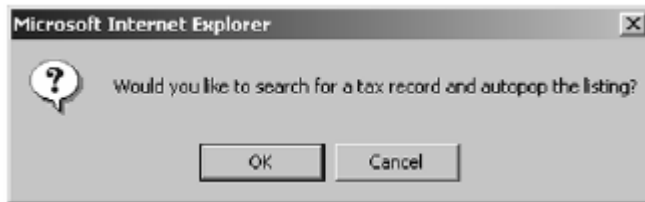


Using Tax Autopop

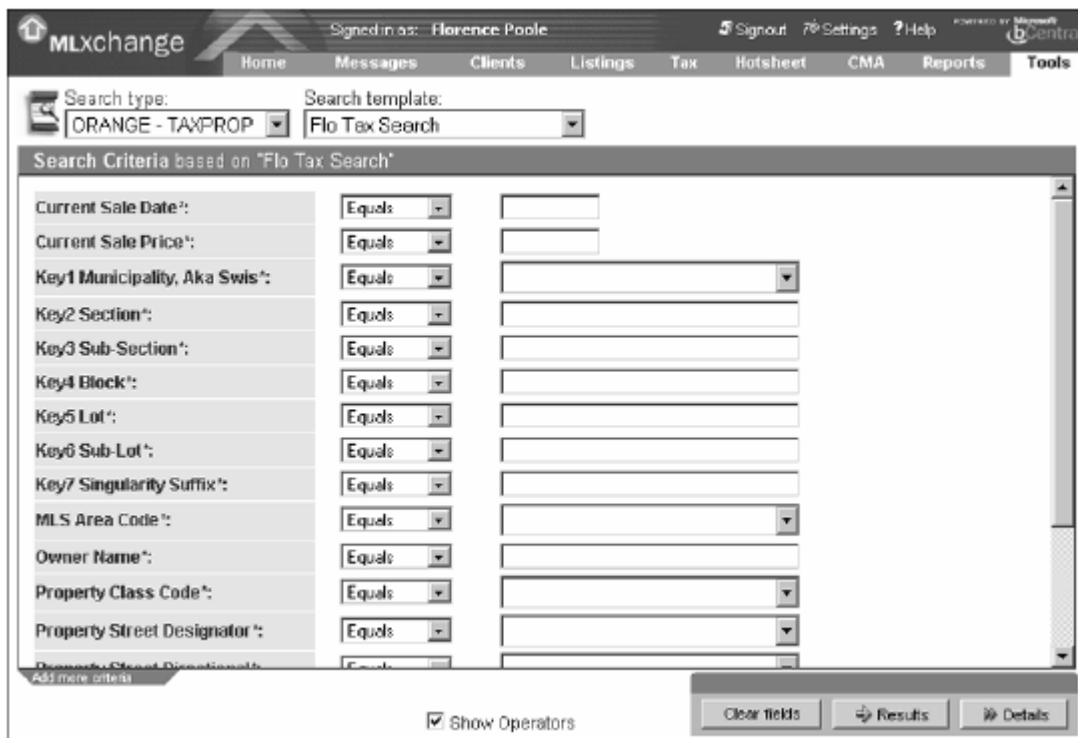
The Autopopulate from Tax feature reduces your data entry while improving data accuracy by automatically populating the Listing Maintenance Input page with information from the Public Records database.

To use tax autopop:

1. From the Listing Maintenance Input page, select the County from the list.
2. Click Autopop from Tax. The Autopop dialog box appears.



3. Click OK to search for the listing from the public records database. The Tax Search Criteria page appears.

A screenshot of the MLXchange web application interface. The top navigation bar includes "Home", "Messages", "Clients", "Listings", "Tax", "HotSheet", "CMA", "Reports", and "Tools". The user is signed in as "Florence Poole". The main content area is titled "Search Criteria based on 'Flo Tax Search'". It contains a list of search criteria, each with a dropdown menu set to "Equals" and an input field. The criteria include: Current Sale Date, Current Sale Price, Key1 Municipality, Aka Swis, Key2 Section, Key3 Sub-Section, Key4 Block, Key5 Lot, Key6 Sub-Lot, Key7 Singularity Suffix, MLS Area Code, Owner Name, Property Class Code, and Property Street Designator. At the bottom, there is a "Show Operators" checkbox and buttons for "Clear fields", "Results", and "Details".

4. Enter the necessary search criteria to find the property, and then click Results. The Tax Results page appears.
5. Select the property you want from the list, then select Use Record for Autopop from the Action list and click the arrow button. The Listing Maintenance Input page reappears showing the selected public records information.