

# NRDS User Guide

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This NRDS User Guide has been created for Local Boards/Associations of the Ohio Association of REALTORS®. Any questions relating to the User's Guide should be directed to [pitts@ohiorealtors.org](mailto:pitts@ohiorealtors.org) or Ruth Pitts at 614/228-6675.

The information contained within this manual can be utilized as a step-by-step training tool, as well as a reference guide. Additionally, you can find specific administrative procedures, answers to commonly asked questions, and an explanation of terms used in the NRDS database system.

The bulk of this User's Guide will apply to NRDS version 1 and NRDS version 2. If you are a user of NRDS version 2, you should read the section called [NRDS 2 Enhancements](#). The NRDS version 1 and 2 will run simultaneously until April 1, 2002. At that time, all NRDS version 1 batch users must be converted to NRDS version 2. NRDS online users are already using NRDS version 2. The major change in NRDS version 2 is a change to the file layouts. Additional fields have been added to make the membership record keeping easier to maintain.

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## IMPORTANT NOTE TO LOCAL BOARDS/ASSOCIATIONS

The first question we want to address is, *"How does NRDS benefit me?"* Well, you may be surprised.

We have provided the many benefits of the NRDS system below. However, probably most important for you to be aware of is that in April each year NAR uses the NRDS database for membership counts, which determines your Local Board/Associations dues obligation. Also, on October 30, NAR uses NRDS for the delegate body count. And finally, in July, NAR will use member counts directly from NRDS to determine Director Entitlement for each State and Board. NAR will also use those counts to determine the director entitlement for the 75 largest firms.

Please keep this date in mind for two reasons:

1. It will be very important for every POE to make sure that their counts on NRDS are correct by July 31 as this will determine your directors for the following year.
2. Director entitlement for 75 largest firms. How will NAR determine which offices all belong to the same firm so we can determine the largest firms? They will look at the Office record on NRDS and go to the field called **Main Office ID**. Therefore, all POE's will need to make sure they have linked together their offices in a firm with that field. Otherwise, you could have 100 offices on NRDS with 50 agents each, but NAR would never know this firm has a total of 5,000 members unless they know those offices belong to the same firm and you could possibly lose your entitlement.

## BACKGROUND

The National REALTORS<sup>®</sup> Database System (NRDS) was designed and implemented by a group of Association Executives from state and local associations serving on the NRDS Standards Board.

NRDS was designed as a single database residing on the Internet to store the member and office records for the REALTOR<sup>®</sup> organization. The data is maintained by Points of Entry (POE's) - most often the local association and in some cases, the state association acts for the local association.

## BENEFITS

The benefits of the system are many. By storing and updating the records in one place, updates throughout the organization can be instantaneous. Once a local association has made its adds and changes, the state association and the national association can frequently update its records directly from NRDS. No more waiting weeks or months for each level of the organization to be notified of a new member or a change.

The NRDS Standards Board has also set the system so that members themselves can access NRDS. A member, through One Realtor Place, can use NRDS to look up Associations, Members, and Offices. A member can also make some changes to their own record directly online. Those changes are immediate and the local and state associations are notified by e-mail of the changes made by their members. Since the national association will be pulling all its data directly from NRDS, as soon as a member makes that change it is now used throughout the system.

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## NRDS SECURITY LEVELS

The NRDS system and data is stored behind a firewall. A firewall is a combination of hardware and software that prevents 'outsiders' from accessing the systems files, code, programs, and databases. A firewall allows only users with the proper security to deposit a file (Upload), retrieve a file (Download/Refresh) or call up an HTML screen (Add, Change member, for example).

The term 'outsider' refers to anyone not in the computer room in the NAR building. The hardware, software and database is located in a secure room at NAR, protected by door codes, keycards, and cameras.

The NRDS site itself is password protected. When a user logs in, the NRDS system checks the security level (POE, member, state, etc.) and only the appropriate data is presented. The security in NRDS is field by field. For example: Home Address. This field is presented only to the POE, the State, and the member themselves. No member can see another member's Home Address.

In fact, when a member (or any association for that matter) searches for a member in NRDS, they see only the Member Name, Office Name, Office Address, Office Phone, Email, Web address, associations, and designations. The field security and firewall prevent anyone from seeing anyone else's Home Address, SSN#, etc.

Earlier this year, NAR hired an outside consulting firm that specializes in Internet and site security to test the security of NRDS and E-Commerce. They made two surprise attempts to breach the security of the sites and failed both times. There has been no report of any breach of security.

Because of the firewall, the ability to 'hack' into the system could be done only inside the secure computer and phone line room inside the NAR building by someone actually installing a 'sniffer' device directly on our inside lines.

As an overview, the following is the security levels set by the NRDS Standards Board.

## POINT OF ENTRY

An association that is Point of Entry will have access to every Member and Office record connected to that POE. The association will be able to Add, Change, and Drop the Office, Member, Financial, and Demographic records in its association. There is one exception to this -- any POE in the country can pull up any member and perform a Transfer function which changes the member's primary association into theirs. The original primary association will be notified via E-Mail when this is done. Also, any POE can pull up a member record to add themselves as one of the member's secondary associations.

**OFFICE RECORD:** On the Office File layout, all fields with a security code of 2 or 3 can be changed by the POE. The only field not accessible is the internal POE field which is set by the NRDS system.

**MEMBER RECORD:** On the Member File layout, all fields with a security code of 2 or 3 can be changed by the POE.

**DEMOGRAPHIC & FINANCIAL RECORDS:** All fields can be changed by the POE.

**ASSOCIATION RECORD:** An association can change its own association record with the following exceptions: ID, Name, Status, Status Change Date, Certification Date.

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## STATE ASSOCIATIONS

If a state is a POE for a local association, the same rules listed above apply. If a state is not the POE for its local association, the following security applies:

**ASSOCIATION RECORD:** Only the state can enter the primary and secondary state association links on a local association's record.

**MEMBER RECORD:** The state association has access to the Designation field to record the GRI designation earned for a member.

## MEMBERS

A member can make the following changes to their own record:

**MEMBER RECORD:** A member can change any field with a security code of 2. These fields include; Home Address, E-Mail, Fax Number, Mailing Address, Web Page, etc. When a member makes any of these changes, the description of what they changed is included in the NRDS daily E-Mail sent to the associations (POE and secondary associations). A member cannot change their Office affiliation. Instead, they will see an E-MAIL button allowing them to E-Mail their POE to inform the POE that they changed offices and request that the record be changed.

**OFFICE RECORD:** If the member is listed as the office's DR, they can change any field on that office record with a security code of 2 (Fields such as phone, fax, E-Mail, address). When a DR makes any of these changes, the description of what they changed is included in the NRDS daily E-Mail sent to the associations (POE and secondary).

## SECONDARY BOARDS

**MEMBER RECORD:** If an association is listed as a member's secondary association, they can access that record and are limited to changing the same information as a member is (security code 2). When a secondary association makes any of these changes, the description of what they changed is included in the NRDS daily E-Mail sent to the POE.

**OFFICE RECORD:** If an association is listed as an office's secondary association, they can access that record and are limited to changing the same information as a DR (security code 2). When a secondary association makes any of these changes, the description of what they changed is included in the NRDS daily E-Mail sent to the POE.

**DEMOGRAPHIC/FINANCIAL:** If an association is listed as a member's secondary association, they can add demographic and financial records for that member under the secondary board.

## INSTITUTES, SOCIETIES & COUNCILS

The Institutes, Societies and Councils of NAR can access the member records in NRDS and allowed to change those fields with a security code of 6. These are the fields for Affiliation, Designation, and Designation Date. The ISCs can enter the designation code earned and the date earned. When these changes are made, the description of what they changed is included in the NRDS daily E-Mail sent to the POE and secondary associations.

## NAR

**ASSOCIATION RECORDS:** Only NAR can add an association, change the Name, Status, Status Date and Certification Date.

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**OFFICE RECORD:** NAR can only change those fields that a DR can change (security code 2). NAR will always check first with the DR as to why they cannot do it themselves (lack of access to Internet?) or why their POE was unable to make that change. If NAR makes the change, the description of what they changed is included in the NRDS daily E-Mail sent to the POE and secondary associations.

**MEMBER RECORD:** NAR can change only those fields a member can change on their own record (security code 2). NAR will always check first with the member as to why they cannot do it themselves (lack of access to Internet?) or why their POE was unable to make that change. If NAR makes the change, the description of what they changed is included in the NRDS daily E-Mail sent to the POE and secondary associations.

## SEARCHES

Members can search on any Association, Office, or Member record in the database. When they pull someone else's record up to view, they will see only those fields marked as visible by the NRDS Standards Board.

For a member record, they will see the Name, Office, Office Address, Phone, Fax, E-mail. They will not see a Home Address.

## E-MAIL NOTIFICATION

When changes are made to the records in NRDS, the system sends out an E-mail Notification to any party affected by this change:

- If the POE makes the change, an E-mail goes to the state and any secondary associations.
- If the state makes a change, an E-mail goes to the POE and any secondary associations.
- If the secondary association makes a change, an E-mail goes to the POE and the state association.
- If the member makes a change, an E-mail goes to the POE , any secondary associations and the state.

Below is a brief guideline to the type of messages you will see in this Daily E-mail Notification. If you have any questions, please be sure to call the NRDS Helpline at 1-800-868-3225.

## EXPLANATION OF NRDS CHANGE MESSAGES

Change messages will appear in the format below. The messages are very specific and indicate what member was changed, what field was changed, what the field used to contain, what the new data is, who made the change and what board they are from. This first example is a generic example that covers most messages. Some specific examples and special cases follow the first example. Keep in mind that any association on the member record (states and secondary associations as well) can change some fields. In addition, a member can also change certain fields in his own member record. For offices, the office DR can also make changes to the office record.

The list of fields and security levels is in the NRDS File Layouts available on [One Realtor Place](#) and in the [back of this Manual](#).

All of these examples are member changes, but the messages are identical for offices as well.

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## GENERIC CHANGE MESSAGES

**The following changes have been made for Member [Member Name] ([NRDS ID])  
The [Field Name] was changed from: [Old Field Data] to: [New Field Data] by [Person] of  
ASSOCIATION OF REALTORS INC on 12/14/99.**

Many changes will appear as indicated above. The message indicates which member was changed, and what their NRDS ID is. It continues by indicating which field was changed. FROM indicates what the field used to contain, and TO indicates the new data. The message continues by indicating who made the change (the POE, state POE or the member themselves in some cases), and what association they are with. Specific examples follow:

**The following changes have been made for Member [Member Name] ([NRDS ID]):  
The POE was changed from: 70004695 to: 70000836 by [Person] of ASSOCIATION OF  
REALTORS on [DATE].**

This message can be completely ignored. The POE field is an internal field used by NRDS which does not change which association is the actual POE for the member. When a member's POE is changed, that notification will be in a section of the e-mail called 'Transfers'.

**The following changes have been made for Member [Member Name] ([NRDS ID]) The  
DESG\_CD1 was changed from: to: [Designation] by [Person] of ASSOCIATION OF  
REALTORS on 12/14/99.**

This message indicates that a designation was added to the members. States can enter GRI designations, and the various Institutes, Societies and Councils affiliated with NAR will be responsible for entering their various designations. For questions regarding these you should contact the organization responsible for the designation.

**The following changes have been made for Member [Member Name] ([NRDS ID]) The  
SECONDARY\_ASSOC\_ID1 was changed from: to: [Association Number] by [Person] of  
ASSOCIATION OF REALTORS on 12/14/99.**

This indicates that another board has added itself as a secondary board for this member.

## REINSTATEMENTS

**[Member Name] ([NRDS ID]) was reinstated by [Person] of ASSOCIATION OF  
REALTORS on 12/14/99.**

This message indicates that a member was changed from Inactive to Active status, effectively reinstating this member.

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## TRANSFERS

**[Member Name] ([NRDS ID]) was transferred from: [Association Number] to: [Association Number] by [Person] of ASSOCIATION OF REALTORS on 12/14/99.**

This indicates that the member was transferred from one board to another. By policy, it is the receiving board initiates these transfers. If there is any question about the transfer, it is best to contact the board that initiated the transfer to discuss it.

## DELETES

**[Member Name] ([NRDS ID]) was deleted by [Person] of ASSOCIATION OF REALTORS on 12/14/99.**

This message indicates that a member has been changed to Inactive status. The member record is not actually deleted, and can be reinstated at a later time by changing the Member Status back to Active.

## ADDS

**[Member Name] ([NRDS ID]) was added by [Person] of ASSOCIATION OF REALTORS on 12/14/99.**

This message indicates that a new member has been added to NRDS. In rare cases this member will have a NRDS ID starting with 7000. Messages with a 7000 member number can be ignored and are related to the security administration of NRDS.

## NRDS STANDARD ABBREVIATIONS

One of the challenges in designing the NRDS database was establishing standard data field lengths, especially since association and company names, and their addresses, must fit the limits of most mailing labels. This meant the maximum length for these fields could be no more than 30 characters to fit most of today's labeling systems.

It also meant that, without standardized abbreviations, many associations and companies would quickly use up those 30 characters on frequently used descriptors such as "Association of REALTORS®" (24 spaces), or franchise identifiers such as "Better Homes and Gardens" (24 spaces), or "Century 21" (10 spaces).

Requiring standard abbreviations in the NRDS file layout's "Sort Sequence" field also makes alphabetical data sorts and database searches work correctly. Otherwise, for example, "Century 21", "C21" and "C-21" would all show up in different places in an alphabetical sort unless coded correctly.

Standardization will allow users to easily write translation tables that can convert the abbreviations back into their original long form if required for other uses in other databases, depending on the software sophistication.

The standard abbreviations for the words and phrases listed in this document are the only ones authorized for use in NRDS should the company or association name or address not fit their assigned fields.

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In cases not covered by these rules, use common sense. Always remember that, sooner or later, a Postal Service employee somewhere is going to have to figure out the abbreviations you've chosen!

Here's some guidance from common usage in the computer world:

1. If it doesn't fit, eliminate the vowels.
2. No real workable abbreviation for a word? Simply truncate, i.e. start typing until you run out of spaces.

## ASSOCIATION NAME FIELD ABBREVIATIONS

1. Abbreviations should be kept to a minimum. Don't abbreviate unless you must to fit the 30 character limit and then only those words you absolutely must to make it fit. In most cases, the use of "AOR" or "BOR" will allow sufficient space for the balance of the name.
2. In compliance with the Membership Marks Manual, the terms REALTOR<sup>®</sup> and REALTORS<sup>®</sup>, when used alone, will never be abbreviated and will always be upper case. The only exception allowed is when abbreviating the words "Association of REALTORS<sup>®</sup>" or "Board of REALTORS<sup>®</sup>" (see below).
3. Whenever possible, the "core" identifying information in the name of the organization, i.e. the name of the city, county or area served, should be spelled out in full.

## STANDARD ABBREVIATIONS

<b><i>Original Wording:</i></b>	<b><i>Input in NRDS As:</i></b>
And	&
Association	Assn
Association of REALTORS <sup>®</sup>	AOR (all upper case)
Beaches	Bchs
Board	Brd
Board of REALTORS <sup>®</sup>	BOR (all upper case)
Cardinal (Directional):	
Northeast, Southwest	NE, SE, NW, SW (no periods)
North, South, East, West	N, S, E, or W (no periods)
Northeastern, Southwestern	NEstrn, SWstrn
Northern, Southern	Nrthn, Sthrn, Wstrn, Estrn (remove vowels)
Central	Cntrl
Commercial	Comm or Cmmrcl
County	Cnty
Greater	Gtr
Incorporated	Inc
Metropolitan	Metro
Multiple Listing Service	MLS
REALTOR <sup>®</sup> Association of . . .	RA of
Regional	Rgnl
Suburban	Sub
The	OMIT
Valley	Vly

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All others: Check for the word in the standard abbreviations shown under firms and addresses.

## COMPANY NAME FIELD ABBREVIATIONS

Remember that corporations spend millions of dollars promoting their corporate and franchise identities. Standardized abbreviations should be used in the firm name field only when it's not possible to identify both the local company and its national franchise name in full within 30 characters. In these instances, the Standards Board believes precedence should be given to the franchisee's local company name as the more unique identifier.

For example, while the firm's full name may be "John P. Jones & Sons, Better Homes and Gardens", "John P. Jones & Sons" is the preferred identifier. Or, in the case of "Century 21/Affordable Properties, Inc." where "Affordable Properties, Inc" requires 26 spaces, the standard abbreviation for "Century 21" (C21/) should be used.

## RULES FOR ABBREVIATING FIRM NAMES

1. Don't abbreviate unless you must to fit the 30 character limit and then only those words you absolutely must to make it fit.
2. The terms REALTOR<sup>®</sup> and REALTORS<sup>®</sup>, when used with the firm name: must always be the last word and separated from the name by a comma and space, can never be abbreviated and must always be upper case, with the logo ® if supported by your system.
3. When the firm name is preceded with the word "THE", it is not to be keyed.
4. When ever possible, the "core" identifying information in the name of the firm, e.g. the broker's name or area served, should be spelled out as completely as possible.
5. Franchise Names: When they must be abbreviated, franchise names in the company name field will be separated from the company name by a forward slash (/) whether at the beginning or end of the company name.

## STANDARD FRANCHISE NAME ABBREVIATIONS (Use only if necessary, include slashes)

<b><i>Original Wording</i></b>	<b><i>Input in NRDS As:</i></b>
Better Homes & Gardens	/BH&G
Century 21	C21/
Coldwell Banker	CB/
ERA	ERA/
Realty Executives	/Rlty Execs
RE/MAX	REMAX/
Prudential	Pru/

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## STANDARD FIRM NAME ABBREVIATIONS (Always abbreviate, no punctuation)

<b>Original Name</b>	<b>Input in NRDS As:</b>
And	&
Associate(s)	Assoc
Company	Co
Corporation	Corp
Incorporated	Inc
Limited	Ltd

## STANDARD ABBREVIATIONS TO BE USED WHEN REQUIRED DUE TO SPACE LIMITATIONS.

<b>Original Wording</b>	<b>Input in NRDS As:</b>
Agency	Agcy
Appraisal	Apprsl
Associate/Associates	Assoc
Auction	Auc
Cardinal (Directional)	See Association Name abbreviations
Construction	Const
County	Cnty
Development/Developer	Dvlp
Enterprises	Entrp
Group	Grp
Insurance	Ins
Inspections	Insp
Investment(s)	Inv
Management	Mgmt
Mortgage	Mrtg
Professional	Prof
Property(ies)	Prop
Realty	Rlty
Real Estate	RI Est
Services	Svcs
The	OMIT where possible and always if first word in the firm's title

## SAMPLES

<b>Original Name</b>	<b>Input to NRDS As:</b>
Baird & Warner, Inc.	Baird & Warner Inc
H.O.M.E. Developers, Incorporated	H O M E Developers Inc
Smith-Roberts Realty & Insurance Company	Smith Roberts Realty Ins Co
The Kennedy Agency	Kennedy Agency
The Wild Brother Company, REALTORS®	Wild Brothers Co, REALTORS®
The James O'Brien Development Corp.	James O Brien Dvlp Corp
T.L. Hutton Agency, REALTORS®	T L Hutton Agency, REALTORS®
Midwest Associates REALTORS®	Midwest Associates, REALTORS®
M & R Real Estate and Insurance Corp	M & R Real Estate & Ins Corp
3500 Realty Corporation	3500 Realty Corp
Century 21 Johnston & Johnston, Inc	C21 Johnston & Johnston Inc

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## ADDRESS FIELD ABBREVIATIONS STREET NAMES

1. No punctuation except: "-" (Hyphen) and "/" (Slash) when integral part of name.
2. Always abbreviate the following:

Avenue	Ave
Boulevard	Blvd
Drive	Dr
East	E
North	N
Northeast	NE
Northwest	NW
Place	Pl
Road	Rd
Southeast	SE
Southwest	SW
Street	St
South	S
West	W

3. When any cardinal (compass) directions above are the actual name of the street, do not abbreviate.

Example: "125 East South Water St." would be "125 E South Water St"

4. Suites, PO Boxes, Rural Routes:

When P.O. Box and address are used, abbreviate and input both, using address line 2 if necessary. Street address precedes P.O. Box.

When rural route and box number are used, input both using address line 2 if necessary. Rural Route precedes Box number.

<b>Original Address</b>	<b>Input NRDS Address As:</b>
16 Main Place P.O. Box 246	16 Main Pl P O Box 246
First Federal Savings and Loan, Suite 500	500 First Federal Savings Loan
US Highway 10, Stockyard Corner, Box 257	US HWY 10 Bx 257 Stockyard Cor
425-1/2 7th Street, East	425 1/2 7th St E
1700 Southwest 235 Northeast	1700 Southwest 235 Northeast
Suite 350-Tacoma Mall Office Building	350 Tacoma Mall Office Bldg
Northwest Riverside Station, P.O. Drawer E	NW Riverside Sta P O Drawer E
19 North South Street	19 N South St
1521 Business Loop E., Box 281	1521 Business Loop E Box 281
P.O. Box 5, 26 Mockingbird Circle	26 Mockingbird Cir P O Box 5
Exchange National Bank Building	Exchange Natl Bank Bldg
1110 Tenth Avenue, Southeast	1110 Tenth Ave SE
Highway 17 and Grand Crossing	Hwy 17 Grand Crossing
Box 106 Rural Route 5	Rural Route 5 Box 106

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## STANDARD STREET NAME ABBREVIATIONS (with no punctuation):

Beach	Bch
Bend	Bnd
Branch	Br
Bridge	Brg
Building	Bldg
Causeway	Cswy
Center	Ctr
Circle	Cr
Court	Ct
Creek	Crk
Expressway	Expy
Federal	Fed
Fort	Ft
Freeway	Fwy
Gardens	Gdns
Harbor	Hbr
Heights	Hts
Highway	Hwy
Hill	Hl
International	Intl
Island	Is
Junction	Jct
Lake	Lk
Lane	Ln
Loop	Loop
Mall	Mall
Manor	Mnr
Mile	Mle
Mountain	Mtn
National	Nat
Oval	Oval
Park	Pky
Parkway	Pky
Pass	Pass
Plaza	Plz
Point	Pt
Ridge	Rdg
River	Riv
Saint	St
Springs	Spgs
Square	SQ
Station	Sta
Stream	Strm
Suite 500	500
Terrace	Ter
Tower	Twr
Town	Twn

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Trail	Trl
Trunpike	Tpke
Valley	Vly
Village	Vlg
Way	Wy

## CITY NAMES

1. No punctuation permitted.
2. Always abbreviate the following only when it is the first word of the city name.

East	E
Fort	Ft
Mount	Mt
North	N
Saint	St
South	S
West	W

3. Do not abbreviate when cardinal (compass) directions are part of city name. Examples:

Eastville  
Southfield  
Northgate  
Westminister

4. Cities requiring special spacing: When in doubt, check the Zip Code Directory. Examples:

De Kalb	Las Vegas
De Queen	Mc Allen
El Dorado	Mc Gehee
El Paso	Mc Pherson
La Fayette	San Jose

5. Abbreviate these words in city names as follows, but only when necessary:

Arsenal - Arsl	Haven - Hvn	Prairie - Pr
Bayou - Byu	Heights - Hts	Ranch - Rnch
Beach - Bch	Highlands - Hglds	Ranches - Rnchs
Bluff - Blf	Hollow - Holw	Rapids - Rpds
Branch - Br	Island - Is	Resort - Resrt
Bridge - Brg	Islands - Is	Ridge - Rdg
Brook - Brk	Isle - Is	Santa - Sn
Canyon - Cyn	Junction - Jct	Santo - Sn
Center - Ctr	Knolls - Knls	Seminary - Smnry
Church - Chr	Landing - Lndg	Shoal - Shl
Churches - Chrs	Little - Ltl	Shoals - Shls
Circle - Cir	Locks - Lcks	Shode - Shd
Cliffs - Clfs	Lodge - Ldg	Shore - Shr

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College - Clg	Lower - Lwr	Shores - Shrs
Corner - Cor	Manor - Mnr	Space - Flight
Corners - Cors	Meadows - Mdws	Center - SFC
Court - Ct	Memorial - Mem	Spring - Spg
Courts - Cts	Middle - Mdl	Springs - Spgs
Creek - Crk	Mission - Msn	Square - Sq
Crescent - Cres	Mount - Mnt	Station - Sta
Crossing - Xing	Mount - Mt	Stream - Strm
Estates - Est	Mountain - Mtn	Sulphur - Slphr
Fields - Flds	National - Nat	Summit - Smt
Forest - Frst	Orchard - Orch	Terminal - Term
Forge - Frg	Palms - Plms	Terrace - Ter
Fountain - Ftn	Park - Pk	Tower - Twr
Gardens - Gdns	Parkway - Pky	Trail - Trl
Gateway - Gtwy	Peninsula - Pnsla	Upper - Upr
Grand - Grnd	Plain - Pln	University - Univ
Great - Gr	Plains - Plns	Valley - Vly
Grove - Grv	Port - Prt	View - Vw
Harbor - Hbr	Point - Pt	Village - Vlg

## MEMBER NAMES

Remember that nothing is as important to our members, or to anyone, as their name being spelled correctly. With that in mind, here are the basic rules for entering names in the NRDS system.

1. No punctuation is ever used, i.e. no periods (.) after initials or after Jr., Sr., III, etc.

Leave a space between letters when the space is part of the last name, i.e., Mac Donald, Mc Elroy, O Brien.

3. Do not use titles, nicknames, or designations as part of the name fields. The NRDS database contains special fields for these entries.

<b>Conventional Spelling:</b>	<b>NRDS Input: First Name MI Last Name Suffix</b>
A. Raymond Thurston, Jr.	A Raymond Thurston Jr
Robert A. Anderson, REALTOR®	Robert A Anderson
Margaret Sarah Louis O'Connell	Margaret L O Connell
Jack D'Astri	Jack D Astri
Jane Jones, MAI	Jane Jones
Ronald "Ron" Macdonald	Ronald Mac Donald

## SORT SEQUENCE FIELD

In data base management programs, a Sort Sequence (or Search) field is used by the computer to sort and print the names of the associations, firms or individuals in alphabetical order.

Phone companies have long used this technique to sort their directories. It's the "magical" field that makes the firm of Fred Jones & Sons appear under the J's and not the F's.

Strict adherence to standardized terminology, naming policies and abbreviations is critical to making the Sort Sequence function work correctly.

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It requires data to be entered consistently (and correctly) in the Sort Sequence field.

Otherwise, strange things will happen when running a member or firm printout. For example:

- \* Robert H. Franklin Jr. would be alphabetized as if his last name were "Jr."
- \* Firms beginning with Century 21, C21 and C-21 will end up in different places in the "C's" list.

Note: The Sort Sequence field is a hidden, non-printing "working" field used only by the computer to perform sorts. It will never be seen by the member or published anywhere.

## RULES FOR SEQUENCE ENTRIES

1. All standard NRDS abbreviations shown elsewhere in this document must be used in every case when entering firm and association names in the Sort Sequence field, even if the name would fit otherwise.
2. Use all lower or all upper case letters in the Sort Sequence field. Mixing upper and lower case will cause names with upper case first letters to sort at the top of the list.
3. Determining Alphabetical Placement: A computer reads the Sort Sequence field just as you would, from left to right. It begins sorting and alphabetizing just as you would, by the first word in the field and continuing through the end of the name.

Associations: Whenever possible, put the primary association identifier (i.e. name of area served) as the first word(s) in this field. Use the abbreviations found in the Association Name section of this document.

Example: If you entered "the realtor association of smithtown" in the sort sequence field, the computer will place it under the T's. In this case, you would want the Sort Sequence field to be "smithtown" so that it will be placed in the S's.

Firms: In firms, put the primary name identifier as the first words in the field.

Example: The computer would place a Sort Sequence field entry of "c21/a.a. smith & sons" first with the Century 21's, but then in the A's. Hence the Sort Sequence field should be "c21/smith a. a." to make it appear in the S's, i.e. in correct "phonebook" alphabetical order.

4. MANDATORY FRANCHISE NAME ABBREVIATIONS (Use in all instances, include slashes). Consistent use of these abbreviations in the Sort Sequence field ensures these franchises will sort properly. Remember, this is a hidden, non-print field so your members will never see it:

Better Homes & Gardens	/bh&g
Century 21	c21/
Coldwell Banker	cb/
ERA	era/
Realty Executives	/rlty execs
RE/MAX	remax/
Prudential	pru/

# NRDS User Guide

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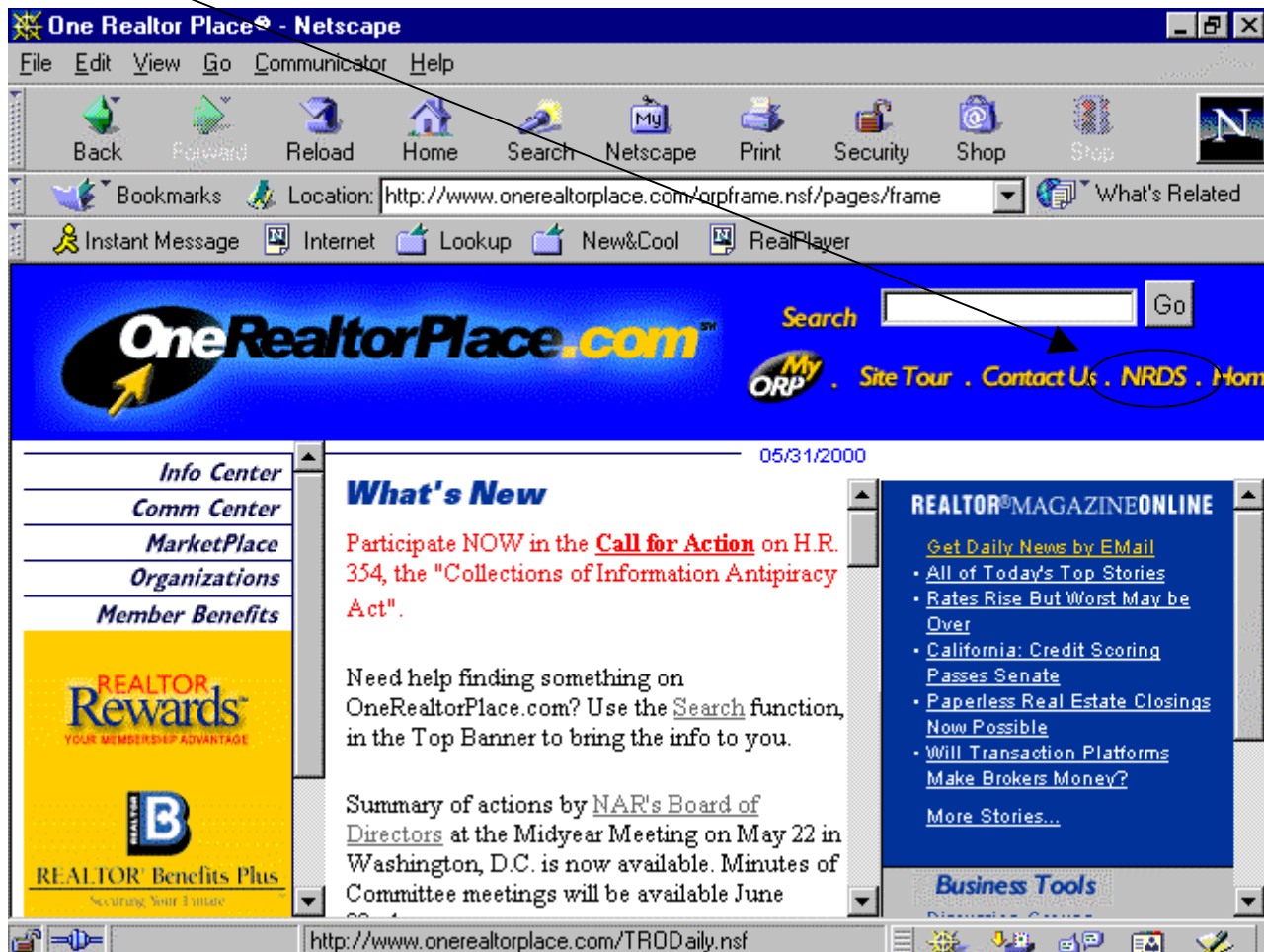
5. MANDATORY FIRM NAME ABBREVIATIONS: Always abbreviate the following words as shown (with no punctuation):

Agency	Agcy
And	&
Assocaite/Associates	Assoc
Auction	Auc
Cardinal (Directional)	See Association Name abbreviations
Company	Co
Construction	Const
Corporation	Corp
County	Cnty
Development/Developer	Dvlp
Enterprises	Entrp
Incorporated	Inc
Insurance	Ins
Investment	Inv
Limited	Ltd
Management	Mgmt
Mortgage	Mrtg
Professional	Prof
Property(ies)	Prop
Realty	Rlty
Real Estate	RI Est
Services	Svcs
The	OMIT if first word in title

# NRDS User Guide

## ACCESSING NRDS

Once you have logged in to One Realtor Place, you will see a button in the top right corner called NRDS. Click this button and then click the CONNECT TO NRDS button that appears.



