Are You Taking Advantage of our Expertise?

March is a great month to take time for NJMLS Training! We’re introducing some new classes; see page 3 for descriptions and details on how to register.

FROM OUR EXECUTIVE DIRECTOR

Spring is approaching and we are looking forward to what the new season will bring.

We are excited to be offering two new classes this month: a workshop specifically for our Brokers and Managers reviewing the features available to them, and a Tracking Tools class which will show you ways you can easily track your showings, activity on your listings, and more. You can learn more about these on page 3. We are also brainstorming about additional sessions we may be able to offer you down the road, details to follow.

As we are working to keep you educated, we are also hoping to be educated by you. Brief surveys will soon be posted on a regular basis in XL Paragon to get your thoughts about our level of service, technical support, XL Paragon system, web sites, etc. Watch for the online survey messages which will be posted within the rotating messages of the XL Paragon Desktop later this month. I hope you will take a minute or two to respond to each of these surveys and give us your feedback so we can learn how to best meet your needs.

Michelle
What’s New In XL Paragon?

**Historical Tax Rates:** Historical tax rates going back to 1997 for all Counties can be found on the State’s website. You can access this by going to **Toolkit>Forms, Documents, & General Information>Tax Rates and Equalization Ratios>Historical Tax Rates.**

**Fannie Mae 100MC Report:** Search criteria that has been used to compile this is now featured at the top of the report page.

**Google Chrome Compatibility:** XL Paragon is now compatible with Google Chrome. Just a reminder: to optimize system performance, please use the latest versions of any browser you are using.

**Prospect Updates:** When viewing the Prospect Updates link in XL Paragon, “Agent Picks” now appear in a section at the top of the Manage Prospect Updates screen, separate from the Favorites.

**Coming Soon:**

**Saved Search Results:** After completing a search, you will now be given the option to save the search results, up to a maximum of 40 properties. You can choose to save all the results you receive, or you may use the check boxes to get a smaller group of properties. After you complete this, click on the **Save** button. A dialogue box opens, asking you to name the Saved MLS Number Search. Enter the name and click **Save.** Then...

...to retrieve this search, simply go to the **XL Paragon Toolbar**, and choose **Saved Search Results.** Click on the drop down arrow next to **Saved MLS # Searches** and select your search. The MLS numbers will populate. Select **Search** to view results.

**Hotsheet Results:** You are now able to view up to 1200 Hotsheet results at once.
NJMLS Training Update: Introducing Two New Classes

Beginning in March, the NJMLS will add two new classes to the training calendar: a Broker Workshop, and a class that will discuss Tracking Tools in XL Paragon. Here’s what you can look forward to:

Broker/Manager Workshop (First class: Tuesday, March 29th at 10:00am)
This class is designed to review the various office tools that Brokers and Managers have available to them within XL Paragon. Topics covered will include:

• Desktop Listing Alerts
• Office Calendars
• Tour Searches for Office/Company
• Broker-Only Statistical Reports
• Inventory Search
• Listing Tracking Reports and Hit Count Report
• Agent Mobile
• New Listing Maintenance Features
  - Create Listing Agreement Option
  - New Copy Listing Options
• How to Upload Documents Using “Private” Feature
• New Rules and Policies
• Viewing Invoices and Paying Bills Online
• Updating Agent Roster
• Agent Transfers
• Updating Office Information, Office Logo, and Agent Information
• Application Process for a New Agent or Administrator
  - Importance of Not Sharing Passwords
  - How and Why New Agents Receive Training
  - Overview of NJMLS Workshops
• Supra Keys and Policies on Returns and Upgrades, Assigning Lockboxes to Listings

Tracking Tools in XL Paragon (First class: Tuesday, March 15th at 2:00pm)
During this class we will look at the variety of tools available to you within XL Paragon to track market areas, individual listings, and showing activity. This includes:

