

Realcomp Online® Agent Setup Support Guide

Agent Setup Options in Realcomp Online®

The Agent Setup options let you input and display your marketing information, as well as set other default preferences. The following information reviews instructions to input your data and set display preferences for your agent web page, printed reports and flyers, and emails.

The following topics are included in this guide:

- My Web Page
- My Information
- My Preferences

My Web Page

Realcomp Online® provides you with your own internal Web page. Other agents will view your page when they view listings or use the Agent Search feature.

Agent Web Page

Back To List Printable View

Scott S. Winay - Software Trainer

swinay@corp.realcomp.com

REALCOMP II LTD. MLS

28555 ORCHARD LAKE RD.
SUITE #200
FARMINGTON HILLS, MI 48334

Main Phone: (248) 553-3003 x127
Cellular: (248) 699-9127
Janene: (248) 699-9117

Realcomp Staff Member: This information is for other Realcomp Members not the public.

- **Trainer**
- **Only other agents see this information**

Note: your home page provides a Printable View option that allows you to print your web page to use as flyers.

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My Information

The **My Information** page allows you to setup your contact information, upload your photo, and change your Personal Identification Number.

Note: Some of this information can only be changed by Realcomp II Ltd. (via your Board). Therefore, you must contact your Board directly to make certain revisions.

➤ **To enter contact information:**

1. Enter the requested information into the fields.
2. Click **Save Information**.

➤ **To change your personal identification number:**

1. In the Security Information area, enter your new Personal Identification Number.

Security Information :	
Personal Identification Number :	1975

2. Click the **Save Information** button  (located at the top or bottom of this page).

Note: Your new PIN must be 4 characters in length.

My Preferences

The **My Preferences** page allows you to setup your marketing information, web page, and search defaults.

Paragraph Content

➤ **To add informational content:**

1. In the **Paragraph Content** field, enter the text you would like to appear as a single paragraph on your web page.
2. In the **Bullet Point** fields, enter the text you would like to appear as bullet points on the web page, such as awards, experience, and key points you would like to stand out.

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My Web Page Content:	
<p>Paragraph Content: Advanced user tip: You can type HTML code directly into this paragraph!</p>	<p>Realcomp Staff Member:</p> <p>This information is for other Realcomp Members not the public.</p>
Bullet Point 1:	Trainer
Bullet Point 2:	Only other agents see this information
Bullet Point 3:	
Bullet Point 4:	
Bullet Point 5:	

Web Page Options

- **To setup your Web Page information:**
 1. Indicate additional items to appear on your web page by choosing the appropriate items in the **Web Page Options** area. For instance, to have your cellular phone number listed on your web page, choose the Cellular option.

My Web Page, Email Signature, Report Footer Options and MoveInMichigan.com:				
Include the following items in my agent web page, email signature, report footers and MoveInMichigan.com.				
	Web Page	Email Signature	Report Footer	MoveIn Michigan.com
Display Name:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
First + Last Name:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
First + MI + Last Name:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal Address:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Office Address:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
No Address:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Display Phone:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Main Phone:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Office Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Address:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Web Site:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellular:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Click the **Save Information** button.

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Marketing Options

- **To setup your marketing information:**
 1. Indicate the marketing information to appear on items such as your flyers, reports, and emails by filling in the **My Marketing Options** area.

My Marketing Options:	
Personalize my printable and emailed reports and flyers with the following information	
Header Line 1:	Scott S. Winay <input type="text"/> <input type="button" value="Format"/> <input type="button" value="Clear Format"/>
Header Line 2:	Realcomp II LTD - Farmington Hills <input type="text"/> <input type="button" value="Format"/> <input type="button" value="Clear Format"/>
Header Line 3:	Office Phone: 248-553-3430 Cell: 248-553-3003 <input type="text"/> <input type="button" value="Format"/> <input type="button" value="Clear Format"/>
Header Line 4:	swinay@corp.realcomp.com * www.realcomp.com <input type="text"/> <input type="button" value="Format"/> <input type="button" value="Clear Format"/>
Horizontal Header Alignment:	CENTER <input type="button" value="v"/>
Vertical Header Alignment:	MIDDLE <input type="button" value="v"/>
Show Agent Photo:	YES <input type="button" value="v"/>
Show Office Logo:	YES <input type="button" value="v"/>
<input type="button" value="Preview"/>	
Place my personal marketing information on:	
<input checked="" type="checkbox"/> Report and Flyer Printable Views	←
<input checked="" type="checkbox"/> Each Individual Flyer	*Selecting this option may cause some flyers to print across multiple pages. ←
<input checked="" type="checkbox"/> Prospect Web Pages	←

Choose where you want your personal marketing information to appear.

Search Defaults

Indicate your preferred defaults by choosing the appropriate options in the Search Defaults area.

Search Defaults :	
Report I use most often :	Agent List With Photo <input type="button" value="v"/>
Flyer I use most often :	Two Page Listing Report <input type="button" value="v"/>
Property Type I use most often :	RS <input type="button" value="v"/>
# of Items displayed per Report Page :	250 <input type="text"/>
PRD County I use most often :	OAKLAND <input type="button" value="v"/>

- **Report Default:**

A report displays limited information about all listings that match your search criteria. To choose the report you use most often, click the down arrow next to the **Report I use most often:** box. Then choose from the following reports:

One Liner
One Liner #2
Agent List With Photo
Wide Format CMA
Agent List No Photo
Buyer List With Photo
Buyer List No Photo
Drive-by Photo
Inventory
Buyer List with Map
— Custom Reports —

Note: Custom Reports are only available if after you personally create one or more.

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➤ **Flyer Default:**

A flyer displays complete information about an individual listing. To choose the flyer you use most often, click the down arrow ▼ next to the **Flyer I use most often:** box. Then choose from the following flyers:

17 Line Buyer Report
Full Listing Report W/ Photo
Full Listing Report W/O Photo
Full Buyer Report W/ Photo
Full Buyer Report W/O Photo
Buyer

➤ **Property Type Default:**

Choose one of the five property types to begin searching the **Quick Search** method. Although only one property type is selected as default, additional property types can be added or changed while conducting any search.

To choose a property type you use most often, click the down arrow ▼ next to the **Property Type I use most often:** box. Then choose from the list of five property types.

➤ **Items to Display per Page Default:**

You can modify the number of listings that appear on a page by clicking in the box next the **# of Items to Display Per Page** box. **Note:** *The more listings that appear per page, the longer it will take to display on your screen. The suggested maximum amount is 250.*