The NRDS menu will then appear in the left frame with the following options: Find An Association, Find A Member, Find An Office, Batch Download, Batch Refresh and Batch Upload.

Note: When you logged into NRDS, the system verified your security as discussed in [the Security Level section](#).

## NRDS MENU OPTIONS

### FIND AN ASSOCIATION

This menu option is used to find an Association record. Once you have pulled up the record, if this is your Association (you are the POE), you can make changes to this record. NOTE: Only NAR can add a new association record, or mark an association as dissolved.

### FIND A MEMBER

This menu option is used to find a member record. Once you have pulled up the record, you can make changes, drop, transfer etc. Also select this menu to add a new member record if you are using the online option.

### FIND AN OFFICE

This menu option is used to find an office record. Once you have pulled up the record, you can make changes, drop, etc. Also select this menu to add a new office record if you are using the online option.

### BATCH DOWNLOAD

This menu option is used by POEs who have an in house system set up to accept batch download files from NRDS. The menu option will allow you to select the type of file: Fixed or Variable; changes since you last downloaded or from a certain date. This option would be used especially by State associations to regularly download changes made by their Local Boards. Large associations whose members may be in One Realtor Place making changes to their records may also use this download option to update their in house system.

### BATCH REFRESH

This option is used by the Access Runtime users to create a file of all their NRDS records. The NRDS system creates the file and loads in on to the Access Runtime. The file 'refreshes' Access with all the records. This option can also be used by other associations if they ever need a complete file of all their records as they appear on NRDS.

### BATCH UPLOAD

This option can be used by associations who will be sending all their changes to NRDS via a batch file, although most associations using Batch Upload will send their batches directly to the FTP site rather than using the web page.

### E-MAILS

Although not on the menu, the NRDS system will send you automatic E-Mails in the following situations:

**BATCH UPLOAD:** When you upload a file to NRDS, the NRDS system will validate for items such as required fields, unique IDs, dates in date fields, numbers in number fields, etc. If there are any rejected records, NRDS will send you an E-Mail identifying the rejected record and the reason.

### AN AUTOMATIC E-MAIL WILL BE SENT EACH NIGHT WITH THE FOLLOWING:

**MEMBER CHANGES:** When a member changes information in their own record, NRDS will send an E-Mail to the member's associations with the description of the change.

# NRDS User Guide

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**BOARD CHANGES:** When a Secondary Board makes a change on a member record, NRDS will send an E-Mail to the Primary Board and any other Secondary Boards.

**BOARD TO STATE:** NRDS will send a summary E-Mail to the State Association summarizing New Members, Drops, Transfers, and Changes made by their Boards.

**TRANSFER:** When a member transfers from one Board to another, the Board they have left will receive an E-Mail to that effect.

## ONLINE VS BATCH USERS

A frequently asked question comes from POEs who update their NRDS data using a batch upload program from their own systems. Many are not aware that they also have access to NRDS directly online. Every POE, whether updating by batch or online, receives a Username and Password into NRDS when they go live. That Username and Password is used to log into ORP and access the NRDS system. All POEs can access the NRDS online and make their changes right there. Perhaps a POE who uses Batch Upload has only 1 or 2 quick changes to make - you can do those directly online in NRDS if you do not want to create a batch upload for a small amount of changes.

## MAINTAIN AN ASSOCIATION RECORD

### FIND AN ASSOCIATION

Find An Association is used to search for an association record and change a record. From the NRDS Main menu, click on FIND AN ASSOCIATION.

The following Search screen will appear.

The screenshot shows a Netscape browser window titled "One Realtor Place® - Netscape". The browser's menu bar includes "File", "Edit", "View", "Go", "Communicator", and "Help". The page header features the "OneRealtorPlace.com" logo and a search bar with a "Go" button. Navigation links include "My ORP", "Site Tour", "Contact Us", "NRDS", and "Home".

The main content area is titled "Search Association" and contains a search form with the following fields:

- Association Name:** A dropdown menu set to "Begins with" followed by a text input field.
- City:** A dropdown menu set to "Begins with" followed by a text input field.
- State:** A dropdown menu currently set to "None Selected".
- Email:** A dropdown menu set to "Begins with" followed by a text input field.
- Association ID:** A text input field.

At the bottom of the form are two buttons: "Search" and "Clear Screen".

On the left side of the page, there is a yellow sidebar with the following links and text:

- [Find a Member](#)
- [Find an Office](#)
- [Main Menu](#)
- Hints:**  
If you know the Association ID please enter it to override all other

The browser's status bar at the bottom shows "Document: Done" and various system icons.

The buttons at the bottom perform the following functions:

**SEARCH** -- Allows you to search for an association.

**CLEAR SCREEN** -- Clears out any search criteria you have entered.

**ADD ASSOCIATION** -- Note: only NAR can add new association records, so this button will appear only for NAR users.

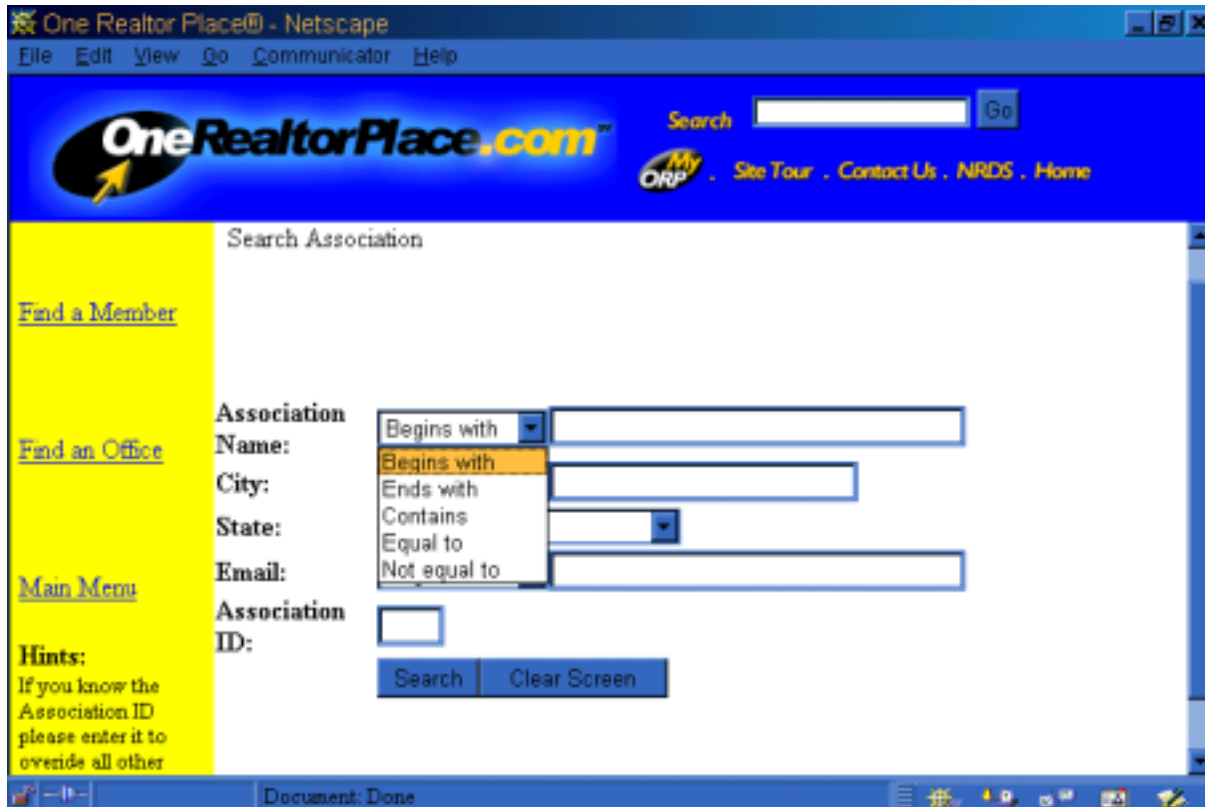
When searching for an association, you can select to search on the following fields:

*ASSOCIATION NAME*  
*CITY*  
*STATE*  
*E-MAIL*  
*ASSOCIATION ID*

If you know the Association ID, you can search directly on that field. If you do so, it will override any other search criteria you entered.

# NRDS User Guide

For the Name fields, each has a 'Condition' box to select your search condition. Examples of search conditions are Begins With, Contains, Ends With, Equal To, Not Equal To.



When searching by name, it is always best to leave the Condition at 'Begins With'. In the entry box next to the condition, type in the name you are looking for. It does not matter if it is upper or lower case. If you are not sure of the spelling, just type in as much of the name as you know.

The search field of State has a 'Select Box'. For this field, you do not type in the answer manually. Instead, you select the answer from a list. When you click on the arrow on the Select Box next to State a list of all States appears. From the list, click on the answer you want and it will fill in automatically.

**KEY HINT:** If you wish to pull up a list of every association in a State, just answer the State prompt for your search.

Once you have entered your search criteria, if you discover you would like to start over, click on the CLEAR SCREEN button and the answers will clear out and let you start again.

When you are ready to search, click on the SEARCH button. The NRDS system will come back with a list of every association record that matched your Search criteria.

# NRDS User Guide

0890	<a href="#">VERMONT ASSOCIATION OF REALTORS® INC</a>	Montpelier	VT	(802) 229-0513
8540	<a href="#">ADDISON COUNTY BOARD OF REALTORS®</a>	Middlebury	VT	(802) 877-3232
8545	<a href="#">CENTRAL VERMONT BOARD OF REALTORS® INC</a>	Montpelier	VT	(802) 229-0611
8550	<a href="#">CROWN POINT BOARD OF REALTORS® INC</a>	Springfield	VT	(802) 886-8179
8555	<a href="#">FRANKLIN COUNTY VERMONT BOARD OF REALTORS®</a>	St Albans	VT	(802) 524-2037
8560	<a href="#">NORTHEAST KINGDOM BOARD OF REALTORS® INC</a>	St Jonsbury	VT	(802) 748-2591
8565	<a href="#">NORTHWESTERN VERMONT BOARD OF REALTORS® INC</a>	WILLISTON	VT	(802) 862-6407
8570	<a href="#">ORLEANS COUNTY BOARD OF REALTORS®</a>	Newport	VT	(802) 334-5895
8575	<a href="#">RUTLAND COUNTY BOARD OF REALTORS®</a>	Killington	VT	(802) 422-6537
8580	<a href="#">SOUTH CENTRAL VERMONT BOARD OF REALTORS®</a>	Killington	VT	(802) 422-6537
8585	<a href="#">SOUTHEASTERN VERMONT BOARD OF REALTORS® INC</a>	Brattleboro	VT	(802) 257-4762
8590	<a href="#">SOUTHWESTERN VERMONT BOARD OF REALTORS® INC</a>	Killington	VT	(802) 422-6537
8595	<a href="#">STOWE AREA BOARD OF REALTORS® INC</a>	Stowe	VT	(802) 253-8218
8600	<a href="#">VERMONT COMMERCIAL INVESTMENT BOARD OF REALTORS®</a>	Montpelier	VT	(802) 229-0611
8605	<a href="#">WINDSOR COUNTY BOARD OF REALTORS®</a>	Killington	VT	(802) 422-6537

The list will display the Association Name, City, State and Phone Number. The State Association appears first, followed by the local Associations. You will notice the Association Name is underlined. On the Internet, these are known as *links*. A link means - if you click here, you will go to this record. If you click on association name, the association record will come up.

Click on the Association Name to pull up the association record.

The basic information about this office will appear - Association ID, Name, Address, EO, Associations, etc.

click the Change Information button

Date Status Changed: 05/04/1998

Primary State Association: [OHIO ASSOCIATION OF REALTORS®](#)

Secondary State Association:

[Display Members](#)

[Display Offices](#)

[Display Association Leadership Positions](#)

Change Association Information

# NRDS User Guide

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If you are this association's POE, you will see the following button at the bottom of the screen:

## Change Association Information

You will also see the following links:

**Display Members:** Display every member record linked to this Association ID.

**Display Offices:** Displays every office record linked to this Association ID.

**Display Association Leadership Positions:** Displays Current, Future and Prior Associations President, President-elect, Secretary, and Treasurer.

## CHANGE AN ASSOCIATION

Once you have found your association record, click on the CHANGE ASSOCIATION INFORMATION button to bring up the Change screen.

All the fields that you can change will appear. NOTE: You cannot change the unique Association ID. Also, you cannot change the Association Name or the Status to Inactive/Dissolved. Only NAR can make those changes.

Just tab to the field you wish to change (or click your mouse on that field). Enter the information. When you have completed your changes, click on the CHANGE ASSOCIATION INFORMATION button at the bottom of the record. If you change your mind, and do not wish to change anything, click on the CANCEL button at the bottom of the screen.

## SPECIAL FIELDS

**ASSOCIATION EXECUTIVE ID:** To safeguard against entering a non-existent member record for an EO, you will notice this is not a "type in the answer" field. To change this field, click on the SEARCH EO button. The Search Member screen will appear. Type in the search criteria (see [Find A Member section](#) for instructions) and the system will display the list of matching records. Click on the member record you want. The system will bring you back to the Association screen with the new EO displayed.

**ASSOCIATIONS:** Each association is attached to a Primary State. The association can also have up to 3 additional secondary States. At these fields, click on the SEARCH ASSOCIATION buttons to find the association you need (see the [Find An Association section](#) for instructions). If the change you are making is to remove one of the association's existing secondary States, go to that secondary field and click the CLEAR button. (NOTE: Only State Associations can add and remove these links).

When you have completed the changes, click on the CHANGE button at the bottom of the screen.

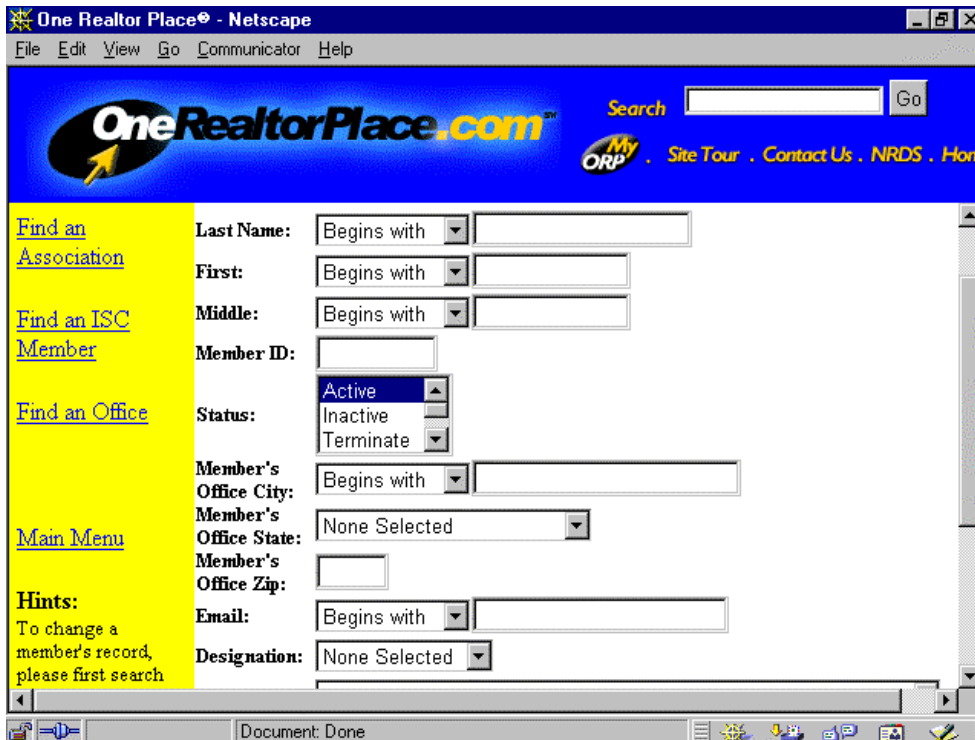
If everything was OK, the Database Modification Successful message will appear. Click on OK and you will be back to the association record. If there was an error, the error message will appear. The error message will tell you what was wrong - perhaps you tried to blank out a required field, or put letters in a numeric field, etc. When the error message appears, click OK. You will be back at the association record and can enter your correction.

## MAINTAIN A MEMBER RECORD

### FIND A MEMBER

Find a Member is used to search for a member record, add a record, and change a record. From the NRDS Main menu, click on [FIND A MEMBER](#).

The following Search screen will appear.



The screenshot shows a Netscape browser window titled "One Realtor Place - Netscape". The browser's address bar shows "File Edit View Go Communicator Help". The main content area features the OneRealtorPlace.com logo and a search bar with a "Go" button. Below the logo, there are navigation links: "Site Tour", "Contact Us", "NRDS", and "Home". The search form includes the following fields:

- Last Name: Begins with [dropdown] [text box]
- First: Begins with [dropdown] [text box]
- Middle: Begins with [dropdown] [text box]
- Member ID: [text box]
- Status: Active [dropdown], Inactive [dropdown], Terminate [dropdown]
- Member's Office City: Begins with [dropdown] [text box]
- Member's Office State: None Selected [dropdown]
- Member's Office Zip: [text box]
- Email: Begins with [dropdown] [text box]
- Designation: None Selected [dropdown]

On the left side, there is a yellow sidebar with the following links: "Find an Association", "Find an ISC Member", "Find an Office", and "Main Menu". Below these links, there is a "Hints" section that reads: "To change a member's record, please first search".

The buttons at the bottom perform the following functions:

**SEARCH** -- Allows you to search for a member.

**RESET** -- Clears out any search criteria you have entered.

**ADD A MEMBER** -- Takes you directly to the Add screen.

**CHANGE MY INFORMATION** -- Used by members to pull up their own record to make changes.

When searching for a member, you can select to search on the following fields:

LAST NAME  
FIRST NAME  
MIDDLE (name)  
MEMBER ID  
STATUS  
MEMBER'S OFFICE CITY  
OFFICE STATE  
EMAIL  
DESIGNATION  
AFFILIATION  
MEMBER TYPE  
PRIMARY FIELD OF BUSINESS  
RE LICENSE  
SOCIAL SECURITY NUMBER

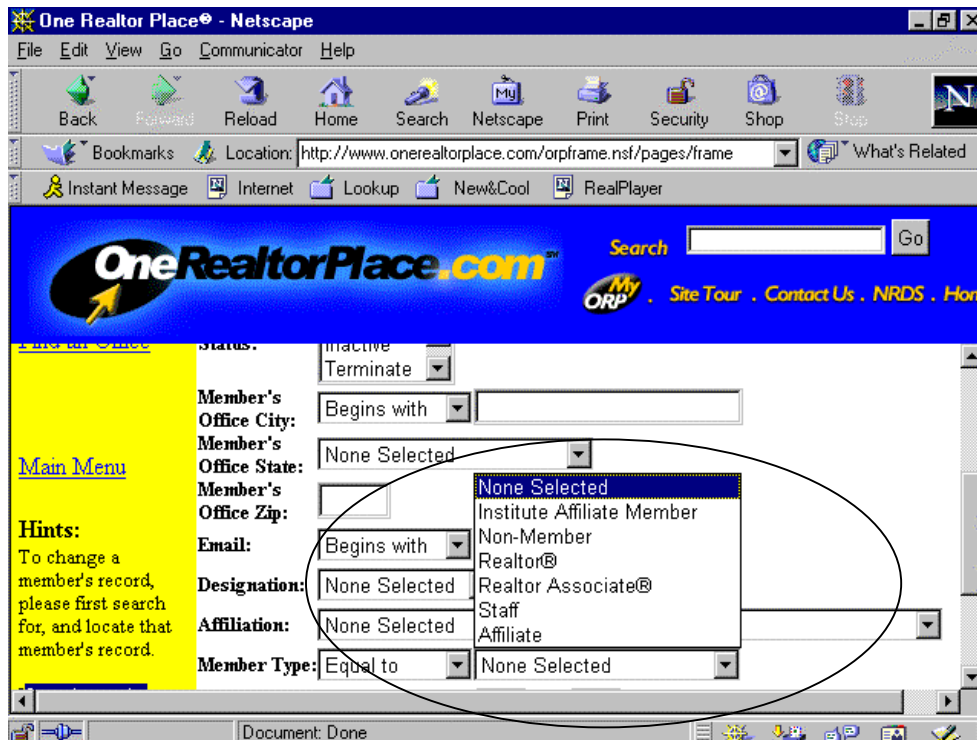
# NRDS User Guide

If you know the member's ID, you can search directly on that field. If you do so, it will override any other search criteria you entered.

For the Name fields, each has a 'Condition' box to select your search condition. Examples of search conditions are Begins With, Contains, Ends With, Equal To, Not Equal To.

When searching by name, it is always best to leave the Condition at 'Begins With'. In the entry box next to the condition, type in the name you are looking for. It does not matter if it is upper or lower case. If you are not sure of the spelling, just type in as much of the name as you know.

The search fields of Status, State, Designation, Affiliation, and Type have 'Select Boxes'.



For these fields, you do not type in the answer manually. Instead, you select the answer from a list. When you click on the arrow on the Select Box next to Member's Office State a list of all States appears. From the Select list, click on the answer you want and it will fill in automatically.

**KEY HINT:** The more search criteria you enter, the less success you may have. Try to make your searches more general - perhaps searching on Last Name, First Name and State rather than trying to answer every question.

**KEY Searching by all statuses:** When you Find a Member by NRDS ID, you do not need to worry about the Status field. NRDS will look for that ID regardless of status. However, if you are searching by SSN#, License, Name etc. you often need to find the record regardless of status. The Status field in Find a Member, due to a previous enhancement request, is set to default to Active. To include other statuses, hold down the CTRL key and click on the status(es) you need. This way, NRDS will find that member with the License, even if they are inactive.

Once you have entered your search criteria, if you discover you would like to start over, click on the RESET button and the answers will clear out and let you start again.

# NRDS User Guide

When you are ready to search, click on the [SEARCH](#) button. The NRDS system will come back with a list of every member record that matched your Search criteria.

Member List

State = VERMONT

Click a member link to proceed to the Member Information page

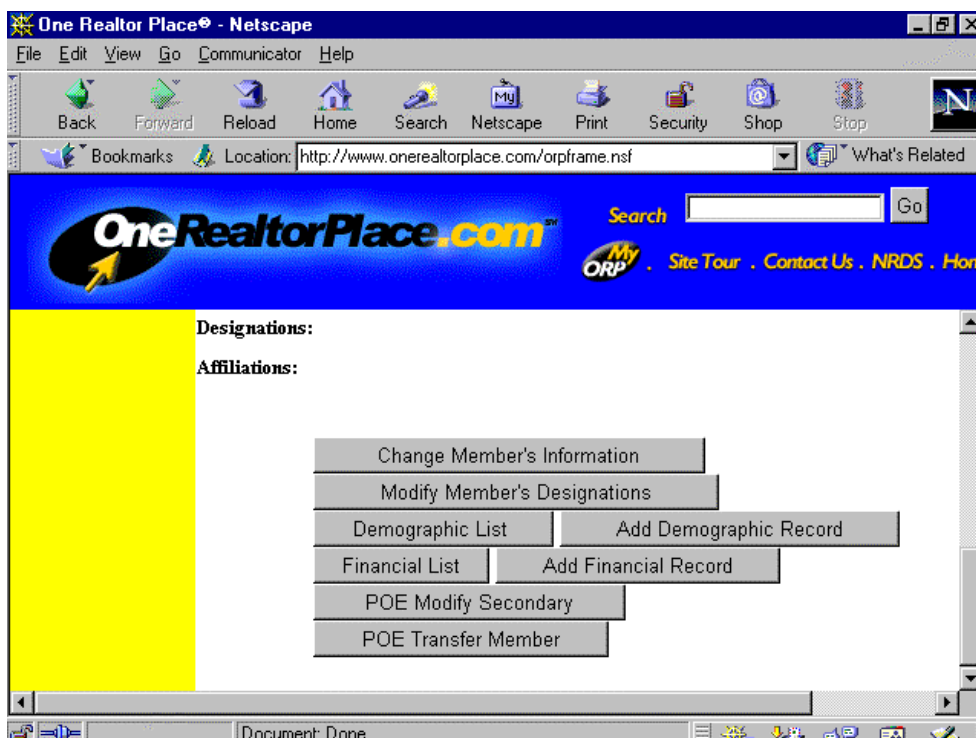
Records 1 - 100 of 1463

856508099	<a href="#">ABBOTT, CAROL A</a>	Realtor®	<a href="#">Jayne Abbott &amp; Assoc Appr Svc</a>	Essex Junction	VT	<a href="#">NORTHWE REALTORS</a>
089009199	<a href="#">ABBOTT, GERTRUDE</a>	Realtor®	<a href="#">TRUDY ABBOTT REAL ESTATE</a>	NORWICH	VT	<a href="#">WINDSOR NORTHWE REALTORS</a>
856500340	<a href="#">ABBOTT, JAYNE S</a>	Realtor®	<a href="#">Jayne Abbott &amp; Assoc Appr Svc</a>	Essex Junction	VT	<a href="#">NORTHWE REALTORS</a>
856507819	<a href="#">ABBOTT, RICHARD P</a>	Realtor Associate®	<a href="#">Ann Relyea Broker</a>	Colchester	VT	<a href="#">NORTHWE REALTORS</a>
856500390	<a href="#">ABELL, KAREN V</a>	Realtor®	<a href="#">Lang Associates</a>	Burlington	VT	<a href="#">NORTHWE REALTORS</a>
856501440	<a href="#">ADAMS, DAVID S</a>	Affiliate	<a href="#">Vermont National Bank</a>	Williston	VT	<a href="#">NORTHWE REALTORS</a>
089000126	<a href="#">ADAMS, LEIGH</a>	Realtor®	<a href="#">DOANE ASSOCIATES, REALTORS</a>	LONDONDERRY	VT	<a href="#">SOUTH CE REALTORS</a>

The list will display the Member Name, Status, Office Name, City and State. You will notice both the Member Name and Office Name are underlined. On the Internet, these are known as *links*. A link means - if you click here, you will go to this record. If you click on member name, the member record will come up. If you click on the Office Name, the office record will come up.

If it found more than 100 records (perhaps you searched for Smith in California), it will display the first 100 matching records. A button will appear on the bottom of the screen [NEXT 100 RECORDS](#). Click this when you want to page through the next 100 matching records.

Click on the Member Name to pull up the member record. The basic information about this member will appear - Member Name, Office, Associations, Affiliations, and Designations. At the bottom, you will see the following buttons:



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## **CHANGE MEMBER'S INFORMATION**

If you are this member's Point of Entry Association, or if you are a secondary board of this member (you can change limited information) and you wish to make changes to the record.

## **DEMOGRAPHIC LIST**

To view the demographic file on this member, if any.

## **ADD DEMOGRAPHIC RECORD**

If you wish to add a demographic record for this member.

## **FINANCIAL LIST**

To view the financial file on this member, if any.

## **ADD FINANCIAL RECORD**

If you wish to add a financial record for this member.

## **POE TRANSFER MEMBER**

If you wish to Transfer this existing member into your association. NOTE: The NRDS Standards Board has set the procedure that the Receiving board in a transfer is responsible for transferring the record.

## **POE MODIFY SECONDARY**

If you wish to mark this member as a secondary member in your association, or, if you wish to clear your association out of this record if it already exists as a secondary Board.

## **CHANGE MEMBER INFORMATION**

Once you have found the member record, click on the CHANGE MEMBER'S INFORMATION button to bring up the Change screen.

All the fields that you can change will appear. NOTE: You cannot change the unique Member ID.

Just tab to the field you wish to change (or click your mouse on that field). Enter the information. When you have completed your changes, click on the CHANGE button at the bottom of the record. If you change your mind, and do not wish to change anything, click on the CANCEL button at the bottom of the screen.

## **SPECIAL FIELDS**

**OFFICE ID:** To safeguard against entering non-existent offices, you will notice this is not a "type in the answer" field. To change this field, click on the SEARCH OFFICES button. The Search Office screen will appear. Type in the search criteria (see [Find An Office section](#)) and the system will display the list of matching records. Click on the office you want. The system will bring you back to the Member screen with the new office displayed.

**ASSOCIATIONS:** Each member is attached to a Primary Board and a Primary State. The member can also have up to 3 additional secondary Boards and up to 3 additional secondary States. At these fields, you can type in the 4-digit Association ID, or you can click on the SEARCH ASSOCIATION buttons to find the association you need (see the [Find An Association section](#) for instructions). If the change you are making is to remove one of the member's existing secondary associations, go to that secondary field remove the data.

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**REQUIRED FIELDS:** Note that required fields are marked with an asterisk.

When you have completed the changes, click on the CHANGE button at the bottom of the screen.

If everything was OK, the Database Modification Successful message will appear. Click on OK and you will be back to the member's record. If there was an error, the error message will appear. The error message will tell you what was wrong - perhaps you tried to blank out a required field, or put letters in a numeric field, etc. When the error message appears, click OK. You will be back at the member's record and can enter your correction.

## ADD DEMOGRAPHIC RECORD

A member's primary and secondary associations can add demographic records to the member. The member can have an unlimited number of demographic records linked to them.

Demographic records are optional and are used at the state and local associations' discretion.

To add a Demographic record, first follow the [Find a member instructions](#) to pull up the member. Then click on the ADD DEMOGRAPHIC RECORD button.

There are several fields on this screen. You define them and answer them as needed. When done, click on the ADD button at the bottom of the screen. If you need to clear out your answers, click CLEAR. To leave this screen without adding a record, click CANCEL.

The message Database Modification Successful appears when the add has been processed. Click OK and the system will return to a display of the member's demographic records.

## DEMOGRAPHIC LIST

Once demographic records have been added for a member, when you pull up the member in Find A Member, you can click on the DEMOGRAPHIC LIST button to display all demographic records for this member. The list of all records will appear. The Group Code is underlined, meaning it is a link. Click on the Group Code you want to bring up that demographic record. You will then see a button that will allow you to Change this record and a button that allows you to Delete the record. To leave this screen without entering any changes, just click on the Find A Member link at the bottom to return to the main Member screen.

