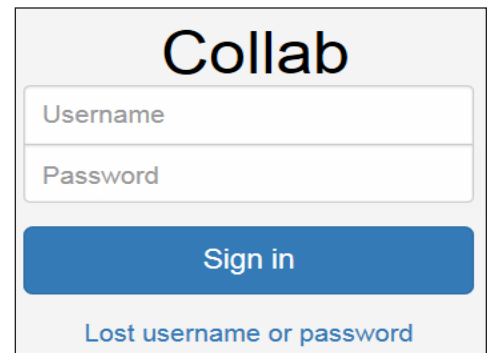
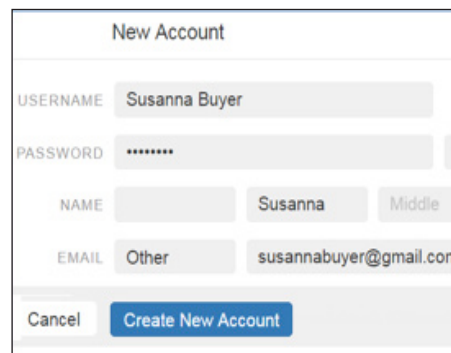
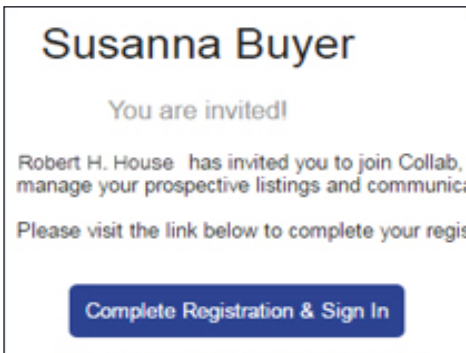




# Collaborate: Quick Reference Guide for Clients

- 1 Invite to Register
- 2 Create a New Account
- 3 Sign in to <https://collab.torontomls.net>



## Log in from ANY device and Conduct your own Searches

### But first, set up your profile

To set up your profile, click , then .

#### Profile


- Set up your contact information
- Upload a recent photo
- **Remember to save your profile changes!**

#### Settings

- Select what and how often you would like to be emailed listings and other alerts. For example, each time your Salesperson/Broker suggests a listing, would you like to be emailed instantly, hourly, or daily?
- **Remember to save your setting changes!**

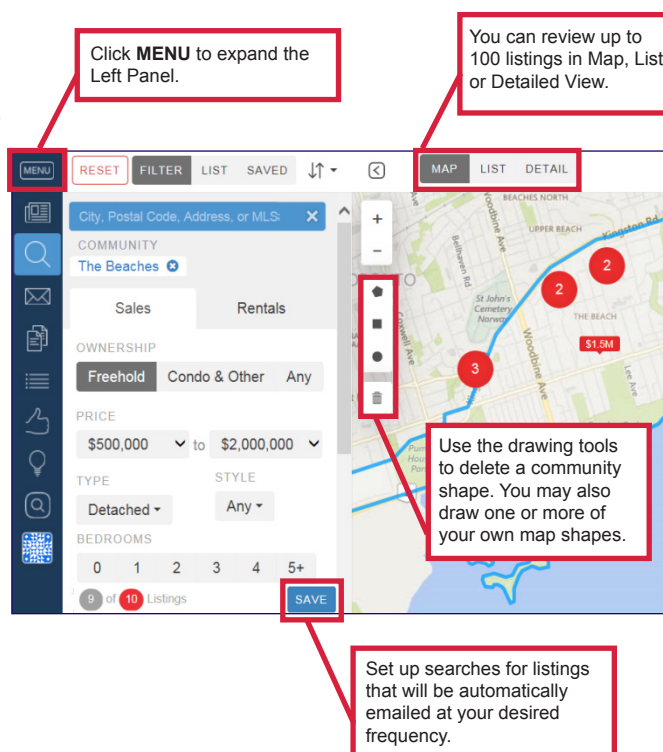
### Then, set up your searches to find current listings in real time

To conduct a search:

1. Click  on the Left Panel.
2. Click into the Location field to type a Municipality, Community, Postal Code, Address, or MLS#. Then select an option from the list.
3. If desired, delete the community shape on the map. You can also draw one or more custom shapes.
4. Filter the results.
5. **View up to 100 Listings** in Map, List or Details format.

















To get listings at regular intervals, set up an automated search for yourself:

1. Conduct a search as outlined.
2. Click **Save**.
3. Type a Search Name.
4. Set Email Notification to a desired frequency.
5. Click **Save Search**.



