

My MLS Overview

gamishelp.dynaconnections.net/knowledge-base/my-mls-overview/

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My MLS is your **Home Page**, which is made up of the following areas. The individual sections (widgets) on the **connectMLS My MLS Home Page** are described below.

The screenshot displays the connectMLS My MLS Home Page dashboard. At the top, there is a navigation bar with the Georgia MLS logo, a search bar, and menu options for My MLS, Search, Listings, Reports, and Forms. The main content area is divided into several widgets:

- Client Activity:** Shows updates and contacts. A recent update states: "You added 38 listings to Snellville 400+ on Mar 23 at 08:15pm". Below this, there are three property listings with prices: \$326,155, \$359,000, and \$320,475, each marked as "ACTIVE". A notification says "Rebecca Realtor has sent 38 properties for Betty Buyer to consider". Another update shows "Betty favorited 8119 Nolan Trl on Mar 23 at 11:37am". Below this is a property listing for "8119 Nolan Trl" priced at \$358,000, located in Snellville, GA, with MLS# 8944327, built in 2016.
- Bulletins:** Contains a bulletin titled "Helpful Resources to Learn About connectMLS" dated 03/23/2021.
- Market Activity:** Displays market statistics for "All Activity":

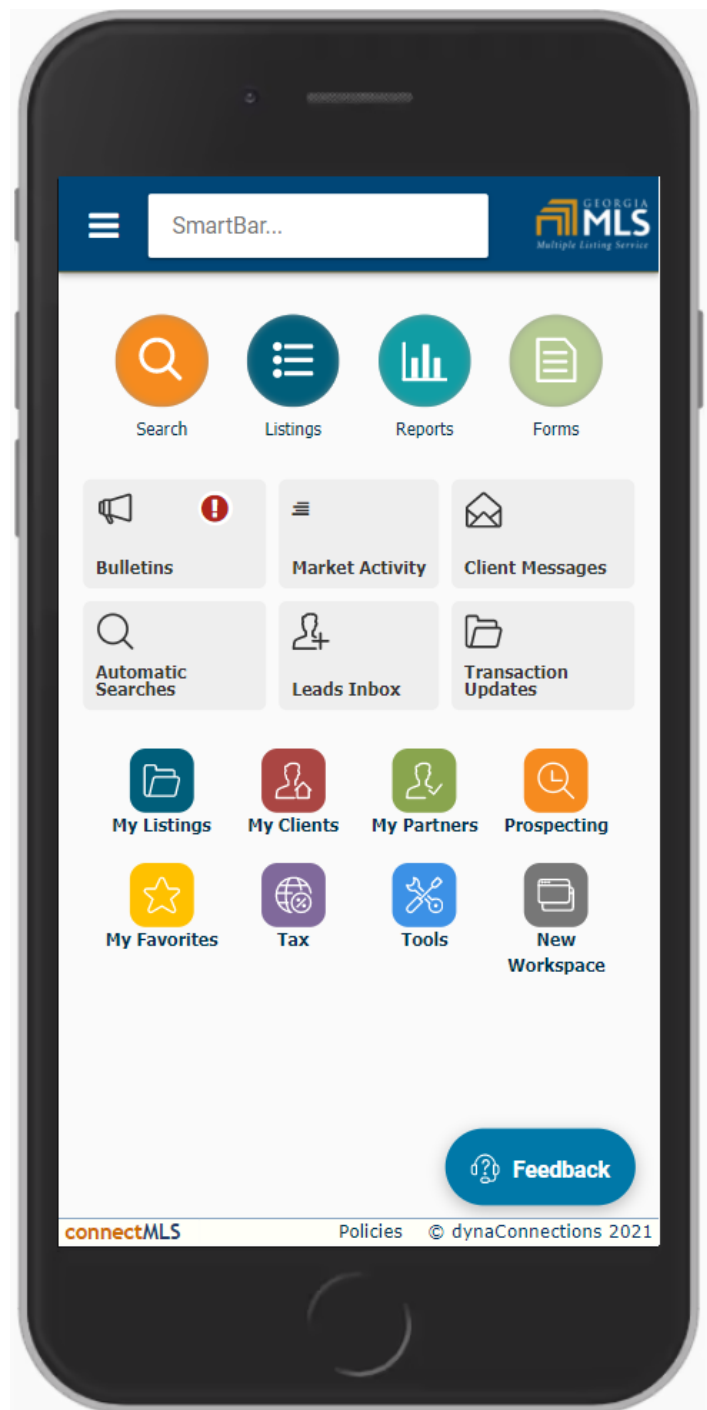
New	2
Expired	0
Hot List	4
Sold	2
Pending	0
Open Houses	53
Tours	13
- Shortcuts:** Provides quick access to "My Listings/Transactions", "My Favorites", "My Clients" (with "Add New Client" button), and "My Service Partners" (with "Add New Service Partner" button).
- Automatic Searches:** Shows a search for "Snellville 400+" with 38 results, last ran on 03/23/21 at 09:15 PM.
- Tools, Resources, & Links:** Includes a "Tools" section.

At the bottom of the dashboard, there is a "Feedback" button and a footer with the text "connectMLS Connecting Your Real Estate Community" and "Customer Support | Terms of Service | Privacy Policy | © dynaConnections 2001-2021".

1. Shortcuts widget–

- **My Listings/Transactions** – *Coming soon.* Access and manage all of your current listings and transactions. Click **Add New Listing** to open the **Add New Listing** page. You can access your listings/transactions from anywhere in **connectMLS** by clicking the **Home** icon in the top corner of any **connectMLS** screen.
- **My Favorites** – Access all listings that you have marked as **Favorites** by clicking the **Star** icon.
- **My Clients** – View your Client contact list and add any new clients to your database. You can access your Client contact list from anywhere in **connectMLS** by clicking the **Client** icon in the top right corner of any **connectMLS** screen.
- **My Service Partners** – View contact information for all of your real estate service partners (lenders, inspectors, title officers, etc.), and add any new real estate service partners to your contact list. To add a new real estate service partner, click **Add New Service Partner**. You can access your service partners from anywhere in **connectMLS** by clicking the **Service Partner** icon in the top right corner of any screen in **connectMLS**.

- 2. **Bulletin Board** – View important updates, company messages, alerts and information from your board/MLS here. You will be notified of new messages by the red circle notification for each tab.



3. **Client Messages** – View and send new email messages to your Clients and/or other transaction participants. To send a new message, click **Send Message**.
4. **Client Activity** – View recent client activity, with the option to filter which kind of activity as well as which client(s). Populates more entries the farther you scroll.
5. **Leads Inbox** – *Coming soon*. Keeps a list of people who have submitted a leads form (if you have created one).
6. **Transaction Updates** – *Coming soon*. Quickly view any changes in your transactions such as new messages, document uploaded, and status changes.
7. **Tools, Resources, & Links** – New user hints, tutorials, marketing materials, etc. can be found here by clicking **Tools, Resources or Links** to expand the accordion menu to reveal more options.
8. **Market Activity** – Get a quick snapshot of what is going on in your market. To view the listings for a market status, click the **MLS number**. Click **Customize View** to display the information as a graph, as well as specify which area and property types are displayed.
9. **Automatic Search Activity** – View results from prospect searches. To view the results of the latest search, click on the **MLS number**.

Click the **Prospecting Manager** link or the **Prospecting Manager** icon in the top right corner of any **connectMLS** screen, to manage your prospects and saved searches.

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