## ADD FINANCIAL RECORD

A members Primary and Secondary associations can add financial records to the member. The member can have an unlimited number of financial records linked to them.

Financial records are optional and are used at the state and local associations' discretion.

To add a Financial record, first follow the [Find a Member instructions](#) to pull up the member. Then click on the ADD FINANCIAL RECORD button.

There are several fields on this screen. You define them and answer them as needed. When done, click on the ADD button at the bottom of the screen. If you need to clear out your answers, click RESET.

# NRDS User Guide

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The message Database Modification Successful appears when the add has been processed. Click OK and the system will return to a display of the member's financial records.

## FINANCIAL LIST

Once financial records have been added for a member, when you pull up the member in Find A Member, you can click on the FINANCIAL LIST button to display all financial records for this member. The list of all records will appear. The Payment Type is underlined, meaning it is a link. Click on the Payment Type of the record you want to bring up that record. You will then see a button that will allow you to Change this record and a button that allows you to Delete the record. To leave this screen without entering any changes, just click on the Find A Member link at the bottom to return to the main Member screen.

## POE MODIFY SECONDARY

Any POE can pull up an existing member in NRDS and insert their association as one of the member's secondary associations. The POE can also clear out an existing secondary association and a member's record as long as the POE is that association.

After searching for the member, click the POE MODIFY SECONDARY button.

Using the SEARCH SECONDARY buttons, NRDS will take you to the Find An Association screen. When the results of the search are displayed, click on the appropriate association and you will return to this screen with the association selected listed as the secondary.

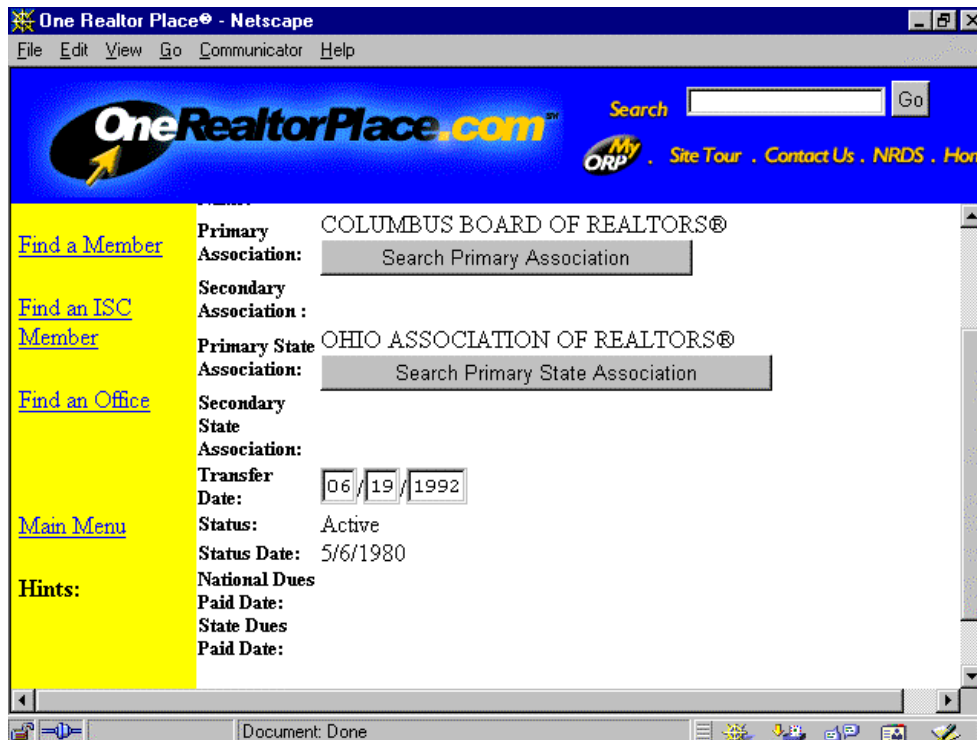
If you are there to remove yourself as a secondary association, click on the CLEAR button next to your listing (i.e. Secondary 1, Secondary 2, etc.). You cannot clear some other association out as a secondary, only yourself.

## TRANSFER A MEMBER

The responsibility for entering a transfer is with the 'receiving' association. Any Point of Entry association can search a member anywhere in the country. When the member record appears, the POE TRANSFER MEMBER button appears. Click on this button if you are transferring this member into your association.

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The system will display the member's current information. At this time the POE can change the



Primary local and Primary state association and enter the Transfer Date.

Use the SEARCH ASSOCIATION buttons to find the correct association. Enter the Transfer Date. Click on the CHANGE button to process the change. If you do not wish to process the transfer, click on CANCEL.

**When you process the Transfer, the system will automatically move the original Primary associations to Secondary association fields.** Then, the system will send an E-Mail to the original Primary associations notifying them of this transfer. Once the transfer is complete, the new Primary association can pull up the member record in a search and change the member's record if needed. The new Primary association now becomes this member's Point of Entry.

NOTE: Once you process the transfer, please wait until the next day to remove the original Primary associations from the Secondary fields, if needed. NRDS send the E-Mails out once a night and if you remove the old Boards before then, the original Boards will not receive the E-Mail.

## ADD A MEMBER

On the initial Find a Member screen, there is a button ADD A MEMBER. Click this button to add a new member record.

When you do, the NRDS system will bring up a blank member form for you to fill out. Note that required fields are marked with an asterisk (\*).

## SPECIAL FIELDS

**OFFICE:** To safeguard against entering non-existent offices, you will notice this is not a "type in the answer" field. To enter this field, click on the SEARCH OFFICES button. The Search Office screen will appear. Type in the search criteria (see [Find An Office section](#)) and the system will display the

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list of matching records. Click on the office you want. The system will bring you back to the Member screen with the new office displayed.

## THE OFFICE DR/OFFICE LOOP

Online Users: You should always add Office records before you add Member Records. When you do, you will discover a "loop". You add the office, DR is required. You need to put in the DR's member ID. But the DR's member record is not added yet. So you try and add the DR's member record first, but the member record required the Office ID and how can you put that in when you have not been able to add the Office???

*You have two choices:*

First, add the Office record. When asked for the DR, select yourself since the POE ID is in the Member file. Add the Office. Next, add the member record for the DR. Since the Office ID now exists, you can answer that question. Once the DR's member record is added, go back to the Office screen and change the DR to the correct one.

Or, you can leave DR blank and when you add the Office, NRDS will set the association executive as the DR and leave it that way until you can add the real member.

**BATCH UPLOAD USERS:** You do not need to worry about this loop if you are uploading your add/changes to NRDS in a batch file. The batch program takes care of this for you.

**DATE FIELDS:** All date fields expect an answer of MM DD YYYY. When typing in the year, make sure you use all 4 numbers (e.g. 2000).

**SELECT BOXES:** Any field with a 'Select' box (box has default of None Selected) means that you choose your answer from a list. Just click on the arrow on the box and your choices will appear. For example, for the field STATE click on the arrow on the box and a list of all States will appear. Click on your selected answer and it will fill in for you.

**ASSOCIATIONS:** When tying a member record to the Primary Board and Primary State as well as the secondary memberships, you can either type in the 4 digit Association code, or if you do not know what it is, click on the Search Association box to search for the correct association (see [Find An Association section](#)). Once the association you want appears in your search, click on it and the Association code will fill in on the member record.

Once you have completed your data entry, at the bottom of the form you can select to ADD, CLEAR or CANCEL. Click ADD to add this member record to NRDS. Click CLEAR to clear out the form and start over. Click CANCEL to back out of the Add screen.

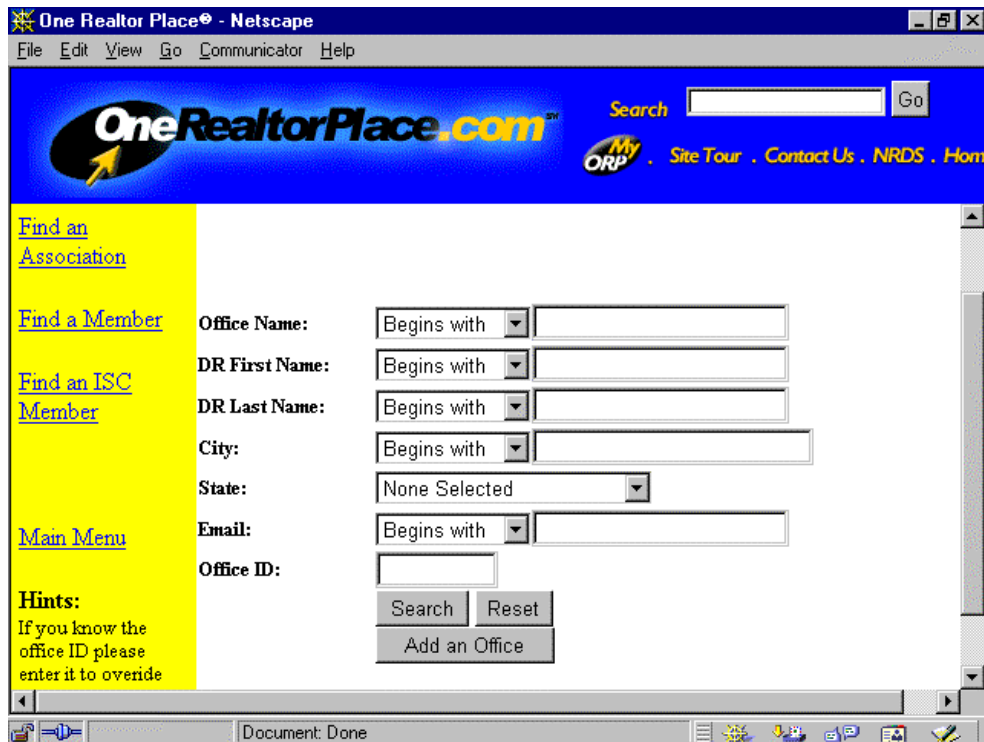
If the Add is successful, the message Database Modification Succeeded appears. Click OK and the system returns you to the Member form. You can then add the next member. If the Add was not successful, the system will display the failed message and explanation (for example, if you left a Required field blank, the system will describe this error). It will return you to the member form so you can correct the error and click ADD again.

## MAINTAIN AN OFFICE RECORD

### FIND AN OFFICE

Find An Office is used to search for an office record, add a record, and change a record. From the NRDS Main menu, click on FIND AN OFFICE.

The following Search screen will appear.



The screenshot shows a Netscape browser window titled "One Realtor Place - Netscape". The browser's address bar shows "Document: Done". The page header features the "OneRealtorPlace.com" logo and a search bar with a "Go" button. Below the header, there are navigation links: "Site Tour", "Contact Us", "NRDS", and "Home". The main content area is divided into a yellow sidebar on the left and a search form on the right. The sidebar contains links for "Find an Association", "Find a Member", "Find an ISC Member", and "Main Menu". Below these links is a "Hints" section with the text: "If you know the office ID please enter it to override". The search form on the right includes the following fields: "Office Name:" (dropdown menu set to "Begins with" and an input field), "DR First Name:" (dropdown menu set to "Begins with" and an input field), "DR Last Name:" (dropdown menu set to "Begins with" and an input field), "City:" (dropdown menu set to "Begins with" and an input field), "State:" (dropdown menu set to "None Selected"), "Email:" (dropdown menu set to "Begins with" and an input field), and "Office ID:" (input field). At the bottom of the form are three buttons: "Search", "Reset", and "Add an Office".

The buttons at the bottom perform the following functions:

**SEARCH** -- Allows you to search for an office.

**RESET** -- Clears out any search criteria you have entered.

**ADD AN OFFICE** -- Takes you directly to the Add screen.

When searching for an office, you can select to search on the following fields:

*OFFICE NAME*  
*DR FIRST NAME*  
*DR LAST NAME*  
*CITY*  
*STATE*  
*E-MAIL*  
*OFFICE ID*

If you know the office ID, you can search directly on that field. If you do so, it will override any other search criteria you entered.


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For the Name fields, each has a 'Condition' box to select your search condition. Examples of search conditions are Begins With, Contains, Ends With, Equal To, Not Equal To.

When searching by name, it is always best to leave the Condition at 'Begins With'. In the entry box next to the condition, type in the name you are looking for. It does not matter if it is upper or lower case. If you are not sure of the spelling, just type in as much of the name as you know.

The search field of State has a 'Select Box'. For this field, you do not type in the answer manually. Instead, you select the answer from a list. When you click on the arrow on the Select Box next to State a list of all States appears. From the Select list, click on the answer you want and it will fill in automatically.

 **HINT:** The more search criteria you enter, the less success you may have. Try to make your searches more general - perhaps searching on Office Name and State rather than trying to answer every question.

Once you have entered your search criteria, if you discover you would like to start over, click on the RESET button and the answers will clear out and let you start again.

When you are ready to search, click on the SEARCH button. The NRDS system will come back with a list of every office record that matched your Search criteria.

## Office List

Office Name contains 21 AND State = VERMONT

Click an office link to proceed to the Office Information page

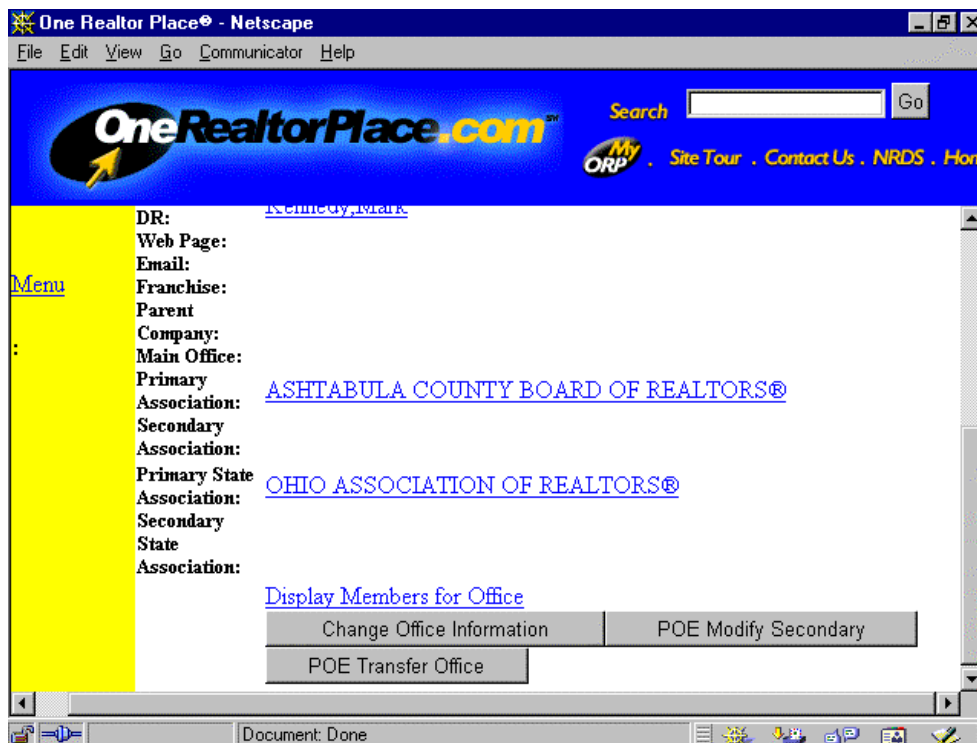
089000643	<a href="#">C21/CARRIAGE REALTY</a>	W DOVER	VT (802) 464-7171	<a href="#">SOUTHEASTERN VERMONT BOARD OF REALTORS INC</a>
089000131	<a href="#">C21/JACK ASSOCIATES</a>	ENOSBURG FALLS	VT (802) 933-4707	<a href="#">FRANKLIN COUNTY VERMONT BOARD OF REALTORS</a>
089000754	<a href="#">C21/MOSELEY &amp; FUCCI</a>	WHITE RIVER JCT	VT (802) 296-2000	<a href="#">WINDSOR COUNTY BOARD OF REALTORS</a>
089000701	<a href="#">C21/PERROTT REALTY</a>	BENNINGTON	VT (802) 442-8306	<a href="#">SOUTHWESTERN VERMONT BOARD OF REALTORS INC</a>
089000133	<a href="#">C21/SCOTT LANE ASSOCIATES</a>	ST ALBANS	VT (802) 527-7156	<a href="#">FRANKLIN COUNTY VERMONT BOARD OF REALTORS</a>

If it found more than 100 records (perhaps you searched for C21 in Vermont), it will display the first 100 matching records. A button will appear on the bottom of the screen NEXT 100 RECORDS. Click this when you want to page through the next 100 matching records.

The list will display the Office Name, City, State and Phone Number. You will notice the Office Name is underlined. On the Internet, these are known as *links*. A link means - if you click here, you will go to this record. If you click on office name, the office record will come up.

Click on the Office Name to pull up the office record.

The basic information about this office will appear - Office ID, Name, Address, DR, Associations, etc.



At the bottom, you will see the following buttons:

## **CHANGE OFFICE INFORMATION**

If you are this office's Point of Entry Association, or if you are a secondary Board of this office (you can change limited information) and you wish to make changes to the record.

## **POE MODIFY SECONDARY**

If you wish to mark this office as a secondary office in your association, or, if you wish to clear your association out of this record if it already exists as a secondary Board.

## **POE TRANSFER OFFICE**

If you wish to Transfer the existing office into your association. NOTE: The NRDS Standards Board has set the procedure that the Receiving Board in a transfer is responsible for transferring the record.

You will also see a link [Display Members for this Office](#). If you click on this link, the system will display every member record linked to this Office ID.

## **CHANGE OFFICE INFORMATION**

Once you have found the office record, click on the [CHANGE OFFICE INFORMATION](#) button to bring up the Change screen.

All the fields that you can change will appear. NOTE: You cannot change the unique Office ID.

Just tab to the field you wish to change (or click your mouse on that field). Enter the information. When you have completed your changes, click on the [CHANGE](#) button at the bottom of the record. If you change your mind, and do not wish to change anything, click on the [CANCEL](#) button at the bottom of the screen.

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## SPECIAL FIELDS

### OFFICE CONTACT DR

### OFFICE CONTACT MANAGER

To safeguard against entering a non-existent member for a DR or Manager, you will notice these are not "type in the answer" fields. To change these fields, click on the [SEARCH FOR](#) button. The Search Member screen will appear. Type in the search criteria (see [Find A Member section](#)) and the system will display the list of matching records. Click on the member you want. The system will bring you back to the Office screen with the new DR or Manager displayed.

When adding an office, if the Office Contact Manager is the same as the Office DR, you can leave the Manager field blank and when you Add, NRDS will fill in Office Contact Manager with the same member who is listed as DR.

**ASSOCIATIONS:** Each office is attached to a Primary Board and a Primary State. The office can also have up to 3 additional secondary Boards and up to 3 additional secondary States. At these fields, you can type in the 4-digit Association ID, or you can click on the [SEARCH ASSOCIATION](#) buttons to find the association you need (see the [Find An Association section](#) for instructions). If the change you are making is to remove one of the office's existing secondary associations, go to that secondary field clear out the data.

**BILLING OFFICE, MAIN OFFICE, FRANCHISE OFFICE, PARENT OFFICE:** To safeguard against entering non-existent offices, you will notice these are not "type in the answer" fields. To change one of these fields, click on the [SEARCH OFFICES](#) button(s). The Search Office screen will appear. Type in the search criteria (see [Find An Office section](#)) and the system will display the list of matching records. Click on the office you want. The system will bring you back to the Office screen with the new office(s) displayed.

When you have completed the changes, click on the [CHANGE](#) button at the bottom of the screen.

If everything was OK, the Database Modification Successful message will appear. Click on [OK](#) and you will be back to the office record. If there was an error, the error message will appear. The error message will tell you what was wrong - perhaps you tried to blank out a required field, or put letters in a numeric field, etc. When the error message appears, click [OK](#). You will be back at the office record and can enter your correction.

## POE MODIFY SECONDARY

Any POE can pull up an existing office in NRDS and insert their association as one of the office's secondary associations. The POE can also clear out an existing secondary association and a office's record as long as the POE is that association.

After searching for the office, click the [POE MODIFY SECONDARY](#) button.

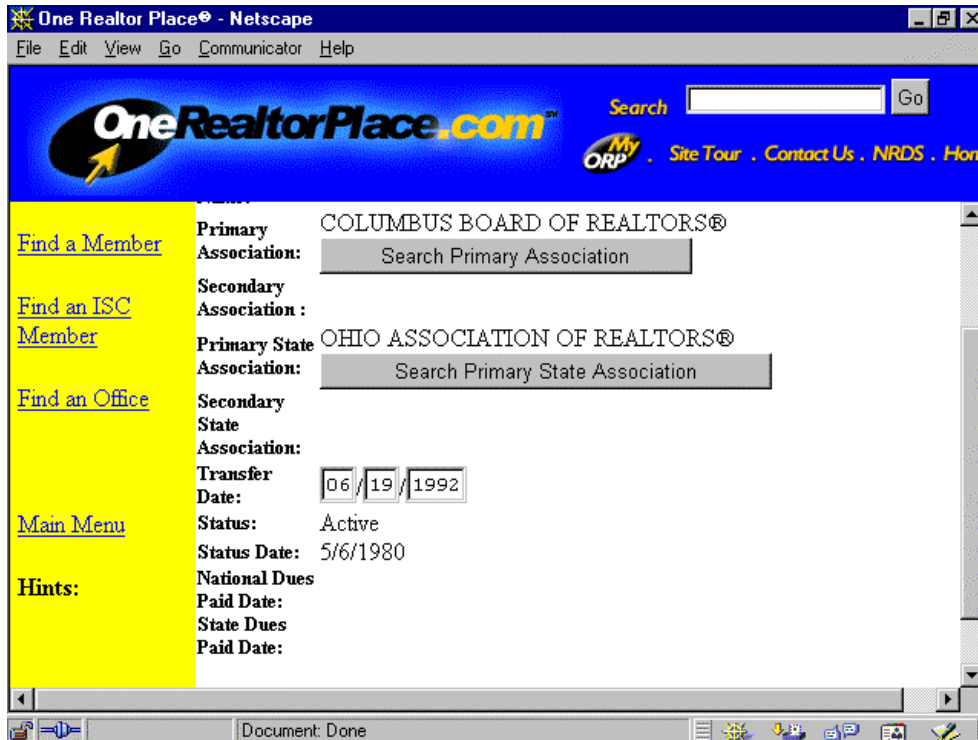
Using the [SEARCH SECONDARY](#) buttons, NRDS will take you to the Find An Association screen. When the results of the search are displayed, click on the appropriate association and you will return to this screen with the association selected listed as the secondary.

If you are there to remove yourself as a secondary association, click on the [CLEAR](#) button next to your listing (i.e. Secondary 1, Secondary 2, etc.). You cannot clear some other association out as a secondary, only yourself.

## TRANSFER AN OFFICE

The responsibility for entering a transfer is with the 'receiving' association. Any Point of Entry association can search an office anywhere in the country. When the office record appears, the POE TRANSFER OFFICE button appears. Click on this button if you are transferring this office into your association.

The system will display the member's current information. At this time the POE can change the



The screenshot shows a Netscape browser window displaying the OneRealtorPlace.com website. The page has a blue header with the logo and navigation links. A yellow sidebar on the left contains links: 'Find a Member', 'Find an ISC Member', 'Find an Office', 'Main Menu', and 'Hints:'. The main content area is a form for transferring an office. It includes fields for 'Primary Association' (COLUMBUS BOARD OF REALTORS®), 'Secondary Association', 'Primary State Association' (OHIO ASSOCIATION OF REALTORS®), 'Secondary State Association', and 'Transfer Date' (06/19/1992). There are search buttons for 'Search Primary Association' and 'Search Primary State Association'. Other fields include 'Status: Active', 'Status Date: 5/6/1980', and 'National Dues' with 'Paid Date' fields.

Primary local and Primary state association and enter the Transfer Date.

Use the SEARCH ASSOCIATION buttons to find the correct association. Enter the Transfer Date. Click on the CHANGE button to process the change. If you do not wish to process the transfer, click on CANCEL.

**When you process the Transfer, the system will automatically move the original Primary associations to Secondary association fields.** Then, the system will send an E-Mail to the original primary associations notifying them of this transfer. Once the transfer is complete, the new primary association can pull up the member record in a search and change the office's record if needed. The new primary association now becomes this office's Point of Entry.

NOTE: Once you process the transfer, please wait until the next day to remove the original primary associations from the secondary fields, if needed. NRDS send the E-Mails out once a night and if you remove the old boards before then, the original boards will not receive the E-Mail.

## ADD AN OFFICE

**VERY IMPORTANT NOTE:** Confusion often arises when POE's believe that every time they add a member, they need to add another copy of the office record. This is **NOT** true. The office building itself does not 'join' an association. If members work in a particular office, and the neighboring association has already put the office record in NRDS, that is OK. There is no need for another

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association to add another copy of that office -- offices do not 'belong' to an association. There should be only one copy of the office in NRDS.

Duplicate offices can create problems for everyone. Office counts will not be correct because one office's members will be scattered across 10 copies and the office may not make a list of the largest firms for director entitlement, for example, because NRDS will have many small offices and not one large one.

Money and resources are wasted on mailings, labels, rosters, etc because of duplicates. REALTORS® and consumers searching on the White Pages may miss information because they have found the first copy of 'Sunshine Realty' but may have no idea the REALTOR® they are searching for is in another copy of 'Sunshine Realty'.

So, make sure when you add an Office into NRDS that there is not already a record on NRDS for that location. You can load your Primary members into NRDS and indicate they work at any office ID. You do not need to add another record for that office into NRDS if another association has already loaded a record for that location. All Local Boards can use that one Office ID on NRDS.

On the initial Find an Office screen, there is a button ADD AN OFFICE. Click this button to add a new office record.

When you do, the NRDS system will bring up a blank office form for you to fill out. Remember, all required fields must be entered. **REQUIRED FIELDS:** Note that required fields are marked with an asterisk (\*).

Then moving from field to field, type in the information for this office.

## **SPECIAL FIELDS**

### **OFFICE CONTACT DR OFFICE CONTACT MANAGER**

To safeguard against entering a non-existent member for a DR or Manager, you will notice these are not "type in the answer" fields. To change these fields, click on the SEARCH FOR button. The Search Member screen will appear. Type in the search criteria (see [Find A Member section](#)) and the system will display the list of matching records. Click on the member you want. The system will bring you back to the Office screen with the new DR or Manager displayed.

When adding an office, if the Office Contact Manager is the same as the Office DR, you can leave the Manager field blank and when you Add, NRDS will fill in Office Contact Manager with the same member who is listed as DR.

### **THE OFFICE DR/OFFICE LOOP**

**Online Users:** You should always add Office records before you add Member Records. When you do, you will discover a "loop". You add the office, DR is required. You need to put in the DR's member ID. But the DR's member record is not added yet. So you try and add the DR's member record first, but the member record required the Office ID and how can you put that in when you have not been able to add the Office???

*You have two choices:*

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First, add the Office record. When asked for the DR, select yourself since the POE ID is in the Member file. Add the Office. Next, add the member record for the DR. Since the Office ID now exists, you can answer that question. Once the DR's member record is added, go back to the Office screen and change the DR to the correct one.

Or, you can leave DR blank and when you add the Office, NRDS will set the association executive as the DR and leave it that way until you can add the real member.

**BATCH UPLOAD USERS:** You do not need to worry about this loop if you are uploading your add/changes to NRDS in a batch file. The batch program takes care of this for you.

**DATE FIELDS:** All date fields expect an answer of MM DD YYYY. When typing in the year, make sure you use all 4 numbers (e.g. 2000).

**SELECT BOXES:** Any field with a 'Select box' (box has default of None Selected) means that you choose your answer from a list. Just click on the arrow on the box and your choices will appear. For example, for the field STATE click on the arrow on the box and a list of all States will appear. Click on your selected answer and it will fill in for you.

**ASSOCIATIONS:** When tying an office record to the Primary Board and Primary State as well as the secondary memberships, you can either type in the 4 digit Association code, or if you do not know what it is, click on the SEARCH ASSOCIATION box to search for the correct association (see [Find An Association section](#)). Once the association you want appears in your search, click on it and the Association code will fill in on the office record.

Once you have completed your data entry, at the bottom of the form you can select to ADD, CLEAR or CANCEL. Click ADD to add this office record to NRDS. Click CLEAR to clear out the form and start over. Click CANCEL to back out of the Add screen. If the Add is successful, the message Database Modification Succeeded appears. Click OK and the system returns you to the Office form. You can then add the next office.

If the Add was not successful, the system will display the failed message and explanation (for example, if you left a required field blank, the system will describe this error). It will return you to the office form so you can correct the error and click ADD again.

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## NRDS BATCH DOWNLOAD

The Batch Download option is used for pulling records from NRDS back down to your in-house membership system.

This option is **not** for users of the NAR Access Runtime program - you will use the Batch Refresh option.

The Batch Download will allow you to download all changes since the last time you created a download file; all changes since a certain date; or a particular batch number.

Batch Download is especially useful to State Associations. Once the State's local associations are online as their own Point of Entry, a State can use Batch Download on a regular basis to pull in all changes made by the local associations to their records. This will keep the State's in-house system in synch with NRDS.

Larger Boards can also use this option to regularly pull in all changes made to the NRDS system by it's members, secondary Boards, and affiliates.

From the NRDS main menu, click on Batch Download.

Answer the following questions:

Select File Type

Click on Fixed if you need the download file in a fixed format.

If you need the file in a Variable format, click on the type of delimiter you need. Choices are Comma Separated, Tab Delimited, or Other Delimited. The Other option is available if you need a delimiter other than Comma or Tab. If so, click on Other and then type in the character in the Enter Delimiter box.

NOTE: Your vendor will let you know if you need Fixed or Variable, and if variable which delimited you need.

Select Criteria

Select the type of batch you need. Choices are:

All Changes Since You Last Downloaded: This option will automatically pull all changes since your last download. This is the recommended method as it is the least likely to pull anything you do not need.

Changes From Date: If for some reason you need to pull all changes since a certain date regardless of whether or not you have already pulled some changes, select this option. You then want to type in the starting date in the format MM DD YYYY.

Batch Number: If you need to pull in a particular batch, enter the batch number.

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When done, click on the DOWNLOAD NOW button. The system will then return a Select Box for you to select the association if you are POE for more than one Board. You will see a list of all associations for which you are a POE. State Associations have the choice of including all their Boards or just one.

The download file will include all changes made to Member, Office, Demographic, and Financial records.

Once you have selected the association, click on DOWNLOAD NOW and the system will create a zip file of all changes, list the file name and then prompt you for the location on your system to send the file.

Once the file is on your system, follow your vendor instructions for merging it into your system.

NOTE: While the download files are being created, you do not have to remain on the NRDS system.

Also, check with your vendor to see if they have automated this process since you may not need to go into the NRDS Web page each time to create a download file.

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## NRDS BATCH REFRESH

The Batch Refresh option is for the users of the NAR Access Runtime option. If you are using the Access Runtime, you would enter all your adds and changes directly into NRDS online (see sections for [Find A Member](#) and [Find An Office](#)). When you are done, you can select the Batch Refresh option. This program creates a file of all your records on NRDS and sends that file to your PC.

When you open your Access Runtime program, it will prompt if you wish to refresh (replace) all records in the Access with the full records from the Batch file. Your Access system is then in synch with NRDS.

