

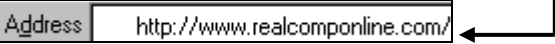
Realcomp *Online*® Quick Reference Sheet

Before You Start

Before you use Realcomp *Online*®, make sure you have the following items:

- An Internet connection
- Internet Explorer Version 5.5 or later (Version 7.0 or above is recommended)
- An Agent ID (last 6 digits of your Real Estate license number) and Password (initially your password is set as your last name in all lower case)

Logging On

1. Open your Internet Explorer browser.
2. In the address bar type www.realcomponline.com

3. Enter your ID. Then use your <Tab> key to move the cursor to the Password text box and enter your password.
4. Click **Log On** or tap the <Enter> key.

System Options

<i>Main Menu</i>	
Search	Allows you to conduct searches by using different search methods to suit your needs.
Prospects	Allows you to manage your prospects.
Reports	Provides reports you can generate online such as a CMA.
Public Records	Provides land and tax information and property descriptive information as available with Public Records Data.
Agent	Allows you to view your personal information and setup your system preferences, as well as search for other agents and offices. This option lets you add and manage tasks, as well as letting you maintain your contact information.
Financial	Provides financial tools you can complete online.
Listing Manager	Allows you to manage your listings.
Message Boards	A place to post questions you may have about the system.

Search Listings: Quick Steps

1. Select **Quick Search** from the main **Search** menu
2. The search type is preset based on your property type choice selected in “My Preferences”. To add or change the property type(s), click the **View List** button in the Search Type section. Select the desired property type(s); then click the **OK** button.
3. In the Status area, select or unselect the Status or Statuses by clicking each individual status check box or choose **Select All On Market** or **Select All Off-Market**.
4. In the Area section, enter the area codes(s) or click the **View List** button.
NOTE: *When entering more than one area code, place a space between the areas (no commas)*
5. In the Search Price area, enter the minimum price in the **From** field and the maximum price in the **To** field. Note that when entering amounts in the Search Price area, *do not use the last 3 zeros, commas or other punctuation*. The system assumes the last 3 zeros of whatever number you enter.
6. Enter any other fields listed on the search screen that match your client’s particular requests.
7. To add additional fields to your search, click the **Additional Fields** button.
8. When all desired criteria is entered, click the **Count** button to display to number of matching properties.
9. Click the **Search** button to view the listings in a report format.

Search Tips

To find the exact match, type the exact information only. Example:

- ◆ Street Name: Sycamore

To find all matches that begin with the value, use an asterisk after the partial entry. Examples:

- ◆ Area Code: 02* (for all of Oakland County)
- ◆ Street Name: Syc*

To find the exact multiple matches, place a space between the entries. Then change the *Modify Criteria* box from “Starts With” to “Custom (advanced)”. Examples:

- ◆ Area Codes: 02221 02231 02211
- ◆ Map Letters: N O S U
- ◆ Street Names: Sycamore Elm Oak