

# Technology 101: MRIS

**Description:** The Technology 101 Workshop series offers hands-on training using some of today's most innovative and useful technology.

Agents will learn about the following MRIS features at this workshop:

- Matrix Maps - using the map to identify a search area (radius and polygon)
- Map features - aerial and labels
- Email and Auto Email
- Customer Features in Email+
- Overview of Office Inventory Report and how to enable it as a hotsearch on the Home Tab
- Make an office open house map for weekend open houses
- Market Statistics
- ListHub

Students are encouraged to bring their laptop and work along with the instructor.

**Instructor:** Diane Ives, MRIS Instructor

**Cost:** **FREE for members** / \$15 for non-members

**Date:** April 8, 2010

**Time:** 10 a.m.—Noon

**Location:** FAAR Training Room, 2nd Floor



***Class size is limited, so please register early.***

## Two ways to register:

1. Fax completed form to (540) 736-0301
2. Register online at faarmembers.com (click "online Registration" under Education Tab)

Please check one:     Member = FREE     Non-Member = \$15

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Payment:  VISA  MasterCard  AM Express CC #: \_\_\_\_\_ Total: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ 3-digit CVC #: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**NOTE:** If you require ADA assistance for the classroom, please call FAAR at time of registration at (540) 373-7711. Opinions and information delivered in all FAAR courses should be confirmed as compliant with the Student's Company Policy before including in business practices. Refunds will only be given in the event RECA cancels the class or if the registrant withdraws from the class by contacting FAAR during business hours, at least one (1) business day prior to the class date.

This event counts for **1 pt.** under *Education Activities* toward the **Professional Honor Role** recognition.

Tech 101—04/08/10