• Tracking a Market Area with Hotsheets
• Tracking an individual listing with the Watch List
• Using Listing Tracking reports
• Overview of Prospect Tools to track searches for buyers or update sellers on similar properties
• Tracking showings on Keyboxes
• Tracking leads from njmls.com

To register for class:
Log into XL Paragon. Under System Links, click Class Calendar/Register for Classes.
On The Move

NJMLS would like to welcome the following new offices and Designated Realtors:

**J.J. Elek Realty** in Woodbridge and their Designated Realtor, **James J. Elek**.

**Icon Realty** in Hoboken and their Designated Realtor, **Eric Jon Melnikoff**.

**Elite Realtors of NJ Suite 209** in Livingston and their Designated Realtor, **Fern Yanofski**.

**RE/MAX Classic Group-Branchburg** in Branchburg and their Designated Realtor, **John Bendall**.

**Garden Home Realty** in Livingston and their Designated Realtor, **Dana Dang**.

**K.T. Realty** in North Plainfield and their Designated Realtor, **Ketan Thakker**.

**RE/MAX Suburban Lifestyles** in Bernardsville and their Designated Realtor, **Eric Nahm**.

**Prominent Homes Realty, LLC** in Cliffside Park and their Designated Realtor, **Anna Lepishina**.

**Villa Valentina** in Edgewater has named **Valentina Aved** as their new Designated Realtor.

**3.75 Realty Group** in Cresskill has named **Maria Vizoukis** as their new Designated Realtor.

**Terrie O’Connor Realtors** in Ramsey has named **Charlotte Martyn** as their new Designated Realtor.

**DJK Residential** in Hoboken has named **Diane Kinney** as their new Designated Realtor.

**Abbott & Caserta Realtors** in Wyckoff has named **Donna Nicolich** as their new Designated Realtor.

**ERA/Welcome Realty** in Kearny, formerly Welcome Realty, has named **Androniki Nasr** as their new Designated Realtor.

System Security is a Priority

Please remember that the NJMLS does not allow you to share your member login information with another person or third party. We have monitoring systems in place that allow us to track unauthorized access to our system. These include looking for duplicate logins from different IP addresses, the location of logins, and the IP addresses of logins. In order to maintain the integrity of our data, as well as to protect our members, it is very important that you keep your login and password secure at all times. If you have any questions regarding the NJMLS policy in regard to this issue, please don't hesitate to call us.

Thank you for your cooperation!

Required Signatures

Please remember that fully executed paperwork is mandatory for all listings. -NJMLS policy states:

**Listing Agreements, Change of Status forms, and Withdrawal Forms are not valid unless they are signed by all owners and the listing broker. Until all signatures are secured, the listing or change should not be entered into the MLS. In addition, please write the MLS number on forms before faxing to the NJMLS.**

Also, please remember that in addition to signatures, all paperwork must be dated.

NJMLS Historical Data

Here is a helpful tip about listing data you may be searching for in XL Paragon:

**Sold listings can be retrieved back to the year 2000.**

**Expired and withdrawn listings can be retrieved back to the year 2004.**

**Statistical information and listing history can be retrieved back to 1985.**

Although the Sold Books are no longer being published beginning the first quarter of 2011, NJMLS members are always welcome to visit our library to use all our reference materials, including Sold books that date back to the inception of the MLS in 1977. We also have other periodicals and industry-related publications that you may find helpful in your business.

The NJMLS library is located in our Haworth office and is available to you during normal business hours, Monday through Friday from 9:00am to 5:00pm.

Listing Syndication Alert

Google no longer displays real estate listings on their site, so Brokers will not see this as an available option when managing listing syndication for their office.

NJMLS continues to send listings automatically to njmls.com, realtor.com, and Internet Data Exchange (IDX) sites. If the Broker of an office opts to syndicate listings for their office, they will also be sent to Trulia.
**Tech Tip: Keeping Notes**

As a real estate professional in 2011, your “office” is wherever you are standing. Smart phones have given agents the ability to access the web and XL Paragon while they are out of the office, and laptop computers provide full computing power in a mobile package. **Evernote** is a service that harnesses the power of your always on/always connected devices to provide you access to everything you want to remember.