Note: Non-Access sites who use Batching to update NRDS can also use Batch Refresh to create a full replacement file for a particular association.

**ALL SITES:** This option is also used to create a file of all Associations to load down onto your own system.

From the NRDS Main menu, select Batch Refresh.

Answer the following questions:

Select File Type

Click on Fixed if you need the download file in a fixed format.

**FOR ACCESS RUNTIME:** Select the Variable format with Comma Separated. For other types of systems, Tab Delimited or Other Delimited is also available. The Other option is available if you need a delimiter other than Comma or Tab. If so, click on Other and then type in the character in the Enter Delimiter box.

Once you have selected the file type, click on the DOWNLOAD NOW button.

When done, click on the DOWNLOAD NOW button. The system will then return a Select Box for you to select the association if you are POE for more than one Board. You will see a list of all associations for which you are a POE. State Associations have the choice of including all their Boards or just one.

The system will create a Zip file of all records in the association - Member, Office, Demographic, and Financial. It will display the number of records in the file.

If you wish to proceed with the download, click on DOWNLOADED FILE. You will be asked for your username and password. The system will list the file name and then prompt for the location on your PC for the file. (Access Runtime users - load the file to C:\nrds\download).

The download file will include all Member, Office, Demographic, and Financial records.

**REFRESH ALL ASSOCIATION INFO:** Also use Batch refresh to create a file of all State and Local Associations. This option allows you to download the Association name and address book right on to your own system. If you wish to do so, it is recommended that you run this option once a month so you have the latest EO Names, Board addresses, etc.

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## NRDS RUNTIME ACCESS

Please keep in mind the following if you are using the Runtime Access program from NAR:

1. The data entry is done online with NRDS. You will log on to NRDS to add and change office, member, demographic, and financial records.
2. Once you have entered data on NRDS, you will use the Database Refresh option on NRDS to create a file of all your records.
3. When you open Access, the system will automatically replace your old database with the new database that came from NRDS.
4. The Access runtime option allows you to view records, print, run reports and labels. You cannot do any data entry in Access - all adds and changes must be done directly in NRDS.

If at any time you wish to modify this runtime version - add reports, change label layouts, etc. - you would need to purchase Microsoft Access 97 and then request the source code from NAR. Once you have those, you can make modifications.

### BATCH REFRESH

Following the instructions for Batch Refresh, you would select to create a comma-delimited file. You will then be asked for the location (where on your PC to place the file). Once that is successful, you can log off NRDS and open your Access program.

### OPENING ACCESS

When you open Access, you will be prompted: "Refresh Your Files With the Latest Download?" If you just performed a Batch Refresh on NRDS, click on YES and your data will be refreshed. If you have not done a Batch Refresh, click NO.

### USING ACCESS RUNTIME

These instructions cover the basic for using the Access Runtime version set up by NAR. These are not detailed instructions for using Microsoft Access. There are many, many books on the market that cover all the aspects of using Access. Also, since this is a Runtime version, most options in Access (designing/modifying reports, adding tables, etc.) will not be available to you.

The following pages cover the basic functions you can use in this Access version.

Once Access opens, the menu options are:

**View Association Information**

**View Office Information**

**View Member Information**

**Reports/Mailing Labels**

**Exit**

Once you have done a Batch Refresh from NRDS, all your office and member records will be loaded into Access for viewing and reports. Also, NRDS Batch Refresh has an option to download all Association information. Do this the first time you use NRDS and then continue to run the Batch Refresh for association records every month so you have the latest files.

## **VIEW AN ASSOCIATION**

When you select this option from the menu, a box will appear - Enter/Select Association Name. If you know the association name, type it in. If not, click on the arrow on the box and a list of all association records will appear. Click on the one that you want and the record will come up on your screen.

There are two pages of information. You will see two Tabs - Page 1 and Page 2. By clicking on the tabs you can go back and forth between pages.

If you wish to return to the main menu, click on the [MAIN MENU](#) button.

To pull up another association, click on [SEARCH NEW ASSOCIATION](#). The Enter/Select New Association box will appear for you to choose another record.

To Print, go to the page you want and select Print from the File menu. NOTE: If the record is more than one page, you do need to print one page at a time.

## **VIEW OFFICE INFORMATION**

When you select this option from the menu, a box will appear - Enter/Select Office Name. If you know the office name, type it in. If not, click on the arrow on the box and a list of all office records will appear. Click on the one that you want and the record will come up on your screen.

There are two pages of information. You will see two Tabs - Page 1 and Page 2. By clicking on the tabs you can go back and forth between pages.

If you wish to return to the main menu, click on the [MAIN MENU](#) button.

To pull up another office, click on [SEARCH NEW OFFICE](#). The Enter/Select New Office box will appear for you to choose another record.

To Print, go to the page you want and select Print from the File menu. NOTE: If the record is more than one page, you do need to print one page at a time.

## **VIEW OFFICE INFORMATION**

If you wish to view a list of all members attached to this office, click on [LIST SALESPEOPLE](#). The list will show the Member ID, Name, and Phone Number. From that list you can click on the button to Return to Office Screen.

## **VIEW MEMBER INFORMATION**

When you select this option from the menu, a box will appear - Enter/Select Member Name. If you know the member name, type in the last name comma first name. If the system finds a match, the box will fill in with that name. Press Enter to bring up the record. If you are not sure of the name or spelling, just click on the arrow on the box and a list of all member records will appear. Click on the one that you want and the record will come up on your screen.

There are four pages of information. You will see four Tabs - Page 1, Page 2, Page 3 and Page 4. By clicking on the tabs you can go back and forth between pages.

If you wish to return to the main menu, click on the [MAIN MENU](#) button.

# NRDS User Guide

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To pull up another member, click on SEARCH NEW MEMBER. The Enter/Select New Member box will appear for you to choose another record.

To Print, go to the page you want and select Print from the File menu. NOTE: If the record is more than one page, you do need to print one page at a time.

To view this member's Office record, click on the OFFICE INFO button. You will then view the office record. That screen will have a MEMBER button so you can flip back to the member record.

To view this member's Demographic records (if any) click on the DEMOGRAPHICS INFO button. The screen will list any demographic records. You can then return to the Member screen.

To view this member's Financial records (if any) click on the FINANCIAL INFO button. The screen will list any financial records. You can then return to the Member screen.

## REPORTS / MAILING LABELS

This menu offers the following options:

### REPORTS

- Full Roster
  - Office One-Line
  - Member Full Print
  - Member One Line
  - Association Roster
- (All of these reports can be run in Alpha or ID order)*

### MAILING LABELS-SHEET FEED (used with laser printers)

- Office Address
  - Member Home Address
  - Preferred Mailing Address
- (These labels are designed for Avery 5160 laser printer labels)*

### CONTINUOUS FEED (used with dot matrix printers)

- Office Address
  - Member Home Address
  - Preferred Mailing Address
- (These labels are designed for Avery 4144 continuous sheet labels)*

The standard procedures for running all the reports and labels is the same. Click on the report you want. The report/label will automatically Print.

Following is a description of each report and label. Samples reports and labels are shown in this document.

### **FULL OFFICE ROSTER**

Lists Office ID, Name, Address and Phone Number. Listed under the office are all the members attached to that office along with their name.

# NRDS User Guide

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## **OFFICE ONE LINE REPORT**

List of the Offices showing Office ID, Name, Address, and Phone.

## **MEMBER FULL PRINT**

All members listing Member Name, Address, Phone, ID, Office ID, Member Type, Status, Join Date, Orientation Date, and SSN#.

## **MEMBER ONE-LINE**

A list of all members showing Member ID, Office ID, Name and Status

## **ASSOCIATION ROSTER**

A printout of all the associations showing the Association ID, Name, Executive Officer and Phone.

## **OFFICE ADDRESS LABELS**

Mailing Labels for each office with Office Name and Address.

## **MEMBER HOME ADDRESS**

Member mailing labels with member's home address.

## **PREFERRED MAILING ADDRESS**

Member labels with address member has flagged as preferred for mailings (Home, Office or Mail).

## **FIELD OF BUSINESS CODES FOR NRDS REALTOR<sup>®</sup>, INDUSTRY-RELATED & AFFILIATE MEMBER, AND ASSOCIATION STAFF FILES**

### **WHY ARE THESE FIELDS SO IMPORTANT?**

One of the major gaps in REALTOR<sup>®</sup> Association databases at all levels is information on our members' real estate specialties.

Association volunteer leaders and professional staffs, affiliate members and vendors frequently need listings of members-by-specialty for a myriad of uses -- special projects, product marketing, committee assignments, and membership forecasting to name a few.

Hundreds of thousands of dollars are wasted each year by REALTOR<sup>®</sup> associations to print and mail meeting flyers, seminar and special event promotions, surveys, and product marketing pieces to the "wrong people".

Why are these dollars wasted? Without reliable, easily accessible data on member specialties, we must "shotgun" mail-outs to entire memberships instead of using a "rifle" to reach only those we want.

This same "specialty information gap" exists with our professional staffs at all levels. Until NRDS, there wasn't an efficient way for state and national associations to directly contact local staff specialists, especially those at the administrative or support level. Nor did staff specialists at any level have an easy way to identify their counterparts at other levels and other associations.

### **NRDS TO THE RESCUE!**

NRDS solves these problems by providing fields for recording up to four specialties for each member, affiliate and staffer -- a Primary Field of Business and three Secondary Fields.

This Primary/Secondary format means those REALTORS<sup>®</sup> with more than one specialty can be easily accommodated.

What's more, since the same NRDS Member File will be used for Association staff and affiliate members, the codes have been expanded to include many of their specialties and positions as well. Of course, a staff or affiliate NRDS Member File is electronically linked to their NRDS Association or Office File, just as the REALTOR<sup>®</sup> Member File is linked to their Firm File.

### **HOW THE CODES WORK**

The three-digit Field of Business codes have been designed to account for most real estate, staff and affiliate job specialties and will be used for both the Primary and Secondary Field blocks.

The challenge in determining member specialties was to strike a happy medium between the finer distinctions needed for metropolitan areas with markets large enough to support niche specialists, while giving consideration to members in non-metropolitan and rural areas who tend to operate more as "general practitioners", (i.e. handling residential, commercial and property management transactions). Where necessary, a brief description of the specialty or subspecialty has been included to help with more precise classification.

## NRDS FIELD OF BUSINESS CODE DEFINITIONS

**Primary:** The area of real estate in which the member determines he or she spends the **majority** of their time. Note: As used here, "majority" does not necessarily mean "over 50%". For example, a member may estimate spending 40% in a Primary Field and 20% in each of three Secondary Fields.

**Secondary:** Other areas of real estate in which the member spends a **significant** amount of time, **or** an area in which the member holds a recognized REALTOR® professional designation. Example: A largely commercial practitioner may also maintain her CRB designation, thereby entitling her to show "Residential Brokerage" as a Secondary Field of Business.

**Sequencing:** Intentional gaps have been left in each series to allow for future refinement and expansion.

## REALTOR® MEMBER CODES (RESIDENTIAL: 100 Series)

### SALES-RELATED

- 100 General Residential Sales - *Sells a mix of existing and new homes, condos.*
- 101 Existing Homes (Resales)
- 102 *New Homes: This will usually be a non-site agent in new home developments.*
- 103 Buyer Brokerage - *Exclusively represents buyers. Takes no listings.*
- 104 Manufactured Homes (including Mobile Homes): *Note: Title to the land must also be passed for this to qualify as a real estate transaction.*
- 105 Residential Lots
- 106 Resort/Time Share Sales
- 107 Condominiums: *Typically a site agent for a condo development.*
- 108 International: *Works with foreign buyers acquiring property in the United States and/or with U.S. buyers purchasing abroad, or in transactions where at least one party is not of American origin.*
- 109 Appraisal: *Practice limited to residential properties. See categories 207 for Commercial and 301 for General Appraisal*

### MANAGEMENT-RELATED

- 120 Brokerage Management- *An owner or principal broker of a single office firm or a managing office broker in a multi-office firm.*
- 121 Corporate Management: *A corporate executive for a large firm or a regional/district executive for a multi-firm franchise organization.*
- 122 Sales Management: *Brokerage sales manager*
- 123 Trainer/instructor/Educator
- 124 Marketing/Research: *Responsible for a firm's overall marketing/advertising or research programs and not usually engaged in sales activity.*
- 125 Office Administrative Support Staff (*licensed*)
- 126 Office Administrative Support Staff (*unlicensed*)

# NRDS User Guide

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## PROPERTY MANAGEMENT

- 130 Single Family
- 131 Multi-Family
- 132 Condos, Resorts, Time Shares

## REALTOR<sup>®</sup> MEMBER CODES (COMMERCIAL: 200 SERIES)

### SALES/LEASING RELATED ACTIVITY

- 200 General Commercial Sales/Leasing
- 201 Industrial Sales/Leasing
- 202 Office Sales/Leasing
- 203 Retail Sales/Leasing
- 204 Land Sales/Leasing: *Commercial/farm & ranch land/undeveloped residential land*
- 205 Multi-Family Sales/Leasing: *Apartment complexes, townhomes, and condo developments*
- 206 Property Management
- 207 Appraiser: *Practice limited to commercial/Industrial properties*
- 208 International
- 209 Exchanges
- 210 Tenant Representative
- 211 Investment Sales

### MANAGEMENT RELATED

- 220 Brokerage Management
- 221 Corporate Management
- 222 Trainer/Instructor/Educator
- 223 Marketing/Research
- 224 Office Support Staff (*licensed*)
- 225 Office Support Staff (*unlicensed*)

### OTHER COMMERCIAL ACTIVITIES:

- 230 Counselor: *Serves as real estate consultant/counselor for multiple clients. Usually performs no brokerage services.*
- 231 Business Broker: *Specializes in sales of businesses. Land may or may not convey. Some states require separate license while others require only a real estate license, or both.*
- 232 Development
- 233 Investment Properties (including REIT'S)

## REALTOR<sup>®</sup> MEMBER CODES (OTHER REAL ESTATE SPECIALTIES: 300 SERIES)

- 300 Auctioneer
- 301 General Appraisal: *Practice includes both commercial and residential, usually in smaller market areas where specialization is not practical*
- 302 General Real Estate: *Practice includes both commercial and residential, usually in smaller market areas where specialization is not practical*
- 310 Personal Assistant(licensed): *Full or part-time salaried assistant to a REALTOR<sup>®</sup>*
- 311 Personal Assistant (unlicensed): *Full or part-time salaried assistant to a REALTOR<sup>®</sup>*

## INDUSTRY RELATED AND AFFILIATE MEMBER CODE (400 SERIES)

This is not intended to be an all-encompassing list of affiliate member fields of business since the wide range of affiliate members makes it impossible to assign a code to every conceivable type. Rather, these fields of business (occupations) are either generally related to the real estate transaction or are real estate-specific products and services. If a close match can't be found, consider using one of the generic titles.

**Note:** A little understood fact is that some states and locals have adopted bylaws which make REALTOR® membership open to a wider range of individuals than just licensed brokers and agents. For example, attorneys, developers and mortgage brokers can also hold REALTOR® membership in those associations. For these members, the Association would assign their Primary Field of Business code from the Industry Related Codes list below. This is perfectly acceptable since their status as a REALTOR® member would still show under the Member Type field.

- 400 Accountant/CPA
- 401 Association General Counsel (or "Board Attorney")
- 402 Attorney
- 410 Builder/Developer - Commercial
- 411 Builder/Developer - Residential
- 415 Computers - Hardware Sales/Service/Repair
- 416 Computers - Real Estate-related Software
- 420 Escrow or Settlement Agent

### GOVERNMENT

- 424 Elected Official - Local
- 425 Elected Official- State
- 426 Government Executive - Local
- 427 Government Executive - State
- 428 Government Employee - Local (other than Executive)
- 429 Government Employee - State (other than Executive)
- 430 Government Executive (Generic)
- 431 Government Employee (Generic)
- 432 Home Inspector
- 433 Home Repair Contractor or Supplier (building materials, roofers, carpenters, plumbers, etc.)
- 434 Homeowner Insurance
- 435 Homeowner Warranty Sales
- 440 Internet Service Provider (ISP): *E-mail/internet access service*
- 441 Internet Marketing: *Operates property web site, provides web page design services, etc.*
- 450 MLS and MLS Products Vendor
- 460 Mortgage Banker or Broker
- 461 Mortgage Loan Originator/Processor
- 470 Real Estate Products Supplier (signs, maps, etc.)
- 475 Surveyor
- 480 Termite Inspector
- 485 Title Insurance Agent or Representative

### GENERIC

- 490 Account or Sales Representative
- 491 Business Owner/Operator or other executive level employee

# NRDS User Guide

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- 492 Member Benefits/Services Vendor: *Can be used for a multitude of providers.*
- 493 Vendor
- 493 Technical Specialist

## ASSOCIATION STAFF CODES (500 SERIES)

**Note:** This is not intended to be an all-encompassing list of association staff positions. Staff size and structure may mean several jobs are combined under one individual. For that reason, several generic job titles have been included, e.g. Staff Executive, General Office Manager, General Office Assistant, Business/Accounting Office Staff, etc.

A staff person whose job incorporates two or three areas can be coded as having Primary and Secondary positions. For example, if the Assistant EVP also handles governmental affairs, he or she can be coded as Governmental Affairs Director for a Secondary Field of Business.

Likewise, an administrative worker who supports two departments can be coded as primary for one and secondary for the other. In smaller offices, more general titles such as "Staff Executive", "General Office Manager", and "General Office Assistant" may be more applicable than exact functional titles.

### MANAGEMENT (EXEMPT EMPLOYEES):

- 500 Executive Officer (CEO/EVP)
- 501 Executive Officer (Acting): *Holding the position temporarily until a permanent CEO is chosen.*
- 502 Executive Secretary (Elected Volunteer)
- 503 Assistant EO: *Sometimes called Assistant EVP, Senior VP, i.e. the second-in-command.*
- 504 Controller/Finance VP/Chief Financial Officer
- 505 Assistant Controller/Finance VP/CFO
- 506 Communications Director/VP
- 507 Assistant Communications Director/VP
- 508 Computer Services Director/VP
- 509 Assistant Computer Services Director/VP
- 510 Education Director/VP
- 511 Assistant Education Director/VP
- 512 Governmental Affairs Director/VP
- 513 Assistant Governmental Affairs Director/VP
- 514 General Counsel (In-House)
- 515 Assistant General Counsel
- 516 Legal Affairs Director/VP
- 517 Legal Affairs Assistant Director/VP/
- 518 Member Services Director/VP
- 519 Assistant Member Services Director
- 520 Membership Director/VP
- 521 Assistant Membership Director/VP
- 522 MLS Director/VP
- 523 Assistant MLS Director/VP
- 524 Political Affairs Director/VP
- 525 Assistant Political Affairs Director/VP
- 526 Professional Standards Coordinator
- 527 Public/Community Affairs Director/VP
- 528 Assistant Public/Community Affairs Director/VP
- 529 Public Relations Director/VP
- 530 Assistant Public Relations Director/VP
- 531 Contract Lobbyist

# NRDS User Guide

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## **GENERIC**

540 Staff Executive

## **ADMINISTRATIVE AND SUPPORT STAFF (NON-EXEMPT EMPLOYEES)**

550 Accounts Receivable/Payable Clerk  
551 Bookkeeper  
552 Business/Accounting Office Assistant/Staff  
553 Communications Assistant/Staff  
554 Computer Support/Technical Specialist  
555 Education Assistant/Staff  
556 Governmental Affairs Assistant/Staff  
557 Legal Affairs Assistant/Staff  
558 Lockbox System Coordinator/Assistant  
559 Member Services Assistant/Staff  
560 Membership Coordinator/Assistant/Staff  
561 MLS Coordinator/Specialist/Staff  
562 MLS Software Support/Training  
563 Political Affairs Assistant  
564 Public/Community Affairs Assistant/Staff  
565 Public Relations Assistant/Staff  
566 Receptionist/information Specialist  
567 Store Manager  
568 Store Assistant/Clerk

## **GENERIC**

580 General Office Manager  
581 General Office Assistant (Administrative Support Staff/Clerical)

## NRDS "FIELD OF BUSINESS" CODES FREQUENTLY ASKED QUESTIONS (FAQ'S)

### IS PRIMARY FIELD OF BUSINESS A REQUIRED FIELD?

No. However, while it's not mandatory, and would require many of us to survey our members and spend time loading the data, it's hard to imagine a REALTOR® Association of any size not benefiting from having this information at their fingertips.

**Note: Local associations are strongly encouraged to request "Primary/Secondary Field of Business" information as an integral part of the membership application process and on periodic membership information verification surveys.**

### WHO DETERMINES A PERSON'S SPECIALTIES?

The best person to ask is the member, both when they join and periodically afterwards since specialties can change. While most members' Primary Fields of Business will fall under one of three or four basic codes, Association staff should resist guessing when a quick call to the member can confirm the information. Members also will be able to select their codes themselves via One Realtor Place.

### WHAT IF THE CODES DON'T REALLY "FIT" A PARTICULAR MEMBER SPECIALTY OR STAFF JOB?

Come as close as you can. The NRDS Standards Board welcomes suggestions for additional codes that will provide even more meaningful identification of our members', affiliates' and staffs' specialties, while recognizing the wide range of organizational structures, titles, and job combinations that exist in the REALTOR® family.

### HOW WILL THIS INFORMATION BE USED?

REALTOR® associations at all levels are expected to use Field of Business codes to more accurately determine their membership's market segmentation.

Knowing how many members practice a certain specialty can help tremendously when evaluating new products and services.

- Are there enough potential customers to warrant the service?
- Are there specialties for which unique products can be developed?
- For market and opinion research, more accurate samples can be drawn, which increases survey reliability.

Once products and services are selected, associations can then tightly target their promotions only to those whom the product will directly benefit, saving valuable postage and printing costs.

By simply understanding their membership composition, association volunteer leaders and key staff can make better business and management decisions affecting all or some of their members (customers!).

# NRDS User Guide

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## NRDS 2 ENHANCEMENTS

### NRDS VERSION 2 DEADLINE

The NRDS version 1 and 2 will run simultaneously until April 1, 2002. At that time, all NRDS version 1 batch users must be converted to NRDS version 2. NRDS online users are already using NRDS

been added to make the membership record keeping easier to maintain.

**The NRDS online system is now in the Version 2 format.**

Those POEs who use Batch Upload and Download can continue to do so in Version 1 – nothing has changed for you. You can use Version 1 until April 2002. For online POEs, these changes are already in effect. For POEs who have their own membership system and use Batches to upload and download, you can use either NRDS 1.3 or NRDS 2.0 for a 24-month period to allow your vendors time to upgrade. **Please be sure to pass these on to your vendors so they can begin their work.**

### WHAT'S NEW IN VERSION 2

This following is a guide to changes made in the NRDS version 2.

#### **Find An Association**

No Changes

#### **Find An Office**

No Changes

#### **Find A Member**

No Changes

#### **Batch Upload**

No Changes

#### **Batch Download**

Still available in version 1 - no changes.

Version 2 available for testing - contact NAR.

#### **Change An Association**

No Changes

# NRDS User Guide

## Add/Change An Office

OneRealtorPlace.com  
Search [ ] Go

My ORP . Site Tour . Contact Us . NRDS . Home

POE Modify Office

\*Office ID: [ ]

\*Business Name: [ ]

Formal Name: [ ]

Corporation Name: [ ]

\*Street Address: [ ]

Address 2: [ ]

\*City: [ ]

\*State: None Selected [v]

\*Zip: [ ] - [ ]

\*Office Phone: ( ) ( ) ( )

Additional Phone: ( ) ( ) ( )

Find an Association

Find a Member

Find an Office

Main Menu

Hints:

Document Done

**Formal Name:** This field is not required. It allows you to enter up to 100 characters for the office name. Please note that the Business Name is still required and is 30 characters long and will be used for NAR Mailings due to postal regulations.

**Additional Phone:** New field, not required. If you need to enter an additional phone number above and beyond the required Office Phone. Please note that NAR uses the required Office Phone for posting on the White Pages on realtor.com.

OneRealtorPlace.com  
Search [ ] Go

My ORP . Site Tour . Contact Us . NRDS . Home

On Roster:  Yes  No

\*Primary Association: [ ] Search Primary Assoc.

\*Primary State Association: [ ] Search Primary State Assoc.

Dues Waived Local:  Yes  No

Dues Waived National:  Yes  No

Dues Waived State:  Yes  No

\*Joined Date: [ ] [ ] [ ]

Primary Indicator:  Primary  Secondary

MLS: [ ]

Occupation Name: [ ]

Online Status: [ ]

Online Status Date: [ ] [ ] [ ]

Orientation Date: [ ] [ ] [ ]

Previous Non-Member:  Yes  No

Document Done

# NRDS User Guide

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**Primary Associations:** These are still the same, but you will notice the fields for Secondary associations are not on this screen any longer. They are on an additional screen that is described later.

**Billing Office:** In addition to the SEARCH button, there is now a box where you can type the Office ID right in and skip the search step.



The screenshot shows a Netscape browser window titled "One Realtor Place® - Netscape". The page header includes the OneRealtorPlace.com logo, a search bar with a "Go" button, and navigation links for "My ORP", "Site Tour", "Contact Us", "NRDS", and "Home". The main content area is a form with a yellow vertical bar on the left. The form includes the following fields and options:

- Office Primary Indicator:  Primary  Secondary
- Billing Office: [Text Input] [Search For Billing Office]
- Main Office: [Text Input] [Search For Main Office]
- Franchise: [Text Input] [Search For Franchise Office]
- Parent Company: [Text Input] [Search For Parent Office]
- \*Office Status: [None Selected] (Dropdown)
- Sort Sequence: [Text Input]
- Status Date: [Text Input] [Text Input] [Text Input]
- Stop Mail:  Yes  No
- Nrds Insert Date: [Text Input]

The browser's status bar at the bottom shows "Document Done" and various system icons.

**Main Office, Franchise, Parent Company:** In addition to the SEARCH button, there is now a box where you can type the Office ID right in and skip the search step.

**NRDS Insert Date:** New display field. Shows the last date a change was made to this record.

**Office Secondary Association:** As stated previously, the Secondary Association fields are no longer on the Office Add or Change screens. When you choose an Office using Find an Office, the button ADD SECONDARY ASSOCIATION will appear at the bottom. As before, any POE can pull up an Office in NRDS to flag their association as a secondary.

The Office record is no longer limited to three Secondary associations. An unlimited number of secondary records can be added to one office.

# NRDS User Guide

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When you click the button, the following screen appears:



The screenshot shows a Netscape browser window displaying the OneRealtorPlace.com website. The page title is "One Realtor Place® - Netscape". The browser menu includes "File", "Edit", "View", "Go", "Communicator", and "Help". The website header features the "OneRealtorPlace.com" logo, a search bar with a "Go" button, and navigation links for "My ORP", "Site Tour", "Contact Us", "NRDS", and "Home". The main content area is titled "Add/Modify Office Supplemental" and contains the following form fields:

- Office ID: -
- Office Formal Name:
- \* Association:  Search Association
- NM Salesperson Count:
- Status: Active (dropdown menu)
- Status Date: / /

Buttons for "Add" and "Cancel" are located at the bottom of the form. A yellow sidebar on the left contains links for "Find an Association", "Find a Member", "Find an Office", "Main Menu", and "Hints". The browser status bar at the bottom shows "Document Done".

The screen will display the NRDS ID and Office Name. In the Association field, enter the 4 digit NRDS ID of the association. Or you can use the SEARCH button to find you association.

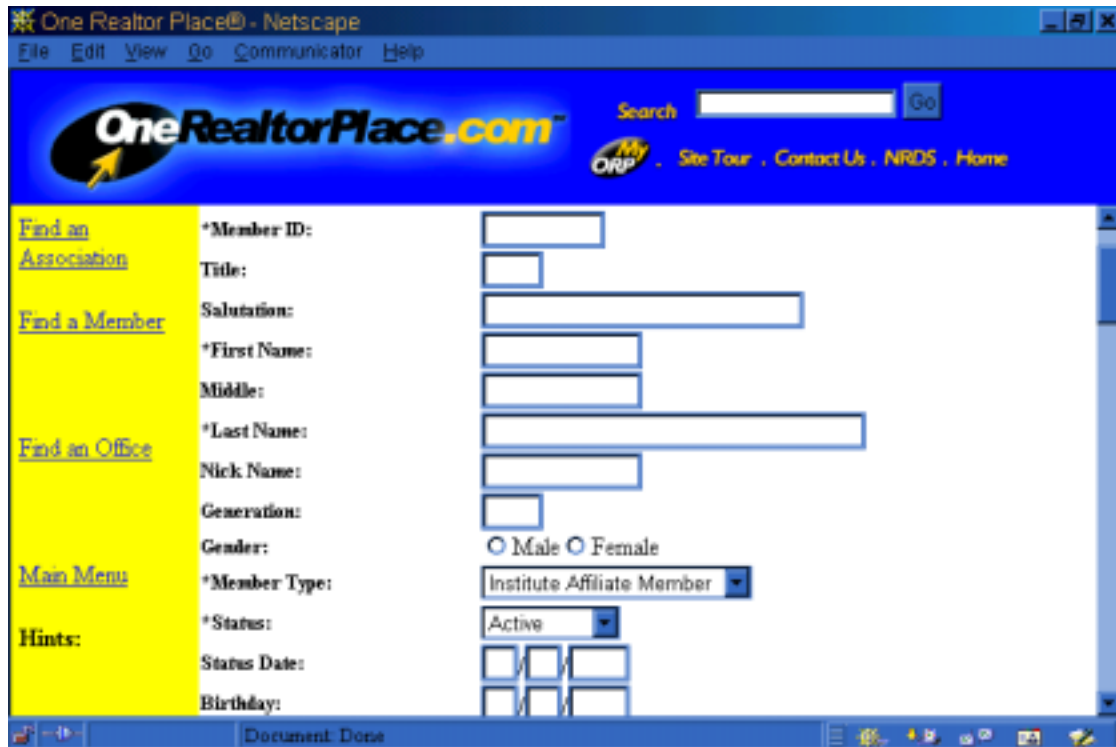
The Status defaults to Active. It is not required, but you can also enter a Status Date.

The NM Salesperson Count affects Board of Choice. If the DR broker of this office belongs to more than one association, enter the number of Non-Member Salespersons in this office that the broker will be paying for through this Secondary association.

**Inactive Secondary:** When you no longer wish for your association to be listed as a Secondary on this office, pull up the Office, click on the SECONDARY button, and change the Status on this screen to Inactive.

# NRDS User Guide

## Add/Change A Member



The screenshot shows the OneRealtorPlace.com website interface. The top navigation bar includes the logo, a search box, and links for Site Tour, Contact Us, NRDS, and Home. A yellow sidebar on the left contains links for 'Find an Association', 'Find a Member', 'Find an Office', 'Main Menu', and 'Hints'. The main content area is a form for searching members, with the following fields:

- \*Member ID: [text box]
- Title: [text box]
- Salutation: [text box]
- \*First Name: [text box]
- Middle: [text box]
- \*Last Name: [text box]
- Nick Name: [text box]
- Generation: [text box]
- Gender:  Male  Female
- \*Member Type: [dropdown menu, currently showing 'Institute Affiliate Member']
- \*Status: [dropdown menu, currently showing 'Active']
- Status Date: [text box]
- Birthday: [text box]

**Status:** New Status of S - Suspended. NRDS treats this as any other Inactive status.



The screenshot shows the OneRealtorPlace.com website interface. The top navigation bar is identical to the previous screenshot. The yellow sidebar is also present. The main content area is a form for searching offices, with the following fields:

- \*Office: [text box] [Search Offices button]
- Home Address: [text box]
- Address 2: [text box]
- City: [text box]
- State: [dropdown menu, currently showing 'None Selected']
- Zip: [text box]
- Home Phone: ( ) - [text box]
- Personal Fax: ( ) - [text box]
- Preferred Fax:  Home  Office
- Stop Fax:  Yes  No
- Mail Address: [text box]
- Address 2: [text box]
- City: [text box]

**Office:** Now has a 'type in' box. If you know the Office ID, just type it in. You can also continue to use the SEARCH button if you need to find the office ID.

