



# Member Conversion Checklist

## WHAT CAN MEMBERS DO TO PREPARE FOR THE NEW IRMLS SYSTEM?

### Begin IRMLS/CIRMLS PARALLEL DATE: MONDAY, JANUARY 27<sup>TH</sup>

The IRMLS system will be available to CIRMLS users on Monday, January 27, 2014 at 12:00 p.m. Both the IRMLS and CIRMLS systems will be available during the parallel period. Listing Input and updates will be done in CIRMLS through Friday, February 7<sup>th</sup> and cutover to the IRMLS system is Monday, February 10<sup>th</sup>. Anything entered in CIRMLS after February 7<sup>th</sup> will need to also be entered into IRMLS on February 10<sup>th</sup>.

January 27: **Begin Parallel with CIRMLS** – System available after 12:00 p.m.

Create Login to Clarity Security to access IRMLS System The log in is <https://irmls.paragonrels.com> Logon links will be available on www.RACI.org



*The Indiana Regional MLS has implemented a security initiative designed to provide optimum protection for valuable MLS data by preventing unauthorized access and account sharing. The Scout Safe MLS monitors a user’s keystrokes and is able to determine if that user’s access is being entered by someone other than the user based on typing patterns developed by tracking the user’s keystrokes while entering the Login ID and Password.*

*This product does not restrict the number of devices an agent can use. A user can log in using their desktop or mobile phone/tablet but multi log-ins are not allowed. Also, each person accessing the MLS must have a unique log in and password. This includes staff, team members and unlicensed and license assistants. Please remember to check with the RACI Board office to make sure your staff accounts are correct. To avoid charges for Staff access, Brokers can set staff up with Assume Identify which will give them access to the MLS without any fees. This should be managed after parallel or cut-over.*

#### **LOGIN and PASSWORD**

Users will enter their current MLS login pre-pended with your 2 digit Association ID (RA) and their current MLS password (the first time only).

Once logged in, set up your account and then continue to use log in pre-pended with Association ID (RA) and new password. If you fail to complete the log in process, then Clarity support cannot help you because no information would be stored in their system. Call RACI if you have difficulty stepping through the log in process.

- Log In ID: 2 Digit Association Code+current Log In - (RACI – RA)  
Password: Current MLS Password (1st time only)
- Agree to Terms of Use
- Set New Password (10 to 12 characters letters & numbers)  
*It has to be a MINIMUM of 10 letters and 1 number or special character but a MAXIMUM of 12 letters & 1 special character or number. Once the account has been established, the member will use their MLS LogIn pre-pended with Assoc ID and their new Password. Cannot use name, current password or login*
- Answer 3 security questions
- Write Down the New Password

If a user forgets their new password they can click the “Forgot My Password Link”. New temporary password emailed then type in the temporary password. A new password must then be entered.

Users will not need to change their password once it is selected and entered into Safe MLS unless the system believes your password has been compromised.

- January 28/29: **IRMLS Essential Training** in Kokomo at Inventrek, 700 E Firmin in the Auditorium
- January 30: **IRMLS Essential Training** in Marion at IVY Tech, Auditorium, 261 S Commerce Drive (St Rd 18 & I-69)
- February 3: Final data conversion including Associated Documents (Attachments) and Additional Photos
- February 7: **Last day to enter or maintain listings in CIRMLS**
- February 10: **CUTOVER – IRMLS primary system, CIRMLS read only**
- February 19/20: **LPS Advanced Training**

### **TO DO'S – PREPARING FOR THE NEW MLS SYSTEM**

*Tasks that can be done during the parallel & cut over period (Jan.27th– Feb. 10<sup>th</sup>).*

1. Read the Conversion FAQ & System Overview Guide. These and other supporting documents available at [www.RACI.org](http://www.RACI.org)
2. Print the Profile sheets for each Class (available at IRMLS home Page & Zip Form Library)
3. Review saved searches in IRMLS.
4. Contacts will only be converted one time from your current MLS to IRMLS. Any contacts added to your system after the initial conversion date will need to be manually entered into the IRMLS

system. Verify that your contacts converted to IRMLS. You may want to print any contacts from CIRMLS for reference.

