NWWMLS Mobile App User Guide
(based on Android device, iPad screens may vary slightly)
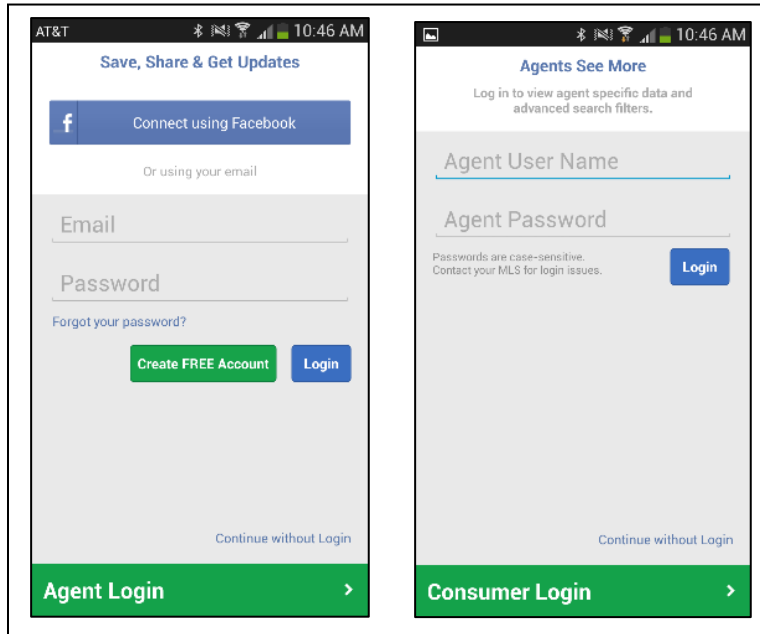
AGENTS
(Note: Screen shots in this guide may vary from those on your device)

Login - On startup, the app presents login options for Agents AND Consumers *(for Consumer tips, see pg 6)*.
1. Tap **Agent Login**
2. Enter your **MLS Username and Password** (*logins are case sensitive*). If there are issues with login, contact the MLS.

Agents logged in can view agent specific data, access advanced search filters, access communication information and personal branding.

Agent Login and Sub-branding
When logging in, Agents see their name, photo, contact information and MLS branding within the menu. When Agents share their app with clients, the client will also see the branding and contact information for that agent.

A "Share App" option is featured allowing agents to share their branded app with clients via text, email, Twitter, Facebook or MLS Contacts. A single link is sent to clients that allows them to install the branded app to their mobile device. On login, the client is immediately connected with the agent!
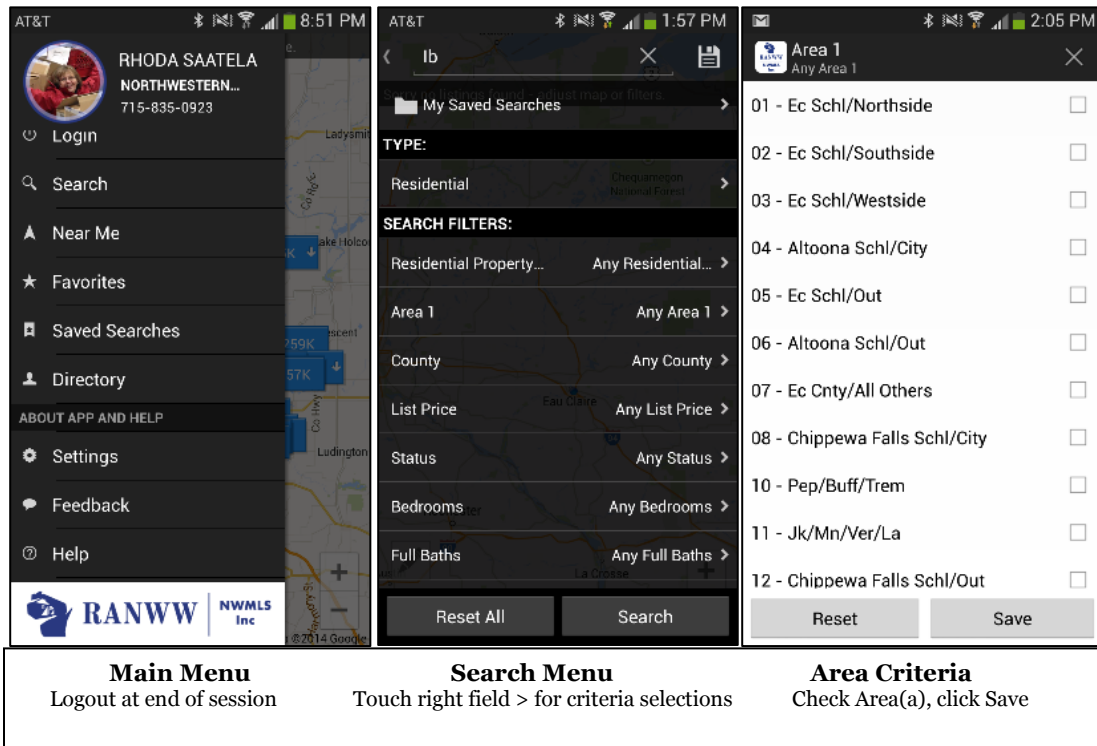
Main Menu (Agent)
The main view of the Android app features Agent's branding and a swipe-able menu showing various functions.

