ToolkitCMA MLS Access Guide ToolkitCMA with Pinergy [MLSPIN]

- 1. Click on the *Connect to the MLS* button and log in to the MLS.
- 2. Click Search.
- 3. Under *Property Type* check *Single Family (SF)*.
- 4. Enter search criteria and then click *Results*.
- 5. Mark desired properties. Click Download.
- 6. If this is your first time using MLSPIN Pinergy, follow the steps below (see Diagram on next page). Otherwise, skip to step 7.
 - a. For Format: choose Custom (max of 100 downloads per day).
 - b. For Save as: choose Text (tab-delimited .txt).
 - c. Use Feature Codes should be UNCHECKED.
 - d. Include Header Row should be CHECKED.
 - e. Click the *Remove All* button.
 - f. Find *MLS* # in *Choose Your Fields* and double click on it to move it to Selected Fields.
 - g. In Enter layout name to save, enter ToolkitCMA.
 - h. Click Save.
 - i. Click Download.
- 7. Under *Saved Download Layouts (Select a name to start downloading.)* click on the blue ToolkitCMA link.
- 8. The file will automatically save into the Downloads folder on most computers. **Do not open the downloaded file**. (If prompted to save the file, click the arrow and choose *Save As*, choose an appropriate file name and location and click *Save*, and do not open).
- 9. Return to ToolkitCMA and follow the on-screen instructions.

If you have any questions or concerns please call, or email, for assistance: 800-828-0970 x3, support@realtytools.com

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