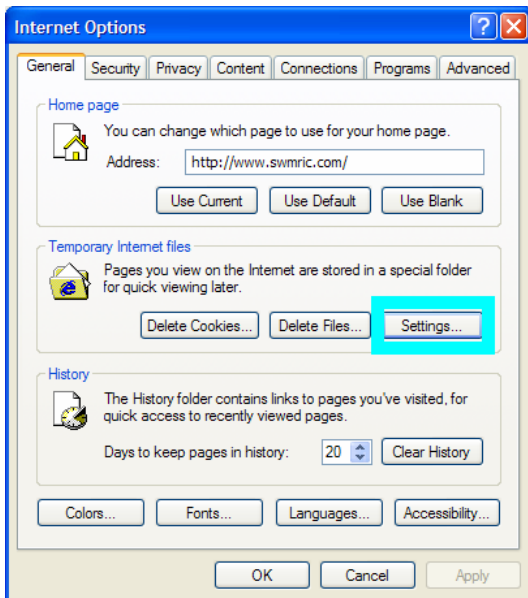
e. In the popup confirmation window check the box next to “Delete all offline content” then click the OK button.



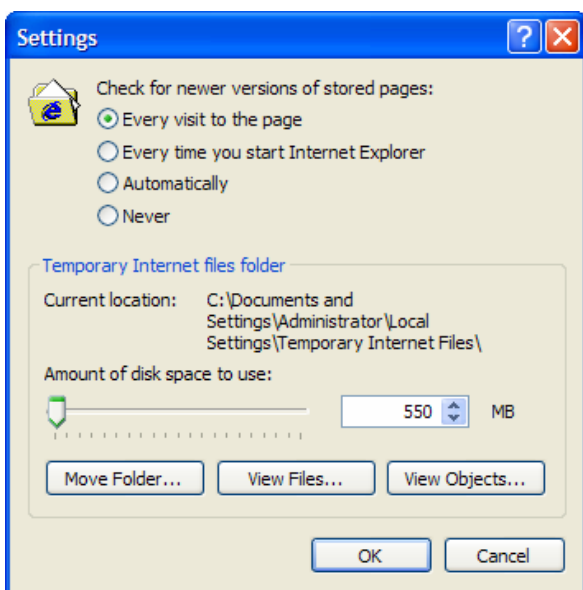
Your cursor will change to an hourglass while temporary internet files are deleted from your computer. When the cursor returns to normal, click OK.

2. Set your computer to automatically get the most current internet file to store in the Temporary Internet Files (referenced above).

- a. From Internet Explorer navigate to Tools then Internet Options. Select the General tab, if not already active as the default, then select Settings.



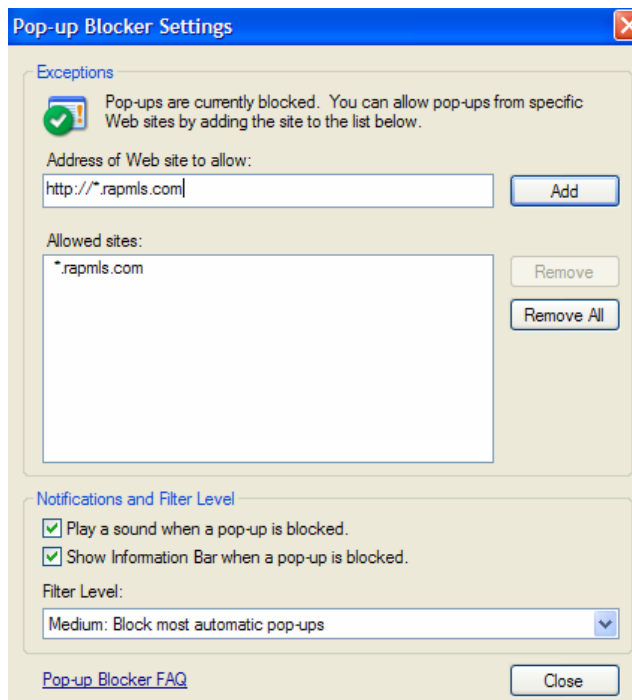
- b. Select the 'Every visit to the page' bubble, if not selected, then verify the 'Amount of disk space to use:' is set to **550 MB**. If not, adjust to 550 MB. Click OK then OK again to return to your Internet Explorer window.



