

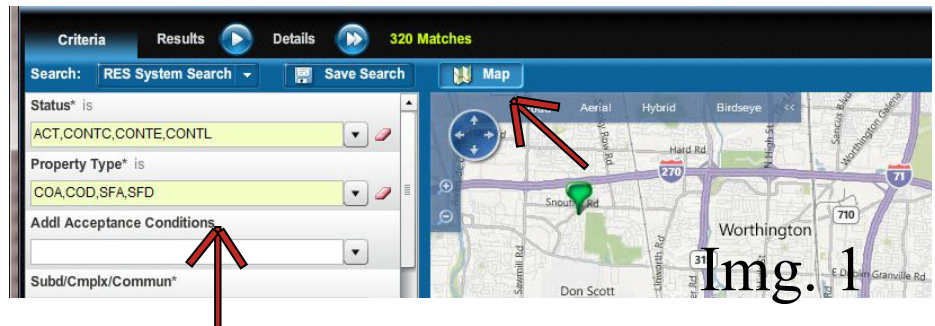
FOCUS:

Map Search_{Fusion}

Class Handout

Searching by map or “polygon search” on Fusion 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 add the Map Search to criteria Search Form by simply clicking the map button at the top. Fusion will dynamically update the map to display listings that match both the criteria and polygon shapes simultaneously. (Img.1)

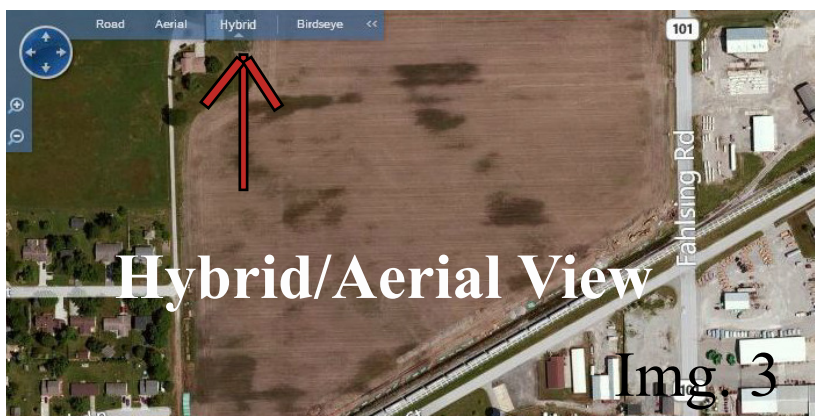
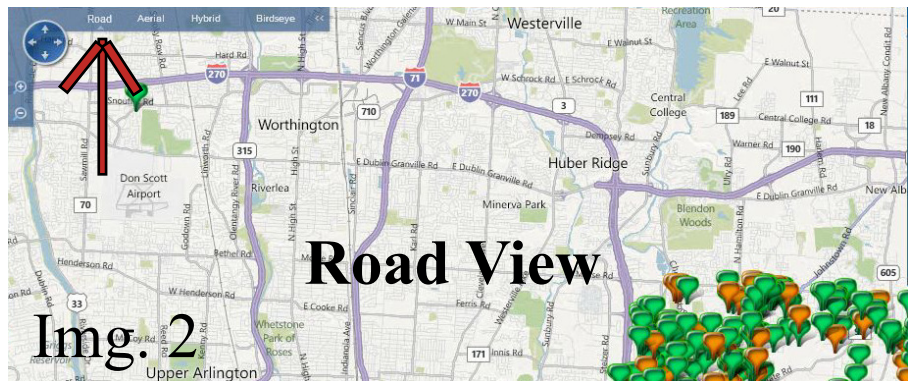


Polygon shapes can be created in any shape, size, and location. An agent can even create a new polygon for every client if needed. If one client wants to have more than one neighborhood, multiple polygon shapes can be added to a single map. If the client wants to ignore a small location in the middle or a larger region, the agent can effectively “box out” the unwanted area with a multi-sided polygon of at least 25 sides.