5. Complete IRMLS profile sheets for new listings. There are more required fields in IRMLS. Use the IRMLS input forms for active listings to identify additional listing data. Note: Listings cannot be updated in IRMLS during the parallel, but after cutover, once a listing is opened for editing in IRMLS all additional required fields will need to be populated in order to save the listing.
6. **IDX on your Website** – Offices & Agents using RETS feeds to support their IDX websites should contact their web vendor to discuss the conversion strategy. Vendors must move to a new RETS server. Emails will be sent from the MLS to the vendor with the necessary information.
7. Please note: your current MLS system will be available during and after the conversion. The current MLS will no longer be updated after the cutover date. Listing input will not be available in the current MLS or IRMLS after Friday, February 7<sup>th</sup> until Monday, February 10<sup>th</sup> at 10 a.m. to allow the conversion team to finalize the data conversion. This means no new listings or changes can be made over that weekend.
8. Set up IRMLS User Preferences (recommend using Wizard)
  - a. Upload agent photo & logo
  - b. Add email signature
  - c. Set Market Monitor
  - d. Verify email
9. Set up Saved searches – Saved searches will not convert because IRMLS has a lot of new and changed fields. Verify Contacts have converted before setting up new saved searches and auto notifications.
10. Auto-Notifications – Users are encouraged to set up their new Client Connect sites and preferences in the IRMLS system.
11. Review all active listings. Please note, fields that are set to auto calculate or have conditional logic attached may not work for converted listings. All converted listing received new List Numbers ranging between 700000 and 938000 for Phase 4. The List Number field will have the new list number. The Original List Number field can be used to search by the Original list number assigned by your current MLS. New Listings will receive a List number beginning with 2014.
12. CMAs were not transferred. Users will need to reconstruct searches and auto-notifications for any Saved CMA's. Print out all CMA information from CIRMLS that is needed for future reference.
13. Continue to enter new listings and make listing changes in your current MLS. The current MLS will update IRMLS hourly. Please note: the listing maintenance function in IRMLS will be available to view but work cannot be saved during parallel. Beginning Monday, February 10, listing maintenance will be in IRMLS (CIRMLS will be read only).
14. It may take some time for all photos to be converted.
15. Change your MLS mobile URL: <http://irmls.mobile.paragonrels.com>

## **TO DO'S – AFTER CUTOVER TO THE NEW MLS SYSTEM**

1. **UPDATE LISTING INFORMATION** FOR ALL ACTIVE AND PENDING LISTINGS. WE ENCOURAGE USERS TO UPDATE SOLDS FOR THE LAST 6 MONTHS IF POSSIBLE. PLACEHOLDER DATA CAN BE ENTERED INTO REQUIRED FIELDS IF THE DATA IS NOT AVAILABLE ON THE SOLDS. NA CAN BE ENTERED AS A PLACE HOLDER.
2. **ASSUME IDENTITY:** Brokers should set up ADM staff with Assume Identity to avoid any charges. Assume Identity allows Adm staff to assume the identity and security access of any user in the office as long as their name is included in the set up. Assume Identity “How To’s” are available from the Board office. Board office will need to set the security level to 2.
3. **IDX on your Website:** Please check to make sure your pubic searches are bringing up listings from IRMLS. Users who have smart framing links will need to activate their account in IRMLS. Users with custom sites will need to contact their vendor.
4. **ZipForm Library and MLS Connect:** IRMLS has a library in ZipForms where profile sheets can be completed online or printed. Note: The look up tables will not display the choices because the list is too long in many cases. However, the list will develop over time as data is entered. MLS Connect can be used to import information from the MLS into your ZipForm documents. Simply begin a document and select MLS Connect and enter the List Number. Listings must be entered in the MLS for this function to work. Listings can be saved as Partial prior to going on the listing appointment as long as you have the basic information.
5. **Showing Assist:** Showing Assist will be activated following cutover. Users should set up their account which can be accessed by selecting Preferences>Third Party>Showing Assist. RACI has information on how to use Showing Assist. Training webinars will be scheduled following cutover
6. **Member Monitor:** the Member Monitor is defaulted to all listings. The edit widget in the upper right hand corner can be used to limit listing activity to one or several MLS's.
7. **Billing:** CIRMLS will continue to bill for MLS and SentiLock Keycard in the same manner and amount that you have experienced in the past. The only exception would be for secretaries and admin personnel. As mentioned previously, there is a mechanism for avoiding those fees for such personnel... see information on Assumed Identity.
8. **EXPLORE the MLS system.** This is the best way to learn how to navigate and use the system.