You place notes, pictures, pdf documents and audio files all into the Evernote system and they are available on whichever device you have handy. On your desktop computer, you can install the Evernote application and then drag images or copy web clips into the Evernote system. On your phone, take a picture, type a note or copy a webpage and also add them to the Evernote “cloud.”

Once these notes have been added to Evernote, they are available on all your devices. They are also indexed and searchable from any device. This availability is the genius behind this service. You can take a few photos of a property with your smartphone and they will be available on your desktop or laptop when you get back to your home/office.

All of these features are available with the Evernote free plan. For a fee, you can add additional media formats such as Word and Excel. Check out this useful service at their website, [www.evernote.com](http://www.evernote.com).

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**Assign and Access KeyBox Information Directly from Your Listing**

Listing agents with an NJMLS-issued DisplayKEY or eKEY can assign an NJMLS KeyBox to listings, access showing activity, and view KeyBox access hours directly from the listing in XL Paragon. These **KeyBox icons** display at the top of the Full Report if you are the listing agent, broker, or administrator of the listing office:

[Image]

Selecting this icon will automatically bring the listing agent, broker, or admin to a screen where they can easily assign a KeyBox to the listing. Simply enter the serial number and shackle code of the KeyBox and hit “Save.” A message will appear confirming the assignment. If the KeyBox is assigned to another listing, you will be alerted and given the option to continue assigning to the new listing.

Selecting this icon will allow the listing agent, broker, or admin to access the Showing Activity Report if a KeyBox has been assigned to the listing. It’s important to note that you will only be able to see showing activity from the date you assign the KeyBox to your listing, so it is a good idea to do this as soon as you place the KeyBox on the property.

Selecting this icon will allow the listing agent, broker, or admin to view the access hours of the KeyBox assigned to the listing. KeyBox hours can only be changed by using an eKEY or by bringing the KeyBox into the NJMLS.

If you are a co-Listing Agent on a property, you will not be able to see these icons unless you have a “works for” option set up in XL Paragon to work as the Listing Agent. A broker can arrange this by contacting our Membership department.
Food for Thought

Feeling lucky this month? It isn't only about the luck of the Irish...here are some interesting thoughts on luck and success:

“I am a great believer in luck, and I find the harder I work the more of it I have.”

Thomas Jefferson

“Each misfortune you encounter will carry in it the seed of tomorrow's good luck.”

Mandino

“It is hard to detect good luck—it looks so much like something you've earned.”

Frank Clark

“Shallow men believe in luck. Strong men believe in cause and effect.”

Ralph Emerson

“Fortune brings in some boats that are not steered.”

William Shakespeare

“Diligence is the mother of good luck.”

Benjamin Franklin

“Better an ounce of luck than a pound of gold.”

Yiddish proverb

“Luck is what happens when preparation meets opportunity.”

Roman Philosopher

“Luck is believing you're lucky.”

Tennessee Williams

“You just don't luck into things as much as you'd like to think you do. You build step by step, whether it's friendships or opportunities.”

Barbara Bush

“May good luck be your friend in whatever you do and may trouble be always a stranger to you.”

Irish proverb

“Being deeply learned and skilled, being well trained and using well spoken words. This is good luck.”

Buddha

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Make the Most of the Sent Email Log

You can organize and track the email you send from XL Paragon by utilizing the Sent Email log found in the Toolkit. You can see all your “Sent” email and sort by Client Email address, by date sent, as well as by the number of weeks back by clicking on the header.

We are also preparing a future enhancement that will allow you to search these emails by email address, text string, and date range.

Remind your customers that when viewing the reports you send from XL Paragon they have easy access to Neighborhood Information, including data about schools, demographics, geography, and amenities, simply by clicking on the name of the town in the listing.