**Note:** Saved searches will expire after 90 days, but can be renewed by clicking **Your Searches** on the Left Panel.

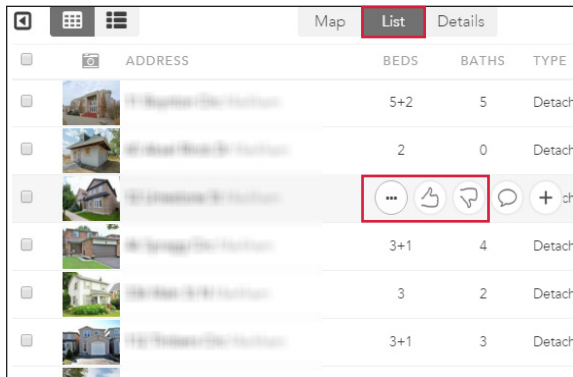
### Menu Commands

-  Help
-  Sign Out
-  Profile
-  Settings
-  Search Listings
-  Polygon
-  Rectangle
-  Circle
-  Remove All Shapes
-  Sort
-  Hide/Show Left Panel
-  Messages
-  New Email
-  Conversation Tools
-  Expand or hide list
-  Narrow list

# Collaborate with your Sales Representative by Giving Feedback

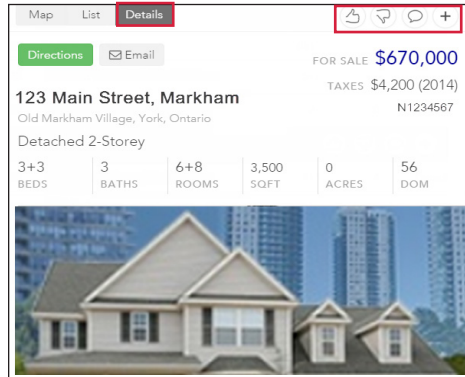
## From the Search Results List

Switch from Map View to List, hover your mouse over an address, then click the ellipsis icon to expand the feedback toolbar. Add the listing to your Likes/Dislikes lists.


















## From the Listing Details

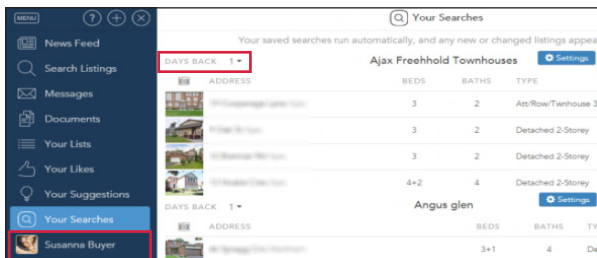
Switch from Map or List View to Details, then give feedback to your Sales Representative by using the feedback toolbar to save it to your Likes/Dislikes lists. You may also record a personal comment.



## Menu Commands

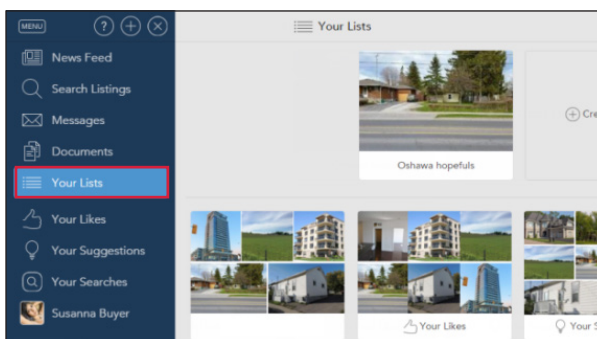
-  Expand list
-  One-line results
-  Expanded one-line results
-  Ellipsis icon to show feedback toolbar
-  Add to Likes list
-  Add to Dislikes list
-  Add comments
-  Add to list
-  Email or Print
-  News Feed
-  Documents
-  Your Lists
-  Your Likes
-  Your Suggestions
-  Your Searches

## Review Your Searches

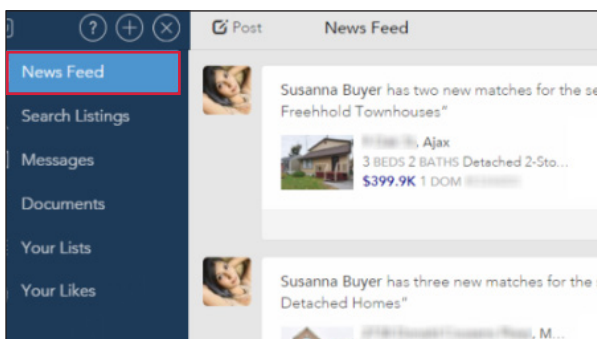


Run your saved searches to review new and updated listings. To adjust your search time frame, click **Days Back**, then select **1, 2, 3, 4** or **5+** to review listings based on the date they were reported new or changed on the MLS® System. **Note: DOM stands for Days on Market.**

## Check Your Lists



Your Lists allow you to take a second (or third) look at listings you put into Your Likes/Dislikes lists. You can also review listings that your Sales Representative has suggested.



Check your News Feed **frequently** for a summary of Collaborate activity in real time. News Feed items include:

- New and price changed listings from your saved searches
- Feedback and comments from your Sales Representative
- Suggested listings from your Sales Representative.