The maps in Fusion are provided by Microsoft’s “Bing”. There are 4 views within Tempo mapping. They are easily switched by clicking Road, Aerial, Hybrid, 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)

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.



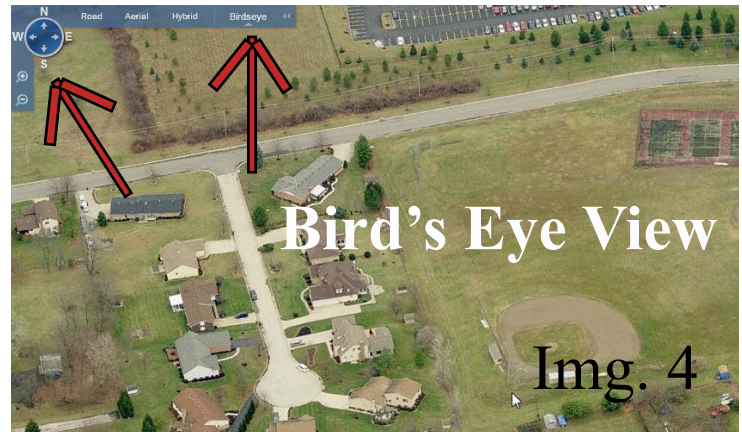
Click “Aerial” or “Hybrid” button to view the “fly-by” aerial maps. Hybrid maps combine the aerial imagery with streetname (Img.3)

FOCUS - Map Search

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). Hybrid view is best for locating geographical items and identifying individual property “rooftops” and lot features. Some areas, especially outlying areas, will not offer Hybrid or Aerial views.

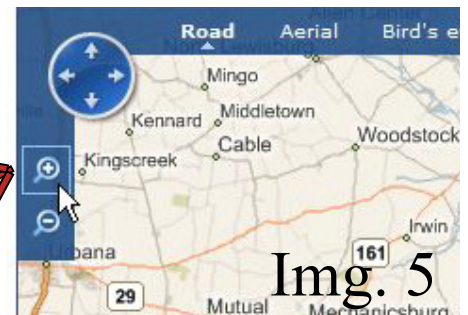
Click “Bird’s Eye” button to view the zoomed in high resolution map. Click the N,S,E,W letters on the compass to rotate 90 degrees.(Img.4)

Bird’s Eye view allows the closest zoom possible on Fusion 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.



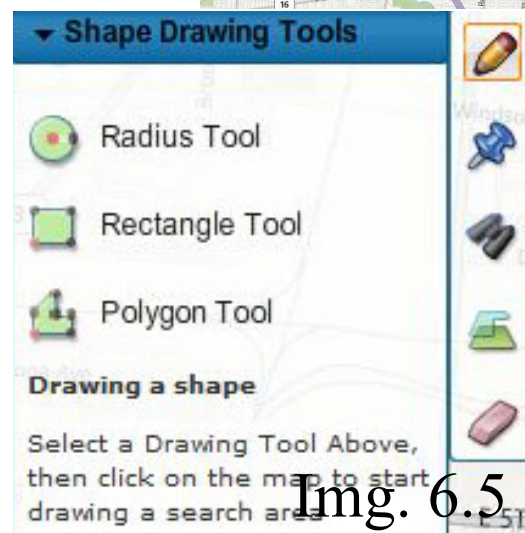
Basic rules of map search

- 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)
- v) Left-Click and Hold on the map to “slide” map around
- vi) follow streets, rivers, RR tracks, etc. or add “padding” to avoid “cutting off” properties at edges of polygons
- vii) Map immediately displays properties that match criteria (beds, price, etc.) and polygon (Img. 6)



