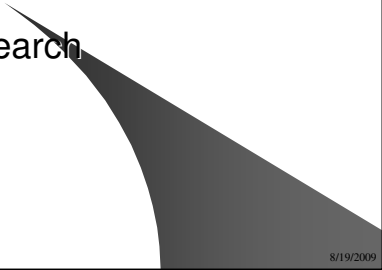


Tempo FOCUS:

Map Search
Class Handouts

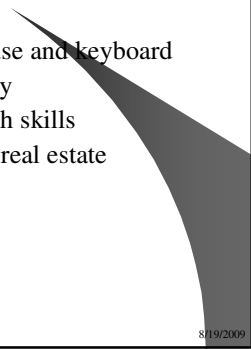
Tempo FOCUS:
Map Search



8/19/2009

Prerequisites

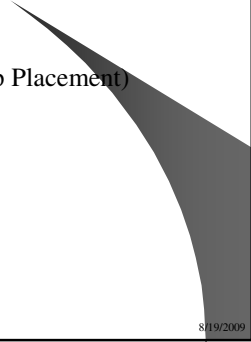
- Familiarity with the mouse and keyboard
- Basic Internet proficiency
- Basic Tempo MLS search skills
- An understanding of the real estate industry



8/19/2009

Course Outline

- Lesson 1: Map Search
- Lesson 2: Geocode (Map Placement)



8/19/2009

Other Tempo Courses

- T1: CBR Tempo - Level I
Search by Criteria and Map, MLS# Search, History Search, and Listing Maintenance.
- T2: CBR Tempo - Level II
Hotsheet Reports, Custom Search, Prospects and CMA.
- T3: CBR Tempo - Level III
Custom Grids, Report Editor, Download, Statistics, Financial Functions, Client Gateway, and Agent/Broker Reports.

8/19/2009

Lesson 1: Searching by Polygon (Map)

- Multiple Map views
- Basic Rules of Map Search
- 3 Types of "Polygons"
- Searching with Multiple Polygons
- Deleting Polygons

8/19/2009

Lesson 1 Exercises

- Create a Rectangle Polygon Search
- Add a Second Polygon (Radius)
- Add a Third (Multi-Facet)
- Delete an Individual Polygon
- Delete All Shapes

8/19/2009

Lesson 2: Geocode/Map Placement

- What is Geocode?
- Auto-Geocode process (Fines)
- Verification/Correction of Geocode

8/19/2009

Additional Exercise Time

- Practice any of the Map Search Skills You Learned Today

8/19/2009

What we have covered

- Map Search by Rectangle, Radius, Multi-Facet, and Multiple Polygons per Screen
- Geocode for New Listings
- Geocode for Existing Listings

8/19/2009

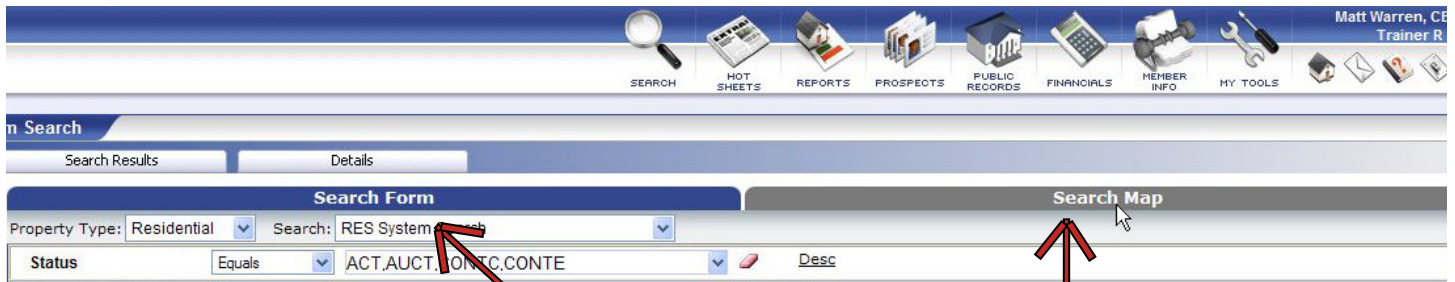
Course Evaluation and CE Credit Slips

- Please fill out the evaluation before you leave today.
- If taking the class for CE credit fill out the middle portion of the evaluation using the address where the certificate is to be mailed. Typically it takes 2-4 weeks for certificates to be processed.

