

Working with the Portal: Direct and Auto Email

Welcome to "The Portal"

Welcome to The Portal, your single access point for MLS listing information, brought to you by your Realcomp REALTOR®. When you arrive at The Portal, you may find it convenient to save its web site address as a favorite or bookmark in your web browser. This will enable you to easily visit The Portal at any time.

Listing Information Provided By Your REALTOR®

Your REALTOR® may email listing information to you in two ways: manually (direct) or automatically (auto-email). Both types of email contain a hyperlink which you can click to visit The Portal and view the listing information your REALTOR® has prepared for you.

- **Direct Emails:** Your REALTOR® may personally compile and send MLS listing information for you. These emails contain a link to The Portal where these listings are available for you to view. This collection of listings will remain available for you to view on The Portal for 60 days.
- **Auto Emails:** Your REALTOR® may also arrange for you to receive auto emails. These are also personally controlled by your REALTOR® but dispatched by the MLS system itself, based on the criteria your REALTOR® has supplied and the mailing frequency he or she has specified. Auto emails also contain a link to The Portal where matching listings are available for you to view. Auto emails will continue to be sent to you until you ask your REALTOR® to stop them or until you unsubscribe from the service yourself by following the unsubscribe link (located at the bottom of the auto email).

On the Messages tab, you will see links to any Direct Emails and/or Auto Emails your REALTOR® has prepared for you. Click one of those links to view the associated listings.

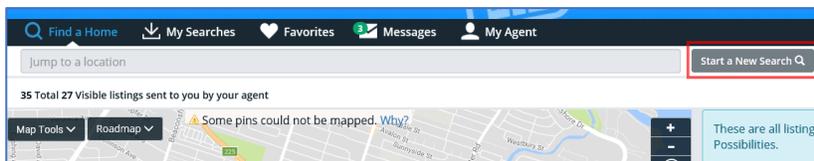
Because Direct Emails lead to a static set of listing information and Auto Emails represent a dynamic listing collection, the two work slightly differently.

Information Tabs of the Portal

The Portal is presented in up to five tabs: Find a Home, My Searches, Favorites, Messages, and My Agent.

Find a Home

This tab allows you to manipulate the search you are currently viewing or create your own searches. To create your own search, click the "Start a New Search" button at the top of the page.



This will take you to the window where you can enter the criteria that you wish to use in your search. You can then save the search for future use, if desired.

My Searches

The My Searches tab displays all your saved searches and the searches that your agent has saved for you. Click any of the search name links to run that search and see the current results.

Favorites

The Favorites tab allows you to view the listings that you have marked as a Favorite, Possibility or Discard. See below for marking listings in these categories.

Messages

The Messages tab contains historical links to all your recent direct emails and to each of the auto-email listing emails that your REALTOR® has sent to you. Click any link in the name column to see those results.

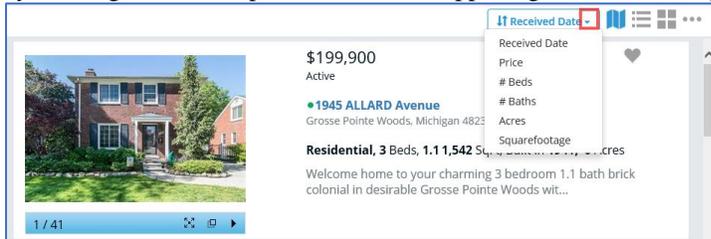
My Agent

The My Agent tab gives you information that your agent has provided about themselves.

Working Email Listing Information

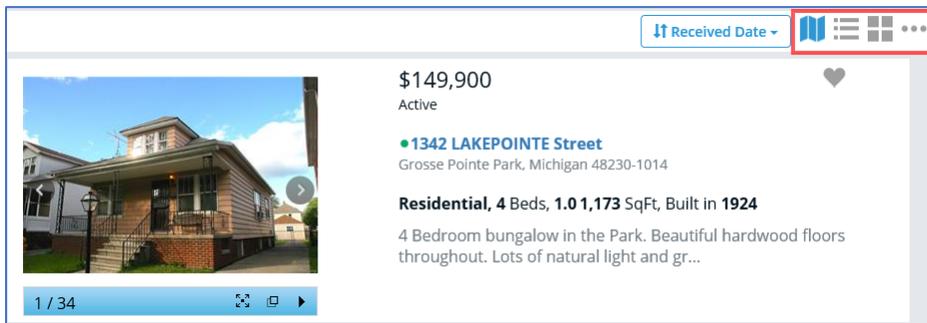
Order of Listings in Your Collection

On the listing display, the order in which listings are initially displayed in Received Date order. You can change this by clicking the sort drop-down list in the upper-right corner of the page.