Search Function (Using Search Input and Search filters)
To start tap **Search** on the Main Menu. Enter an address, city, state, zip code, or ML number(s) and/or select your criteria (single family, duplex, etc), area, county, # of bedrooms, acreage, etc. Tap a filter (ie: Area) check the box, tap Save. Once all criteria is selected, tap **Apply**. A query will run and retrieve listings that match the search criteria. The number of listings in the search results is displayed above the map and listing "flags" appear on the map (pinch/zoom to see all listing flags). *Tip: if you do not see listing flags for all results, pinch/zoom map.*

To clear all search criteria, tap Reset All. *This won't clear your specified location or drawn area on the map.*

Main Menu	Search Menu	Area Criteria
Logout at end of session	Touch right field > for criteria selections	Check Area(a), click Save

NOTE: *The NWWMLS does not use* **Home Assist** *and at the time of this writing is working towards possible integration of BookAShowing with this app.*

Search Function (Results) Search results are shown both on the map and in list format. House markers are visible on the map to select and view details. Blue flags = Active Listings

Blue markers & with arrow – Price Reduced | Red markers – Inactive Listings (Sold, Pending, etc.) | Green Markers – Open House *Note: Green and Red map markers that may appear on the map, do not apply to all MLS and depend on login permissions.*
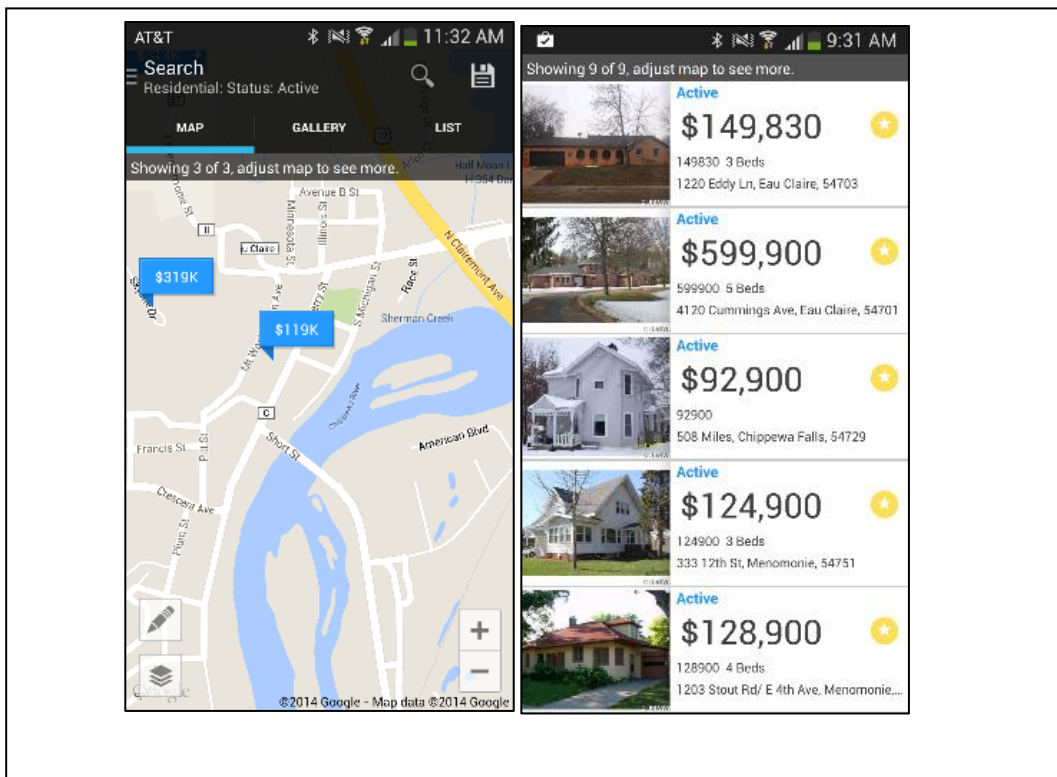
Search Function (Draw Search)
A search may also be performed by drawing an area on the map. Select the Pencil tool icon and draw a shape on the map.

