



Guide to NorthstarMLS for Smartphones

For Your Success: We are thrilled to announce the availability of NorthstarMLS for Smartphones: iPhone, iPad, Android and Blackberry! This version of NorthstarMLS is designed specifically for display and functionality on your smartphone and to take advantage of its capabilities.

- Search the MLS for properties around the area where you are currently located (uses your smartphone's GPS capability).
- Run regular searches using MLS number, address, status, price, style and many other criteria.
- Access all of your Matrix Contacts, Saved Searches and Carts.
- Quickly book showings using the links to the mobile version of BookAShowing.
- Get driving directions from your current location to any listing address.
- Email listings to your client from your smartphone.
- View all data fields and all photos for any Active or off market (within the past 2 years) listing.
- Available to you as part of your NorthstarMLS subscription at no additional cost.
- Coming soon: an agent branded version with customer-only data fields that you can provide to your clients for an additional fee (to be determined). Tap the "Share this app" link within the application to get on the notification list for details when it's available.

Instructions on how to load NorthstarMLS:

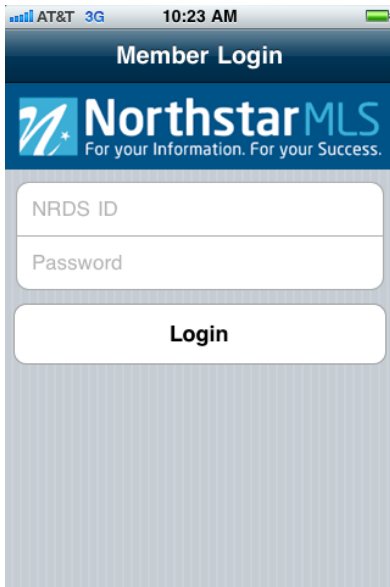
1. Go to the iTunes app store or Google Play (for Android) and search for NorthstarMLS.
2. Once in the respective store, click 'Download' or 'Install'.

Please note that when you first load the app, the login page may be slow to load (up to at least a minute). After your first time, your wait time will dramatically shorten for future visits.

Technical Support: If you have any problems installing, launching or using the application, please contact our Help Desk at help@northstarmls.com or 651-251-5456. For most issues, we will gather information from you and pass them along to the vendor for resolution. We would also like to hear your thoughts about how we can enhance this application for the future to make it even more valuable to you. Let us know!

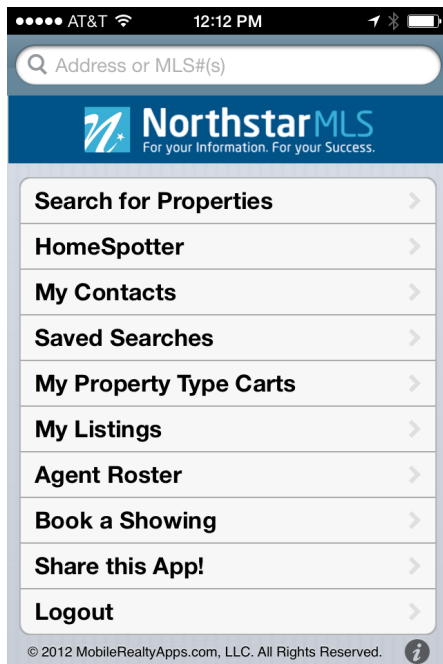
Note: The screenshots in this Guide were taken from an iPhone, however the look of the app is similar across iPhone, Android and Blackberry.

NorthstarMLS Smart Phone App Login Screen (may be very slow to load the first time you bring it up):



Enter your NRDS ID and password just as you do to log on to all NorthstarMLS systems.