8/19/2009

Searching by map or “polygon search” on Tempo allows the user to create customizable geographical boundaries. Polygons are based on geocode location and allow agents to create visual areas selected by map and easily identify geographical boundaries using aerial photography. MLS criteria such as beds, baths, and price are instantly combined with polygon shapes to create a search that incorporates geographical boundaries completely defined by the agent with as little or as much criteria as necessary to find the exact properties that fit a client’s needs.

When searching, the agent can switch to Map Search, and back to criteria Search Form by simply clicking a tab. (Img.1)

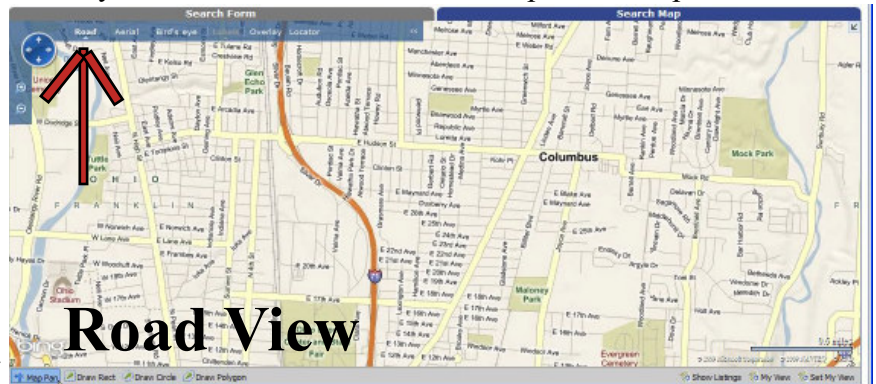


Img. 1

These boundaries can be used to replace the static “areas” previously used on the MLS. While the old MLS areas were rigidly defined and unalterable, polygon shapes can be created in any shape, size, and location. An agent can even create a new polygon for every client if needed. If one client wants to have more than one “area” but wants to ignore a small area in the middle, the agent can effectively “box out” the unwanted area with a multi-sided polygon of up to 25 sides.

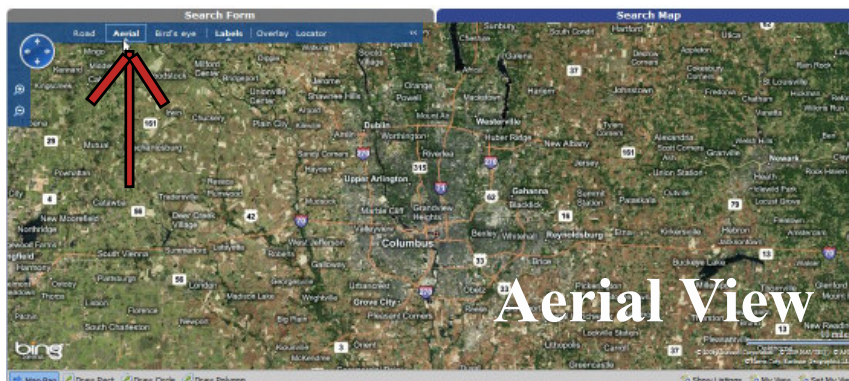
The maps in Tempo are provided by Microsoft’s “Bing”. There are 3 views within Tempo mapping. They are easily switched by clicking Road, Aerial or Bird’s Eye buttons on the toolbar at the top of the map window

Click “Road” button to view the line drawing maps (Img.2)



Img. 2 Road View

Basic road maps as seen in “Road View” are easiest for viewing street locations and geopolitical boundaries on the maps. This view is also fastest to “refresh” when zooming.



