



## NORTH SAN DIEGO COUNTY ASSOCIATION OF REALTORS®

Vista Administrative Office  
906 Sycamore Avenue  
Vista, CA 92081

# TEMPO 5.0™ and Fusion **MLS™** TRAINING –2012

## May

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### Lectures

(usually the first three Mondays of every month)

To sign up for this **FREE** training register online [www.nsdcar.com](http://www.nsdcar.com) under education, call NSDCAR (760) 734-3971 or email [education@nsdcar.com](mailto:education@nsdcar.com). Registrations recommended, walk-ins please call in advance to confirm date and time of class. ([Location Map](#))

**\*Non-member assistants must have written authorization from their Broker/Agent to attend these lecture classes.**

#### May 7 - TEMPO™

**9:00am - 11:00am Custom Searching** - This course will provide you with the skills to create custom property searches as well as map searches. You will learn how to run and save the search, plus how to print and email the property reports.

**11:15am – 12:15pm Specialized Searching & Hot Sheets** - This course will teach you how to create specialized searches, such as when you want to include or exclude short sale properties, or are looking for a specialized property such as bank owned, horse property, fixer-upper or gated communities. You will also learn how to run a hot sheet to find out the changes in status, price, etc., for listings in a particular area.

**12:15 - 1:15pm Lunch on your own**

**1:15pm – 2:15pm Personal Defaults** - This course teaches you how to set up personal defaults for customized screens and reports to come up as a default, and to choose favorite reports to be at the top of the reports list.

**2:30pm – 4:30pm Prospecting With Client Gateway** - Client Gateway is a Tempo 5 feature that allows an agent to create customized websites using a prospect's search criteria. This course is designed to assist an agent to create custom searches, which are the foundation of Client Gateway. Course topics include creating Prospect Defaults and the Client Gateway website, as well as how to monitor the Client Gateway on an ongoing basis.

#### May 14 -FUSION™

**9:00am - 10:45am Searching & Map Searching** – This course will teach you how to navigate the Fusion MLS™ system and use the interactive search and map search options. You'll learn how to save time by manipulating a search map's boundaries without starting over, and how to save listings of interest in your personalized folder for later action

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**May 14 -FUSION™** (continued from page 1)

**11:00am – 12:15pm Contact Manager & Auto-Notification** - This course will teach you how to use the Contact Manager and Prospects in Fusion MLS™, an alternative to the existing TEMPO™ software. You will learn how to use the Contact Manager system to manage your prospects personal information as well as their property choices.

**12:15pm- 1:15pm Lunch on your own**

**1:15am – 3:15pm CMAs** - This course will teach you how to create a Comparative Market Analysis (CMA), which is used to help sellers determine the value of their home. The FUSION™ CMA allows greater flexibility in comparing features of the subject property to the comparable properties, and also allows the inclusion of pdf documents that the agent may want to include the CMA, such as an agent biography or a copy of the Quick CMA.

**3:30pm – 4:30pm Consumer Website** - This course will show you how the Consumer Website will be used by consumers and to search for information on local agents, properties and open houses. You will also learn how to check your personal contact information visible on the Consumer Website so you can update it with NSDCAR.

**May 21- FUSION™**

**9:00am- 11:00am NEW Realist Tax/Map** - This course will teach you how to use the new Realist Tax within both TEMPO™ and FUSION™ with its more detailed Tax/MLS data integration. You'll learn to map locations and see what is nearby, create pinpoint mailing lists for targeted marketing and apply Realist comparables to support pricing and sales decisions. You will also learn how to leverage detailed foreclosure information as well as answer questions specific to a neighborhood that may impact closing the deal such as DOM, Median Home Value, Median Sale Price, Sales Activity, Median SqFt Cost, Number of Homes in Foreclosure, and Percent of Homes in Foreclosure.

**11:15am – 12:15pm Add/Edit & Broker Tours** - In this course you'll learn how to easily add or edit your listings, as well as how to quickly view your listing inventory information. You'll also learn how to enter your listing in for a Broker Tour as well as how to search for upcoming Broker Tours.

**12:15 - 1:15pm Lunch on your own**

**1:15pm – 2:45pm Custom Reports** - Learn how to create your own customized 1-line per property reports or full page reports by copying an existing report and modifying the copy by adding and deleting fields. The Custom Reports module is available in both TEMPO™ and FUSION™ but you must be using the Internet Explorer to do any full page report editing. Once the reports are saved they can be applied to any search results using either a PC or MAC, or any of the major browsers, such as Chrome, Firefox, Safari or Internet Explorer. You will also learn how to edit reports to be included as part of your CMA Presentation Library, which can be used as a template for future CMAs.

**3:00pm – 4:00pm Sandicor Mobile** - This course will teach you how to access Sandicor's MLS data via your cell phone. You will learn how to use the specific iPhone/iPad, BlackBerry or Android apps, or access the browser based application from any cell phone with Internet access.

**Fusion™ Computer LAB**  
(usually the fourth Friday of every month)

**\*\*LAB now includes the NEW Realist Tax feature**

**Computers are provided in our lab. Pre-Registration Required. To sign up for this FREE training (due to limited seating, limited to NSDCAR MLS members only), register online [www.nsdcar.com](http://www.nsdcar.com) under education, calendar.**

**PREREQUISITES FOR THESE LABS: Attendees must have their agent MLS number and passwords when attending the LAB.**

**Friday, May 25 9am to 4:30pm (hour lunch break on your own)**