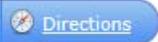
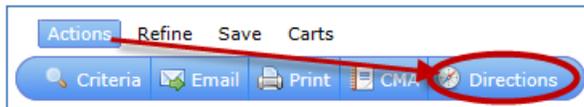


## Driving Directions

RCO3® offers a Driving Directions/ Mapping feature. Within this feature you have the ability to view all selected listings on one map for easy viewing, map out directions from one listing to another, and add Starting/Stopping locations. This feature is great for giving your clients easy directions to open houses or listings that they wish to view. Follow the instructions below to begin:

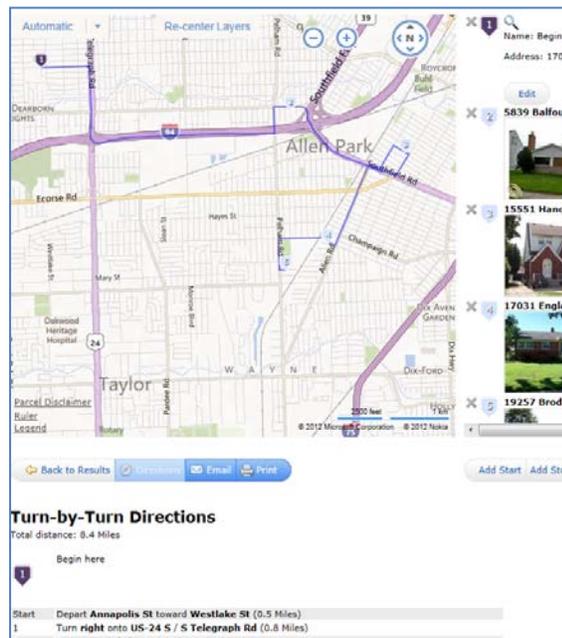
1. Run your listings search. Select the listings you want to submit to the Driving Directions. To keep the tour manageable, don't submit more listings that you could reasonably expect to reach in a morning or an afternoon, say 5-8 listings (the maximum in one tour is 25).

2. Click on the  button under the Actions section located at the bottom of the search screen.



Note: if a chosen listing has not been plotted properly in Realcomp *Online*® 3, you may wish to return to your search and eliminate it from your selections. An improperly plotted listing will affect the driving instructions and maps generated by the Driving Tour module (keep this in mind when you enter your own listings).

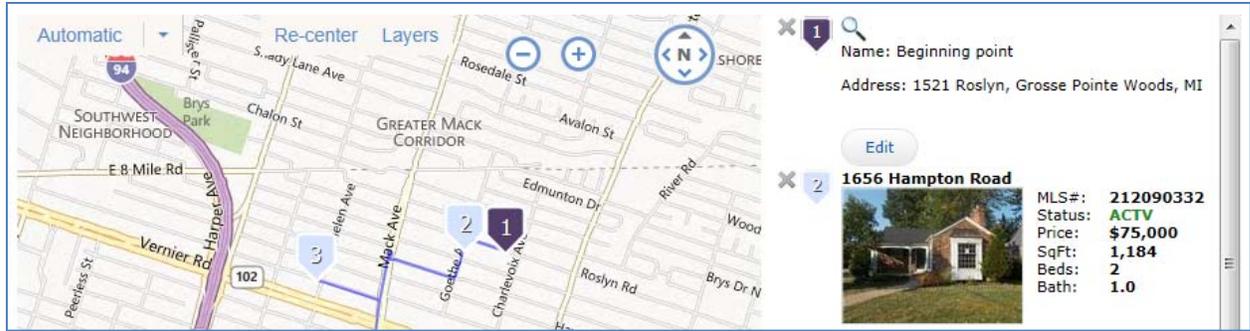
This will open up a map with all selected listings on one map and produce the best route to get to the selected listings. Below the map you will see turn by turn directions.



- If you would like to change the order of the pins, hover over the address of the property to the right hand side. Once the listing is highlighted in blue click on the up or down arrows to change the order of the pin. You may also choose to **Drag and Drop** to move the listings: In the listings table, simply drag each listing into its desired position in your tour. Do this by left-clicking and holding a listing in the table, moving it up or down the list as required, then letting go of the mouse button at the appropriate spot. Your listing will take over the position you dropped it on and all listings will be automatically repositioned and renumbered as required in both the listings table and on the Overview Map. Note: don't try to drag a listing by grabbing a listing's photo - grab it in some other portion of its cell. Once you have the listings in the order you would like to view them click on the "Get Directions" button again.



- By clicking on the "Get Directions" button, RCO3® will produce the map again along with the best route to get to the selected listings in the order you have chosen. Below the map the system will also generate new turn by turn directions.
- You may remove any listings you wish by hovering over a listing in the listings table and click its red X. This removes it from the Driving Directions entirely - from both the listings table and the overview map. However it still remains in your RCO3® search results.
- At this point you may also add a "Starting Location" and a "Stopping Location". To add a "Starting Location" click on the "Add Start" button located at the bottom right hand side of the screen. You can now enter in the Name and Address of Starting Location. Click on the "Find Location" button.
- RCO3® will again, produce the map with your "Starting Location" pin in purple along with the best route to get to the selected listings in the order you have chosen starting at your custom "Starting Location". Below the map RCO3® will also generate new turn by turn directions starting at your custom "Starting Location".



8. To add a “Stopping Location” click on the “Add Stop” button located at the bottom right hand side of the screen. You can now enter in the Name and Address of your Stopping Location. Click on the “Find Location” button.
9. RCO3® will again, produce the map with your “Stopping Location” pin in purple along with the best route to get to the selected listings in the order you have chosen stopping at your custom “Stopping Location”. Below the map RCO3® will also generate new turn by turn directions ending at your custom “Stopping Location”.

10. You can now choose to either “Email” or “Print” your directions by clicking on the “Email” or “Print” button located underneath the Map. When Printing the map directions, you also have the choice of selecting which view mode.