3. Turn off PopUp blocker

You want to disable popup blockers just when using the MLS, do the following:

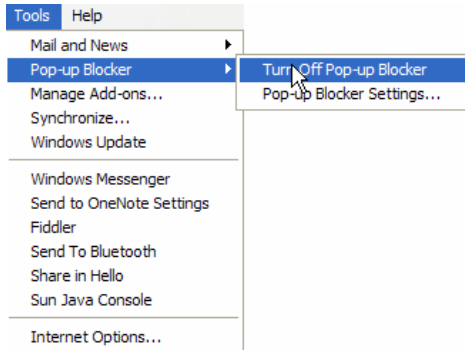
- a. Click Tools from the IE menu then expand Pop-up Blocker (as shown above).
- b. Click Pop-up Blocker Setting then type **http://*.rapmls.com** into the entry box below “Address of Website to Allow”. (See screen below.)



- c. Click the Add button. Check the list of Allowed Sites to be sure ***.rapmls.com** appears there.
- d. When complete, click the Close button.

You want to disable all popup blockers when using Internet Explorer.

- a. Using Internet Explorer, go to the SWMRIC login page.
- b. Click Tools on the navigation bar, expand Pop-up Blocker then click Turn Off Pop-up Blocker

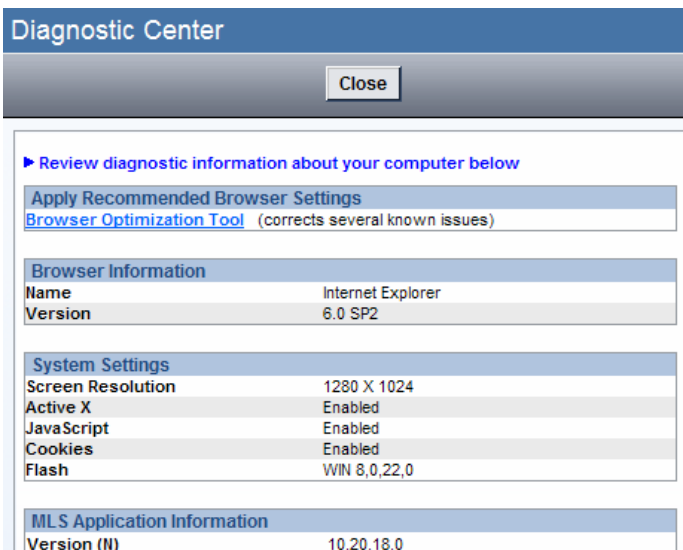


If you do not want to disable pop-up blocker functionality in Internet Explorer at all when using the MLS, log in to the MLS then hold down the CTRL key while pressing an action button such as Reports or Map.

4. Run the Browser Optimization Tool

Among other adjustments, this action adds the SWMRIC site to the Yahoo and Google toolbar whitelist.

- a. Open the MLS to your Home page
- b. Click Help on the navigation bar then select Diagnostic Center. The settings on your computer should match those in the Browser Information section and System Settings section of the Diagnostic Center window.



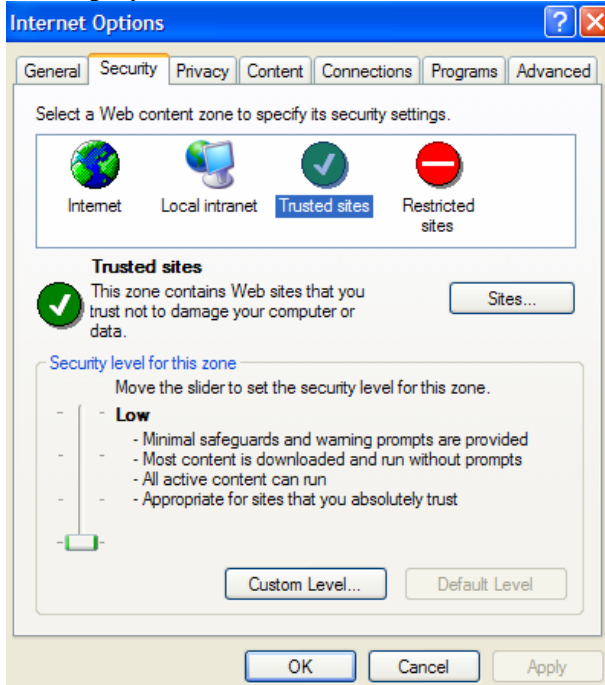
- c. Click the link, Browser Optimization Tool, in the Apply Recommended Browser Settings section. Answer Accept, OK, Open, Run, or Install to the subsequent authorization windows.

d. When the process has completed, close all open Internet Explorer windows including all MLS windows. From your desktop, open Internet Explorer, login to the MLS to finish your work.