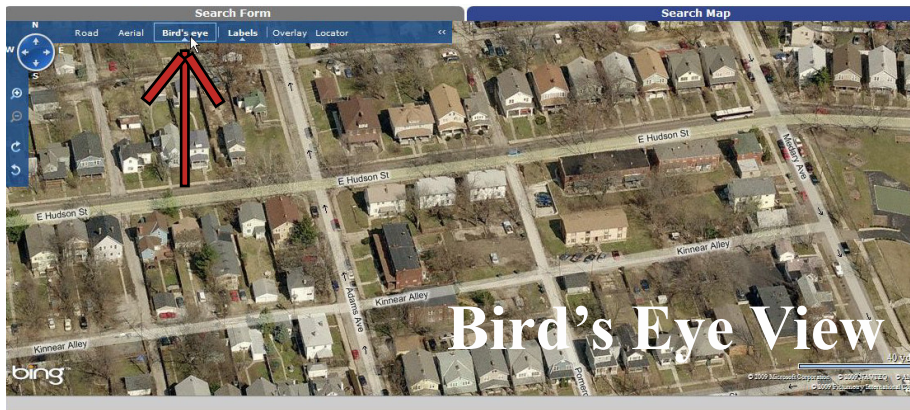
Aerial View

Click “Aerial” button to view the “fly-by” aerial maps (Img.3)

Img. 3

The maps provided by Bing (Microsoft) are updated as often as Microsoft updates their map images. This typically means between 6 months and 4 years (approximately). Aerial view is best for locating geographical items and identifying individual property “rooftops” and lot features. Some areas, especially outlying areas, will not offer Aerial views.

Click “Bird’s Eye” button to view the zoomed in high resolution map (Img.4)

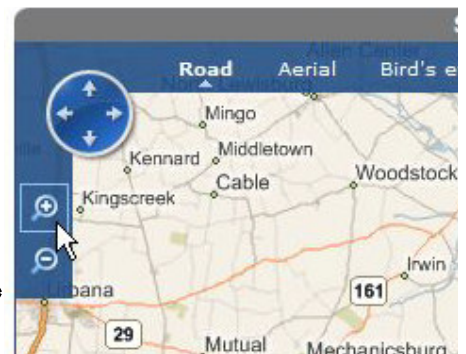


Img. 4

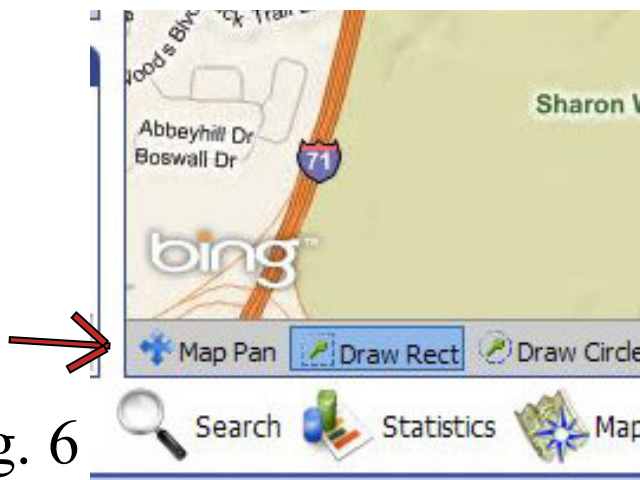
Bird’s Eye view allows the closest zoom possible on Tempo mapping. The angle is approximately 45 degrees. When in this view, you are limited in the distance you can slide the map side to side. Many areas, especially outlying, will not offer Bird’s Eye view.