Display Options

There are three default display options: Map View, List View and Gallery View. These can be chosen using the icons in the upper right of the listing displays. Additional reports can be accessed by clicking the three dots to the right of the view icons.



Favorite, Possibility and Discard

Each listing can be marked as a **Favorite**, **Possibility** or **Discard**, if desired. Click the heart icon (to the right of the price) to open the menu that allows you to make any of the three selections. List of just the Favorites, Possibilities or Discards can be viewed in the Favorites tab at the top of the page.

Property Details

You can view more details on a specific property by clicking the address. On the details page, you have the option to send your REALTOR® messages through the Notes function on the right side of the page. This works as a chat feature to discuss this specific property.

Working with the Map

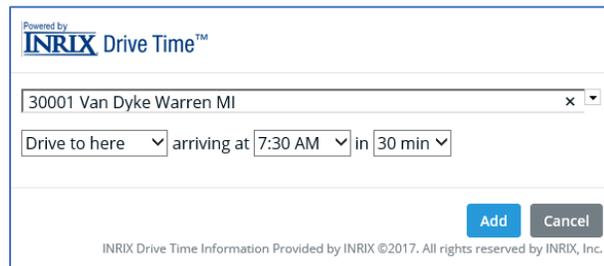
You can view all properties on your list on the Map View option (default view). Hover your mouse cursor over a listing and it will highlight on the map. (This functionality can vary by the browser used.)

Viewing an Individual Listing from the Map

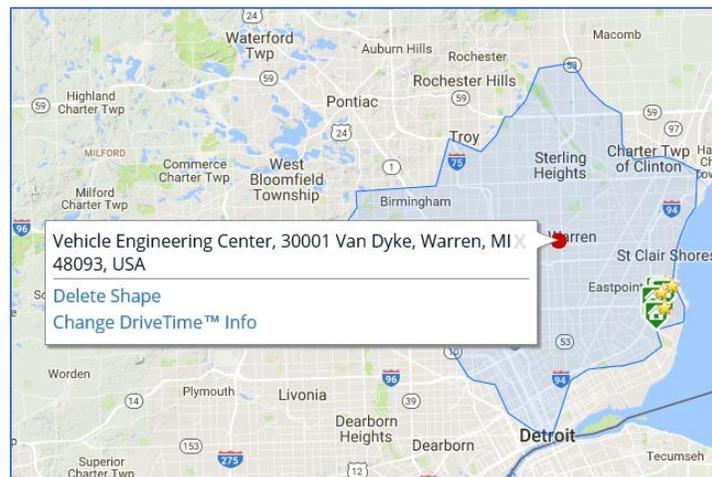
When you click on a listing's house icon, the list of properties will jump to the one you clicked on.

Manipulating the Map

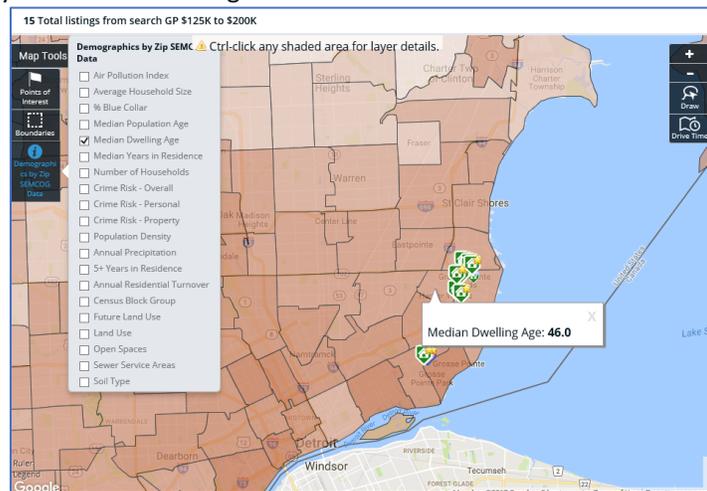
- **Zoom:** You can zoom in or out using the zoom controls: the + and - icons in the upper right of the map. Depending on your computer, you may be able to zoom in and out using your mouse's scroll wheel.
- **Draw:** You can narrow your search to a certain area by drawing an outline of that area on the map. Click the Draw button in the upper-right corner of the map and hold down your left mouse button to draw your desired shape. The Draw button then changes to a Clear button to remove the shape.
- **Drive Time:** You can search an area by how long it takes to drive to a certain location at a specific time of day. Click the Drive Time button in the upper-right corner of the map. This will display a pop-up window.