# NRDS User Guide

**Home Address:** Is no longer required. If you leave it blank, NRDS will not fill it in with N/A's and 99999 as the zip.

OneRealtorPlace.com - Netscape  
File Edit View Go Communicator Help

OneRealtorPlace.com™ Search [ ] Go  
My ORP Site Tour Contact Us NRDS Home

On Roster:  Yes  No

\*Primary Association: [ ] Search Primary Assoc.

\*Primary State Association: [ ] Search Primary State Assoc.

Dues Waived Local:  Yes  No

Dues Waived National:  Yes  No

Dues Waived State:  Yes  No

\*Joined Date: [ ]/[ ]/[ ]

Primary Indicator:  Primary  Secondary

MLS: [ ]

Occupation Name: [ ]

Online Status:

Online Status Date: [ ]/[ ]/[ ]

Orientation Date: [ ]/[ ]/[ ]

Previous Non-Member:  Yes  No

Document: Done

**Primary Associations:** These are still the same, but you will notice the fields for Secondary associations are not on this screen any longer. They are on an additional screen that is described later.

OneRealtorPlace.com - Netscape  
File Edit View Go Communicator Help

OneRealtorPlace.com™ Search [ ] Go  
My ORP Site Tour Contact Us NRDS Home

\*Joined Date: [ ]/[ ]/[ ]

Primary Indicator:  Primary  Secondary

MLS: [ ]

Occupation Name: [ ]

Online Status:

Online Status Date: [ ]/[ ]/[ ]

Orientation Date: [ ]/[ ]/[ ]

Previous Non-Member:  Yes  No

Member Subclass: [ ]

Reinstatement Code: [ ]

Reinstatement Date: [ ]/[ ]/[ ]

Arbitration Ethics Pending:

Primary Field of Business: [ ] List Field of Business

Document: Done

# NRDS User Guide

**Joined Date:** Remember, this should be the date the member joined the REALTOR® organization. Do not change this date every time a member transfers. There is a date for that later in the screens.



The screenshot shows a Netscape browser window displaying the OneRealtorPlace.com website. The page features a blue header with the site logo and navigation links. Below the header is a search bar and a 'Go' button. The main content area is a form with several fields:

- Primary Field of Business: [input] List Field of Business
- Secondary Field of Business1: [input] List Field of Business
- Secondary Field of Business2: [input] List Field of Business
- Secondary Field of Business3: [input] List Field of Business
- Social Security Number: [input]
- Local Joined Date: [input] [input] [input]
- National Dues Paid Date: [input] [input] [input]
- State Dues Paid Date: [input] [input] [input]
- Designations: [input]
- Designated Realtor: No
- Special Discount:  Yes  No
- MLS Assoc ID: [input] Search for MLS Association
- Cell Phone: [input] [input] [input]

**Local Joined Date:** This used to be called Transfer Date. This is the date field you can use to enter the date the member transferred to your association.

**Designated REALTOR®:** This is a display field only. If this member's ID is listed in the Office DR field on an Office Record, NRDS will display a Y in this field.

**Special Discount:** This field is used by the REALTOR® E-commerce Network when setting up special discounts in the E-Commerce system.

**MLS Assoc ID:** The Regional MLS's have all been assigned a 4-digit association ID. The POE, or the Regional MLS, can update this field to indicate which, if any, Regional MLS this member belongs to.

**Cell Phone:** New field, not required.

**Pager:** New field, not required.

**Preferred Phone:** New field, not required. Used to indicate the phone number the member prefers.

The screenshot shows a Netscape browser window displaying the OneRealtorPlace.com website. The page has a blue header with the logo and navigation links. Below the header is a search bar and a 'Go' button. The main content area is a form with the following fields and options:

- State Dues Paid Date: [ ] [ ] [ ]
- Designations:
- Designated Realtor: No
- Special Discount:  Yes  No
- MLS Assoc ID: [ ]
- Cell Phone: ( ) [ ] - [ ]
- Pager: ( ) [ ] - [ ]
- Preferred Phone:  Office  Home  Pager  Cell
- Stop Email:  Yes  No
- NRDS Insert Date:

At the bottom of the form are three buttons:

**Stop Email:** New field, not required. NAR will use this when sending emails to members (i.e. if Yes, we will not include in an email group).

**NRDS Insert Date:** New display field. Shows the last date a change was made to this record.

**Member Secondary Information:** As stated earlier, the secondary association fields have been moved off the Add and Change Member screen.

When you pull up a member in a search, you will see a button at the bottom for ADD SECONDARY INFORMATION. This button serves several purposes.

# NRDS User Guide

Use this button if you need to list your association as secondary. A member can now have an unlimited number of secondary associations. Also, use this button to add Secondary offices, licenses and member types of this member.



The screenshot shows a Netscape browser window displaying the OneRealtorPlace.com website. The page features a search bar at the top right and a navigation menu with links for 'Site Tour', 'Contact Us', 'NRDS', and 'Home'. On the left side, there is a yellow sidebar with links for 'Find an Association', 'Find a Member', 'Find an Office', 'Main Menu', and 'Hints:'. The main content area contains a form with the following fields and options:

- \*Association: [Text Input] [Search Secondary Assoc. Button]
- \*Office: [Text Input] [Search Offices Button]
- \*Member Type: [Institute Affiliate Member Dropdown]
- R.E. License: [Text Input]
- Status: [Active Dropdown]
- Status Date: [Date Input]
- Member Subclass: [Text Input]
- Local Join Date: [Date Input]
- Special Discount: [Radio Yes] [Radio No]
- NAR Dues Paid Date: [Text Input]
- State Dues Paid Date: [Text Input]
- Arbitration/Ethics Pending: [Text Input]
- NRDS Insert Date: [Text Input]

**Association:** Enter the Secondary Association number. You can also use the SEARCH button to pull up the association to be a secondary. If you are using this screen to indicate a secondary office, license, etc., for this member but the association stays the same as the Primary, just enter the Primary association ID.

**Office:** Enter the Office ID. This is required even if you are using this screen to indicate a secondary association or license, for example. In that case, if the office is the same, just enter their normal Office ID.

**Member Type:** This allows you to enter a different Member Type than what appears on their primary screen. This would be used, for instance, if the member is in a Secondary board as an Affiliate rather than a REALTOR<sup>®</sup> as they are in their Primary board. If the Member Type is the same as their Primary, re-enter it here.

No matter the combination, Association, Office and Member Type are always required on this screen (known as the key). Sometimes, the answers to 1 or 2 of these fields will be the same as on the primary screen.

**R. E. License:** If needed, you can enter a secondary license for this member.

**Status:** Defaults to Active. If at some point you need to inactivate this secondary record, just change the Status to inactive.

**Status Date:** When changing the Status of this secondary record, you can enter a date if you wish.

# NRDS User Guide

**Member Subclass:** If the POE, state or local, uses the Subclass field, if you are putting in a Secondary Member Type, you can use this field for a Secondary subclass.

**Local Join Date:** Use this date field, if needed, to record the date the member joined the Secondary association or Secondary office.

**Special Discount:** This field is used by the REALTOR® E-commerce Network for discounts on the dues worksheet.

The following fields display on this screen for your information when setting up a member's secondary information: NAR Dues Paid, State Dues Paid, Arbitration/Ethics Pending, and NRDS Insert Date. If filled in by the Primary POE, this information can be helpful for a secondary association to know.

**Display Secondary Information:** When you pull up a member record in NRDS, if the member has any Secondary Information, you will see a DISPLAY SECONDARY INFORMATION button. The screen will display all existing Secondary Information:



If you 'own' the secondary record, you will see a MODIFY button. You can click this button to change the information, such as setting the Status to Inactive if you no longer want this secondary record. Once you change the data, you will see an UPDATE button. Click this to save the change.

# NRDS User Guide

## Transfer A Member

One Realtor Place® - Netscape  
File Edit View Go Communicator Help

OneRealtorPlace.com™ Search [ ] Go  
My ORP Site Tour Contact Us NRDS Home

[Find a Member](#)  
[Find an Office](#)  
[Main Menu](#)  
[Hints](#)

\*Member Type: Realtor®  
R.E. License: [ ]  
Status: Active  
Status Date: 01/01/1970  
Member Subclass: [ ]  
Local Join Date: [ ][ ][ ]  
Special Discount:  Yes  No  
NAR Dues Paid Date: [ ][ ][ ]  
State Dues Paid Date: [ ][ ][ ]  
Arbitration/Ethics Pending: [ ]  
NRDS Insert Date: 08/12/2000

Update Cancel

Document Done

This screen now displays the Arbitration/Ethics Pending field in addition to the NAR and State Dues Paid fields. If the former Primary entered this information, you will see it when transferring a member.

The field formerly called Transfer Date is now called Local Join Date.

## Member Financial Record

One Realtor Place® - Netscape  
File Edit View Go Communicator Help

OneRealtorPlace.com™ Search [ ] Go  
My ORP Site Tour Contact Us NRDS Home

\*Incurring Member ID: [ ] Search Member  
Incurring Member Name:  
Office ID: 658000430  
Office Name: HER, Inc., Realtors  
Billing Association: 868 OHIO ASSOCIATION OF REALTORS®  
Association ID: [ ] Apply  
Association Name: OHIO ASSOCIATION OF REALTORS®

Payment Type	Billing Year	Payment Amount	Contribution Type	Dues Paid Date
None Selected	[ ][ ]	[ ][ ][ ]	None Selected	[ ][ ][ ]
None Selected	[ ][ ]	[ ][ ][ ]	None Selected	[ ][ ][ ]
None Selected	[ ][ ]	[ ][ ][ ]	None Selected	[ ][ ][ ]
None Selected	[ ][ ]	[ ][ ][ ]	None Selected	[ ][ ][ ]

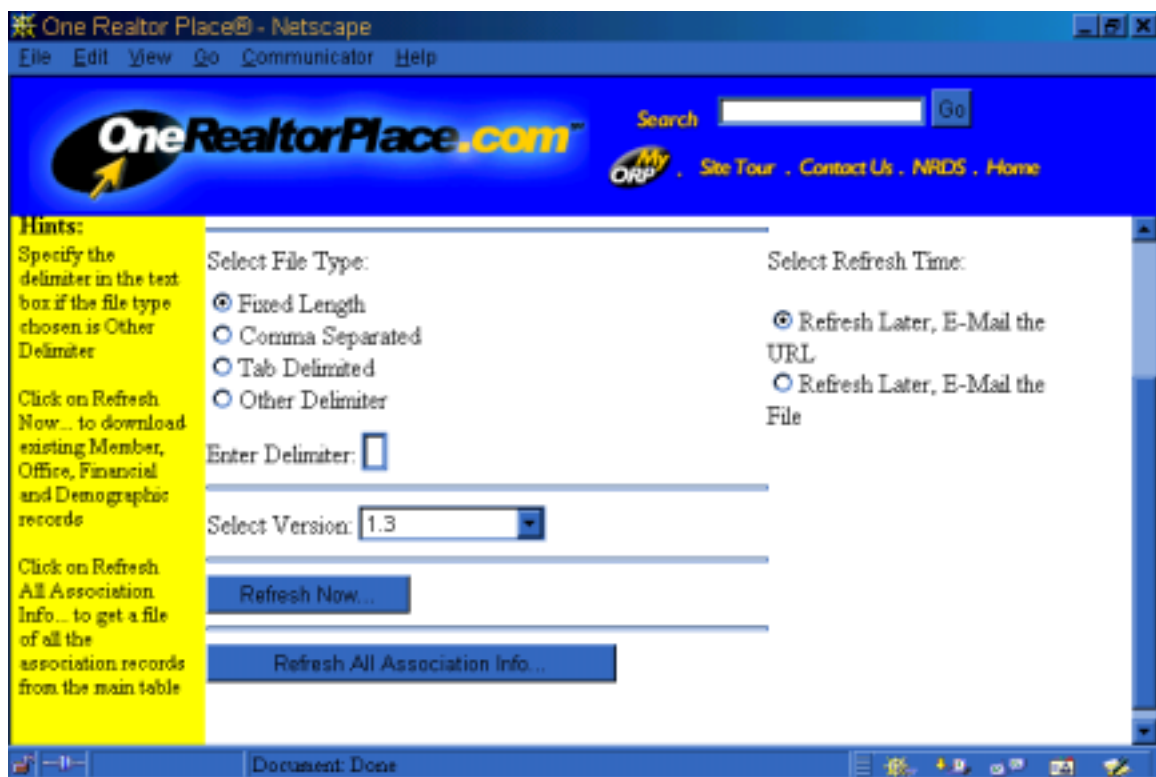
Document Done

# NRDS User Guide

**Billing Association:** If this member pays dues for more than one association, you now select the association for which you are entering the dues. For example, the member may be Primary with Association A and Secondary with Association B. Select the association from the Billing Association list. Another example: the State association may choose to enter the Financial data for their members. They would select which Local Association the member pays their dues through. If there is only one local association, it defaults in this box.

**Payment Type:** This is now a multiple-choice field. The choices that appear come directly from the Dues Worksheet in the REALTOR® E-commerce Network. An association DOES NOT need to participate in E-commerce, but for Payment Type to work now online in NRDS, the Dues Worksheets must be set up for the State and the local(s). State Associations need to contact the NRDS helpline for getting this turned on.

## Batch Refresh



The screenshot shows a Netscape browser window displaying the OneRealtorPlace.com website. The page features a blue header with the site logo, a search bar, and navigation links. The main content area is a form titled "Hints:" on the left, which provides instructions for using the "Batch Refresh" feature. The form includes several fields and options:

- Select File Type:** Radio buttons for "Fixed Length" (selected), "Comma Separated", "Tab Delimited", and "Other Delimiter".
- Select Refresh Time:** Radio buttons for "Refresh Later, E-Mail the URL" (selected) and "Refresh Later, E-Mail the File".
- Enter Delimiter:** A text input field.
- Select Version:** A dropdown menu currently set to "1.3".
- Buttons:** "Refresh Now" and "Refresh All Association Info..."

The "Hints:" section on the left contains the following text:

**Hints:**  
Specify the delimiter in the text box if the file type chosen is Other Delimiter  
Click on Refresh Now... to download existing Member, Office, Financial and Demographic records  
Click on Refresh All Association Info... to get a file of all the association records from the main table

**Only One Change:** The new question is Select Version.

**For Runtime Users:** You must continue to select Version 1.3 until you have received the new Runtime CD Version 2 in the mail. Once you have that and have installed it, then you must request Version 2 on this screen.

## **WHERE CAN I FIND ADDITIONAL INFORMATION?**

**The NRDS Help Line is available for any NRDS-related questions at 1-800-868-3225.**

Also, NRDS NEWS is published monthly and available to all Points of Entry (POEs) on the NRDS system. The NEWS contains announcements regarding upcoming changes to the NRDS system, helpful hints, frequently asked questions, status of any programming fixes, etc.

Also stored here are the past issues of the NRDS NEWS.

For any questions on this publication, contact Chris DeRosa, NAR at (312) 329-8826.

**ASSOCIATION FILE LAYOUT (#####.ASN)**

Version 1.3

1/14/98

Security	Visible	Mandatory	Field	Type	Total Length	Decimals	Format	Begin	End	Required Entry
3	No	M-all	Record Type*	Numeric	2	0		1	2	1
3	No	M-all	Sender ID*	Numeric	9	0		3	11	
3	No	M-all	Transmittal Batch Number*	Numeric	11	0		12	22	
3	No	M-all	Transaction Number*	Numeric	8	0		23	30	
3	No	M-all	Transaction Total*	Numeric	8	0		31	38	
3	No	M-all	Transaction Date*	Date	8		MMDDYYYY	39	46	
3	No	M-all	Transaction Time*	Time	6		HHMMSS	47	52	
5	Yes	M-all	Association ID	Numeric	4	0		53	56	
5	No	M-all	Association Type	Alpha	1			57	57	'L'ocal,'S'tate,'N'ational "A"ffiliate
5	Yes	M-add	Association Name	Alpha	60			58	117	
3	Yes	M-add	Street Address	Alpha	30			118	147	
3	Yes		Street Attn/Care Of	Alpha	30			148	177	
3	Yes	M-add	Street City	Alpha	21			178	198	
3	Yes	M-add	Street State	Alpha	2		Uppercase	199	200	
3	Yes	M-add	Street ZIP	Alpha	5			201	205	
3	Yes		Street ZIP+6	Alpha	6			206	211	
3	Yes		Mail Address	Alpha	30			212	241	
3	Yes		Mail Attn/Care Of	Alpha	30			242	271	
3	Yes		Mail City	Alpha	21			272	292	
3	Yes		Mail State	Alpha	2		Uppercase	293	294	
3	Yes		Mail ZIP	Alpha	5			295	299	
3	Yes		Mail ZIP+6	Alpha	6			300	305	
3	Yes	M-add	Association Area Code	Numeric	3	0		306	308	
3	Yes	M-add	Association Phone Number	Numeric	7	0		309	315	
3	Yes	M-add	Association Fax Area Code	Numeric	3	0		316	318	
3	Yes	M-add	Association Fax Number	Numeric	7	0		319	325	
3	Yes		Executive Officer ID	Numeric	9	0		326	334	
3	Yes		Executive Officer Full Name	Alpha	30			335	364	System will display
3	Yes		EO Fax Area Code	Numeric	3	0		365	367	
3	Yes		EO Fax Number	Numeric	7	0		368	374	
5	No		Point Of Entry	Numeric	9	0		375	383	
3	Yes		Web Page Address	Alpha	80			384	463	

3	Yes	M-add	E-Mail Address	Alpha	80		464	543	
5	Yes	M-add	Status Code	Alpha	1		544	544	A'ctive,'I'nactive,'D'issolved,'C'onsolidated
5	Yes	M-if add	Date Status Changed	Date	8	MMDDYYYY	545	552	
4	Yes	M-add	Primary State Code	Numeric	4	0	553	556	
4	Yes		Secondary State Code 1	Numeric	4	0	557	560	
4	Yes		Secondary State Code 2	Numeric	4	0	561	564	
4	Yes		Secondary State Code 3	Numeric	4	0	565	568	
5	Yes		Last Certification Date	Date	8	MMDDYYYY	569	576	

\*all data on this file input on-line via the Internet to the Central Site;  
Data to be sent to board/state as transactions to update board/state systems

Legend to codes:

Security:

3 - Only board can change

4 - Only state association can change for local boards, NAR can change for State Boards and Affiliates

5 - Only NAR can change

M = Mandatory (for adds, all transactions, etc.)

## ASSOCIATION FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file
Sender ID	Member ID of the party sending the change (Usually the POE). Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only.
Transaction Number	Transaction number under which this modification was made. Used in batches only.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Association ID	The 4-digit Association ID assigned by NAR.
Association Type	Type of Association N National Association S State Association L Local Association A Affiliate (Society, Institute or Council)
Association Name	The full name of the association.
Street Address	The street name and address number.
Street Attn/Care Of	This is a second line of address to be used for additional address information (building number, etc.)
Street City	Name of city.
Street State	State abbreviation.
Street Zip	The 5-digit US Postal zip code.
Street ZIP+6	Standard 4-digit ZIP extension plus 2-digit carrier route.
Mail Address	The mailing address where mail should be sent, if different from Street Address.
Mail Attn/Care Of	Additional line for mailing address.
Mail City	City for mailing address.
Mail State	State abbreviation for mailing address.

<b>FIELD</b>	<b>DESCRIPTION</b>
Mail Zip	5-digit zip code for mailing address.
Mail Zip+6	4-digit Zip extension plus 2-digit carrier route for mailing address.
Association Area Code	3-digit area code for association's phone number.
Association Phone Number	7-digit phone number for association. There is no need to type in the dash ( - ) when entering numbers.
Association Fax Area Code	3-digit area code for association's fax number.
Association Fax Number	7-digit fax number for association. There is no need to type in the dash ( - ) when entering numbers.
Executive Officer ID	The 9-digit member ID of the Executive Officer. The executive officer's record must exist in the member file with a unique ID.
Executive Officer Full Name	No entry will be required. This field will store the Executive Officer's name based on the member ID entered.
EO Fax Area Code	3-digit area code for EO's fax number.
EO Fax Number	7-digit fax number for EO. There is no need to type in the dash ( - ) when entering numbers.
Point of Entry	This field will automatically fill in with Association's Point of Entry ID.
Web Page Address	Internet address for association's web page, if any.
E-Mail Address	Email address for association.
Status Code	Status of the Association A Active I Inactive D Dissolved C Consolidated
Date Status Changed	The date of the last status change.
Primary State Code	The association ID of the Primary State association for this association.
Secondary State Code 1	The second, additional state code for this association if the local association is affiliated with more than one state.
Secondary State Code 2	The third, additional state code for this association if the local association is affiliated with more than one state.
Secondary State Code 3	The fourth, additional state code for this association if the local association is affiliated with more than one state.
Last Certification Date	The date the association was certified by NAR.

OFFICE FILE LAYOUT (#####.OFF)

Version 1.3 1/14/98

Security	Visible	Mandatory	Field	Type	Total Length	Decimal	Format	Begin	End	Required Entry
3	No	M-all	Record Type*	Numeric	2	0		1	2	
3	No	M-all	Sender ID*	Numeric	9	0		3	11	
3	No	M-all	Transmittal Batch Number*	Numeric	11	0		12	22	
3	No	M-all	Transaction Number*	Numeric	8	0		23	30	
3	No	M-all	Transaction Total*	Numeric	8	0		31	38	
3	No	M-all	Transaction Date*	Date	8		MMDDYYYY	39	46	
3	No	M-all	Transaction Time*	Time	6		HHMMSS	47	52	
n/a	No	M-all	Record Change Type	Alpha	2		Uppercase	53	54	'A','C','D','R','T'
3	Yes	M-add/trsfr	Association ID	Numeric	4	0		55	58	
3	Yes	M-all	Office ID	Numeric	9	0		59	67	
3	Yes		Franchise ID	Numeric	9	0		68	76	
3	Yes		Parent Company ID	Numeric	9	0		77	85	
2	Yes	M-add	Office Business Name	Alpha	30			86	115	
2	Yes		Office Corporate Name	Alpha	30			116	145	
3	No	M-add	Sort Sequence	Alpha	16		Lowercase	146	161	
2	Yes	M-add	Street Address	Alpha	30			162	191	
2	Yes		Street Attn/Care Of	Alpha	30			192	221	
2	Yes	M-add	Street City	Alpha	21			222	242	
2	Yes	M-add	Street State	Alpha	2		Uppercase	243	244	
2	Yes	M-add	Street ZIP	Alpha	5			245	249	
2	Yes		Street ZIP+6	Alpha	6			250	255	
2			Mail Address	Alpha	30			256	285	
2			Mail Attn/Care Of	Alpha	30			286	315	
2			Mail City	Alpha	21			316	336	
2			Mail State	Alpha	2		Uppercase	337	338	
2			Mail ZIP	Alpha	5			339	343	
2			Mail ZIP+6	Alpha	6			344	349	
2	Yes	M-add	Office Area Code	Numeric	3	0		350	352	
2	Yes	M-add	Office Phone Number	Numeric	7	0		353	359	
2	Yes		Office Fax Area Code	Numeric	3	0		360	362	
2	Yes		Office Fax Number	Numeric	7	0		363	369	
2	Yes		Office Stop Fax Flag	Alpha	1			370	370	'Y', 'N' (N=blank)

3	No		District	Alpha	4		Uppercase	371	374	
3	Yes		Office Type (Affiliate)	Alpha	4		Uppercase	375	378	
2	Yes		Tax ID	Alpha	12		Uppercase	379	390	
2	Yes		Corporate License	Alpha	12		Uppercase	391	402	
3	Yes		Main Office ID	Numeric	9	0		403	411	
3	Yes		Branch Type	Alpha	1		Uppercase	412	412	'S'ingle/'M'ain/'B'ranch
3	Yes		Billing Office ID	Numeric	9	0		413	421	
2	Yes		Office Contact-Unlicensed	Alpha	30			422	451	
3	Yes	M-add	Office Contact DR	Numeric	9	0		452	460	
3	Yes		Joined Date	Date	8		MMDDYYYY	461	468	
3	Yes	M-all	Status	Alpha	1		Uppercase	469	469	'A','I','T','P'
3	Yes		Status Date	Date	8		MMDDYYYY	470	477	
2	Yes		On Roster	Alpha	1		Uppercase	478	478	'Y', 'N' (N=blank)
3	Yes		Stop Mail	Alpha	1		Uppercase	479	479	'Y', 'N' (N=blank)
3	Yes	M-add	NM Salesperson Count	Numeric	5	0		480	484	
3	Yes		Office Primary Indicator	Alpha	1			485	485	'P'rimary, 'S'econdary
3	Yes		MLS Online Status	Alpha	1			486	486	
3	Yes		MLS Online Status Date	Date	8		MMDDYYYY	487	494	
4	No	M-all	Point Of Entry	Numeric	9			495	503	
2	Yes		Web Page Address	Alpha	80			504	583	
2	Yes		E-Mail Address	Alpha	80			584	663	
3	Yes		MLS ID	Alpha	10			664	673	
3	Yes		Secondary Association ID 1	Numeric	4	0		674	677	
3	Yes		Secondary Association ID 2	Numeric	4	0		678	681	
3	Yes		Secondary Association ID 3	Numeric	4	0		682	685	
3	Yes	M-add	Primary State Code	Numeric	4	0		686	689	
3	Yes		Secondary State ID 1	Numeric	4	0		690	693	
3	Yes		Secondary State ID 2	Numeric	4	0		694	697	
3	Yes		Secondary State ID 3	Numeric	4	0		698	701	
2	Yes		Junk Mail Flag	Alpha	1			702	702	blank is default = No, Y= Yes
3	Yes		Office Contact-Manager	Numeric	9			703	711	

\*\*office address can be viewed member to member along with member information from member record

**Legend to codes:**

Security:

2 - DR for Office can change, POEs for Associations can change, Nar can change; e-mail notification sent to state/board

3 - POEs for Associations can change, Nar can change

4 - Nar can change

M = Mandatory (for adds, all transactions, etc.)

## OFFICE FILE LAYOUTS DESCRIPTION

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file
Sender ID	Member ID of the party sending the change (Usually the POE). Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only.
Transaction Number	Transaction number under which this modification was made. Used in batches only.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	The type of change for the office record A Add C Change D Drop R Reinstate T Transfer
Association ID	The 4-digit local association ID where this office has primary membership.
Office ID	The unique 9-digit ID assigned to this office location.
Franchise ID	Used to indicate the franchise, if any, with which this office is affiliated. Franchise ID must be a valid 9-digit ID in the office database.
Parent Company ID	Used if this office location is affiliated with a parent company. Parent ID must be a valid 9-digit ID in the office database.
Office Business Name	Business name of the office.
Office Corporate Name	Corporate name of the office, if different from the business name.
Sort Sequence	Used by the Point of Entry when adding an office. This field is used to alphabetize offices in lists, rosters, etc.
Street Address	Street name and address number of office.
Street Attn/Care Of	This is a second line of address to be used for additional address information (building number, etc.)
Street City	Name of city.

<b>FIELD</b>	<b>DESCRIPTION</b>
Street State	State abbreviation.
Street Zip	The 5-digit US Postal zip code.
Street ZIP+6	Standard 4-digit ZIP extension plus 2-digit carrier route.
Mail Address	The mailing address where mail should be sent, if different from Street Address.
Mail Attn/Care Of	Additional line for mailing address.
Mail City	City for mailing address.
Mail State	State abbreviation for mailing address.
Mail Zip	5-digit zip code for mailing address.
Mail Zip+6	4-digit Zip extension plus 2-digit carrier route for mailing address.
Office Area Code	3-digit area code for office's phone number.
Office Phone Number	7-digit phone number for the office. There is no need to type in the dash ( - ) when entering numbers.
Office Fax Area Code	3-digit area code for office's fax number.
Office Fax Number	7-digit fax number for the office. There is no need to type in the dash ( - ) when entering numbers.
Office Stop Fax Flag	Set to Y if the office does not wish the fax number to be used.
District	Use reserved for association's to track geographic or political districts.
Office Type	Used by association to track office type such as Residential, Commercial, Affiliate, etc.
Tax ID	The taxpayer identification number for the business.
Corporate License	The office's corporate or business license.
Main Office ID	If this office location is a branch office, use this field to enter the Main Office's unique 9-digit ID. The main office must be a valid ID in the office database.
Branch Type	Code to indicate if this location is M Main office B Branch Office S Single office - no branch locations.
Billing Office ID	Used to track the office ID of the billing office. This ID must be a valid 9-digit ID in the office database.
Office Contact-Unlicensed	Alpha field for 30 characters. Enter the office contact name if they are not a member.
Office Contact-DR	The DR of this company, whether or not they are at this location. This

<b>FIELD</b>	<b>DESCRIPTION</b>
	must be a valid 9-digit member ID.
Joined Date	The date the office joined the association.
Status	Status of the office record A Active I Inactive T Transfer P Pending
Status Date	Date of the last status change.
On Roster	Y if office should be on roster; N if they should not.
Stop Mail	Y if mail should be stopped to this address.
NM Salesperson Count	The number of non-member salespersons affiliated with this office.
Office Primary Indicator	The office's affiliation with this association P Primary S Secondary
MLS Online Status	Status of office's access to MLS system.
MLS Online Status Date	Date of last MLS status change.
Point of Entry	This field will automatically fill in with Association's Point of Entry ID.
Web Page Address	Internet address for office's web page, if any.
E-Mail Address	Email address for office.
MLS ID	MLS ID number for this office.
Secondary Association ID 1	The second, additional local association code for this office if the office is affiliated with more than one association.
Secondary Association ID 2	The third, additional local association code for this office if the office is affiliated with more than one association.
Secondary Association ID 3	The fourth, additional local association code for this office if the office is affiliated with more than one association.
Primary State Code	The 4-digit State association ID where this office has primary membership.
Secondary State ID 1	The second, additional state association code for this office if the office is affiliated with more than one association.
Secondary State ID 2	The third, additional state association code for this office if the office is affiliated with more than one association.
Secondary State ID 3	The fourth, additional state association code for this office if the office is affiliated with more than one association.

<b>FIELD</b>	<b>DESCRIPTION</b>
Junk Mail Flag	Enter an N if the office does not wish to receive "junk" mail from mailing lists, etc.
Office Contact-Manager	This field is to track the contact person at this office location when it is not the same as the DR. Used mainly for branch locations. This must be a valid 9-digit member ID.

