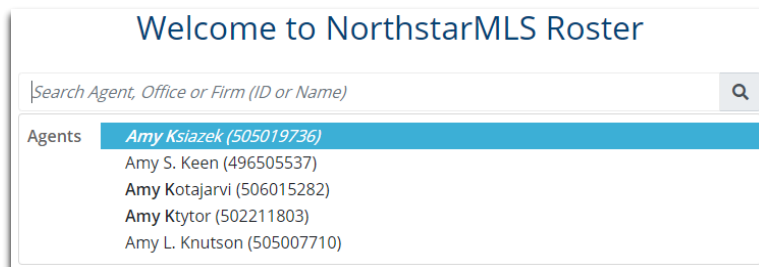


If you're a NorthstarMLS subscriber that has permission level to access our Roster Tool, this guide will walk you through how it works. The NorthstarMLS Roster tool is handy for viewing your association members' MLS membership information, such as their email address, association info, the member's status and more to find any potential errors that need fixing in Ramco.

Open the NorthstarMLS Roster home page to start a search. The NorthstarMLS Roster tool lets you search by ID or Name of the agent, office or firm.

Start typing the name of the agent that you're searching for into the search box and select it from the list, or you can just hit the Enter key. Once you select it, you can view this agent's MLS membership information.



Search Agent, Office or Firm (ID or Name)

Agents

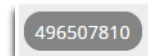
- Amy Ksiazek (505019736)**
- Amy S. Keen (496505537)
- Amy Kotajarvi (506015282)
- Amy Ktytor (502211803)
- Amy L. Knutson (505007710)

The top section is information from the NorthstarMLS Database, such as Agent Information, office information and the Firm. Below that is the information from Ramco, like the Membership, Contact, Account and Firm Information.

The grey buttons on the left side are clickable. You can click the button under "Office Reference" to view more in-depth information on this office. Once you click the button, you'll be able to view all the agents in the office.

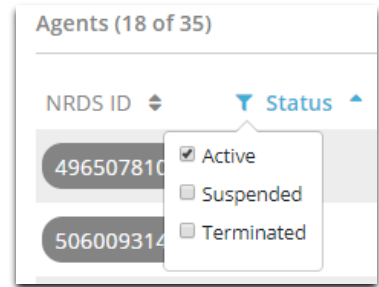
Northstar Database					
Agent	<u>NRDS ID</u>	<u>Status</u>	<u>Display Name</u>	<u>Permission Level</u>	<u>Association</u>
	505019736	Active	Amy Ksiazek	Association Staff	SPAAR
	<u>Modified On</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Email</u>
	5/23/19, 9:11 PM	Amy		Ksiazek	aksiazek@spaar.com
	<u>Billing Type</u>	<u>Matrix User Class</u>	<u>RETS User Class</u>		
	Association Staff	Help Desk			
Office	<u>Office Reference</u>	<u>Status</u>	<u>Name</u>	<u>City</u>	<u>Association</u>
	8000	Active	St Paul Area Assoc of REALTORS	St Paul	SPAAR

The grey button beneath the NRDS ID number is also clickable for each agent in the office.



You can click on each column to sort it differently. The Display Name as you'll see, is sorted alphabetically by last name for example.

Click the Funnel icon for filter features, if available for that column. If you check Active under the Status filter, only the Active Agents for this Office will display.



If you want to show more agents in this office, click the button with the downward arrow. Now you'll be able to toggle between additional pages of agents in this office. Click the button again to hide this feature.

Office St Paul Area Assoc of REALTORS (8000)					
496500311	Active	Tracey Douglas	Association Staff	SPAAR	5/6/19, 6:20 PM
506017500	Active	Luke Fleck	Association Staff	SPAAR	1/30/19, 3:41 PM
84001322	Active	John Fridlington	Association Staff	SPAAR	4/8/19, 10:20 PM
<a href="#">SHOW MORE</a>					



Click the grey button to view the Firm information.

You can click the Errors tab in the upper left to see any issues with the NorthstarMLS database and Ramco.



The highlighted icon in Red lets you know if I'm looking at an agent, office or firm error.

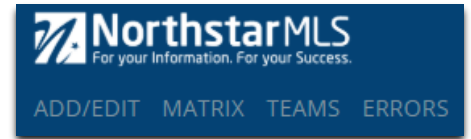


 Status	 Name
Terminated	Suburban Home Inspections

Click on the agent's NRDS ID or name to view the Error. Anything in red with an exclamation point icon is something the system lets you know needs to be corrected.

Once you've updated any of the Errors on the Ramco side, you can click the Resync button to update the information immediately. Otherwise it will automatically update to the NorthstarMLS Database in approximately 10 minutes.

Click the White NorthstarMLS logo in the upper left to return to the main Roster homepage at any time.



You can start a new search at anytime with the search tab in the top right.

### **Roster Tool and Getting Help**

Click the "i" icon at the right side of the screen for printable help guide and instructional video. You may also contact our Help Desk M-F, 8:00 to 5:00 at [help@northstarmls.com](mailto:help@northstarmls.com) or 651-251-5456 (1-877-251-5455 toll free).

