

## RAHB Street Lookup in MLXchange 5.1

### ***What is Street Lookup?***

Street Lookup is the newest add-on to RAHB's MLXchange. Every road and street in RAHB's jurisdictional area has been uploaded to a database. In addition, streets and roads in most of the adjoining municipalities are in the database.

For each street, we have loaded the district, subarea, correct spelling of street, the street type and direction whether the information is for the even or odd municipal numbers, or both, as well as low and high municipal numbers in that subarea and whether or not the street is within the photography area.

### ***Who Can Access the New Street Table?***

<b>MLXchange User Category</b>	<b>Search Tool</b> (Search > Street Lookup > Street Lookup Search)	<b>Broker Load Tool</b> (Search icon beside street name in Listing Maintenance)
RAHB members and access members with broker loading privilege	√	√
RAHB members and access members without broker loading privilege	√	----
Administrative employees with broker loading privilege	----	√
Administrative employees without broker loading privilege	----	----

Note to Administrative Employees – if you use Identity Sharing with a Member, switching identities will enable you to use the Search tool.

### ***When will I use Street Lookup?***

Depending on your access level, you may be able to search for streets (Street Lookup > Street Lookup Search) under the Search Menu to verify spelling, photography area etc., *and/or* use the Street Lookup tool when Broker Loading Listings, to automatically insert applicable street information.

When you are Broker Loading a new listing or editing an existing listing, the street and corresponding information must be entered as they are found in the database. Incorrect spelling, sub area etc will not be processed. Search the street table (instructions below) to find correct information.

## Procedures

### Street Lookup in the Broker Load program

- Beside the *Street Name*, there is a lookup tool (magnifying glass).
- **Click** on the magnifier to open *Street Lookup*.
- Key the first few letters or entire street name and optionally select ***District***.
- Click **Find**.
- In the results screen, click on the applicable street and click **OK**. District, subarea etc will be automatically filled in for you.
  1. Click **Cancel** if you do not want to confirm the street name at this time – your listing will be incomplete.
- *Neighbourhood code* will not be auto populated – you must key it, if applicable.
- When submitting the listing, if the street is not found in the street table, you will receive an error message. No MLS® number will be issued and no amendment processed until the listing has an address recognized in the database.



### Searching for a street using **Search > Street Lookup > Street Lookup Search**

This tool is available to Members. It is not available to Administrative Employees.

Use the tool to learn the correct spelling etc.

- Search > Street Lookup > Lookup Search.
- Search parameters may be broad or narrow.
- Use **Show advanced options** toggle for most flexibility.
- You can temporarily alter the search screen with **Move field up** etc. .
- *Template Manager* is available for designing your personal search template.
- When you click **Results**, you'll see the number of matches. **OK** to execute the search or **Cancel** if you want to add/remove/change parameters.

### Street Lookup search results

- The results grid will display district, subarea, street name, street type and direction, whether the district and subarea apply to even or odd municipal numbers, (if both, there is nothing in the column), low and high municipal numbers for that subarea and whether or not the property is within the photography boundary.
- Selection filter and column manager are available for working with grids.
- The order of columns can be moved with **click + drag** on the column heading.
- The order of results can be changed using **Reorder** arrows.
- The action list (bottom left corner) is not available for RAHB and has been disabled.
- Clicking into the line for a summary displays the same information as in the grid.
- *Column Manager* is available for designing your personal street results grid.
- You may print the grid or selected streets using the **Print** tool, bottom right corner (not recommended for long reports).
  - The layout of the current Results Grid will print.

### What happens when I can't find the street in the Broker Load table?

1. Is it a new listing on a new street?
  - a. Email [sherryl@rahb.ca](mailto:sherryl@rahb.ca), subject line **new street**, for assistance if you have confirmed the street name but it is not found in the database
    - i. . Include as much information as possible from the various fields.
    - ii. Save your broker loaded listing as incomplete until resolved.
      - 3-day Incomplete purge will apply.
2. Is it a new listing on an existing street?
  - a. If you have verified the street information and do not find it in the table, contact RAHB MLS® Department for support **905-667-4650** or [mls@rahb.ca](mailto:mls@rahb.ca), subject line **street search**
    - i. .Save your broker loaded listing as incomplete until resolved.
      - 3-day Incomplete purge will apply.
3. Is it an amendment to an existing listing?
  - a. If the amendment fails the street input test, the field name will remain red until you have selected a valid street, street type etc.
  - b. If you have verified the street information and do not find it in the table, contact RAHB MLS® Department for support **905-667-4650** or [mls@rahb.ca](mailto:mls@rahb.ca), subject line **street search**
  - c. Cancel the amendment until you can properly submit it.
    - i. Be sure you resubmit within the required time (RAHB MLS® Rules & Regulations, Section 2.03).