**MEMBER FILE LAYOUT**

Version 1.3 1/14/98

Security	Visible	Mandatory	Field	Type	Total Length	Decimal	Format	Begin	End	Required Entry
3	No	M-all	Record Type*	Numeric	2	0		1	2	
3	No	M-all	Sender ID*	Numeric	9	0		3	11	
3	No	M-all	Transmittal Batch Number*	Numeric	11	0		12	22	
3	No	M-all	Transaction Number*	Numeric	8	0		23	30	
3	No	M-all	Transaction Total*	Numeric	8	0		31	38	
3	No	M-all	Transaction Date*	Date	8		MMDDYYYY	39	46	
3	No	M-all	Transaction Time*	Time	6		HHMMSS	47	52	
3	No	M-all	Record Change Type	Alpha	2		Uppercase	53	54	'A','C','D','R','T'
3	Yes	M-all	Member ID	Numeric	9	0		55	63	
3	Yes		Member Primary Indicator	Alpha	1			64	64	'P'primary, 'S'secondary
2	Yes*	M-add	Last Name	Alpha	17			65	81	
2	Yes*	M-add	First Name	Alpha	12			82	93	
2	Yes*		Middle Name	Alpha	12			94	105	
2	Yes*		Generation	Alpha	3			106	108	
2	Yes*		Nickname	Alpha	12			109	120	
2	Yes*		Title	Alpha	4			121	124	
2	Yes		Salutation	Alpha	24			125	148	
2	Yes		Gender	Alpha	1		Uppercase	149	149	'M', 'F', '(blank)'
2	Yes	M-add	Home Address	Alpha	30			150	179	
2	Yes		Home Attn/Care Of	Alpha	30			180	209	
2	Yes	M-add	Home City	Alpha	21			210	230	
2	Yes	M-add	Home State	Alpha	2		Uppercase	231	232	
2	Yes	M-add	Home ZIP Code	Alpha	5			233	237	
2	Yes		Home ZIP Code+6	Alpha	6			238	243	
2	Yes		Mail Address	Alpha	30			244	273	
2	Yes		Mail Attn/Care Of	Alpha	30			274	303	
2	Yes		Mail City	Alpha	21			304	324	
2	Yes		Mail State	Alpha	2		Uppercase	325	326	
2	Yes		Mail ZIP Code	Alpha	5			327	331	
2	Yes		Mail ZIP Code+6	Alpha	6			332	337	
2	Yes	M-add	Preferred Mail	Alpha	1		Uppercase	338	338	'H'ome, 'O'ffice, 'M'ail
2	Yes	M-add	Preferred Publication	Alpha	1		Uppercase	339	339	H'ome, 'O'ffice, 'M'ail
2	Yes		Home Area Code	Numeric	3	0		340	342	
2	Yes		Home Phone Number	Numeric	7	0		343	349	
2	Yes		Personal Fax Area	Numeric	3	0		350	352	

2	Yes		Personal Fax Number	Numeric	7	0		353	359	
2	Yes		Preferred Fax	Alpha	1		Uppercase	360	360	'H'ome, 'O'ffice
3	Yes	M-add	Office ID **	Numeric	9	0		361	369	
3	Yes	M-add	Member Type	Alpha	4		Uppercase	370	373	R'ealtor, 'AFF'iliate, 'N'on-member, 'S'taff 'I'nstitute Affiliate Member, 'RA' Realtor Associate
3	Yes	M-add	Joined Date	Date	8		MMDDYYYY	374	381	
3	Yes		Orientation Date	Date	8		MMDDYYYY	382	389	
3	Yes	M-all	Status	Alpha	1		Uppercase	390	390	'A','I','T','P', 'X'
3	Yes		Status Date	Date	8		MMDDYYYY	391	398	
3	Yes		Previous Non-Member	Alpha	1		Uppercase	399	399	'Y', 'N'
3	Yes		Dues Waived Local	Alpha	1		Uppercase	400	400	'Y', 'N'
3	Yes		Dues Waived State	Alpha	1		Uppercase	401	401	'Y', 'N'
3	Yes		Dues Waived National	Alpha	1		Uppercase	402	402	
3	Yes		Social Security Number	Numeric	9	0		403	411	
3	Yes		R/E License Number	Alpha	11			412	422	
2	Yes		Birth Date	Date	8		MMDDYYYY	423	430	
3	Yes		Transfer Date	Date	8		MMDDYYYY	431	438	
3	Yes		Stop Mail	Alpha	1		Uppercase	439	439	'Y', 'N'
2	Yes		Junk Mail Flag	Alpha	1			440	440	
2	Yes		On Roster	Alpha	1		Uppercase	441	441	'Y', 'N'
3	Yes		Online Status	Alpha	1			442	442	
3	Yes		Online Status Date	Date	8		MMDDYYYY	443	450	
3	Yes*	M-add	Primary Association ID	Numeric	4	0		451	454	
3	Yes*		Secondary Association ID 1	Numeric	4	0		455	458	
3	Yes*		Secondary Association ID 2	Numeric	4	0		459	462	
3	Yes*		Secondary Association ID 3	Numeric	4	0		463	466	
3	Yes*	M-add	Primary State Association ID	Numeric	4	0		467	470	
3	Yes*		Secondary State Assoc. ID 1	Numeric	4	0		471	474	
3	Yes*		Secondary State Assoc. ID 2	Numeric	4	0		475	478	
3	Yes*		Secondary State Assoc. ID 3	Numeric	4	0		479	482	
6	Yes*		Affiliation Code #1	Numeric	4	0		483	486	
6	Yes*		Affiliation Code #2	Numeric	4	0		487	490	
6	Yes*		Affiliation Code #3	Numeric	4	0		491	494	
6	Yes*		Affiliation Code #4	Numeric	4	0		495	498	
6	Yes*		Affiliation Code #5	Numeric	4	0		499	502	
6	Yes*		Affiliation Code #6	Numeric	4	0		503	506	
6	Yes*		Affiliation Code #7	Numeric	4	0		507	510	
6	Yes*		Affiliation Code #8	Numeric	4	0		511	514	
6	Yes*		Affiliation Code #9	Numeric	4	0		515	518	

6	Yes*		Affiliation Code #10	Numeric	4	0		519	522
6	Yes*		Affiliation Code #11	Numeric	4	0		523	526
6	Yes*		Affiliation Code #12	Numeric	4	0		527	530
6	Yes		Designation Date #1	Date	8		MMDDYYYY	531	538
6	Yes*		Designation Code #1	Alpha	5			539	543
6	Yes*		Designation Code #2	Alpha	5			544	548
6	Yes		Designation Date #2	Date	8		MMDDYYYY	549	556
6	Yes*		Designation Code #3	Alpha	5			557	561
6	Yes		Designation Date #3	Date	8		MMDDYYYY	562	569
6	Yes*		Designation Code #4	Alpha	5			570	574
6	Yes		Designation Date #4	Date	8		MMDDYYYY	575	582
6	Yes*		Designation Code #5	Alpha	5			583	587
6	Yes		Designation Date #5	Date	8		MMDDYYYY	588	595
6	Yes*		Designation Code #6	Alpha	5			596	600
6	Yes		Designation Date #6	Date	8		MMDDYYYY	601	608
6	Yes*		Designation Code #7	Alpha	5			609	613
6	Yes		Designation Date #7	Date	8		MMDDYYYY	614	621
6	Yes*		Designation Code #8	Alpha	5			622	626
6	Yes		Designation Date #8	Date	8		MMDDYYYY	627	634
6	Yes*		Designation Code #9	Alpha	5			635	639
6	Yes		Designation Date #9	Date	8		MMDDYYYY	640	647
6	Yes*		Designation Code #10	Alpha	5			648	652
6	Yes		Designation Date #10	Date	8		MMDDYYYY	653	660
6	Yes*		Designation Code #11	Alpha	5			661	665
6	Yes		Designation Date #11	Date	8		MMDDYYYY	666	673
6	Yes*		Designation Code #12	Alpha	5			674	678
6	Yes		Designation Date #12	Date	8		MMDDYYYY	679	686
3	Yes		Primary Field of Business	Numeric	3	0		687	689
3	Yes		Secondary Field of Business - 1	Numeric	3	0		690	692
3	Yes		Secondary Field of Business - 2	Numeric	3	0		693	695
3	Yes		Secondary Field of Business - 3	Numeric	3	0		696	698
3	Yes		Occupation Name	Alpha	20			699	718
4	No	M-all	Point Of Entry	Numeric	9			719	727
2	Yes*		Web Page Address	Alpha	80			728	807
2	Yes*		E-Mail Address	Alpha	80			808	887
2	No		PIN Number	Numeric	6	0		888	893
3	Yes		MLS Number	Alpha	9	0		894	902
3	Yes***		Arbitration/Ethics Pending	Alpha	1			903	903
2	Yes		Stop Fax Code	Alpha	1			904	904

'Y', 'N'

2	Yes*	Office Voicemail Extension	Alpha	6		905	910
3	Yes***	Reinstatement Code	Alpha	1		911	911
3	Yes***	Reinstatement Date	Date	8	MMDDYYYY	912	919
3	Yes***	NAR Dues Paid	Date	8	MMDDYYYY	920	927
3	Yes***	State Dues Paid	Date	8	MMDDYYYY	928	935
3	Yes***	Member Subclass	Alpha	4		936	939

**Legend to codes:**

Security:

2 - Member can change, POEs for Associations can change, Nar can change

3 - POEs for Associations can change

4 - Nar can change

6 - Only Affiliates can change

M = Mandatory (for adds, all transactions, etc.)

\*Indicates that data can be viewed member to member

\*\*Office address displayed from office record

\*\*\*Visible by Board only

## MEMBER FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file
Sender ID	Member ID of the party sending the change (Usually the POE). Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only.
Transaction Number	Transaction number under which this modification was made. Used in batches only.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	The type of change for the office record A Add C Change D Drop R Reinstate T Transfer
Member ID	The unique, 9-digit ID for this member.
Member Primary Indicator	Indicates the member's affiliation with this association P Primary S Secondary
Last Name	Member's last name.
First Name	Member's first name.
Middle Name	Member's middle name.
Generation	Family generation and other suffixed - e.g. Jr. Sr. III, Esq. Note: do not enter designations here. There is a separate field for those.
Nickname	Member's nickname
Title	Formal title which precedes member's name Mr. Ms. Mrs. etc,
Salutation	Member's name as it appears after <i>Dear</i> in the greeting of a mail merge letter.
Gender	F Female M Male
Home Address	Street name and address number of member's home address,

<b>FIELD</b>	<b>DESCRIPTION</b>
Home Attn/Care Of	This is a second line of address to be used for additional address information (building number, etc.)
Home City	Name of city.
Home State	State abbreviation.
Home Zip	The 5-digit US Postal zip code.
Home ZIP+6	Standard 4-digit ZIP extension plus 2-digit carrier route.
Mail Address	The mailing address where mail should be sent, if different from Office or Home Address.
Mail Attn/Care Of	Additional line for mailing address.
Mail City	City for mailing address.
Mail State	State abbreviation for mailing address.
Mail Zip	5-digit zip code for mailing address.
Mail Zip+6	4-digit Zip extension plus 2-digit carrier route for mailing address.
Preferred Mail	Where the member would prefer to receive mail H Home address O Office address M Mail address
Preferred Publication	Where the member would prefer to receive their publication(s) H Home address O Office address M Mail address
Home Area Code	3-digit area code for Member's home phone number.
Home Phone Number	7-digit number for the member's home phone. There is no need to type in the dash ( - ) when entering numbers.
Personal Fax Area	3-digit area code for member's personal fax number.
Personal Fax Number	7-digit number for the member's personal fax. There is no need to type in the dash ( - ) when entering numbers.
Preferred Fax	Where the member prefers to receive faxes H Home/personal fax number O Office fax number
Office ID	The unique 9-digit Office ID where this member is located. This ID must be valid in the office database.
Member Type	Type of membership R Realtor RA Realtor-Associate I Institute Affiliate Member AFF Affiliate of association

<b>FIELD</b>	<b>DESCRIPTION</b>
	N Non-member S Association staff person
Joined Date	The date the member joined the association.
Orientation Date	The date the member completed the association's orientation.
Status	Member status A Active I Inactive T Transfer P Pending
Status Date	Date of last status change.
Previous Non-Member	Indicates if the member changed their status with the association from a non-member to a member. Valid choices are Y or N
Dues Waived Local	Indicates if local dues should be waived for the member (Y/N).
Dues Waived State	Indicates if state dues should be waived for the member (Y/N).
Dues Waived National	Indicates if National dues should be waived for the member (Y/N).
Social Security Number	Member's social security number. You do not need to type the dashes.
R/E License Number	Member's real estate license number.
Birth Date	Member's date of birth.
Transfer Date	Date the member transferred to their current office.
Stop Mail	Indicates whether or not to exclude member from mailings. Enter Y to stop mailings.
Junk Mail Flag	Indicate if member wishes to receive "junk" mail from mailing lists. Enter Y if they wish to receive these mailings.
On Roster	Indicates if member wishes to appear on roster (Y/N).
Online Status	Status of member's online MLS access.
Online Status Date	Date of last online MLS status change.
Primary Association ID	The 4-digit local association for this member's primary affiliation.
Secondary Association ID 1	The second, additional local association code for this member if the member is affiliated with more than one association.
Secondary Association ID 2	The third, additional local association code for this member if the member is affiliated with more than one association.
Secondary Association ID 3	The fourth, additional local association code for this member if the member is affiliated with more than one association.

<b>FIELD</b>	<b>DESCRIPTION</b>
Primary State Association ID	The 4-digit State association ID where this member has primary membership.
Secondary State Assoc. ID 1	The second, additional state association code for this member if the member is affiliated with more than one association.
Secondary State Assoc. ID 2	The third, additional state association code for this member if the member is affiliated with more than one association.
Secondary State Assoc. ID 3	The fourth, additional state association code for this member if the member is affiliated with more than one association.
Affiliation Code #1	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #2	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #3	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #4	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #5	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #6	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #7	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #8	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #9	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #10	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #11	The unique ID of the Society, Institute or Council to which this member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Affiliation Code #12	The unique ID of the Society, Institute or Council to which this

FIELD	DESCRIPTION
	member belongs. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #1	The date the member received the designation in Designation Code #1. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #1	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #2	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #2	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #3	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #3	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #4	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #4	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #5	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #5	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #6	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #6	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #7	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #7	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #8	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #8	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #9	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #9	The date the member received the designation. These fields are

<b>FIELD</b>	<b>DESCRIPTION</b>
	accessible for update only by the Societies, Institutes, and Councils.
Designation Code #10	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #10	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #11	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #11	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Code #12	Professional designation earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
Designation Date #12	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Primary Field of Business	Numeric code that indicates member's primary field of business.
Secondary Field of Business -1	Numeric code that indicates member's secondary field of business.
Secondary Field of Business -2	Numeric code that indicates member's secondary field of business.
Secondary Field of Business -3	Numeric code that indicates member's secondary field of business.
Occupation Name	Member's occupation. This is used for reporting RPAC contributions on various state and federal election reports.
Point of Entry	This field will automatically fill in with Association's Point of Entry ID.
Web Page Address	Internet address for member's web page, if any.
E-Mail Address	Email address for member.
PIN Number	Reserved for future use.
MLS Number	Member's MLS ID number.
Arbitration/Ethics Pending	Flag indicating if arbitration or ethics investigation or proceedings are pending against this member.
Stop Fax Code	Indicates if fax number is usable for fax mailings. Enter Y to stop fax mailings.
Office Voicemail Extension	Member's internal/voicemail extension within their office phone system.
Reinstatement Code	Code used to indicate if member has been reinstated.
Reinstatement Date	Date member was reinstated.
NAR Dues Paid	Date field in MMDDYYYY format for association to indicate that NAR

<b>FIELD</b>	<b>DESCRIPTION</b>
	dues were paid.
State Dues Paid	Date field in MMDDYYYY format for association to indicate State dues were paid. These two fields (NAR and State) are mainly used by associations for look-ups when processing transfers.
Member Subclass	Alpha field, length of 4. Used by States and Boards to exchange additional billing types for members.

DEMOGRAPHICS FILE LAYOUT (#####.DMO)

Version 1.1 09/08/97

Security	Visible	Mandatory	Field	Type	Total Length	Decimals	Format	Begin	End	Required Entry
3	No	M-all	Record Type*	Numeric	2	0		1	2	
3	No	M-all	Sender ID*	Numeric	9	0		3	11	
3	No	M-all	Transmittal Batch Number	Numeric	11	0		12	22	
3	No	M-all	Transaction Number*	Numeric	8	0		23	30	
3	No	M-all	Transaction Total*	Numeric	8	0		31	38	
3	No	M-all	Transaction Date*	Date	8		MMDDYYYY	39	46	
3	No	M-all	Transaction Time*	Time	6		HHMMSS	47	52	
n/a	n/a	M	Record Change Type	Alpha	2		Uppercase	53	54	'A','C','D'
3	Yes	M	Association ID	Numeric	4	0		55	58	
3	Yes	M	Member ID	Numeric	9	0		59	67	
3	Yes	M	Category	Alpha	4			68	71	
3	Yes		Group Code	Alpha	6			72	77	
3	Yes		Comment	Alpha	30			78	107	
3	Yes		Status	Alpha	4			108	111	
3	Yes		Date	Date	8		MMDDYYYY	112	119	
3	Yes		Amount	Numeric	9	2		120	128	
3	Yes		Number	Numeric	9	0		129	137	
4	No	M	Point Of Entry	Numeric	9			138	146	

**Legend to codes:**

Security:

2 - Member can change; e-mail notification sent to state/board

3 - Only board can change

4 - Only NAR can change

M = Mandatory (for adds, all transactions, etc.)

## DEMOGRAPHIC FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file
Sender ID	Member ID of the party sending the change (Usually the POE). Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only.
Transaction Number	Transaction number under which this modification was made. Used in batches only.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	The type of change for the office record A Add C Change D Drop
Association ID	The 4-digit local association ID where this member has membership.
Member ID	The 9-digit unique ID for this member.
Category	Alphanumeric field, length of 4. This field is self-defined by the Association to represent a category of demographic information being collected.
Group Code	Alphanumeric field, length of 6. This field is self-defined by the Association and can be used to represent groupings within the Category for demographic information.
Comment	Alphanumeric field, length of 30. This field is self-defined by the Association.
Status	Alphanumeric field, length of 4. This field is self-defined by the Association.
Date	Date field in format MMDDYYYY. This field is self-defined by the Association and is used for any date of demographic information being collected.
Amount	Amount field, length of 9 with 2 decimals. This field is self-defined by the Association and is used for any dollar amount in demographic information being collected.
Number	This field is self-defined by the Association and is used for any

	number in demographic information being collected. Numeric field, length of 9.
Point of Entry	Automatically filled in by system.

**FINANCIAL TRANSACTIONS FILE LAYOUT (#####.DUE)**

Version 1.3 01/14/98

Security	Visible	Mandatory	Field	Type	Total Length	Decimal	Format	Begin	End	Required Entry
3	No	M-all	Record Type*	Numeric	2	0		1	2	4
3	No	M-all	Sender ID*	Numeric	9	0		3	11	
3	No	M-all	Transmittal Batch Number	Numeric	11	0		12	22	
3	No	M-all	Transaction Number*	Numeric	8	0		23	30	
3	No	M-all	Transaction Total*	Numeric	8	0		31	38	
3	No	M-all	Transaction Date*	Date	8		MMDDYYYY	39	46	
3	No	M-all	Transaction Time*	Time	6		HHMMSS	47	52	
3	Y-b/s/n	M	Member ID	Numeric	9	0		53	61	
3	Y-b/s/n	M	Incurring Member ID	Numeric	9	0		62	70	
3	Y-b/s/n	M	Office ID	Numeric	9	0		71	79	
3	Y-b/s/n	M	Payment Type	Alpha	4			80	83	'STAT' = state dues,
3	Y-b/s/n		Billing Year	Numeric	4	0		84	87	
3	Y-b/s/n	M	Payment Amount	Numeric	9	2		88	96	
3	Y-b/s/n		Contribution Type	Alpha	1			97	97	'P'ersonal, 'C'orporate
3	Y-b/s/n	M	Dues Paid Date	Date	8		MMDDYYYY	98	105	
3	Y-b/s/n	M	Association ID	Numeric	4	0		106	109	
3	Y-b/s/n		Member Last Name	Alpha	17			110	126	
3	Y-b/s/n		Member First Name	Alpha	12			127	138	
3	Y-b/s/n		Incur Mem Last Name	Alpha	17			139	155	
3	Y-b/s/n		Incur Mem First Name	Alpha	12			156	167	
3	Y-b/s/n		Social Security Number	Numeric	9	0		168	176	
4			Point Of Entry	Numeric	9			177	185	
n/a	n/a	M	Record Change Type	Alpha	2		Uppercase	186	187	'A','D'

**Legend to codes:**

Security:

2 - Member can change; e-mail notification sent to state/board

3 - Only board can change

4-Only NAR can change

M = Mandatory (for adds, all transactions, etc.)

Y-b/s/n = Yes, visible to boards/states/ and national

## FINANCIAL TRANSACTION FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file
Sender ID	Member ID of the party sending the change (Usually the POE). Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only.
Transaction Number	Transaction number under which this modification was made. Used in batches only.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Member ID	The 9-digit unique member ID.
Incurring Member ID	The 9-digit unique member ID of the member incurring the dues/fees.
Office ID	The unique 9-digit office ID of this member.
Payment Type	Self-defined by association. Examples could be: N National Dues S State Dues L Local Dues M MLS Fees R RPAC contribution, etc.
Billing Year	The year in the format YYYY for the dues/fees paid.
Payment Amount	Amount of payment.
Contribution Type	Used for PAC contributions: P Personal C Corporate
Dues Paid Date	The date the dues/fees were paid, in the format MMDDYYYY.
Association ID	The 4-digit association ID through which this payment record was made.
Member Last Name	No entry needed. System will display.
Member First Name	No entry needed. System will display.
Incur Mem Last Name	No entry needed. System will display.

Incur Mem First Name	No entry needed. System will display.
Social Security Number	Member's social security number, if collected.
Point of Entry	No entry - system fills in automatically.

## VERSION 2.0 FILE LAYOUTS SUMMARY

### MEMBER TABLE

Last Name	Field has been expanded to 30 characters
Home Address	No longer required, but a member will not be able to blank out.
Status	Status of S (Suspend) added. Will be treated as inactive.
Transfer Date	Name of field changed to Local Join Date. As a member moves from board to board, this is the field the POE will change. The field called Join Date will not change as it records when the member first joined the REALTOR <sup>®</sup> organization as a whole.
Designations	Each designation now has a specific field (GRI, CCIM, CRS, etc.) and is answered with a Y or N. Also, three more designation fields have been added for future expansion.
PIN Number	Field name changed to MLS Assn ID for a length of 4. Regional MLS's will be assigned a 4 digit ID and this field will be used to identify which, if any, Regional MLS the member belongs to.
NAR Dues Paid State Dues Paid	These date fields are now required.
Cell Phone Area Code Cell Phone Number	New fields for member's cell phone number.
Pager Area Code Pager Phone Number	New fields for member's pager number.
Preferred Phone	New field to indicate member's preferred phone.
Stop Email	New field, similar to Stop Mail. Can be used to indicate not to send email to the member.
Designated REALTOR <sup>®</sup>	Will be filled in automatically by NRDS based on the DR field in an Office record. Because some POE's membership systems could not link a Member record to an Office record to find a DR, NRDS will do it for you.
NRDS Insert Date	Will be filled in automatically by NRDS. This is the date that the record was added into NRDS for the first time.
Removed Fields	The Secondary Association and Affiliation fields have been removed from the Member Table and now reside in the new Member Supplemental Table.

## OFFICE TABLE

Office Formal Name	New field with a length of 100. Allows POE to entirely spell out the Office Business Name for use in other web sites, etc.
Additional Phone Area Additional Ph. Number	New fields to store an additional phone number for the Office.
Removed Fields	The Secondary Association fields have been removed from the Member Table and now reside in the new Office Supplemental Table.

## FINANCIAL TABLE

Payment Type	This field will now contain multiple choice codes for the Payment Types (i.e. NATL, STAT, etc.) so that the types are uniform across the boards.
Association ID	This field will store the association who collected this payment. Many times it will be the Primary association, but in some cases it could be the member's Secondary association.
Source	Filled in by NRDS to indicate if this record was filled in by the E-Commerce system, or externally.
Primary Association ID	Filled in by NRDS, it is the member's Primary association.
EC Control Number	If this payment was made via the E-Commerce system, the EC system will fill in a control number.

## DEMOGRAPHIC TABLE

Category	This field now has a list of multiple choice codes for easier use.
Group Code	This field now has a list of multiple choice codes for easier use.
Payment Code	New field. If using Demographic to list some type of Payment (other than Dues) you can use this field to indicate a type.

## EDUCATION TABLE

This is a new table. It is used to track a member's continuing education. The POE, the State, an ISC, or a Secondary association can add an Education record into NRDS. Fields include Course Description, Credit Hours, Instructor Name, Test Score, Dates, etc.

## RECORD OF SERVICE TABLE

This is a new table. It is used to track a member's record of service in the REALTOR® organization. You can track committees, directors, etc. with fields such as Service Category, Term, Position, etc. The POE, the State, NAR and Secondary Associations can add these records to track all levels of service.

## **MEMBER SUPPLEMENTAL TABLE**

This is a new table. This new table allows you to track additional information not found in the core Member Table. With this record you can add on additional offices, licenses, member types, statuses, affiliations, and secondary associations and regional MLS's.

For example, in the core Member table a member is at office 123456789 in association 1234 with License AB666 as a REALTOR<sup>®</sup>. If the member is also at office 987654321 in secondary association 4567 with License AF8787 as an Institute Affiliate Member. You would use the Member Supplemental Record to attach this additional information to the member's record. Again, you can use this for an additional office, license, member type, secondary association in any and/or situation.

A Supplemental record can be added to a member by any association.

## **OFFICE SUPPLEMENTAL TABLE**

This is a new table. This new table allows you to track additional information not found in the core Office Table. With this record you can add on additional associations to the office.

Although an Office building does not 'technically' belong to an association, the 'Secondary' associations of an office are used to determine which associations can pull these records in a download or refresh, or make changes.

As in NRDS Version 1.4, any association can add themselves as a Secondary association to the Office record.

## MEMBER FILE LAYOUT

Security	Visible	Mandatory	Field	Type	Length		Format	Begin	End	Required	Entry
					h	Decimal					
3	No	M	Record Type*	Numeric	2	0		1	2	3	
3	No	M	Sender ID*	Numeric	9	0		3	11		
3	No	M	Transmittal Batch Number*	Numeric	11	0		12	22		
3	No	M	Transaction Number*	Numeric	8	0		23	30		
3	No	M	Transaction Total*	Numeric	8	0		31	38		
3	No	M	Transaction Date*	Date	8		MMDDYY	39	46		
3	No	M	Transaction Time*	Time	6		HHMMSS	47	52		
3	No	M	Record Change Type	Alpha	2		Uppercase	53	54	'A','C','D','R','T'	
3	Yes	M	Member ID	Numeric	9	0		55	63		
3	Yes		Member Primary Indicator	Alpha	1			64	64	'P'primary, 'S'secondary	
2	Yes*	R	<b>Last Name</b>	Alpha	30			65	94		
2	Yes*	R	First Name	Alpha	12			95	106		
2	Yes*		Middle Name	Alpha	12			107	118		
2	Yes*		Generation	Alpha	3			119	121		
2	Yes*		Nickname	Alpha	12			122	133		
2	Yes*		Title	Alpha	4			134	137		
2	Yes		Salutation	Alpha	24			138	161		
2	Yes		Gender	Alpha	1		Uppercase	162	162	'M', 'F', '(blank)', null	
2	Yes		Home Address	Alpha	30			163	192		
2	Yes		Home Attn/Care Of	Alpha	30			193	222		
2	Yes		Home City	Alpha	21			223	243		
2	Yes		Home State	Alpha	2		Uppercase	244	245		
2	Yes		Home ZIP Code	Alpha	5			246	250		
2	Yes		Home ZIP Code+6	Alpha	6			251	256		
2	Yes		Mail Address	Alpha	30			257	286		
2	Yes		Mail Attn/Care Of	Alpha	30			287	316		
2	Yes		Mail City	Alpha	21			317	337		
2	Yes		Mail State	Alpha	2		Uppercase	338	339		
2	Yes		Mail ZIP Code	Alpha	5			340	344		
2	Yes		Mail ZIP Code+6	Alpha	6			345	350		
2	Yes	R	Preferred Mail	Alpha	1		Uppercase	351	351	H'ome, 'O'ffice, 'M'ail, 'F'office mailing	
2	Yes	R	Preferred Publication	Alpha	1		Uppercase	352	352	H'ome, 'O'ffice, 'M'ail, 'F'office mailing	
2	Yes		Home Area Code	Numeric	3	0		353	355		
2	Yes		Home Phone Number	Numeric	7	0		356	362		
2	Yes		Personal Fax Area	Numeric	3	0		363	365		
2	Yes		Personal Fax Number	Numeric	7	0		366	372		
2	Yes		Preferred Fax	Alpha	1		Uppercase	373	373	'H'ome, 'O'ffice	
3	Yes	R	Office ID **	Numeric	9	0		374	382		
3	Yes	R	Member Type	Alpha	4		Uppercase	383	386	R'ealtor, 'AFF'iliate, 'N'on-member, 'S'taff 'Institute Affiliate Member, 'RA' Realtor Associate	
3	Yes	R	Joined Date	Date	8		MMDDYY	387	394		
3	Yes		Orientation Date	Date	8		MMDDYY	395	402		
3	Yes	R	<b>Status</b>	Alpha	1		Uppercase	403	403	'A','I','T','P','X'	S' - suspend
3	Yes		Status Date	Date	8		MMDDYY	404	411		
3	Yes		Previous Non-Member	Alpha	1		Uppercase	412	412	'Y', 'N', blank, null	
3	Yes		Dues Waived Local	Alpha	1		Uppercase	413	413	'Y', 'N', blank, null	
3	Yes		Dues Waived State	Alpha	1		Uppercase	414	414	'Y', 'N', blank, null	
3	Yes		Dues Waived National	Alpha	1		Uppercase	415	415		
3	Yes		Social Security Number	Numeric	9	0		416	424		
3	Yes		R/E License Number	Alpha	11			425	435		
2	Yes		Birth Date	Date	8		MMDDYY	436	443		
3	Yes		<b>Local Join Date</b>	Date	8		MMDDYY	444	451		
3	Yes		Stop Mail	Alpha	1		Uppercase	452	452	'Y', 'N', default N	
2	Yes		Junk Mail Flag	Alpha	1			453	453	'Y', 'N', default Y	
2	Yes		On Roster	Alpha	1		Uppercase	454	454	'Y', 'N', default Y	
3	Yes		Online Status	Alpha	1			455	455		
3	Yes		Online Status Date	Date	8		MMDDYY	456	463		
3	Yes*	R	Primary Association ID	Numeric	4	0		464	467		
3	Yes*	R	Primary State Association ID	Numeric	4	0		468	471		
6	Yes		<b>GRI</b>	Alpha	1			472	472	'Y', 'N', blank, null	