A query will run to retrieve listings that match the area drawn on the map. Once retrieved, all listings will appear within the area drawn. Pinch/zoom the map, if necessary. Clear the drawn area by tapping on the red "X". List view is also available. All search filters (ie: price, bedrooms, baths, etc) are held and can be readjusted.


Draw tool   Map view   List view
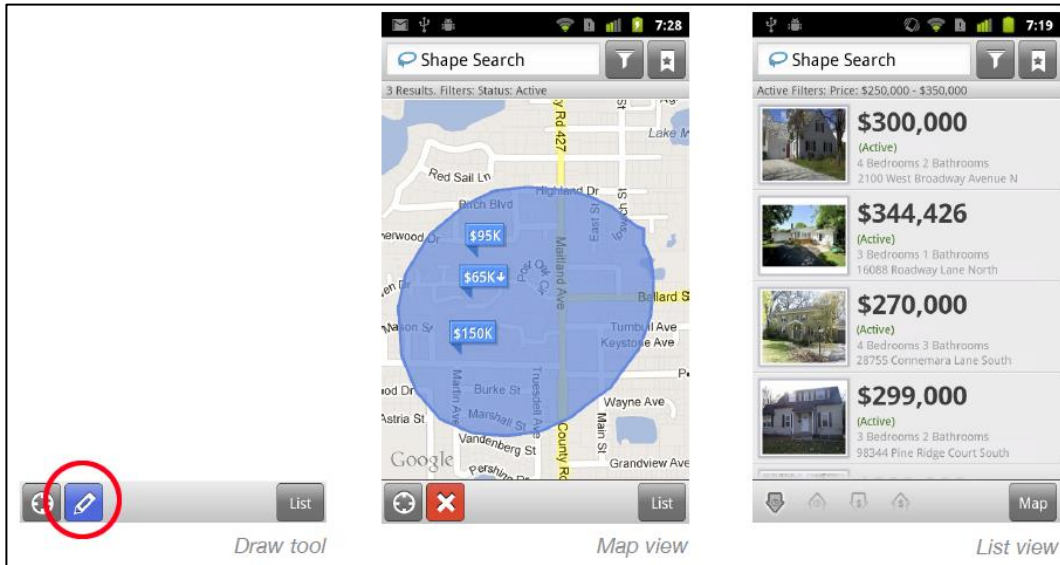
Search Function (Homes Near Me)
Ensure Location Services is turned on in your phone's Settings. Go to the main menu and select "Near Me." Within filters you can also set a radius around your location (i.e. 5 miles).