Basic rules of map search

- i) limit of 5 polygons per screen (3 recommended)
- ii) must finish a polygon before you can delete it
- iii) must finish a polygon before you can create a new one
- iv) zoom to appropriate level before creating polygon
 - aa) zoom with “+” and “-” buttons on toolbar at top left (Img. 5)
 - bb) zoom with scroll wheel on mouse (away = zoom out, toward = zoom in)
 - cc) Map always zooms to center of viewable area
- v) use “Map Pan” tool at bottom to “slide” map around (Img. 6)
- vi) follow streets, rivers, RR tracks, etc. to avoid “cutting off” properties
- vii) Search button at bottom runs criteria (beds, price, etc.) and polygon search simultaneously



Img. 5

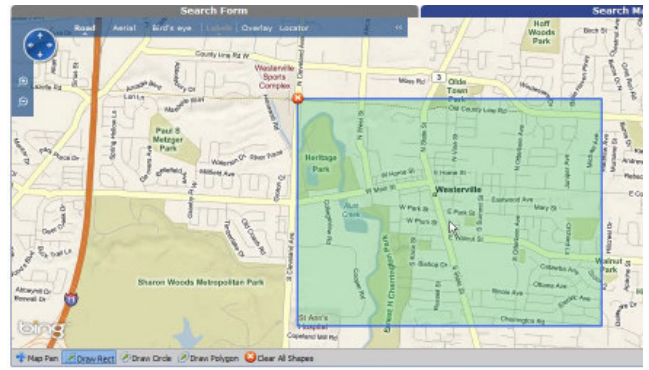


Img. 6

Types of Polygon Shapes

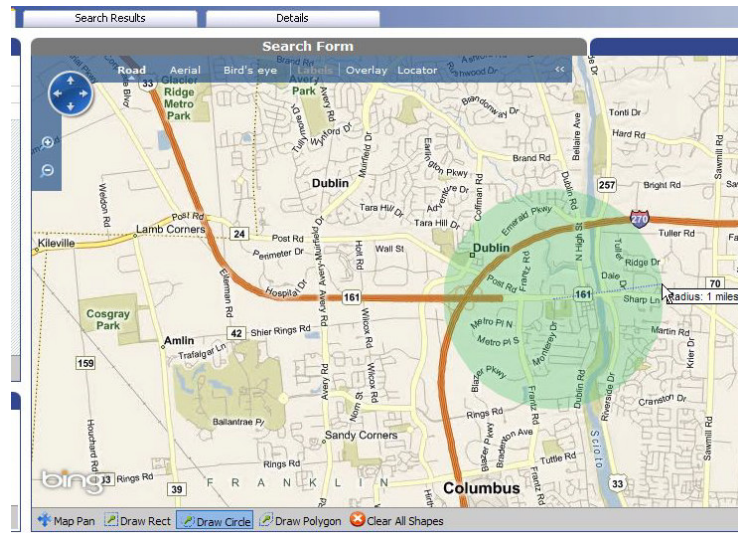
- i) Rectangle (Img. 7)
 - aa) left-click and hold left mouse button
 - bb) drag from top left corner to bottom right
 - cc) release mouse button to finish
 - dd) red “X” at corner of polygon indicates finished shape

Img. 7

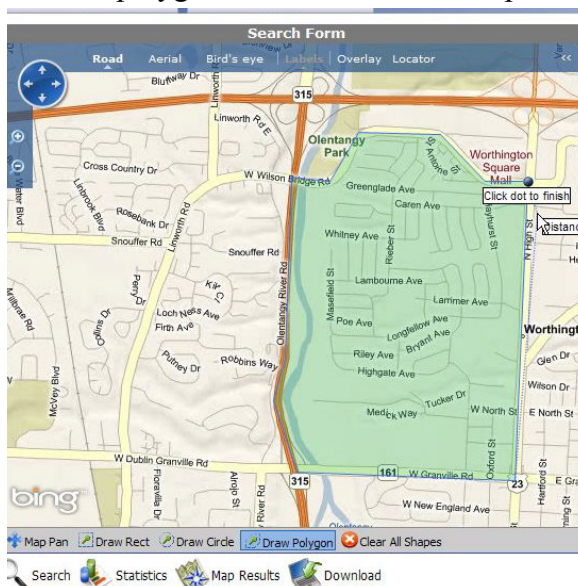


- ii) Circle (Radius) (Img. 8)
 - aa) left-click and hold left mouse button
 - bb) drag from center “target” location outwards
 - cc) notice the “radius distance” box beside the pointer
 - dd) release mouse button to finish
 - ee) red “X” at edge of radius indicates finished shape