6	Yes*	<b>GRI Date</b>	Date	8	MMDDYY	473	480		
6	Yes*	<b>ABR</b>	Alpha	1		481	481	'Y', 'N', blank, null	
6	Yes	<b>ABR Date</b>	Date	8	MMDDYY	482	489		
6	Yes*	<b>ABRM</b>	Alpha	1		490	490	'Y', 'N', blank, null	
6	Yes	<b>ABRM Date</b>	Date	8	MMDDYY	491	498		
6	Yes*	<b>ALC</b>	Alpha	1		499	499	'Y', 'N', blank, null	
6	Yes	<b>ALC Date</b>	Date	8	MMDDYY	500	507		
6	Yes*	<b>ARM</b>	Alpha	1		508	508	'Y', 'N', blank, null	
6	Yes	<b>ARM Date</b>	Date	8	MMDDYY	509	516		
6	Yes*	<b>CCIM</b>	Alpha	1		517	517	'Y', 'N', blank, null	
6	Yes	<b>CCIM Date</b>	Date	8	MMDDYY	518	525		
6	Yes*	<b>CIPS</b>	Alpha	1		526	526	'Y', 'N', blank, null	
6	Yes	<b>CIPS Date</b>	Date	8	MMDDYY	527	534		
6	Yes*	<b>CPM</b>	Alpha	1		535	535	'Y', 'N', blank, null	
6	Yes	<b>CPM Date</b>	Date	8	MMDDYY	536	543		
6	Yes*	<b>CRB</b>	Alpha	1		544	544	'Y', 'N', blank, null	
6	Yes	<b>CRB Date</b>	Date	8	MMDDYY	545	552		
6	Yes*	<b>CRE</b>	Alpha	1		553	553	'Y', 'N', blank, null	
6	Yes	<b>CRE Date</b>	Date	8	MMDDYY	554	561		
6	Yes*	<b>CRS</b>	Alpha	1		562	562	'Y', 'N', blank, null	
6	Yes	<b>CRS Date</b>	Date	8	MMDDYY	563	570		
6	Yes*	<b>GAA</b>	Alpha	1		571	571	'Y', 'N', blank, null	
6	Yes	<b>GAA Date</b>	Date	8	MMDDYY	572	579		
6	Yes*	<b>LTG</b>	Alpha	1		580	580	'Y', 'N', blank, null	
6	Yes	<b>LTG Date</b>	Date	8	MMDDYY	581	588		
6	Yes*	<b>RAA</b>	Alpha	1		589	589	'Y', 'N', blank, null	
6	Yes	<b>RAA Date</b>	Date	8	MMDDYY	590	597		
6	Yes*	<b>RCE</b>	Alpha	1		598	598	'Y', 'N', blank, null	
6	Yes	<b>RCE Date</b>	Date	8	MMDDYY	599	606		
6	Yes*	<b>SIOR</b>	Alpha	1		607	607	'Y', 'N', blank, null	
6	Yes	<b>SIOR Date</b>	Date	8	MMDDYY	608	615		
6	Yes*	<b>Desig TBD1</b>	Alpha	1		616	616	'Y', 'N', blank, null	
6	Yes	<b>Desig TBD1 Date</b>	Date	8	MMDDYY	617	624		
6	Yes*	<b>Desig TBD2</b>	Alpha	1		625	625	'Y', 'N', blank, null	
6	Yes	<b>Desig TBD2 Date</b>	Date	8	MMDDYY	626	633		
6	Yes*	<b>Desig TBD3</b>	Alpha	1		634	634	'Y', 'N', blank, null	
6	Yes	<b>Desig TBD3 Date</b>	Date	8	MMDDYY	635	642		
3	Yes	Primary Field of Business	Numeric	3	0	580	582		
3	Yes	Secondary Field of Business - 1	Numeric	3	0	583	585		
3	Yes	Secondary Field of Business - 2	Numeric	3	0	586	588		
3	Yes	Secondary Field of Business - 3	Numeric	3	0	589	591		
3	Yes	Occupation Name	Alpha	20		592	611		
4	No	M Point Of Entry	Numeric	9		612	620		
2	Yes*	Web Page Address	Alpha	80		621	700		
2	Yes*	E-Mail Address	Alpha	80		701	780		
2	No	<b>MLS Assn ID</b>	Numeric	4	0	781	784		
3	Yes	MLS Number	Alpha	9	0	785	793		
3	Yes***	Arbitration/Ethics Pending	Alpha	1		794	794		
2	Yes	Stop Fax Code	Alpha	1		795	795	'Y', 'N', default N	
2	Yes*	Office Voicemail Extension	Alpha	6		796	801		
3	Yes***	Reinstatement Code	Alpha	1		802	802		
3	Yes***	Reinstatement Date	Date	8	MMDDYY	803	810		
3	Yes***	R NAR Dues Paid	Date	8	MMDDYY	811	818		
3	Yes***	R State Dues Paid	Date	8	MMDDYY	819	826		
3	Yes***	Member Subclass	Alpha	4		827	830		
2	Yes	<b>Cell Phone Area Code</b>	Numeric	3		831	833		
2	Yes	<b>Cell Phone Number</b>	Numeric	7		834	840		
2	Yes	<b>Pager Area Code</b>	Numeric	3		841	843		
2	Yes	<b>Pager Phone Number</b>	Numeric	7		844	850		
2	Yes	<b>Preferred Phone</b>	Alpha	1		851	851	O'ffice, 'H'ome, 'P'ager, 'C'ell	
4	Yes	<b>Designated Realtor</b>	Alpha	1		852	852	Y'es, 'N'o	NRDS will auto-populate
2	Yes	<b>Stop Email</b>	Alpha	1		853	853	Y'es, 'N'o, default N	
4	Yes	<b>NRDS Insert Date</b>	Date	8	MMDDYY	854	861	NRDS will insert	

Legend to codes:

Security:

- 2 - Member can change, POEs for Associations can change, Nar can change
- 3 - POEs for Associations can change
- 4 - Nar can change
- 6 - Only Affiliates can change

M = Mandatory (for adds, all transactions, etc.)

R = Required (for adds)

\*Indicates that data can be viewed member to member

\*\*Office address displayed from office record

\*\*\*Visible by Board only

## MEMBER FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file 6 Record of Service file 7 Education File 8 Member Supplemental file 9 Office Supplemental file
Sender ID	Member ID of the party sending the change (Usually the POE). Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only.
Transaction Number	Transaction number under which this modification was made. Used in batches only.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	The type of change for the office record A Add C Change D Drop R Reinstate T Transfer
Member ID	The unique, 9-digit ID for this member.
Member Primary Indicator	Indicates the member's affiliation with this association P Primary S Secondary
Last Name	Member's last name, up to 30 characters.
First Name	Member's first name.
Middle Name	Member's middle name.
Generation	Family generation and other suffixed - e.g. Jr. Sr. III Esq. Note: do not enter designations here. There is a separate field for those.
Nickname	Member's nickname
Title	Formal title which precedes member's name Mr. Ms. Mrs. etc,
Salutation	Member's name as it appears after <i>Dear</i> in the greeting of a mail merge letter.
Gender	F Female

<b>FIELD</b>	<b>DESCRIPTION</b>
	M Male
Home Address	Street name and address number of member's home address,
Home Attn/Care Of	This is a second line of address to be used for additional address information (building number, etc.)
Home City	Name of city.
Home State	State abbreviation.
Home Zip	The 5-digit US Postal zip code.
Home ZIP+6	Standard 4-digit ZIP extension plus 2-digit carrier route.
Mail Address	The mailing address where mail should be sent, if different from Office or Home Address.
Mail Attn/Care Of	Additional line for mailing address.
Mail City	City for mailing address.
Mail State	State abbreviation for mailing address.
Mail Zip	5-digit zip code for mailing address.
Mail Zip+6	4-digit Zip extension plus 2-digit carrier route for mailing address.
Preferred Mail	Where the member would prefer to receive mail H Home address O Office address-street M Mail address F Office address - mailing
Preferred Publication	Where the member would prefer to receive their publication(s) H Home address O Office address M Mail address F Office address - mailing
Home Area Code	3-digit area code for Member's home phone number.
Home Phone Number	7-digit number for the member's home phone. There is no need to type in the dash ( - ) when entering numbers.
Personal Fax Area	3-digit area code for member's personal fax number.
Personal Fax Number	7-digit number for the member's personal fax. There is no need to type in the dash ( - ) when entering numbers.
Preferred Fax	Where the member prefers to receive faxes H Home/personal fax number O Office fax number
Office ID	The unique 9-digit Office ID where this member is located. This ID must be valid in the office database.

<b>FIELD</b>	<b>DESCRIPTION</b>
Member Type	Type of membership R Realtor RA Realtor-Associate I Institute Affiliate Member AFF Affiliate of association N Non-member S Association staff person
Joined Date	The date the member joined the association.
Orientation Date	The date the member completed the association's orientation.
Status	Member status A Active I Inactive T Transfer P Pending S Suspend
Status Date	Date of last status change.
Previous Non-Member	Indicates if the member changed their status with the association from a non-member to a member. Valid choices are Y or N
Dues Waived Local	Indicates if local dues should be waived for the member (Y/N).
Dues Waived State	Indicates if state dues should be waived for the member (Y/N).
Dues Waived National	Indicates if National dues should be waived for the member (Y/N).
Social Security Number	Member's social security number. You do not need to type the dashes.
R/E License Number	Member's real estate license number.
Birth Date	Member's date of birth.
Local Join Date	Date the member transferred or reinstated into this current Primary association.  NOTE: The field Join Date should not change when members move from association to association. Use this field to indicate that move.
Stop Mail	Indicates whether or not to exclude member from mailings. Enter Y to stop mailings.
Junk Mail Flag	Indicate if member wishes to receive "junk" mail from mailing lists. Enter Y if they wish to receive these mailings.
On Roster	Indicates if member wishes to appear on roster (Y/N).
Online Status	Status of member's online MLS access.
Online Status Date	Date of last online MLS status change.
Primary Association ID	The 4-digit local association for this member's primary affiliation.

<b>FIELD</b>	<b>DESCRIPTION</b>
Primary State Association ID	The 4-digit State association ID where this member has primary membership.
GRI	Enter Y if the GRI has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
GRI Date	The date the member received this designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
ABR	Enter Y if the ABR has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
ABR Date	The date the member received this designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
ABRM	Enter Y if the ABRM has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
ABRM Date	The date the member received this designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
ALC	Enter Y if the ALC has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
ALC Date	The date the member received this designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
ARM	Enter Y if the ARM has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
ARM Date	The date the member received this designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
CCIM	Enter Y if the CCIM has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
CCIM Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
CIPS	Enter Y if the CIPS has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
CIPS Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
CPM	Enter Y if the CIPS has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
CPM Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.

<b>FIELD</b>	<b>DESCRIPTION</b>
CRB	Enter Y if the CRB has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
CRB Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
CRE	Enter Y if the CRE has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
CRE Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
CRS	Enter Y if the CRS has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
CRS Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
GAA	Enter Y if the GAA has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
GAA Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
LTG	Enter Y if the LTG has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
LTG Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
RAA	Enter Y if the RAA has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
RAA Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
RCE	Enter Y if the RCE has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
RCE Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
SIOR	Enter Y if the SIOR has been earned by the member. These fields are accessible for update only by the Societies, Institutes, and Councils.
SIOR Date	The date the member received the designation. These fields are accessible for update only by the Societies, Institutes, and Councils.
Desig TBD1	Reserved for future use.

<b>FIELD</b>	<b>DESCRIPTION</b>
Desig TBD1 Date	Reserved for future use.
Desig TBD2	Reserved for future use.
Desig TBD2 Date	Reserved for future use.
Desig TBD3	Reserved for future use.
Desig TBD3 Date	Reserved for future use.
Primary Field of Business	Numeric code that indicates member's primary field of business.
Secondary Field of Business -1	Numeric code that indicates member's secondary field of business.
Secondary Field of Business -2	Numeric code that indicates member's secondary field of business.
Secondary Field of Business -3	Numeric code that indicates member's secondary field of business.
Occupation Name	Member's occupation. This is used for reporting RPAC contributions on various state and federal election reports.
Point of Entry	This field will automatically fill in with Association's Point of Entry ID.
Web Page Address	Internet address for member's web page, if any.
E-Mail Address	Email address for member.
MLS Assn ID	The 4-digit association ID of the member's primary regional MLS.
MLS Number	Member's MLS ID number.
Arbitration/Ethics Pending	Flag indicating if arbitration or ethics investigation or proceedings are pending against this member.
Stop Fax Code	Indicates if fax number is usable for fax mailings. Enter Y to stop fax mailings.
Office Voicemail Extension	Member's internal/voicemail extension within their office phone system.
Reinstatement Code	Code used to indicate if member has been reinstated.
Reinstatement Date	Date member was reinstated.
NAR Dues Paid	Date field in MMDDYYYY format for association to indicate that NAR dues were paid.
State Dues Paid	Date field in MMDDYYYY format for association to indicate State dues were paid. These two fields (NAR and State) are mainly used by associations for look-ups when processing transfers.
Member Subclass	Alpha field, length of 4. Used by States and Boards to exchange additional billing types for members.
Cell Phone Area Code	Area code of the member's cell phone number.

<b>FIELD</b>	<b>DESCRIPTION</b>
Cell Phone Number	Member's cell phone number.
Pager Area Code	Area code of the member's pager number.
Pager Phone Number	Member's pager number.
Preferred Phone	Member's preferred phone: O Office phone number H Home phone number P Pager number C Cell phone number
Designated Realtor	This field will be auto-populated by NRDS by checking the DR field in the Office record and marking the member's record appropriately with a Y or N.
Stop Email	Indicates if email address is usable for email distribution. Enter Y to stop emails for this member.
NRDS Insert Date	Auto-populated by NRDS. This is the date that the record was first added into NRDS.

OFFICE FILE LAYOUT

Version 2.0 11/13/99

Security	Visible	Mandatory	Field	Type	Total Length	Decimal	Format	Begin	End	Required Entry
										2
3	No	M	Record Type*	Numeric	2	0		1	2	
3	No	M	Sender ID*	Numeric	9	0		3	11	
3	No	M	Transmittal Batch Number*	Numeric	11	0		12	22	
3	No	M	Transaction Number*	Numeric	8	0		23	30	
3	No	M	Transaction Total*	Numeric	8	0		31	38	
3	No	M	Transaction Date*	Date	8		MMDDYYYY	39	46	
3	No	M	Transaction Time*	Time	6		HHMMSS	47	52	
3	No	M	Record Change Type	Alpha	2		Uppercase	53	54	'A','C','D','R','T'
3	Yes	M	Association ID	Numeric	4	0		55	58	
3	Yes	M	Office ID	Numeric	9	0		59	67	
3	Yes		Franchise ID	Numeric	9	0		68	76	
3	Yes		Parent Company ID	Numeric	9	0		77	85	
2	Yes	R	Office Business Name	Alpha	30			86	115	
2	Yes		Office Corporate Name	Alpha	30			116	145	
3	No	R	Sort Sequence	Alpha	16		Lowercase	146	161	
2	Yes	R	Street Address	Alpha	30			162	191	
2	Yes		Street Attn/Care Of	Alpha	30			192	221	
2	Yes	R	Street City	Alpha	21			222	242	
2	Yes	R	Street State	Alpha	2		Uppercase	243	244	
2	Yes	R	Street ZIP	Alpha	5			245	249	
2	Yes		Street ZIP+6	Alpha	6			250	255	
2			Mail Address	Alpha	30			256	285	
2			Mail Attn/Care Of	Alpha	30			286	315	
2			Mail City	Alpha	21			316	336	
2			Mail State	Alpha	2		Uppercase	337	338	
2			Mail ZIP	Alpha	5			339	343	
2			Mail ZIP+6	Alpha	6			344	349	
2	Yes	R	Office Area Code	Numeric	3	0		350	352	
2	Yes	R	Office Phone Number	Numeric	7	0		353	359	
2	Yes		Office Fax Area Code	Numeric	3	0		360	362	
2	Yes		Office Fax Number	Numeric	7	0		363	369	

2	Yes		Office Stop Fax Flag	Alpha	1		370	370	'Y', 'N' , default N
3	No		District	Alpha	4	Uppercase	371	374	
3	Yes		Office Type (Affiliate)	Alpha	4	Uppercase	375	378	
2	Yes		Tax ID	Alpha	12	Uppercase	379	390	
2	Yes		Corporate License	Alpha	12	Uppercase	391	402	
3	Yes		Main Office ID	Numeric	9		403	411	
3	Yes		Branch Type	Alpha	1	Uppercase	412	412	S'ingle/'M'ain/'B'ranch, null, blank
3	Yes		Billing Office ID	Numeric	9		413	421	
2	Yes		Office Contact-Unlicensed	Alpha	30		422	451	
3	Yes	R	Office Contact DR	Numeric	9		452	460	
3	Yes		Joined Date	Date	8	MMDDYYYY	461	468	
3	Yes	R	Status	Alpha	1	Uppercase	469	469	'A','I','T','P'
3	Yes		Status Date	Date	8	MMDDYYYY	470	477	
2	Yes		On Roster	Alpha	1	Uppercase	478	478	'Y', 'N' , default Y
3	Yes		Stop Mail	Alpha	1	Uppercase	479	479	'Y', 'N' , default N
3	Yes	R	NM Salesperson Count	Numeric	5		480	484	
3	Yes		Office Primary Indicator	Alpha	1		485	485	P'primary, 'S'econdary, blank, null
3	Yes		MLS Online Status	Alpha	1		486	486	
3	Yes		MLS Online Status Date	Date	8	MMDDYYYY	487	494	
4	No	M	Point Of Entry	Numeric	9		495	503	
2	Yes		Web Page Address	Alpha	80		504	583	
2	Yes		E-Mail Address	Alpha	80		584	663	
3	Yes		MLS ID	Alpha	10		664	673	
3	Yes	R	Primary State Code	Numeric	4		674	677	
2	Yes		Junk Mail Flag	Alpha	1		678	678	'Y', 'N' , default Y
3	Yes		Office Contact-Manager	Numeric	9		679	687	
3	Yes		<b>Office Formal Name</b>	Alpha	100		688	787	
2	Yes		<b>Additional Phone Area Code</b>	Numeric	3		788	790	
2	Yes		<b>Additional Phone Number</b>	Numeric	7		791	797	
4	Yes		<b>NRDS Insert Date</b>	Date	8	MMDDYYYY	798	805	

\*\*office address can be viewed member to member along with member information from member record

**Legend to codes:**

Security:

2 - DR for Office can change, POEs for Associations can change, Nar can change

3 - POEs for Associations can change

4 - Nar can change

M = Mandatory (for adds, all transactions, etc.)

R = Required ( for adds)

## OFFICE FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file 6 Record of Service file 7 Education file 8 Member Supplemental file 9 Office Supplemental file
Sender ID	Member ID of the party sending the change (Usually the POE). Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only.
Transaction Number	Transaction number under which this modification was made. Used in batches only.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	The type of change for the office record A Add C Change D Drop R Reinstate T Transfer
Association ID	The 4-digit local association ID where this office has primary membership.
Office ID	The unique 9-digit ID assigned to this office location.
Franchise ID	Used to indicate the franchise, if any, with which this office is affiliated. Franchise ID must be a valid 9-digit ID in the office database.
Parent Company ID	Used if this office location is affiliated with a parent company. Parent ID must be a valid 9-digit ID in the office database.
Office Business Name	Business name of the office.
Office Corporate Name	Corporate name of the office, if different from the business name.
Sort Sequence	Used by the Point of Entry when adding an office. This field is used to alphabetize offices in lists, rosters, etc.
Street Address	Street name and address number of office.
Street Attn/Care Of	This is a second line of address to be used for additional address information (building number, etc.)

<b>FIELD</b>	<b>DESCRIPTION</b>
Street City	Name of city.
Street State	State abbreviation.
Street Zip	The 5-digit US Postal zip code.
Street ZIP+6	Standard 4-digit ZIP extension plus 2-digit carrier route.
Mail Address	The mailing address where mail should be sent, if different from Street Address.
Mail Attn/Care Of	Additional line for mailing address.
Mail City	City for mailing address.
Mail State	State abbreviation for mailing address.
Mail Zip	5-digit zip code for mailing address.
Mail Zip+6	4-digit Zip extension plus 2-digit carrier route for mailing address.
Office Area Code	3-digit area code for office's phone number.
Office Phone Number	7-digit phone number for the office. There is no need to type in the dash ( - ) when entering numbers.
Office Fax Area Code	3-digit area code for office's fax number.
Office Fax Number	7-digit fax number for the office. There is no need to type in the dash ( - ) when entering numbers.
Office Stop Fax Flag	Set to Y if the office does not wish the fax number to be used.
District	Use reserved for association's to track geographic or political districts.
Office Type	Used by association to track office type such as Residential, Commercial, Affiliate, etc.
Tax ID	The taxpayer identification number for the business.
Corporate License	The office's corporate or business license.
Main Office ID	If this office location is a branch office, use this field to enter the Main Office's unique 9-digit ID. The main office must be a valid ID in the office database.
Branch Type	Code to indicate if this location is M Main office B Branch Office S Single office - no branch locations.
Billing Office ID	Used to track the office ID of the billing office. This ID must be a valid 9-digit ID in the office database.
Office Contact-Unlicensed	Alpha field for 30 characters. Enter the office contact name if they are not a member.

<b>FIELD</b>	<b>DESCRIPTION</b>
Office Contact-DR	The DR of this company, whether or not they are at this location. This must be a valid 9-digit member ID.
Joined Date	The date the office joined the association.
Status	Status of the office record A Active I Inactive T Transfer P Pending
Status Date	Date of the last status change.
On Roster	Y if office should be on roster; N if they should not.
Stop Mail	Y if mail should be stopped to this address.
NM Salesperson Count	The number of non-member salespersons affiliated with this office.
Office Primary Indicator	The office's affiliation with this association P Primary S Secondary
MLS Online Status	Status of office's access to MLS system.
MLS Online Status Date	Date of last MLS status change.
Point of Entry	This field will automatically fill in with Association's Point of Entry ID.
Web Page Address	Internet address for office's web page, if any.
E-Mail Address	Email address for office.
MLS ID	MLS ID number for this office.
Primary State Code	The 4-digit State association ID where this office has primary membership.
Junk Mail Flag	Enter N if the office does not wish to receive "junk" mail from mailing lists, etc.
Office Contact-Manager	This field is to track the contact person at this office location when it is not the same as the DR. Used mainly for branch locations. This must be a valid 9-digit member ID.
Office Formal Name	This field can be used to enter the full name of the Office, up to 60 characters. Because the Office Business Name is limited to 30 characters due to mailing restrictions, use this field to fully describe the office name for your own use.
Additional Phone Area Code	Area code for a secondary phone number for the office, if needed.
Additional Phone Number	Phone Number for secondary phone for the office, if needed.
NRDS Insert Date	Auto populated by NRDS. This is the date the record was first inserted into NRDS.

**FINANCIAL TRANSACTIONS FILE LAYOUT**

Version 2.0 11/13/99

Security	Visible	Mandatory	Field	Type	Total Length	Decimal	Format	Begin	End	Required Entry
3	No	M	Record Type*	Numeric	2	0		1	2	4
3	No	M	Sender ID*	Numeric	9	0		3	11	
3	No	M	Transmittal Batch Number	Numeric	11	0		12	22	
3	No	M	Transaction Number*	Numeric	8	0		23	30	
3	No	M	Transaction Total*	Numeric	8	0		31	38	
3	No	M	Transaction Date*	Date	8		MMDDYYYY	39	46	
3	No	M	Transaction Time*	Time	6		HHMMSS	47	52	
3	Y-b/s/n	M	Member ID	Numeric	9	0		53	61	
3	Y-b/s/n	M	Incurring Member ID	Numeric	9	0		62	70	
3	Y-b/s/n	M	Office ID	Numeric	9	0		71	79	
3	Y-b/s/n	M	Payment Type	Alpha	8			80	87	NATL, IMAG, STAT, RPAC, LEGL, LOCL NATLN, STATN, LEGLN, LOCLN NATLL, IMAGL, STATL, LEGLL, LOCLL
3	Y-b/s/n	M	Billing Year	Numeric	4	0		88	91	
3	Y-b/s/n	M	Payment Amount	Numeric	9	2		92	100	
3	Y-b/s/n		Contribution Type	Alpha	1			101	101	'P'ersonal, 'C'orporate
3	Y-b/s/n	M	Dues Paid Date	Date	8		MMDDYYYY	102	109	
3	Y-b/s/n	M	Association ID	Numeric	4	0		110	113	Billing Association
3	Y-b/s/n		Member Last Name	Alpha	17			114	130	
3	Y-b/s/n		Member First Name	Alpha	12			131	142	
3	Y-b/s/n		Incur Mem Last Name	Alpha	17			143	159	
3	Y-b/s/n		Incur Mem First Name	Alpha	12			160	171	
3	Y-b/s/n		Social Security Number	Numeric	9	0		172	180	
4	No	M	Point Of Entry	Numeric	9			181	189	
3	No	M	Record Change Type	Alpha	2		Uppercase	190	191	A
3		M	Source	Alpha	2			192	193	EC reserved for NAR EC system
3		M	Primary Association ID	Numeric	4			194	197	Member's Primary Assn
4		M	EC Control Number	Alpha	12			198	209	Filled in by NAR EC system

**Legend to codes:**

Security:

3 - Only POE can change (Primary & Secondary can add Financials)

4-Only NAR can change

M = Mandatory

Y-b/s/n = Yes, visible to boards/states/ and national

## FINANCIAL FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file 6 Record of Service file 7 Education file 8 Member Supplemental file 9 Office Supplemental file
Sender ID	Sender ID of Point of Entry. Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only. Each batch sent in one day needs a unique batch number.
Transaction Number	Transaction number under which this modification was made. Used in batches only. Each transaction within a batch needs a unique number.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Member ID	The 9-digit unique member ID.
Incurring Member ID	The 9-digit unique member ID of the member incurring the dues/fees.
Office ID	The unique 9-digit office ID of this member.
Payment Type	The following codes are required for the dues types displayed. For any other dues type collected by an association, they can define their own codes, but the dues paid below must use these types: NATL National Dues IMAG Image Awareness Assessment STAT State Dues LEGL Legal Fund RPAC RPAC contribution LOCL Local Dues  NATLL Late fee for National Dues IMAGL Late fee for Image Campaign STATL Late fee for State Dues LEGL Late fee for Legal Fund LOCLL Late fee for Local Dues  NATLN Non-member salesperson assessment for National Dues STATN Non-member salesperson assessment for State Dues LEGLN Non-member salesperson assessment for Legal fund LOCLN Non-member salesperson assessment for Local dues
Billing Year	The year in the format YYYY for the dues/fees paid.
Payment Amount	Amount of payment.

Contribution Type	Used for PAC contributions only: P Personal C Corporate
Dues Paid Date	The date the dues/fees were paid, in the format MMDDYYYY.
Association ID	The 4-digit association ID of the Billing Association.
Member Last Name	Member Last Name
Member First Name	Member First Name
Incur Mem Last Name	Incurring Member Last Name
Incur Mem First Name	Incurring Member First Name
Social Security Number	Member's social security number, if collected.
Point of Entry	Point of Entry ID.
Record Change Type	A – Add
Source	The source of this transaction. The code EC is reserved for Financial records that are filled in by the NAR EC system automatically.
Primary Association ID	The member's Primary Association.
EC Control Number	Automatically filled in by NAR EC system.

**DEMOGRAPHICS FILE LAYOUT**

Version 2.0 11/13/99

Security	Visible	Mandatory	Field	Type	Total Length	Decimals	Format	Begin	End	Required Entry
3	No	M	Record Type	Numeric	2	0		1	2	5
3	No	M	Sender ID	Numeric	9	0		3	11	
3	No	M	Transmittal Batch Number	Numeric	11	0		12	22	
3	No	M	Transaction Number	Numeric	8	0		23	30	
3	No	M	Transaction Total	Numeric	8	0		31	38	
3	No	M	Transaction Date	Date	8		MMDDYYYY	39	46	
3	No	M	Transaction Time	Time	6		HHMMSS	47	52	
3	No	M	Record Change Type	Alpha	2		Uppercase	53	54	'A','C','D'
3	Yes	M	Association ID	Numeric	4	0		55	58	
3	Yes	M	Member ID	Numeric	9	0		59	67	
3	Yes	M	Category	Alpha	4			68	71	COMM, CONT, HOBB HONO, LANG, MISC PERS, POLI, SALE
3	Yes	M	Group Code	Alpha	6			72	77	See Attachment
2	Yes		Comment	Alpha	80			78	157	
3	Yes		Status	Alpha	4			158	161	
3	Yes		Date	Date	8		MMDDYYYY	162	169	
3	Yes		Amount	Numeric	9	2		170	178	
3	Yes		Number	Numeric	9	0		179	187	
4	No	M	Point Of Entry	Numeric	9			188	196	
3	Yes		Payment Code	Alpha	1	0		197	197	C, D, F, P

**Legend to codes:**

Security:

2 - Member can change; e-mail notification sent to state/board

3 - Only board can change

4 - Only NAR can change

M = Mandatory (for adds, all transactions, etc.)

## DEMOGRAPHIC FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file 6 Record of Service file 7 Education file 8 Member Supplemental file 9 Office Supplemental file
Sender ID	Sender ID of Point of Entry. Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only. Each batch sent in one day needs a unique batch number.
Transaction Number	Transaction number under which this modification was made. Used in batches only. Each transaction within a batch needs a unique number.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	Indicates the type of change: A Add the record C Change the record D Delete the record
Member ID	The 9-digit unique member ID of the member.
Category	A broad group used to define the type of demographic information you are adding in this record. This Category will be further defined by what you select in the Group Code field.  The following Category codes have been predefined. If you will be entering this type of information, you need to use one of the codes listed below. If you are not using the type of information below, you can enter your own defined category, up to 4 characters.  COMM Record of Community Service CONT Contribution to Realtor causes HOBB Hobby & leisure Activities HONO Honors & Awards LANG Languages Spoken PERS Personal Information POLI Political Information SALE Sales Awards MISC Miscellaneous
Group Code	Subset of the Categories shown above. Using a combination of the Category and Group Code helps you organize the specific information about the member. Below are listed the Group codes available within each Category. If you have defined your own Category in the field above, you can define your own Group Code. Otherwise, you will want to use one of the pre-defined Group Codes below for consistency.

In the Group field, you will select one of these 'definers'. Then in Comments, Number, Date or Amount field, you will enter the actual information. For example, in the Group field you may choose LEGISS to indicate that you have the member's State Senate District. Then, in the Number field you will enter the actual District number. In other words, the Category and Group fields are used to define the type of information you have gathered, and the Comment, Date, Number or Amount field(s) will be used to enter the actual data (the 'answer').

