

Realcomp Online® Tour/Open House Support Guide

Adding A Tour or Open House into Realcomp Online®

➤ To schedule a tour or open house:

1. Click the **Listing Manager** menu option to view your listings.
2. Click the MLS number of the appropriate listing.
The **Manage Listing** page appears.
3. Click **Add Tours/Open Houses** link at the far right side of the Tours/Open Houses section.
The Tour Detail screen appears.

Tour :

Name :

Type : **Open House** Open Houses will appear on Realcomp Online® as well as on MoveMichigan™ and on the Home360 channel on cable television if your office participates in those two programs.

Date : **January** **14** **2008**

Start Time : **1** **23** **PM** End Time : **1** **23** **PM**

Description :
Characters Available: 558

Save **Cancel**

4. Enter the requested information into the fields, including the type to specify if it is a tour or open house.
5. Click the [Save](#) link from the task bar or click the **Save** button.

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Tour or Open House Search

➤ To search for tours and open houses:

1. Enter the requested information into the fields.
2. If you want to add additional search criteria fields, select the appropriate item from the Additional Fields button.
3. Further modify the search criteria if applicable.

The screenshot shows the 'Searching :TOURS & OPEN HOUSES' interface. At the top, there are buttons for 'Reset Form', 'Count', and 'Search'. Below this is the 'Search Criteria' section with an 'Additional Fields' button. The search criteria include: SEARCH TYPE (with radio buttons for RS, CO, OM, MF, VL and a 'Match Any Selected' dropdown), TOUR / OPEN HOUSE (with radio buttons for Tour, Open House and a 'Match Any Selected' dropdown), DATE (From and To fields with '(MM/DD/YYYY or #)' instructions), PROPERTY STATUS (with a 'Select All On-Market' button and radio buttons for NEW, ACTV, ENK, CCS, CHGP, XTND and a 'Match Any Selected' dropdown), AREA (with 'View List', 'Clear', and 'View MLS Area Maps' buttons, and a red note: '*Select "View List" for MLS Area Numbers. Modified Areas are indicated (NEW). *'), MLS NUMBER (with a 'Starts With' dropdown), and STREET NAME (with a 'Starts With' dropdown). An 'Additional Fields' button is located at the bottom of the search criteria section.

4. Click **Count** to learn how many matches you will have (optional).
5. Click **Search**. The system now displays all matching Tours and/or Open Houses (based on your entered criteria).

The screenshot shows a property listing for 221 Hillcrest Avenue in Brighton. It includes a photo of the house, a map, and detailed information: 5/16/2004 12:00:00 PM To 5/16/2004 5:00:00 PM, Property Type: RS, MLS Number: 24039728, Price: \$269,900, Address: 221 HILLCREST AVENUE, City: BRIGHTON, Map Coordinates: U 18, Directions: OFF MAIN (SPENCER) BETWEEN GRAND RIVER AND SPENCER, Style: CONTEMP, Acreage: 0.42, Square Feet: 3163, Bedrooms: 5, Full Baths: 4, Half Baths: 1. The listing office is PREVIEW PROPERTIES.COM. A descriptive paragraph follows: 'LOOK AT THE SQ FT FOR THE DOLLAR! PERFECT FOR LARGE FAMILY OR FOR ENTERTAINING IN LAW QTRS, COMES WITH TWO SETS OF KITCHEN APPLIANCES - NEW ROOF ('02), HI-E FURNACE ('03). SPECTACULAR TERRACED LANDSCAPING, WALK TO DOWNTOWN, LOTS OF CLOSET SPACE, KITCHENS HAVE REVERSE OSM FILTER SYSTEMS FOR DRINKING WATER. TOO MUCH TO SAY HERE PRICED BELOW ASSESSED VALUE!'

This information, including property information, photo, map and specific tour/open house information can be emailed or printed. You can also return to the Tour Search screen to modify the criteria.

The screenshot shows the 'Tour / Open House List' interface. It features a 'Refine Search' button, a dropdown menu for 'Select different flyer format', a 'Printable View' button, and an 'Email This List' button.

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The Metro Consolidated Association of REALTORS® (MCAR) Caravan Tour schedule policy as follows:

Mandatory Start and End Time: 10:00 a.m. until 12:30 p.m.

Tuesday Area: By Map Coordinates, Y-AF
Including the City of Bloomfield
Hills

Thursday Area: A-X excluding the City of Bloomfield Hills

Friday: Eliminate Friday Caravan Tour

Should you have any questions, please contact Realcomp's Customer Care Department at: 866.553.3430 option 2 or email support@realcomp.com.