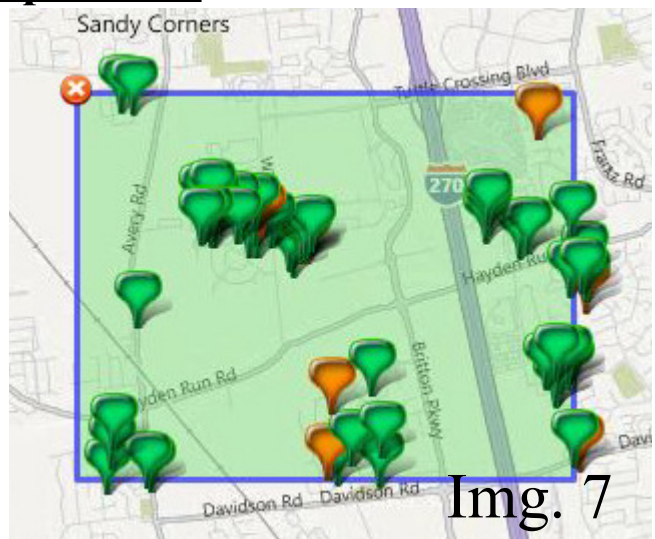
Map Toolbar

- i) Polygon Tool - pencil icon (Img. 6.5)
- ii) Location Tool - pushpin icon
- iii) Points of Interest Tool - binoculars icon
- iv) Overlays Tool - green icon
- v) Clear Map Tool - eraser icon



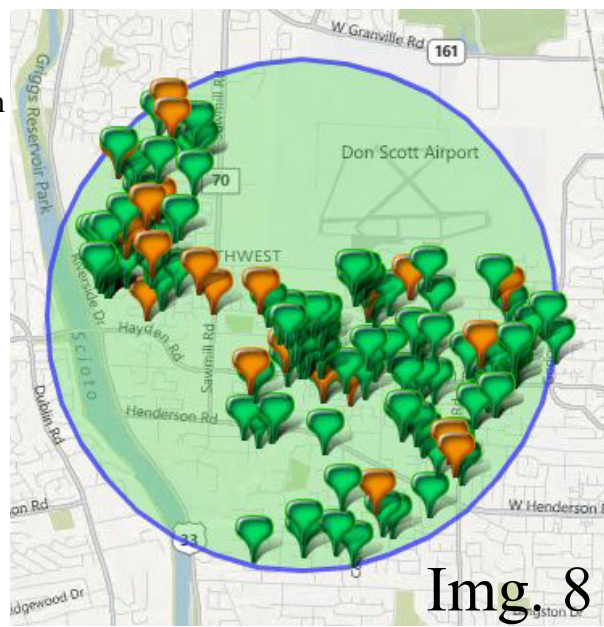
Types of Polygon Shapes

- i) Rectangle (Img. 7)
 - aa) left-click and RELEASE left mouse button
 - bb) drag from top left corner to bottom right
 - cc) Left-click and release mouse button a 2nd time to finish
 - dd) red "X" at corner of polygon indicates finished shape



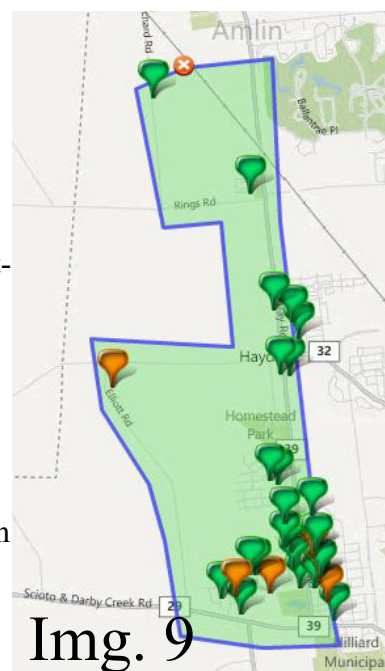
Img. 7

- ii) Circle (Radius) (Img. 8)
 - aa) left-click and RELEASE left mouse button
 - bb) drag from center "target" location outwards
 - cc) notice the "radius distance" box beside the pointer
 - dd) Left-click and RELEASE mouse button a 2nd time to finish
 - ee) red "X" at edge of radius indicates finished shape



