

Tips and Tricks

Good Habits:

To help alleviate potential error messages and caching issues, we recommend the following:

1. **Don't Go Back.** Do not use the Back button on the Internet Explorer tool bar but rather make a habit of using the navigational buttons within the MLXchange application. Clicking on the Back button could produce error messages.
2. **Delete Temp Files.** End users should delete their Temporary Internet Files to remove any cached files that could also reproduce previous error messages. This practice should be part of your regular computer maintenance. Follow these simple steps:

Launch Internet Explorer. Click on **Tools** on the tool bar and select **Internet Options**. Under the **General** tab and **Delete Temporary Internet** files section, click on **Delete Files** only. Click **Ok**. Close and relaunch browser.

Tips and Tricks:

1. **Create a MLXchange Shortcut on Your Desktop. (Follow Steps after Login to HomePage)**
You can create a MLXchange shortcut on your desktop by following these simple steps. Launch Internet Explorer and type in the URL <http://ctmls.mlxchange.com> and login. At the MLXchange HomePage, click **File** on the Internet Explorer tool bar and then select **Send**. Select **Shortcut to Desktop**. From that point forward, just click on the MLXchange shortcut instead of Internet Explorer when you want to open MLXchange. (Note: AOL users must still connect using AOL and minimize the AOL browser first.)
2. **Add MLXchange to Your Browser Favorites (Follow Steps after Login to HomePage)**
Save the MLXchange URL address <http://ctmls.mlxchange.com> as a bookmark or under your favorites in Internet Explorer for quick access in the future. From the MLXchange HomePage (after login), click **Add to Favorites** in the Internet Explorer tool bar, then click **Okay**. To make MLXchange your home page, open Internet Explorer and select **Internet Options** from the **Tools** menu. Click on **Use Current** or insert the cursor in the Home page **Address** field and type in the URL and then click **Okay**.
3. **Full View** - Increase screen size by freeing up space by shrinking your Internet Explorer tool bar. Using the tool bar, click on **View** and then click on **Full View**. To put it back when done, just follow the steps again, click on **View** again and **Full View**. A simple shortcut for these same steps is the **F11** key.
4. **Setting your Resolution to Minimize Scrolling.** Your resolution on your PC should be set at **1024x768**. To check or change your resolution, right click in an empty space on your desktop, select **Properties**, then click on **Settings**. Click on the sliding bar for the **Screen Area** resolution and move the pointer to **1024x768** and then click **Okay**. Note: This setting will make the icons on your desktop smaller. If you wish to increase them, follow the same steps above but click on **Effects**. Click on the button **Large Icons** and click **Okay**. Another way is to collapse the left-hand column on the Details page.
5. **Shortcut for Picklists.** Use **Shift Click** or **Shift Control** to select a range or multiple fields in a picklist when creating search templates, grid/column views or selecting values within a search picklist. Click the **First Letter** of the field you want to select within a picklist. For example, click P in a picklist to find Pool.
6. **Shortcut for Search Picklist.** In addition to the above, a quick way to **Select All** or **Select None** within a search picklist such as Area is to simply place the cursor within the picklist and **Double Click**.
7. **Shortcut to Select All on Results.** To **Select All** properties on the **Results** screen (Grid View), click on the **Check Box** in the first column. Click again to deselect all.
8. **Expand or Collapse Thumbprint View** - To expand or collapse the thumbprint view while on the **Results** screen (Grid View), place the cursor on any text field within the one liner report for the specific property you wish to view. Click again to collapse.