

CTMLS holds training sessions throughout the month at all service centers in the following classes.

- **Basic I: Class time = 1.5 hour** This course is designed as a very basic introduction to MLXchange. This class will concentrate on beginner functionality. The agent will learn how to move around the system. Topics discussed include homepage navigation, managing clients, simple searching and Hotsheet.
- **Basic II: Class time = 2 hours** This course is designed for the more seasoned agent that has an established comfort level with the basic functions of the MLXchange system. Topics reviewed will include all search functionality including emailing listings, prospecting and a heavy concentration the MLXchange Mapping component. Prerequisite Basic I.
- **Advanced: Class time: 1.5 hours** This course is designed to familiarize the agent with the customization tools within MLXchange. Topics covered included adding listings, editing listings, tax searching, template manager, column manager and personal settings. Prerequisite Basic I & II.
- **CMA: Class time: 1.5 hours** This course is designed to take an agent through a complete CMA analysis using the CMA Wizard and also includes providing the agent the ability to create and learn how to customize their own CMA. Prerequisite Basic 1 & 2
- **Report Writer: Class time = 2 hours** This course concentrates on customizing your own MLXchange print report. The Report Writer functionality will allow you to create your own personalized print and email report views in MLXchange. Class size is limited to 6 participants. Prerequisite Basic I & II.
- **MLX PRO Client Management- 1.5 Hours**—This is an overview of MLXchange Professional Client Management features. Agents will learn how to provide their clients with their own webpage, view their client's webpage (which includes what the clients will see) learn how to communicate with their client on their webpage, and how to email casual clients not listed in their client manager. This course will also demonstrate the use of messages/scheduler.
- **Website Builder 1.5 Hours**—This course will instruct the agent how to build their agent website and manage pages on their website. Agents will learn how leads are generated onto their homepage by demonstration.