Category: COMM

BOARDL Appointed member of local government board/commission  
BOARDS Appointed member of state government board/commission  
ELECT Elected official  
RELIG Active in a religious organization  
SERVICE Service club member (Jaycee, Kiwanis, etc.)  
VOLMEM Active volunteer with non-profit group  
VOLLDR Leadership position in non-profit group  
YOUTH Youth work (i.e. Scout leader)

Category: CONT

CAPIT RPAC Capitol Club Donor  
GOLDR RPAC Golden R Donor  
GOVERN RPAC Governor's Club Donor  
LIFE RPAC Life Member  
99CLUB RPAC 99 Club Donor  
RPACDO RPAC Donor under \$99  
SUSTAI RPAC Sustaining Donor  
DISAST Contributor to Realtor Disaster Relief Fund  
FOUND Contributor to association's Foundation  
SPONSR Sponsor for an association event

Category: HOBB

BOAT Boating  
CAMP Camping  
HIKING Hiking  
FISH Fishing  
FLYING Flying (private plane, etc)  
GARDEN Gardening  
GOLFER Golfing  
READ Reading  
RUNNER Running, Jogging  
SAIL Sailing  
SNOSKI Snow Skiing  
SPECT Spectator Sports  
TENN Tennis  
TRAVEL Travel  
WATSKI Water skiing, water sports

Category: HONO

AFFLYR Affiliate of the Year  
DISTSV NAR Distinguished Service Award  
LCHOTY Local Chairman of the Year  
LHONOR Local Honor Society  
LROTY Local Realtor of the Year  
LRAOTY Local Realtor Associate of the Year  
OMEGA Omega Tau Rho  
SCHOTY State Chairman of the Year  
SCHONOR State Honor Society  
STEDUC State Educator of the Year  
STROTY State Realtor of the Year  
STRATY State Realtor Associate of the Year

	<p>Category: LANG</p> <p>ARABIC</p> <p>CHINES Chinese</p> <p>CZECH</p> <p>DUTCH</p> <p>FINNIS Finnish</p> <p>FRENCH</p> <p>GERMAN</p> <p>GREEK</p> <p>HINDU</p> <p>HUNGAR Hungarian</p> <p>ITALIA Italian</p> <p>JAPAN Japanese</p> <p>KOREAN</p> <p>POLISH</p> <p>PORTU Portugese</p> <p>RUSSIA</p> <p>SLOVAK</p> <p>SPANIS Spanish</p> <p>SWAHIL Swahili</p> <p>TAGALG Tahalog (Philippines)</p> <p>TURKIS Turkish</p> <p>UKRAIN Ukranian</p> <p>URDU Urdu</p> <p>VIETNA Vietnamese</p> <p>Category: PERS</p> <p>HANDI Handicap Accommodations</p> <p>MEAL Special Meal Preferences</p> <p>SHIRT Shirt size</p> <p>SPOUSE Spouse's name</p> <p>Category: POLI</p> <p>REGIST Registered Voter</p> <p>DEMOC Democratic party member</p> <p>INDEP Registered as Independent</p> <p>NOPART No Party preference</p> <p>OTHER Member of other party than those listed</p> <p>REBUC Reublican Party member</p> <p>SUPERV Super voter (votes in almost all elections at all levels)</p> <p>CITYDS Member's City/Aldermanic District</p> <p>COUNTY Member's County Commissioner District</p> <p>CONGDS Member's Congressional District</p> <p>LEGISS Member's State Senate District</p> <p>LEGISR Member's State Representative District</p> <p>PRECNT Member's Voting Precinct or Ward</p> <p>Category: SALE</p> <p>BRONZE Bronze Level Award</p> <p>COMSAL Commercial Sales Award</p> <p>COPPER Copper Level Award</p> <p>GOLD Gold Level Sales Award</p> <p>MILDOL Board/Assn. Million Dollar Club member</p> <p>PLATIN Platinum Level Sales Award</p> <p>ROOKIE Rookie Salesperson of the Year</p> <p>SILVER Silver Level Sales Award</p> <p>TOPSAL Top Salesperson Award</p> <p>TOPLIST Top Lister</p>
Comment	Alpha field, up to 80 characters. Use this field to describe the information you have collected within the Category/Group. For example, if the Group selected was VOLMEM, enter the name of the non-profit group the

	member volunteers for. If you picked SPONSR, enter the name of the event they sponsored. If the Group selected was SPOUSE, enter the spouse's name in this field. If you selected HANDI, enter the type of special accommodations needed, etc.
Status	Alpha for 4 characters. Used for any purpose determined by the POE.
Date	Date field. Use this field to describe the information you have collected within the Category/Group. For example, if the Group selected was GOLD, enter the date the award was given. If the Group selected was DISTSV, enter the year awarded, etc.
Amount	Amount field. Use this field to describe the information you have collected within the Category/Group. For example, if the Group selected was DISAST, enter the amount given in this field, etc.
Number	Numeric, up to 9 digits. Use this field to describe the information you have collected within the Category/Group. For example, if the Group selected was CONGDS, enter the congressional district number in this field, etc.
Point of Entry	Point of Entry ID.
Payment Code	Used to describe the nature of a payment or status of a pledge. C Commitment made but no payment to date D Deposit F Paid in full (as with a sponsorship or pledge) P Partial Payment

**EDUCATION RECORD FILE LAYOUT**

Version 2.0 11/13/99

Security	Visible	Mandatory	Field	Type	Total Length	Decimals	Format	Begin	End	Required Entry
3	No	M	Record Type	Numeric	2	0		1	2	7
3	No	M	Sender ID	Numeric	9	0		3	11	
3	No	M	Transmittal Batch Number	Numeric	11	0		12	22	
3	No	M	Transaction Number	Numeric	8	0		23	30	
3	No	M	Transaction Total	Numeric	8	0		31	38	
3	No	M	Transaction Date	Date	8		MMDDYYYY	39	46	
3	No	M	Transaction Time	Time	6		HHMMSS	47	52	
3	No	M	Record Change Type	Alpha	2		Uppercase	53	54	'A','C','D'
3	Yes	M	Association ID	Numeric	4	0		55	58	
3	Yes	M	Member ID	Numeric	9	0		59	67	
3	Yes	M	Certificate Name	Alpha	40			68	107	
3	Yes	M	Group Code	Alpha	7			108	114	
3	Yes		Course Code	Alpha	7			115	121	
3	Yes		Course Number	Alpha	15			122	136	
3	Yes	M	Course Description	Alpha	40		MMDDYYYY	137	176	
3	Yes		Designation Credit Hours	Numeric	5	2		177	181	
3	Yes		State C/E Hours	Numeric	5	2		182	186	
3	Yes		Total Hours Earned to Date	Numeric	5	2		187	191	
3	Yes		Course Start Date	Date	8	0	MMDDYYYY	197	199	
3	Yes		Course Completion Date	Date	8		MMDDYYYY	200	207	
3	Yes		Sponsoring Entity	Numeric	4			208	211	Assn. ID
3	Yes		Hosting Entity	Numeric	4			212	215	Assn. ID
3	Yes		Instructor 1 Name	Alpha	20			216	235	
3	Yes		Instructor1 State Lic#	Alpha	11			236	246	
3	Yes		Instructor 2 Name	Alpha	20			247	266	
3	Yes		Instructor2 State Lic#	Alpha	11			267	277	
3	Yes		Delivery Method	Alpha	6			278	283	
3	Yes		Test Score	Numeric	5			284	288	
3	Yes		Test Status	Alpha	1			289	289	P = Pass, F = Fail
3	Yes		Test Score Date of Change	Date	8		MMDDYYYY	290	297	
3	Yes		Test Score Operator	Alpha	10			298	307	

3	Yes		Test Mailing Address	Alpha	1		Uppercase	308	308	"H"ome, "O"ffice, "M"ailing
3	Yes		Date Sent to State Agency	Date	8		MMDDYYYY	309	316	
3	Yes		State Agency Course Code	Alpha	15			317	331	
3	Yes		Date Sent to Local Assn	Date	8		MMDDYYYY	332	339	
3	Yes		Date Sent to State Assn	Date	8		MMDDYYYY	340	347	
3	Yes		Date Sent to NAR/ISC	Date	8		MMDDYYYY	348	355	
3	Yes		Comments	Alpha	80			356	435	
3	No		Payment Code	Alpha	1			436	436	
3	No		Payment Amount	Numeric	7	2		437	443	
4	No	M	Point of Entry	Numeric	9			444	452	

**Legend to codes:**

Security:

2 - Member can change; e-mail notification sent to state/board

3 - Only board can change

4 - Only NAR can change

M = Mandatory (for adds, all transactions, etc.)

## EDUCATION FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file 6 Record of Service file 7 Education file 8 Member Supplemental file 9 Office Supplemental file
Sender ID	Sender ID of Point of Entry. Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only. Each batch sent in one day needs a unique batch number.
Transaction Number	Transaction number under which this modification was made. Used in batches only. Each transaction within a batch needs a unique number.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	Indicates the type of change: A Add the record C Change the record D Delete the record
Member ID	The 9-digit unique member ID of the member.
Certificate Name	If different from member's name in NRDS record, enter the name as it should appear on the certificate.
Group Code	Use this field to tie together courses in a series. Choices available are: GRI CRS CRB CCIM CIPS CPM SIOR REBAC WCR APPR SALELIC Salesperson License Courses BRKLIC Broker License Courses APPRLIC Appraisal License Courses  If you are entering courses for a series not shown above, you can enter your own code, up to 7 characters.
Course Code	Unique course code assigned by the sponsoring or licensing association. Once the Group Code has been selected, use this field to enter the specific course code. If the course is not on the list, you may enter your own, up to 7 characters.

**COURSE CODES FOR GRI:**

GRI	REALTOR® Institute
GRI1	GRI Module One
GRI2	GRI Module Two
GRI3	GRI Module Three
GRI4	GRI Module Four
GRI5	GRI Module Five
GRI6	GRI Module Six

(Note: States may add as many additional modules as required, i.e. GRI7 through GRI99)

PGRI	Post-Graduate GRI Course
MGRI	GRI Masters
MRE	Masters of Real Estate

(Sequential courses would be MRE1, MRE2, etc.)

**COURSE CODES FOR CRS:**

RS200	Business Development
RS201	Listing Strategies
RS202	Sales Strategies
RS203	Personal & Career Management
RS204	Creating Wealth Through Investments
RS205	Financial & Tax Applications
RS206	Using Today's Technologies
RS207	New Home Sales Marketing

**COURSE CODES FOR CRB:**

CRB501	Managing a Real Estate Business
CRB502	Using Management Information Systems
CRB503	Strategically Positioning A Business
CRB504	Managing People for Maximum Productivity
CRB505	Earn 6 Credits Towards the CRB Designation

**COURSE CODES FOR CCIM:**

CI101	Financial Analysis for Comm Investment RE
CI102	Market Analysis for Comm Investment RE
CI103	Lease Analysis for Comm Investment RE
CI104	Investment Analysis for Comm Invest RE
CCR	Core Concepts Review

**COURSE CODES FOR CIPS:**

CIPS1	Essentials of International RE
CIPINV	Investment & Financial Analysis
CIPASIA	Asia/Pacific & International RE
CIPAMER	The Americas & American RE
CIPEURO	Europe & International RE

**COURSE CODES FOR CPM:****Fundamental Level**

MKL201	Essentials of Marketing & Leasing
FIN201	Property Budgeting & Accounting
HRS201	Managing & Motivating a Property Team
LRM201	Do's & Don'ts of Fair Housing
MNT201	Managing Maintenance Operations
CML201	Managing Small Commercial Properties
MTF201	Managing Public Housing
MTF202	Managing Gov't-Insured Multifamily
MTF203	Managing Community Associations
MTF204	Managing Single Family Homes
ETH800	Ethics for the Real Estate Manager

**Intermediate Level**

MKL402	Marketing/Leasing Strategies - Multifamily
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	<p>MKL403 Marketing/Leasing Strategies – Office Bldgs  MKL404 Marketing/Leasing Strategies – Retail  HRS 402 Managing Human Resources  FIN402 Identifying Financial Alternatives  ASM401 Transforming Client Expectations  ASM402 Improving Income Property Performance  LRM402 Risk Management</p> <p><b><u>Advanced Level</u></b>  BDM601 Expanding Your Business  HRS603 Enhancing Your Leadership Style  ASM603 Financing &amp; Valuation Strategies for Assets  ASM604 Measuring Performance of Assets  LRM603 Avoiding Surprises: Trends in Regulation</p> <p><b><u>COURSE CODES FOR SIOR:</u></b>  SIOR100 Essentials of Commercial Brokerage  SIOR103 Mastering Lease and Contract Negotiation  SIOR200 Critical Components of Commercial Brokerage  SIOR203 Expanding the Scope of Commercial Brokerage</p> <p><b><u>COURSE CODES FOR LTG:</u></b>  LTGI Excellence in Communications  LTGII Personal &amp; Professional Power  LTG III Group Dynamics &amp; Meeting Management  LTGIV Leadership Through High Performance  LTGV Public Speaking Skills  LTGVI Developing Referral &amp; Transferee Business  LTGVII Building Corporate Relocation Business</p> <p><b><u>COURSE CODES FOR APPRAISAL COURSES:</u></b>  APP0396 USPAP COURSE  APP0596 USPAP COURSE  USPAP USPAP Course (Appraisal)</p>
Course Number	Assigned by the sponsoring or licensing Association.
Course Description	Course title or short description.
Designation Credit Hours	The number of credit hours towards the designation.
State C/E Hours	The number of hours of State Continuing Education credit the student earned for this course.
Total Hours Earned to Date	Cumulative hours that member has earned towards the designation.
Course Start Date	Date course began in multi-day course.
Course Completion Date	Date course was completed. For one day courses, use this field for the course date.
Sponsoring Entity	NRDS Association ID for the association sponsoring or licensing this course and granting the designation.
Hosting Entity	For cooperative programs, enter the Association's 4-digit ID who is hosting the course.
Instructor 1	The name of the primary instructor.
Instructor1 State Lic#	If required, the license or teaching certification number of the primary instructor.
Instructor 2	The name of the secondary instructor.

Instructor2 State Lic#	If required, the license or teaching certification number of the secondary instructor.
Delivery Method	How the course was delivered: AUDIO Audio tape CDROM Interactive Computer based CLASS Live classroom ONLINE Online course via the Internet VIDCON Live Teleconference VIDEO Pre-recorded video tape
Test Score	Test score, up to 999.
Test Status	P – Pass F – Fail
Test Score Date of Change	Date if test score had to be adjusted or corrected.
Test Score Operator	Enter the NRDS ID of the individual scoring the test. If the person does not have a record in the NRDS system, enter their Last Name.
Test Mailing Address	Where the member prefers test results to be sent: H Home Address O Office Address M Mailing address
Date Sent to State Agency	The date the information was forwarded to the state licensing agency.
State Agency Course Code	If the course has a unique course code used by the state licensing authority, enter that here.
Date Sent to Local Assn	The date the information was forwarded to the member's local association.
Date Sent to State Assn	The date the information was forwarded to the member's state association.
Date Sent to NAR/ISC	The date the information was forwarded to NAR or to the Institute, Society or Council which grants the designation.
Comments	Any special notes or comments, up to 80 characters.
Payment Code	If used, enter the nature of the payment: B Balance of Payment due D Deposit F Full Fee L Late Fee P Partial Payment
Payment Amount	Amount paid by student.
Point of Entry	Point of Entry ID.

**RECORD OF SERVICE FILE LAYOUT**

Version 2.0 11/13/99

Security	Visible	Mandatory	Field	Type	Total Length	Decimals	Format	Begin	End	Required Entry
3	No	M	Record Type	Numeric	2	0		1	2	6
3	No	M	Sender ID	Numeric	9	0		3	11	
3	No	M	Transmittal Batch Number	Numeric	11	0		12	22	
3	No	M	Transaction Number	Numeric	8	0		23	30	
3	No	M	Transaction Total	Numeric	8	0		31	38	
3	No	M	Transaction Date	Date	8		MMDDYYYY	39	46	
3	No	M	Transaction Time	Time	6		HHMMSS	47	52	
3	No	M	Record Change Type	Alpha	2		Uppercase	53	54	'A','C','D'
3	Yes	M	Association ID	Numeric	4	0		55	58	
3	Yes	M	Member ID	Numeric	9	0		59	67	
3	Yes	M	Service Category Code	Alpha	4			68	71	
3	Yes	M	Committee Code	Alpha	6			72	77	
3	Yes	M	Type	Alpha	4			78	81	
3	Yes	M	Position	Alpha	6			82	87	
3	Yes		Term	Alpha	4			88	91	
3	Yes		Year	Numeric	4		YYYY	92	95	
3	Yes		Date	Date	8	2	MMDDYYYY	96	103	
3	Yes		Comments	Alpha	80			104	183	
3	Yes		Number	Numeric	9	0		184	192	
4	No	M	Point of Entry	Numeric	9			193	201	

**Legend to codes:**

Security:

2 - Member can change; e-mail notification sent to state/board

3 - Only board can change

4 - Only NAR can change

M = Mandatory (for adds, all transactions, etc.)

## RECORD OF SERVICE FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file 6 Record of Service file 7 Education file 8 Member Supplemental file 9 Office Supplemental file
Sender ID	Sender ID of Point of Entry. Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only. Each batch sent in one day needs a unique batch number.
Transaction Number	Transaction number under which this modification was made. Used in batches only. Each transaction within a batch needs a unique number.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	Indicates the type of change: A Add the record C Change the record D Delete the record
Member ID	The 9-digit unique member ID of the member.
Certificate Name	If different from member's name in NRDS record, enter the name as it should appear on the certificate.
Group Code	Use this field to tie together courses in a series. Choices available are: GRI CRS CRB CCIM CIPS CPM SIOR REBAC WCR APPR SALELIC Salesperson License Courses BRKLIC Broker License Courses APPRLIC Appraisal License Courses  If you are entering courses for a series not shown above, you can enter your own code, up to 7 characters.
Course Code	Unique course code assigned by the sponsoring or licensing association. Once the Group Code has been selected, use this field to enter the specific course code. If the course is not on the list, you may enter your own, up to 7 characters.

**COURSE CODES FOR GRI:**

GRI	REALTOR® Institute
GRI1	GRI Module One
GRI2	GRI Module Two
GRI3	GRI Module Three
GRI4	GRI Module Four
GRI5	GRI Module Five
GRI6	GRI Module Six

(Note: States may add as many additional modules as required, i.e. GRI7 through GRI99)

PGRI	Post-Graduate GRI Course
MGRI	GRI Masters
MRE	Masters of Real Estate

(Sequential courses would be MRE1, MRE2, etc.)

**COURSE CODES FOR CRS:**

RS200	Business Development
RS201	Listing Strategies
RS202	Sales Strategies
RS203	Personal & Career Management
RS204	Creating Wealth Through Investments
RS205	Financial & Tax Applications
RS206	Using Today's Technologies
RS207	New Home Sales Marketing

**COURSE CODES FOR CRB:**

CRB501	Managing a Real Estate Business
CRB502	Using Management Information Systems
CRB503	Strategically Positioning A Business
CRB504	Managing People for Maximum Productivity
CRB505	Earn 6 Credits Towards the CRB Designation

**COURSE CODES FOR CCIM:**

CI101	Financial Analysis for Comm Investment RE
CI102	Market Analysis for Comm Investment RE
CI103	Lease Analysis for Comm Investment RE
CI104	Investment Analysis for Comm Invest RE
CCR	Core Concepts Review

**COURSE CODES FOR CIPS:**

CIPS1	Essentials of International RE
CIPINV	Investment & Financial Analysis
CIPASIA	Asia/Pacific & International RE
CIPAMER	The Americas & American RE
CIPEURO	Europe & International RE

**COURSE CODES FOR CPM:****Fundamental Level**

MKL201	Essentials of Marketing & Leasing
FIN201	Property Budgeting & Accounting
HRS201	Managing & Motivating a Property Team
LRM201	Do's & Don'ts of Fair Housing
MNT201	Managing Maintenance Operations
CML201	Managing Small Commercial Properties
MTF201	Managing Public Housing
MTF202	Managing Gov't-Insured Multifamily
MTF203	Managing Community Associations
MTF204	Managing Single Family Homes
ETH800	Ethics for the Real Estate Manager

	<p><b><u>Intermediate Level</u></b></p> <p>MKL402 Marketing/Leasing Strategies - Multifamily  MKL403 Marketing/Leasing Strategies – Office Bldgs  MKL404 Marketing/Leasing Strategies – Retail  HRS 402 Managing Human Resources  FIN402 Identifying Financial Alternatives  ASM401 Transforming Client Expectations  ASM402 Improving Income Property Performance  LRM402 Risk Management</p> <p><b><u>Advanced Level</u></b></p> <p>BDM601 Expanding Your Business  HRS603 Enhancing Your Leadership Style  ASM603 Financing &amp; Valuation Strategies for Assets  ASM604 Measuring Performance of Assets  LRM603 Avoiding Surprises: Trends in Regulation</p> <p><b><u>COURSE CODES FOR SIOR:</u></b></p> <p>SIOR100 Essentials of Commercial Brokerage  SIOR103 Mastering Lease and Contract Negotiation  SIOR200 Critical Components of Commercial Brokerage  SIOR203 Expanding the Scope of Commercial Brokerage</p> <p><b><u>COURSE CODES FOR LTG:</u></b></p> <p>LTGI Excellence in Communications  LTGII Personal &amp; Professional Power  LTG III Group Dynamics &amp; Meeting Management  LTGIV Leadership Through High Performance  LTGV Public Speaking Skills  LTGVI Developing Referral &amp; Transferee Business  LTGVII Building Corporate Relocation Business</p> <p><b><u>COURSE CODES FOR APPRAISAL COURSES:</u></b></p> <p>APP0396 USPAP COURSE  APP0596 USPAP COURSE  USPAP USPAP Course (Appraisal)</p>
Course Number	Assigned by the sponsoring or licensing Association.
Course Description	Course title or short description.
Designation Credit Hours	The number of credit hours towards the designation.
State C/E Hours	The number of hours of State Continuing Education credit the student earned for this course.
Total Hours Earned to Date	Cumulative hours that member has earned towards the designation.
Course Start Date	Date course began in multi-day course.
Course Completion Date	Date course was completed. For one day courses, use this field for the course date.
Sponsoring Entity	NRDS Association ID for the association sponsoring or licensing this course and granting the designation.
Hosting Entity	For cooperative programs, enter the Association's 4-digit ID who is hosting the course.
Instructor 1	The name of the primary instructor.
Instructor1 State Lic #	If required, the license or teaching certification number of the primary instructor.

Instructor 2	The name of the secondary instructor.
Instructor2 State Lic #	If required, the license or teaching certification number of the secondary instructor.
Delivery Method	How the course was delivered: AUDIO Audio tape CDROM Interactive Computer based CLASS Live classroom ONLINE Online course via the Internet VIDCON Live Teleconference VIDEO Pre-recorded video tape
Test Score	Test score, up to 999.
Test Status	P – Pass F – Fail
Test Score Date of Change	Date if test score had to be adjusted or corrected.
Test Score Operator	Enter the NRDS ID of the individual scoring the test. If the person does not have a record in the NRDS system, enter their Last Name.
Test Mailing Address	Where the member prefers test results to be sent: H Home Address O Office Address M Mailing address
Date Sent to State Agency	The date the information was forwarded to the state licensing agency.
State Agency Course Code	If the course has a unique course code used by the state licensing authority, enter that here.
Date Sent to Local Assn	The date the information was forwarded to the member's local association.
Date Sent to State Assn	The date the information was forwarded to the member's state association.
Date Sent to NAR/ISC	The date the information was forwarded to NAR or to the Institute, Society or Council which grants the designation.
Comments	Any special notes or comments, up to 80 characters.
Payment Code	If used, enter the nature of the payment: B Balance of Payment due D Deposit F Full Fee L Late Fee P Partial Payment
Payment Amount	Amount paid by student.
Point of Entry	Point of Entry ID.

MEMBER SUPPLEMENTAL FILE LAYOUT

Version 2.0 11/13/99

Security	Visible	Mandatory	Field	Type	Total Length	Decimal	Format	Begin	End	Required Entry
3	No	M	Record Type*	Numeric	2	0		1	2	8
3	No	M	Sender ID*	Numeric	9	0		3	11	
3	No	M	Transmittal Batch Number*	Numeric	11	0		12	22	
3	No	M	Transaction Number*	Numeric	8	0		23	30	
3	No	M	Transaction Total*	Numeric	8	0		31	38	
3	No	M	Transaction Date*	Date	8		MMDDYYYY	39	46	
3	No	M	Transaction Time*	Time	6		HHMMSS	47	52	
3	No	M	Record Change Type	Alpha	2		Uppercase	53	54	A, 'C'
2	Yes	M	Member ID	Numeric	9	0		55	63	
2	Yes	M	Association ID	Numeric	4	0		64	67	
2	Yes	M	Office ID	Numeric	9	0		68	76	
2	Yes	M	Member Type	Alpha	4			77	80	R, RA, I, S, N, AFF
2	Yes		R/E License Number	Alpha	11			81	91	
2	Yes		Status	Alpha	1			92	92	A, I, T, P, S (default A)
2	Yes		Status Date	Date	8		MMDDYYYY	93	100	
2	Yes		Member Subclass	Alpha	4			101	104	
2	Yes		Local Join Date	Date	8		MMDDYYYY	105	112	
2	Yes		Desig TBD1	Alpha	1			113	113	Y, N (default N)

Legend to codes:

Security:

2 - Only Assn who added this record can change

M = Mandatory - Record Key is Member ID, Assn ID, Office ID and Member Type

## MEMBERSHIP SUPPLEMENTAL FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file 6 Record of Service file 7 Education file 8 Member Supplemental file 9 Office Supplemental file
Sender ID	Sender ID of Point of Entry. Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only. Each batch sent in one day needs a unique batch number.
Transaction Number	Transaction number under which this modification was made. Used in batches only. Each transaction within a batch needs a unique number.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	The type of change for the supplemental record A Add C Change
Member ID	The 9-digit unique member ID.
Association ID	In this field you would enter the 4 digit Association ID.  If you are adding this supplemental record in order to put the member in a Secondary association, you would enter the ID of the Secondary Association (whether a local or a State) in this field.  If you are adding this supplemental record in order to put the member in a Secondary Regional MLS, you would enter the ID of the Secondary Regional MLS in this field.  If, for example, a member is Secondary in 25 associations, you could add 25 Supplemental records for the member in order to flag them at all those secondaries.  If you are adding a Supplemental record in order to place the member at another Office, with another License, etc., and they do not have a Secondary association, then enter the member's Primary local association in this field.  If you are adding a Supplemental record in order to indicate this person is a member of an Institute, Society or Councils (i.e. IREM, WCR) enter that ISC's 4 digit code in this field. NOTE: only ISC's can enter that information.
Office ID	The Supplemental record is used to indicate any other Offices where a

	<p>member works in addition to the 'core' Office in the Member record.</p> <p>If you are using this Supplemental record to indicate a member's Secondary association, additional License, etc. and the Office is still the same as the one in their core Member record, then enter that same Office ID in this field.</p> <p>If you are using this Supplemental record to indicate another Office where this member is affiliated, enter that other Office ID in this field.</p> <p>NOTE: You do NOT need to add Supplemental records for every office where a member is a DR. That option is already available in the Office record itself.</p> <p>Normally, a supplemental Office is used because the member has a different license in another Office.</p>
Member Type	<p>Use this Supplemental record to indicate that the member has a different Member Type (usually in another Office or another Association).</p> <p>For example, in the Member's core record their Member Type is R (Realtor). But perhaps in a Secondary association in another office, they are an Institute Affiliate Member (I). You would enter the I in this field.</p> <p>If you are using this Supplemental record to indicate Secondary associations, secondary offices, etc. and the Member Type is still the same as in the member's core Member record, enter the same Member Type here.</p> <p>R Realtor  RA Realtor Associate  I Institute Affiliate Member  S Association staff  AFF Affiliate  N Non-member</p>
R/E License Number	<p>Use this Supplemental record to indicate that the member has a different License Number (usually in another Office or another Association).</p> <p>For example, in the Member's core record their License may be 12345. But perhaps in a Secondary association in another office, they hold a different License. You would enter the number in this field.</p>
Status	<p>Use this field to indicate the Status of the SUPPLEMENTAL RECORD. For example, you set up a supplemental record to indicate the member worked at another Office. When that is no longer true, you would set the Status of this record to I (Inactive). Again, this Status relates ONLY to this particular supplemental record.</p> <p>A Active  I Inactive  T Terminated</p>
Status Date	Enter the date you changed the status of this Supplemental record.
Member Subclass	Used in conjunction with Member Type by many associations. Again, you would use this in the same manner as Member Type to indicate supplemental information.
Local Join Date	If using this record to add on a Secondary Association to the member, enter the date that the member joined this secondary association.

Desig TBD1	Used in conjunction with the Realtor Electronic Commerce Network - Dues Billing module. The EC Invoice allows an association to set up a discount applicable to members of a certain group. For this supplemental record attached to this member at this association, enter Y if the member is in that special discount group.
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OFFICE SUPPLEMENTAL FILE LAYOUT

Version 2.0 11/13/99

Security	Visible	Mandatory	Field	Type	Total Length	Decimal	Format	Begin	End	Required Entry
3	No	M	Record Type*	Numeric	2	0		1	2	9
3	No	M	Sender ID*	Numeric	9	0		3	11	
3	No	M	Transmittal Batch Number*	Numeric	11	0		12	22	
3	No	M	Transaction Number*	Numeric	8	0		23	30	
3	No	M	Transaction Total*	Numeric	8	0		31	38	
3	No	M	Transaction Date*	Date	8		MMDDYYYY	39	46	
3	No	M	Transaction Time*	Time	6		HHMMSS	47	52	
3	No	M	Record Change Type	Alpha	2		Uppercase	53	54	A, 'C'
2	Yes	M	Association ID	Numeric	4	0		55	58	
2	Yes	M	Office ID	Numeric	9	0		59	67	
2	Yes		Status	Alpha	1			68	68	A, I, T (default A)
2	Yes		Status Date	Date	8		MMDDYYYY	69	76	
2	Yes		NM Salesperson Count	Numeric	5	0		77	81	default 0

**Legend to codes:**

Security:

2 - Only Assn who added this record can change

M = Mandatory - Record Key is Assn ID, Office ID

## OFFICE SUPPLEMENTAL FILE LAYOUT DESCRIPTIONS

FIELD	DESCRIPTION
Record Type	Indicates the type of record to be updated. (Used in batches only). 1 Association file 2 Office file 3 Member file 4 Financial file 5 Demographic file 6 Record of Service file 7 Education file 8 Member Supplemental file 9 Office Supplemental file
Sender ID	Sender ID of Point of Entry. Used in batches only.
Transmittal Batch Number	The batch number under which this transmittal was created. Used in batches only. Each batch sent in one day needs a unique batch number.
Transaction Number	Transaction number under which this modification was made. Used in batches only. Each transaction within a batch needs a unique number.
Transaction Total	Total number of transactions. Used in batches only.
Transaction Date	The date the transaction was created. Used in batches only.
Transaction Time	Time the transaction was created. Used in batches only.
Record Change Type	The type of change for the supplemental record A Add C Change
Association ID	In this field you would enter the 4 digit Association ID.  Use the supplemental record in order to put the office in a Secondary association. You would enter the ID of the Secondary Association (whether a local or a State) in this field.  NOTE: Offices themselves do not 'belong' to associations. The purpose of marking an Office in additional associations allows any of those associations the ability to receive this Office record in downloads and refreshes from the NRDS system.  If, for example, an office is 'located' in 25 associations, each of those associations could add a Supplemental record for the office entering their association ID in this field.
Office ID	Enter the Office's 9-digit NRDS ID number.
Status	Use this field to indicate the Status of the SUPPLEMENTAL RECORD. For example, you set up a supplemental record to indicate the Office was associated with Sunshine Association. When that is no longer true, you would set the Status of this record to I (Inactive). Again, this Status relates ONLY to this particular supplemental record.  A Active I Inactive T Terminated
Status Date	Enter the date you changed the status of this Supplemental record.

NM Salesperson Count	<p>If the Broker of this office is using Board of Choice to report his non-member licensees, in the main Office record enter the number of non-member salespersons that will be paid for through the broker's Primary Association.</p> <p>Use the field in this table to report the number of non-member salespersons in this office that the broker will pay for through his Secondary association. In this table, enter the Office ID and in the Association ID field in this table, enter the secondary association.</p> <p>If the broker belongs to several secondary associations and is breaking up his NM Salesperson count through several secondary boards, add enough of these Office Supplemental records to break up that count per secondary association.</p>
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