Help is available! Just click “HELP” in the top “Menu Bar” to search for information in “Online Help,” e-mail a question to support, watch multimedia tutorials that explain how to use the system, view and print “Printable Documentation,” a full text of the “Online Help,” “Tips for New Users,” “What’s New” or call toll-free 1-866-730-7114, please refer to support ID 3675. (Monday thru Friday 9am to 8pm, Saturday 10am thru 6pm, Cincinnati time.) Instant “Help”: click on throughout the MLS system for instant help and information without interrupting your work!

Each time you logon, any new “Broadcast” (sent to all Members from MLS) or “Agent” (sent to you only from MLS) notices will be displayed. Take a moment to read these important notices (or click “Read Later”) then click “Ok” at the bottom of the page to go to the Rapattoni MLS “Home” page.

At any time you can display your “Broadcast” or “Agent” notice history. Click “ADMIN,” then from the “ADMIN” menu, click “View Broadcast Notices” or “View Agent Notices.”

You can return to the “Home” page at any time by clicking in top “Menu Bar.”

Note! To “hide” the “Speed Search,” click the “lightning bolt” or “Speed Search” ICON in the upper right corner of the “Menu Bar.”

Note! To open a “duplicate session,” click the “window/arrow” ICON in the upper right corner of the “Menu Bar.”

Note! To exit the MLS, click “LOG OFF” in the right hand corner of the top “Menu Bar.” (Note! If you close your Browser or leave the MLS without clicking “LOG OFF,” the system still thinks you are logged on. After a specific length of time, the system automatically terminates your session. However, if you attempt to logon during this period, you will receive a warning message before continuing to logon to the MLS. See previous pages.)

Warning! Always click “LOG OFF” when your MLS work is complete, otherwise someone could continue on with your current session! This is particularly important when logging on to Rapattoni MLS from a client’s location. Also, when logging on to Rapattoni MLS from a client’s location, make sure that Windows does not save (memorize) your Agent ID and Password, otherwise your clients could access Rapattoni MLS.

Note! Customize Home Page – Click the “Customize Home Page” link (located on the Home page “Title Bar”) to specify which modules you want to display on your Home page.

Note! Rearrange Modules – Put the modules you use most often right at your fingertips! Just drag a module to a new location and it snaps into place in the column.
Note! Since this is an Internet-based system, the keystrokes and mouse actions that you use to get around on any Web site work the same way in the MLS. Note! Use your Tab key or mouse to navigate the Rapattoni MLS pages! (Do NOT use the Enter key.)

Note! Keyboard Shortcuts – You can make selections from the “Menu Bar” by typing keyboard shortcuts. As in many familiar Windows applications, simply press the Alt key and then press an underlined letter from the “Menu Bar” to drop down the menu … then just type the underlined letter corresponding to the item you want.

Note! Tool Bar Puts Buttons Within Easy Reach (samples shown below) – The MLS toolbar offers Print as well as dynamic “action” buttons that display based on the area of the MLS you are working in.

Search—Criteria Input

Search—Results Page

Menu Bar “Home” – Returns you to the MLS Home page. (Note! Do NOT use the “Home” ICON in Internet Explorer!)

“Print” – Prints the Listing Detail page with screen elements removed, to un-clutter the data. (Hint! Use the Reports Tool Bar button to print listing information formatted for printing onto paper: 1 listing per page, 2 listings per page, etc. in a variety of formats!)