Img. 8



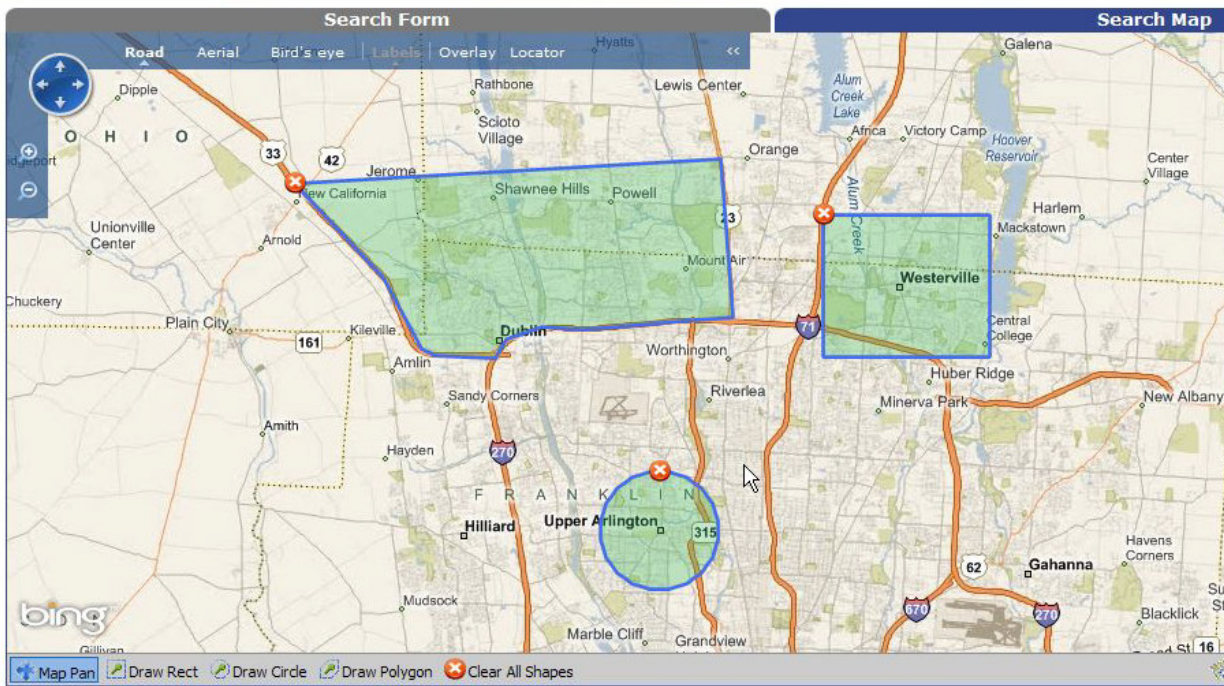
- iii) Polygon (Multi-facet) (Img. 9)
 - aa) more complex than other polygons
 - bb) left-click and release, DO NOT HOLD mouse button
 - cc) left-click each corner of desired polygon shape
 - dd) limit of 25 sides/corners
 - ee) click on original starting point when done (Blue dot labeled “Click to Finish”)
 - ff) red “X” at corner of polygon indicates finished shape



Img. 9

Multiple Polygons (Img. 10)

