

# Xposure™ Training Quick Reference Guide

## MODULE 1 - ACCOUNT

1A - Setting up your account profile in Xposure™

## MODULE 2 - DASHBOARD

2A - Add, remove, and reorder widgets on your dashboard

## MODULE 3 - MY LISTINGS

3A - Using Autoload to add listings to the MLS® (Xposure™ being the primary MLS®)

3B - Maintain, clone, and re-list properties (Xposure™ being the primary MLS®)

3C - Using the Xposure™ Design Center

3D - Features for your listing website and the Site Stats Dashboard

## MODULE 4 - SEARCH

4A - Searching listings in the MLS®

4B - Optional listing views and functions

4C - Using the tools under the Actions tab

4D - Customizing the grid view by adding and removing columns

4E - Printing listing sheets and emailing listings with the MLS® Gateway

4F - Customizing the layout of the search filters

## MODULE 5 - HOTSHEET

5A - Using the Hotsheet to view market activity

## MODULE 6 - CLIENTS

6A - Using the Client Timeline and quick client to PCS™ conversion

6B - Setting up a client directly in PCS™

6C - Maintaining clients and searches

6D - Auto-emails and customization

6E - The agent's view of clients in PCS™

## MODULE 7 - CMA

7A - Building an interactive CMA website

7B - Printing the CMA

7C - Sending comparable listings from the Search tab

7D - Adding custom CMA print templates

7E - FULL LENGTH TRAINING TUTORIAL

## MODULE 8 - WEB TOOLS

- 8A - Using the Business Page as an Agent's personal website
- 8B - Adding the Xposure™ web tools to an existing Agent website

## MODULE 9 - MOBILE APP

- 9A - Written instructions on how to add the Xposure™ smart app to iOS and Android

## MODULE 10 - BRANDING

- 10A - Customize the graphic design of your listing and business page template
- 10B - Adding custom print materials to the Design Center

## MODULE 11 - TRENDS

- 11A - Learn how to view and download market trends across the region

## MODULE 12 - BROKERAGE TOOLS

- 12A - Tools provided for Brokerage websites through Xposure™
- 12B - Branding Xposure™ for your Brokerage and your Agents

## MODULE 13 - PHOTOGRAPHERS

- 13A - Instructions on setting up Photographers in the Xposure™ MLS® Platform.