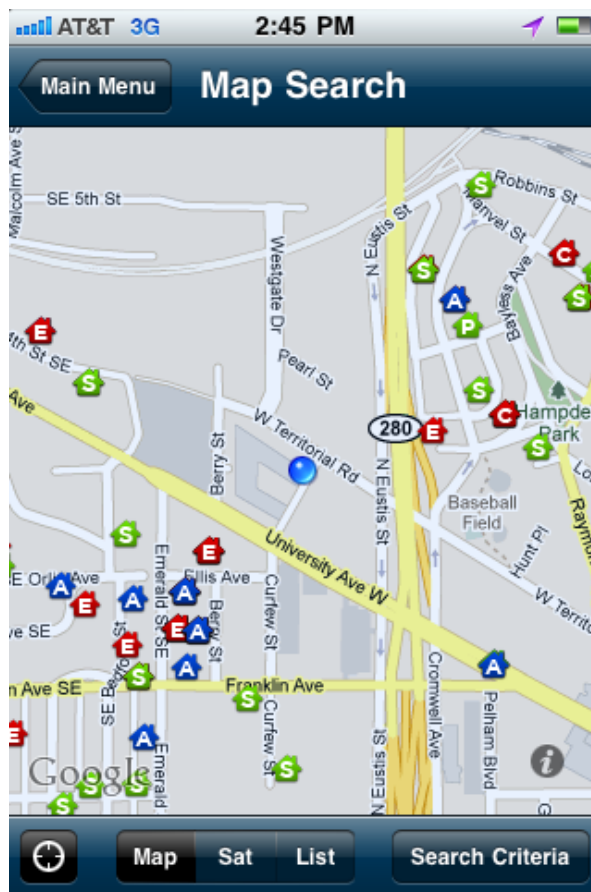
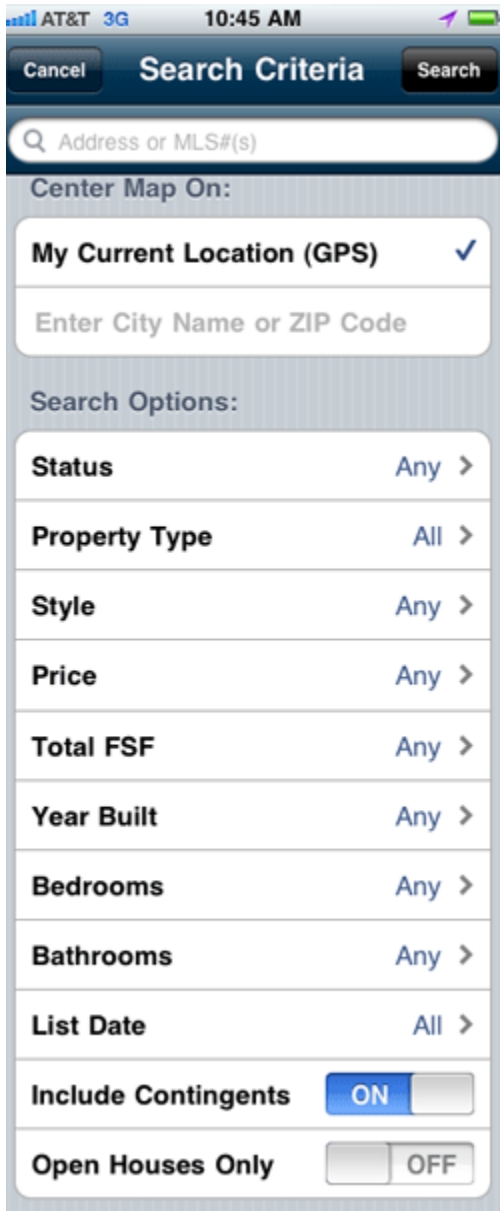
Main Menu:



1. **Address/MLS# Search:** Note that immediately above the NorthstarMLS logo is an input box where you can immediately search by Address or MLS number. (On Android phones, hit the search button / magnifying glass on your phone to bring up this search box.)
2. **Search for Properties:** Search by a variety of search criteria or GPS location.
3. **HomeSpotter:** a unique tool that allows you to point your device to see what listings are available in that direction. Uses your device's camera and GPS.
4. **My Contacts:** Access all of your saved Matrix Contacts. From here you can run their auto emails and saved searches, open their listings Cart, and look at the properties they've marked as Favorites and Possibilities in their customer portal.
5. **Saved Searches:** Access and run all of your Matrix Saved searches. Simply tap the saved search name to run it.
6. **My Property Type Carts:** Open and view any of your Matrix property type Carts. To view a Cart you have attached to a Contact, go through the "My Contacts" main menu item.
7. **My Listings:** View listings for which you are the List Agent.
8. **Agent Roster:** Search for other agents in the NorthstarMLS system.
9. **Book a Showing:** Select this item to go directly to the mobile BookAShowing app where you will automatically be logged in. Manage your own showings or schedule showings. You will also find a BookaShowing link just below the main photo and at the very bottom of every Active status detail listing display. Tap the link to schedule a showing for that listing.
10. **Share this App!:** Learn how you can get a consumer version for your clients at an additional cost..

- Logout:** Select this item if you want to log out of the application. If you close the application without logging out, you will remain logged in if you open the application again before the standard NorthstarMLS time-out period expires.

Searching for Properties:



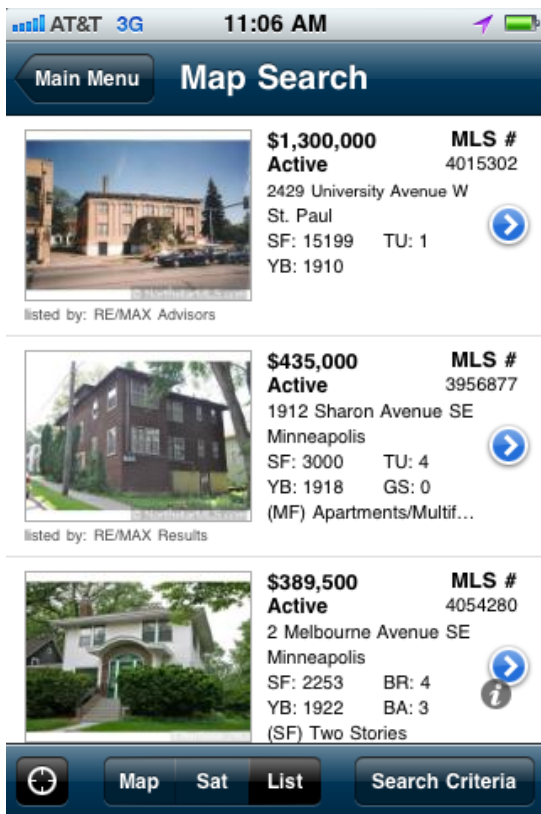
- At the very top of the screen is an input box to search Address or MLS number. This is also available from the main menu (above the NorthstarMLS logo). (On Android phones, hit the search button / magnifying glass on your phone to bring up this search box.)
- The default is a "My Current Location (GPS)" search. This will locate all available listings near your location and present them to you on a map (see screenshot above and to the right). The blue pin in the center shows your current location. The color coded icons represent listings in your area that match your other search criteria. (The next release for iPhone will color code the Status to be consistent with the colors used in mapping on the regular version of Matrix. Android and Blackberry already have the correct color coding.) Use the buttons at the