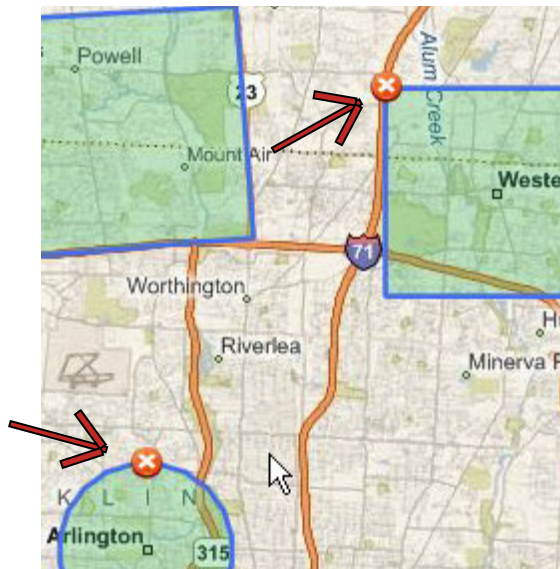
- i) can have up to 5 per screen
- ii) don't recommend more than 3 per screen (speed and latency)
- iii) REMINDER: Finish current polygon before you can start another polygon



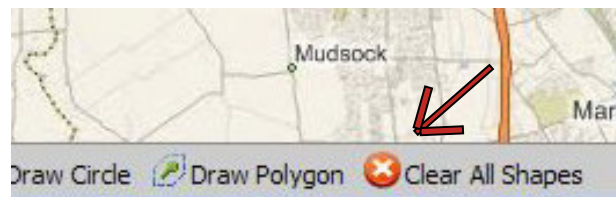
Img. 10

Deleting Polygons

- i) click red "X" at corner of individual polygons to delete (Img. 11)
- ii) click "Clear All Shapes" button at bottom to remove all simultaneously (Img. 12)



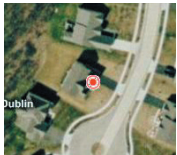
Img. 11



Img. 12

Geocode (Map Placement) of New and Previously Entered Listings

Geo-Coding is the process of locating a property on a map by latitude and longitude coordinates. In the Tempo MLS system, this geo-code process locates the property in regard to polygon searching on the map. This makes the exact, accurate geo-code location of all MLS listed properties extremely important. Agents are searching for properties based upon accurate geo-code location. This prompted the MLS Committee to enact a new mandatory geo-code policy beginning May 1, 2009.



Automatic geo-coding by the Tempo MLS system attempts to locate the property by address and zip code. If the information is incorrect, out of date, or fails for some other reason, the property will be automatically geo-coded incorrectly. This is the reason the MLS Committee chose to require mandatory geo-code correction by all agents who list properties in the MLS. This means that every time a listing is entered, the Add/Edit form (also known as Listing Maintenance Manager) will request that the agent verify the geo-code for every newly listed property. When a property is edited, the MLS system may remind the agent to check the map placement (geo-code) for the property.

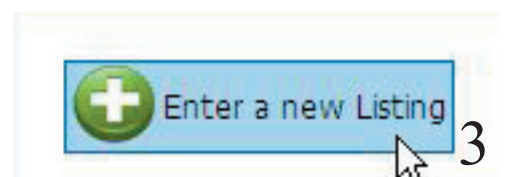
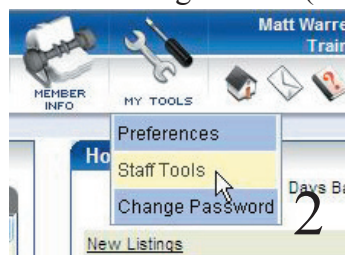
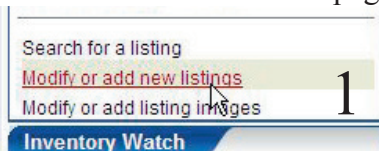
PLEASE NOTE: The Tempo MLS system will make every effort to correctly geo-code the listing. However, the listing agent is responsible for verification and correction of geo-code should the automatic placement be incorrect for any reason. Every listing must be verified by the agent for correct map placement. This can be done at time of newly listing the property for sale or any time afterward by editing the listing. The listing agent will be liable for fines if geo-code is incorrect for their listing.