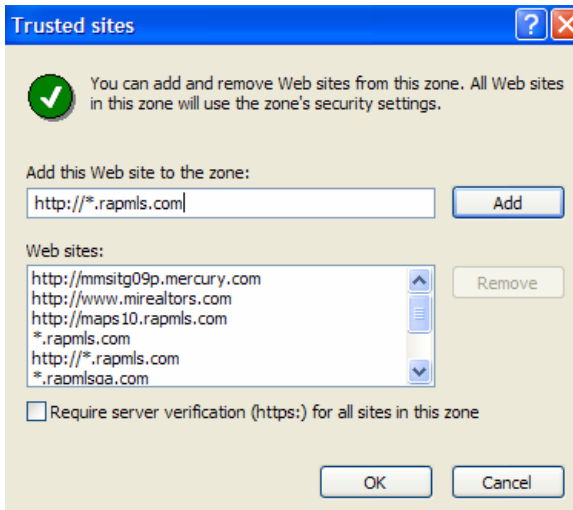
5. Make the MLS a trusted site

a. From the Internet Explorer navigation bar, click Tool then select Internet Options.

b. From tabs at the top of the window, click the Security tab. Below is a picture of the Security tab display.



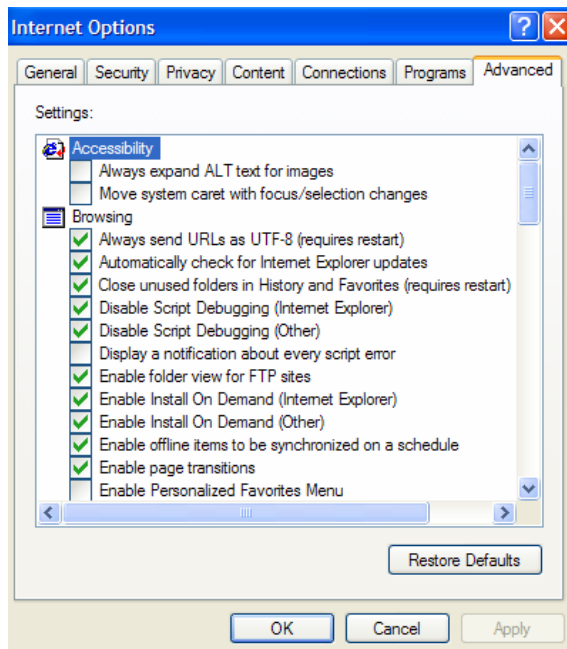
c. Click Trusted Sites then click the Sites button to display the following.



- d. Please make sure the box to the left of 'Require server verification (https:) for all sites in this zone' is **not** checked.
- e. In the 'Add this Web site to the zone:' entry box, type **http://*.rapmls.com** then click the Add button to add the site to the 'Web sites:' list.
- f. Click OK then OK again to close the window.

6. Restore your computer defaults

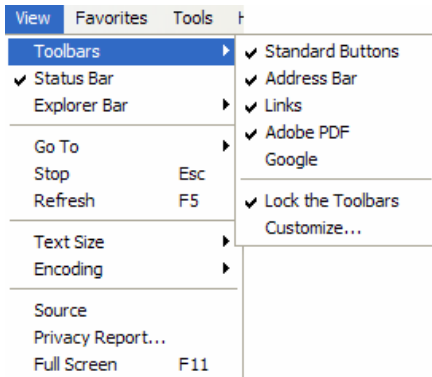
- a. Close the MLS then open your Internet Explorer 6 browser. Select Tools on the navigation window then select Internet Options.
- b. Click the Advanced tab at the top of Internet Options window, as shown below.



- c. Click the Restore Defaults button. When complete, click OK to return to your Internet Explorer window and restart the MLS.

7. Disable Yahoo, Google, MSN, etc. toolbars

- a. Open an Internet Explorer window then navigate to View then to Toolbars, as shown below.



- b. Uncheck Google (or Yahoo, or MSN, or any other toolbar that may be checked). Only four Toolbars need to be checked – Standard Buttons, Address Bar, Links and Lock the Toolbars.