bottom of the screen to switch to Satellite (Sat) view or a thumbnail List. Tap the Search Criteria button to revise your search criteria. Tap any icon to see a pop-up of basic information about the property. Tap the pop-up to go to the Detail View.

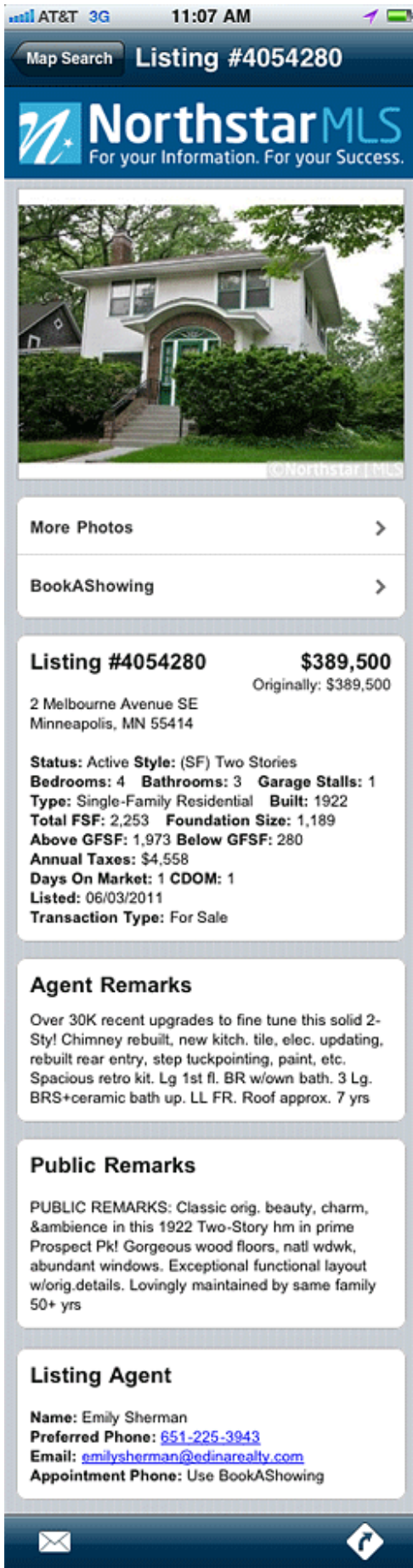
- Other search options include Status, Property Type, Price, etc. as shown above. Tap any of them to enter criteria to narrow your search. Note that the search is automatically set to return listings that have a Contingency. Tap the slider to display "OFF" if you do not want these. If you want to use additional criteria for your search, create and save the search in the regular version of NorthstarMLS Matrix. You can then access that search through the smart phone app.

Thumbnail "List" View:

To look at the Thumbnail "List" View, simply run your search (or open a cart). If you are in Map View, click the "List" button at the bottom of the screen.



Tap anywhere on the property thumbnail display to see the detail view.



Detail View, Email Listing and Driving Directions:

One of the great benefits of this application is that you have access to the entire data for each property (including all photos), not just a few select fields and the main photo.

To view the property detail, tap anywhere on the thumbnail display (see previous page).

NOTE: This screenshot is just a partial display of all the data that is available when you are viewing a property in Detail View.

Below the main photos, tap “More Photos” to see the rest.

Also below the main photo, tap “BookAShowing” to schedule a showing of the property. (This link will show only if the listing is in Active status.)

For your convenience, both the More Photos and BookaShowing links are also available at the bottom of the display.

Tap any hyperlinked email address to send an email to that person. Tap any hyperlinked phone number to call that number.

Email the Listing:

If you want to email this listing, click the envelope icon at the bottom left of the display. Fill in the To: section with the email address of your client. If you want a copy, fill in the cc: or bcc: section with your email address. Your client will receive a link to a Customer version of the display. At this time, you can only send one listing per email.

Get Driving Directions:

To get driving directions to the property from your current GPS-based location, click the diamond shaped icon with an arrow in it at the bottom right of your display. **This will take you out of the NorthstarMLS application.** To return, you will need to close the Driving Directions application and then relaunch NorthstarMLS (you will still be logged in).