Search for homes near you   Current location and radius set
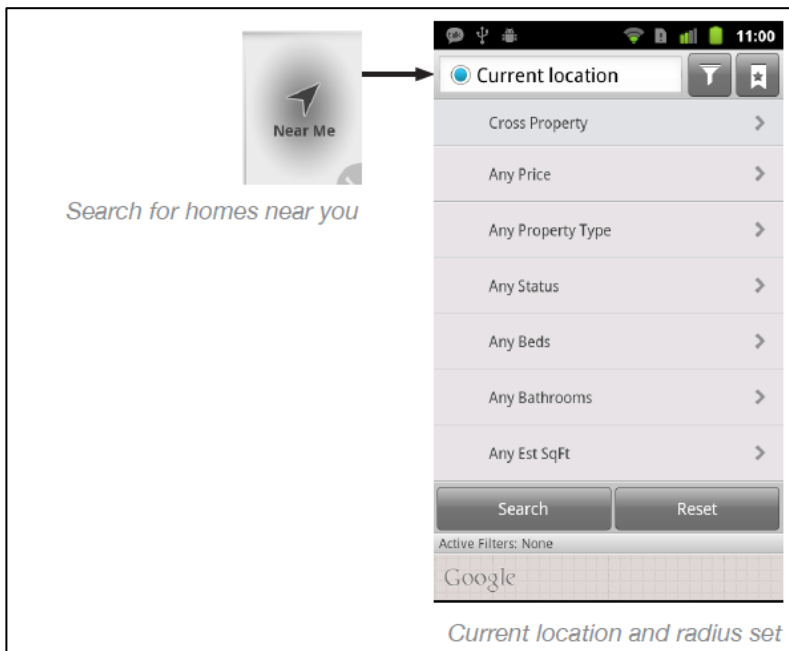
Saving Searches
Save search results by selecting the "Save Search" button beside the search input field. Enter a name for the saved search. Saved searches can be accessed via the main menu. Manage the Saved Search list by performing a "long press" on the saved search. A dialog will appear with the option to "remove" from the saved searches. ***Note: Users need to be logged in to Save Searches.***

Save Search dialog   Save Search list is accessed
                                      via the main menu
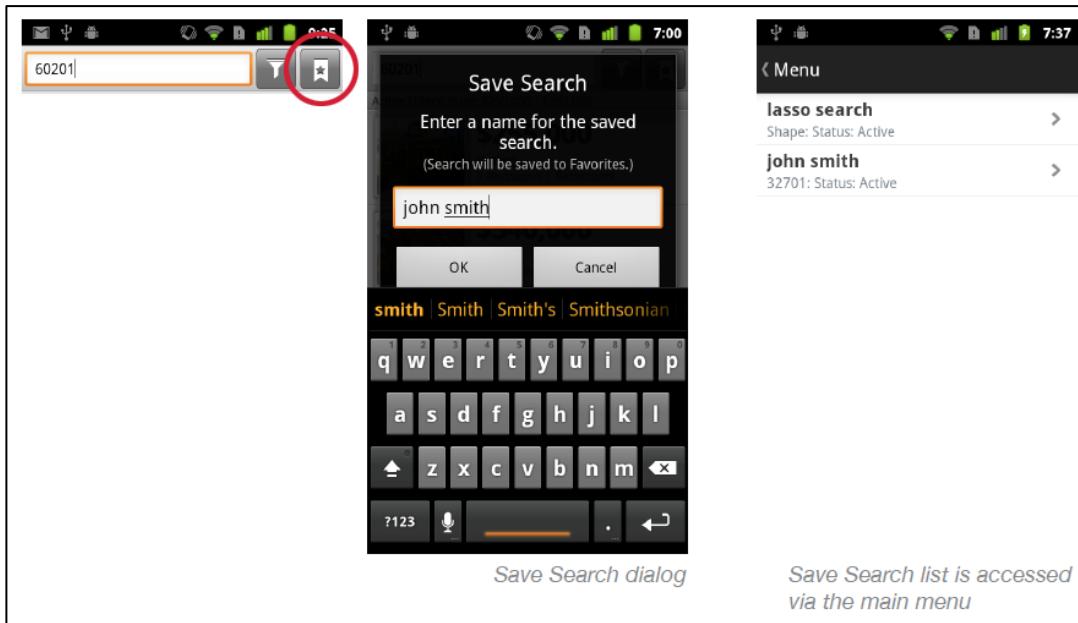
Viewing Listing Details
Select a property from the List or Map view to see the Listing Details. Look at one listing, swipe horizontally OR tap arrows to view multiples from your search results. Scroll vertically to view all listing information and details.