EXTRA FUNCTION TIPS

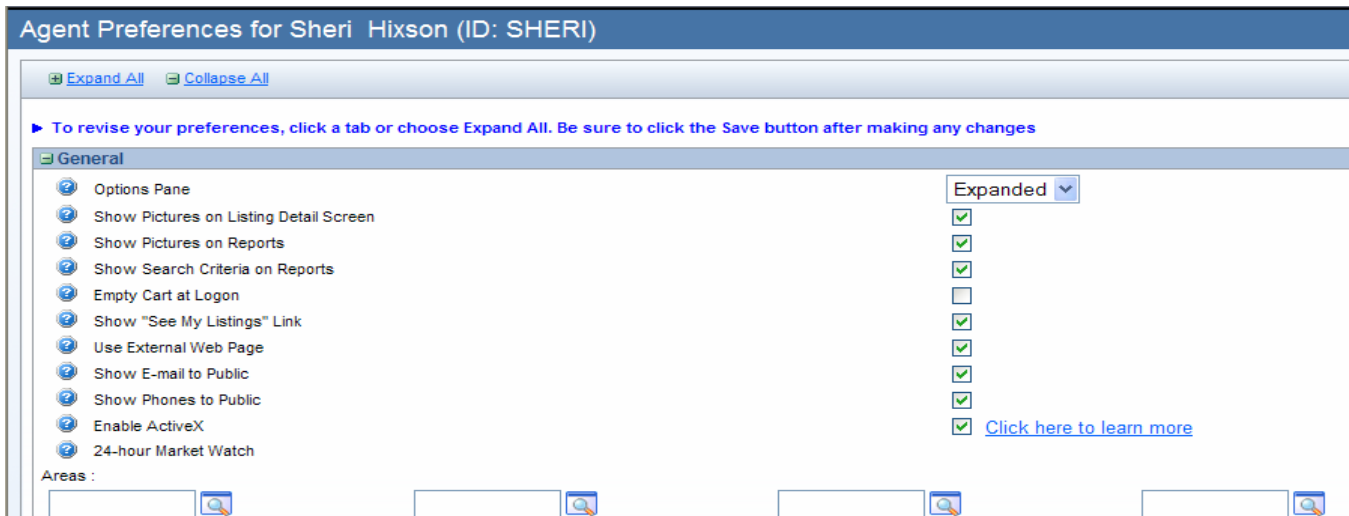
1. Email and Print Reports in PDF format

Printing reports in PDF format lets you see exactly how each report you want to print will appear on the printed page. Emailing a PDF report lets you see it exactly as it will appear in the email. Add the Save as PDF and E-mail as PDF options to your report preview window as shown below.

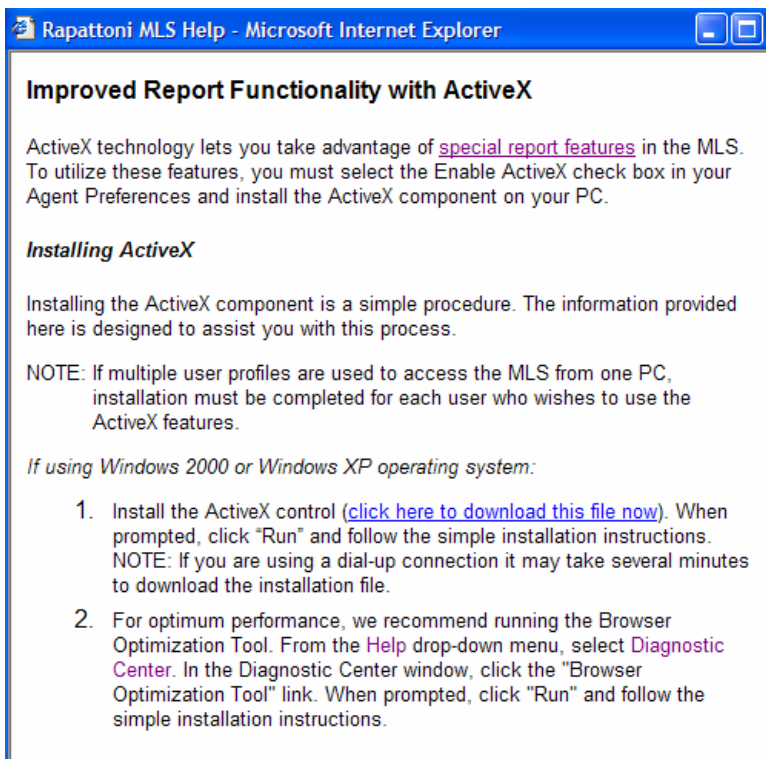
Another benefit is the addition of extra space on an HTML formatted page by removing the browser-controlled header and footer so that the top and bottom page margins are optimized.



- a. From your MLS Home page select ADMIN then Your Preferences from the dropdown menu.
- b. Open the General tab the locate the Enable ActiveX item.
- c. Check the box to right of Enable ActiveX.
- d. Click the “Click here to learn more” link.



- e. Read and follow the instructions on the pop up window (sample window follows.) Click the link, “click here to download this file now”, to begin the process.



- f. When completed, exit the MLS then log in again.