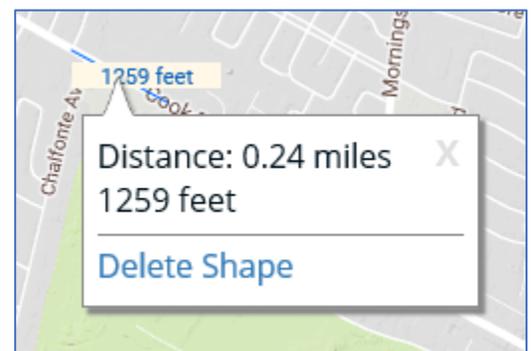
Enter the desired address, such as your work address. Select whether you are timing this by driving TO the location or FROM the location, the time you need to arrive and the maximum drive time you want. Click Add. This will add a polygon around the desired address showing the area within which that drive can be made. Once the polygon is added to the map, you can change it by clicking the red dot and selecting Delete Shape or Change DriveTime™ Info.



- **Map Tools:** The Map Tools drop-down list allows you to add information on the map.
 - The *Points of Interest* item will allow you to add a variety of points of interest to your map. You can select items such as schools, police/fire, food, etc. to your map. If the list is red and says “Zoom In” at the top, then you are zoomed out too far to see these items. Zoom in and then you will be able to check the items.
 - *Boundaries* will allow you to add outlines of the cities, counties, school districts and more. The lines and the names are color coded. For example, selecting the City boundary will outline the cities in green and the city names will also be in green. Adding the County boundaries will outline the counties in orange and the county names will be in orange also.
 - *Demographics by Zip SEMCOG Data* will allow you to view a variety of demographics on your map showing you things like crime rates, median dwelling age, etc. The areas will be color coded when selected. See the details for that section in a popup message by holding your CTRL key down while clicking in the area.



- **Other Map Views:** Next to the Map Tools button is a drop-down menu that allows you to select the background for the map.
 - *Roadmap* - a map showing road names
 - *Satellite* - shows a satellite photo of the area
 - *Hybrid* – shows the satellite photo with street names
 - *Terrain* – shows terrain shading on the map to indicate any higher terrain
- **Drag the Map:** Move the map to the north, south, east or west by holding down the left mouse button and dragging it in the desired direction.
- **Ruler:** Measure the approximate distance between two points on the map by using the Ruler link. It is in very small print in the lower left of the map. Click Ruler link. Hover over the map and your mouse pointer will change to a “pointing finger” symbol. Click at the start point and drag to the endpoint without releasing the mouse button. The approximate distance will show in the center of the line you have scribed on the map. Hover over the line to get the option to Delete Shape to remove the ruler line.





- **Legend:** Click on the Legend link (located in the lower left corner of the map in very small letters) to see information about the symbols used on the map. (See image at right.)
- **Printing the Map:** Use your browser's Print function to print out the map as currently displayed.

Contact Your REALTOR®

Contact information for your REALTOR® is available at the top of The Portal. If his/her email address shows on the upper right, you can click on it to send a quick email, if you have an email program associated with this function in your browser. Your REALTOR® will be pleased to answer your queries and supply the additional information you require.

Status	
	Active
	Contingent Continue to Show
	Expired
	Pending
	Sold
	Conditionally Withdrawn
	Unconditionally Withdrawn

Property Type	
	Single Family Residential Property
	Commerical Property
	Condominium Property
	Multi Family Property
	Vacant Land Property

Other	
	Favorite
	Possibility
	Discard
	New/Highlighted
	Checked/Selected
	Emailed
	Multiple listings at this location