Tap on the **Star to add to your favorites**. Favorites are accessed via the main menu or page curl icon (on the footer of list & map views).


Map & List Views   Details View   Swipe to view multiple listings
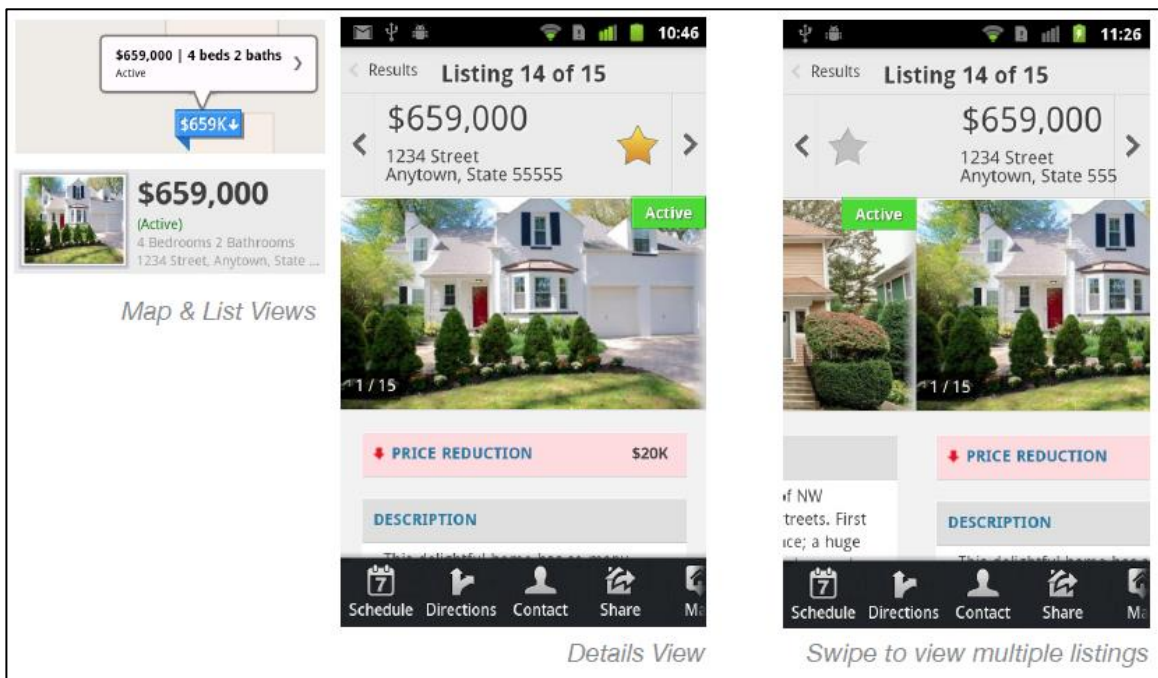
The Actions bar features the following icons:

Directions takes you to the native Maps (outside of the app) where you can get turn by turn directions.