To add a new Listing (and verify or correct Geo-Code):

1) Begin entering a new listing (2 ways)

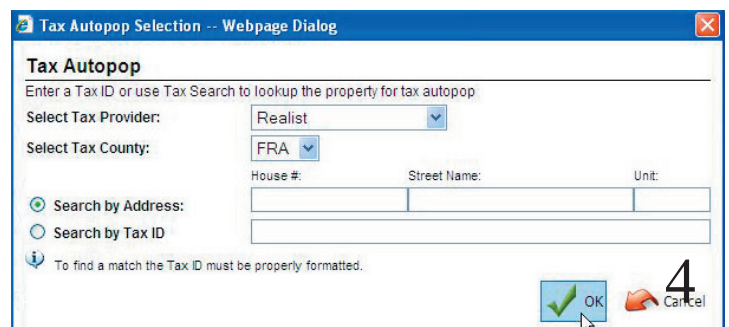
a) On the Tempo homepage, click the “Modify or add new listing” link (Image 1). Click “New Listing” button. (Image 3)

b) Hover over My Tools at the top blue bar in Tempo (Image 2). When the menu drops down, click on Staff Tools. On the Staff Tools page, click on “New Listing” button (Image 3).

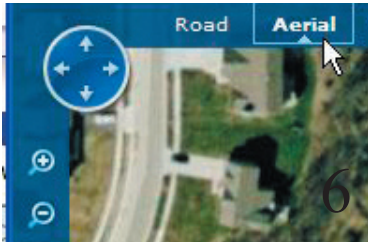
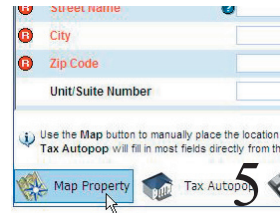


2) Choose the Category for the property you are listing (Residential, Land/Farm, etc). Click OK.

3) Auto-populate Tax Data for your listing by parcel or street number and name (exclude St, Ave, Blvd, etc). This is done through the Realist system. Click OK (Image 4). (For counties not covered by Realist, agents can click cancel.)

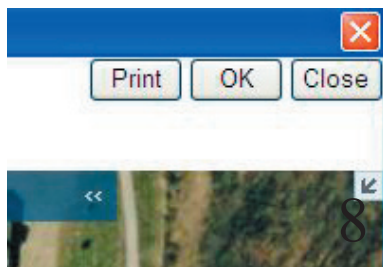
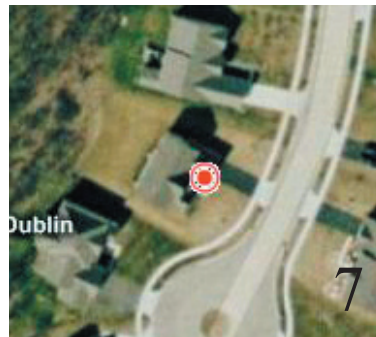


4) Enter all listing data on the long edit form. When finished, click the “Map Property” button (Image 5) at the bottom of the page.



5) Zoom in and out as necessary. Click “Aerial” button (Image 6) at the top to turn on the aerial photos to make map placement easier.

6) Left-Click on the rooftop (or driveway) to indicate the exact geo-code location of that listing. A “red dot” (Image 7) will appear to designate the new map placement (geo-code).



7) Click OK at the top right of the geo-code window to accept the new map placement (geo-code) location. (Image 4)

8) When all data is entered and geo-code has been verified or corrected, click submit at the bottom of the listing screen. If you did not click the “Map Property” button manually, the Tempo system should automatically remind you to check the map location when you hit the submit at the bottom of the page.

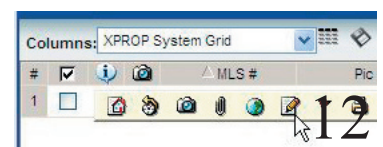
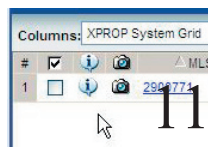
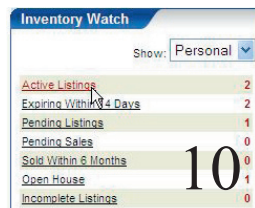
PLEASE NOTE: Agents are required to verify and correct this map placement (geo-code). If the automatic placement was incorrect, but the agent fails to correct it by the steps explained here, the agent is liable for fines based on incorrect geo-code.

