

**MLS/SWIFT DUAL ENTRY SOFTWARE INSTALLATION INSTRUCTIONS**

To install MLS/Swift, double click on the **Setup.exe** file sent to you by email in the **Zip File**.

Dual Entry will begin the installation process. After the installation process is complete, a **MLS Swift Atlanta Icon** will appear on the desktop Screen. **Double click** on the icon to start the program.

In the **Internet Connection Section** if you use a **Modem**, Click on **Dial Up** otherwise Click on **Direct Connect**.

Click on the **Update Button** and follow the instructions on the screen.

**MLS/SWIFT DUAL ENTRY SOFTWARE SETUP**

**Activate** your software by clicking on **Help** on the main screen, then **Activate MLS Swift**.

From the **File Menu** select **Options**.

In the **New Listing Defaults** section, enter the most common length of listings for your office in the **Listing Days** field. Then enter the area code that is most commonly used for your listings in the **Area Code** field.

In the **MLS Section**, be sure that **Use MLS** is checked, and in the **User Type** box, click on **Office**. In the **Office Code** field, enter your MLS Broker Code (Remember your MLS and FMLS Broker Codes may not always be the same). In the **Agent ID** field, enter your MLS Agent ID (**Agent Version Only**).

In the **FMLS section**, be sure that **Use FMLS** is checked. In the **Office Code** field, enter your FMLS Broker Code (**Agent Version Only**).

In the bottom left corner where it says **Main Input Form**, Click on the drop down arrow and Select **FMLS Residential – MLS Single Family**. Where it says **Primary MLS**, Select **FMLS**. Click on **Save** at the top of the **Options** box to return to the main screen.

Upon successful completion and update, select **File** and **Update Roster** from the main menu. (**Office Version Only** After successful update of your rosters, *MLS Swift* is ready to use).

# How to Use MLS *Swift*

MLS *Swift* is a listing entry program, which provides the following benefits:

- Off-line listing data entry and storage
- Unattended listing data transmission
- Provides a log of complete listing activity and exception log for any update failures
- Creates a historical listing database for inquiry or revisions

## Adding Listings:

From the menu, select **File – New FMLS Residential – MLS Single Family Listing** or **Click on the first Icon on the Toolbar**. The entry screens will display. Enter the Listing. To add a listing of another property type, select **File – New Other Listing** or **Click on the second Icon**. (When entering your listing, each field needs to be completed and every feature should have at least one selection checked).

## Save and Verify:

After you have completed the listing entry, **Click on the Red Check Mark in the Upper Right Corner of the Screen**. If you have completed all of the fields correctly you will receive a message box that reads “Would you like to send this listing during your next online session”, **Click on “Yes.”** If you do not receive this message, your cursor will be blinking in any field that is not complete or the features you have not checked a selection for will be listed on your screen. When you have gone back and completed all of the blank fields, again, **Click on the Red Check Mark in the Upper Right Corner of the Screen**.

## Sending your Listings:

To send your listings to the listing services, click on **File – Send Listings** or **Click on the Fourth Icon on the Toolbar**. A screen will display for you to enter your password. Type in your agent ID and Password (You can change the ID if there is another ID listed there) (You will need to type your FMLS password in lower case). The box will display on the screen showing the connection activity. Listing numbers will be assigned for each service.

## Printing Listings:

If the listing was sent successfully, you will receive a **Print Listings** message box that will allow you to print your listing immediately by **Clicking on OK**. (If you do not receive the message box to print the listings, you can **Click on the File Select Existing Listings, Locate and Highlight the Listing, Click on Print, then Click on MLS and Click on Print Again**).\*

\* You can set the software to allow you to Print the Listings immediately after sending by **Clicking on File, Options, and to the Right of both FMLS and MLS of the services, Click on Print Listings After Send so that a Check Mark will appear**.

## **Making Changes to Listings:**

You can make changes to your listings through MLS *Swift* in the following circumstances:

- Price Changes
- Changes to the Remarks and Directions
- Changes to any of the Features

\*\* You cannot make Status Changes which will include the following:

- Back on the Market (when the listing has expired in MLS)
- Pending Sale
- Contingencies
- Sold

When you need to make a change to your listing using MLS *Swift*, **Click on File, Select Existing Listing.** Locate and Highlight the Listing you need to change and **Click on Revise.** Your listing input will appear. When you have finished making your changes, **Click on the Red Check Mark in the Upper Left Corner.**

**Click on File Send Listings or Click on the Fourth Icon in the Toolbar.**

## **Update the Office Roster in MLS *Swift*:**

To update the Roster in MLS *Swift* you will need to **Click on File, Update Roster, Enter your Agent ID and Password.**

**NOTE:** When you have new Agents to join your office, you will need to notify both FMLS and MLS and they will need to appear in your rosters online before they can be updated in your roster in MLS *Swift*.

## **Update the MLS *Swift* Software:**

To update your MLS *Swift* Software, **Click on Help, Update MLS *Swift*, Click on OK.** Once the update is complete, you will receive a message that says **“This Update will take affect the next time you enter the software”.** **Click on OK. Exit MLS *Swift*. Click on the MLS *Swift* Icon to go back into the software and the update will take affect.**

**NOTE:** If you make changes to your listings on line at GAMLIS and/or FMLS, the changes will overwrite the information you entered through MLS *Swift* online for the services only. If you go into MLS *Swift* to make additional changes, and do not make the same changes you made on line in the software, the next time you make changes to the listings using MLS *Swift*, the changes you make through the software will overwrite the changes you made on line at FMLS and/or MLS.