Map displays listing flags on the map

Share* enables sending a link of this property via text message, email, Twitter and *Facebook. New in 2.0 Agents can share a home directly to "Home Assist", which puts the listing right in any chat. Consumers also have this option of sharing to "Chat". *Available for select MLS*

Contact will provide a popup with agent contact information for that listing.
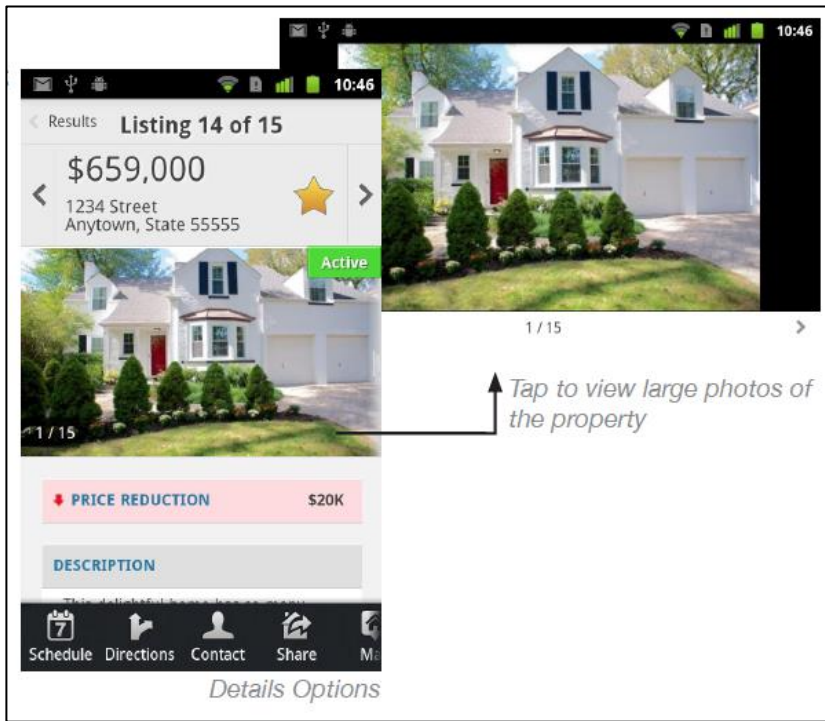

Details View (Favorites)
Tap on the **Star** within Listing Details to add the property to a favorites list. Favorites are accessed via the main menu.

Manage the Favorites list by tapping the star to remove listing. *Note: Users need to be logged in to Save Favorites*

CONSUMERS
(Note: Screen shots in this guide may vary from those on your device)

Consumers may **1)** sign in with their Facebook credentials by tapping on "Connect Using Facebook" or **2)** create an Account using their email and password. Consumers may opt out of the login by tapping "Continue without Login", to use the app and try it out. The benefits to consumers logging in are the ability to communicate within the app with an Agent, save searches, save favorites, and share listings to Facebook.
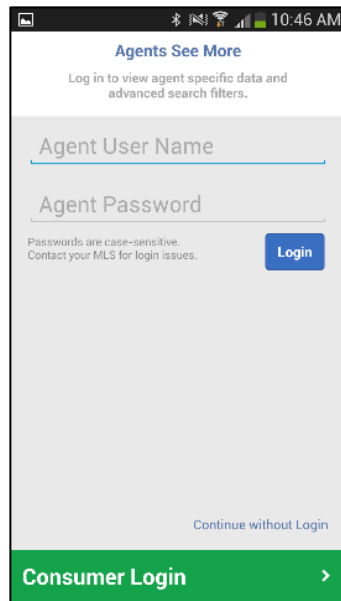
Consumer Sub-branding after Download
If a consumer already downloaded the app and *didn't follow the one link to brand the app*, the app remains branded to the MLS with no agent specified. Once they choose to work with an agent, they simply contact the Agent to either get the Agent's ID to enter within "Add My Agent" or the Agent will simply share the app via email or text. Consumers can tap on the link to brand the app to the agent. On app open it will reflect the branding of that agent. To re-brand to another agent, consumers can follow the one link to brand the app to a different agent.

Main Menu (Consumer)
If the agent shares the app with the consumer, the consumer will see the Agent's branding within the app. The main view of the Android app features a swipe-able menu showing various functions.