To verify or correct Geo-Code for an existing/previously entered listing:

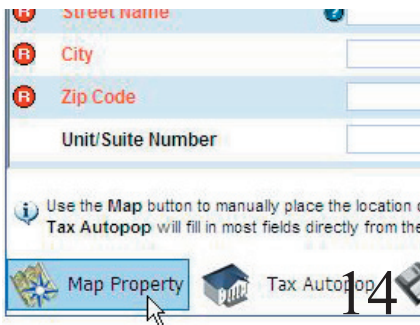
1) Open a listing for editing (2 ways)

a) On the Tempo homepage in the Find a Listing area (Image 9), type the MLS number or Address of the listing you wish to edit/geo-code. Click the “green arrow button” to go to the Grid. Hover over the “i” bubble (Image 11), click Edit (pencil) icon (Image 12).

b) On the Tempo homepage in the Inventory Watch section (Image 10), click on active listings. This will display your inventory on the Grid. Hover over the “i” bubble (Image 11), click Edit (pencil) icon (Image 12).

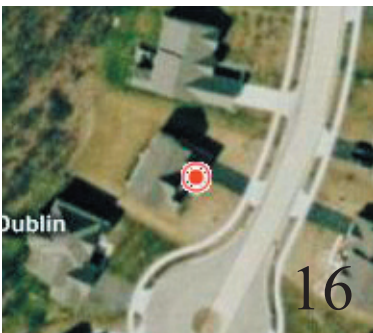
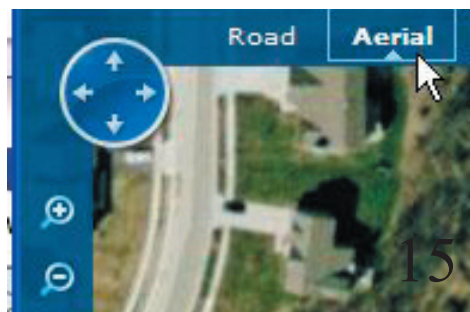


2) Click the Edit button at the bottom of the listing summary page (Image 13). This will open the long edit form for this listing.



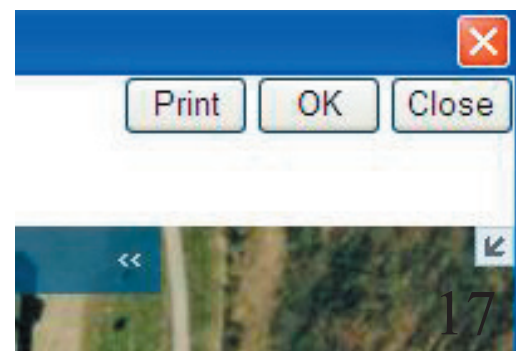
3) At the bottom of the long edit form, click the “Map Property” button.(Image 14)

4) Zoom in and out as necessary. Click “Aerial” button (Image 15) at the top to turn on the aerial photos to make map placement easier.



5) Left-Click on the rooftop (or driveway) to indicate the exact geo-code location of that listing. A “red dot” (Image 16) will appear to designate the new map placement (geo-code).

6) Click OK at the top right of the geo-code window to accept the new map placement (geo-code) location. (Image 17)



7) When all data is entered and geo-code has been verified or corrected, click submit at the bottom of the listing screen to save the changes to the listing. The Tempo system should automatically remind you to check the map location when you hit the submit at the bottom of the page.

PLEASE NOTE: Agents are required to verify and correct this map placement (geo-code). If the automatic placement was incorrect, but the agent fails to correct it by the steps explained here, the agent is liable for fines based on incorrect geo-code.