Img. 8

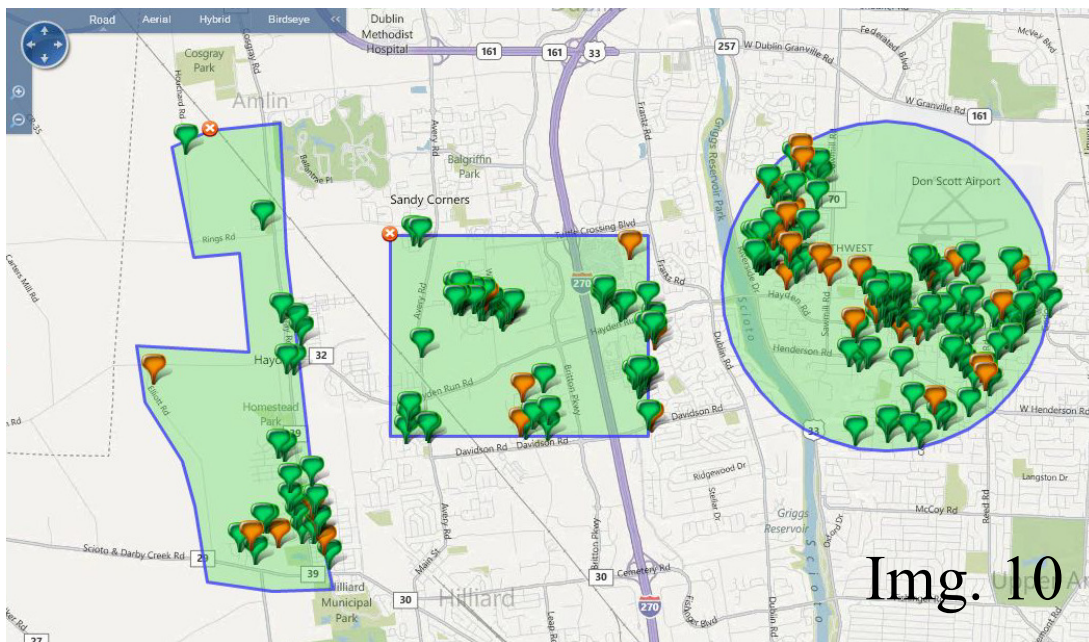
- iii) Polygon (Multi-facet) (Img. 9)
 - aa) more complex than other polygons
 - bb) left-click and RELEASE, DO NOT HOLD mouse button as you create your polygon
 - cc) left-click each corner of desired polygon shape
 - dd) At least 25 sides/corners per polygon
 - ee) click on original starting point when done (labeled "Click here to complete")
 - ff) red "X" at corner of polygon indicates finished shape
 - gg) Alternately, you can double-click to finish the polygon when you are done. The double-click will automatically connect the current location to the origin/starting point.



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

Editing Polygons

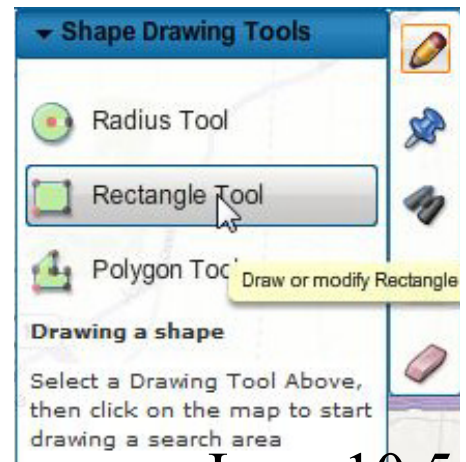
- i) Click the tool that created the polygon (ie Rect - Img. 10.5)
- ii) Edit "nodes" will appear around edges
- iii) Click-Hold and drag the node you want to resize
- iv) You must click the tool again before each edit

Moving Polygons

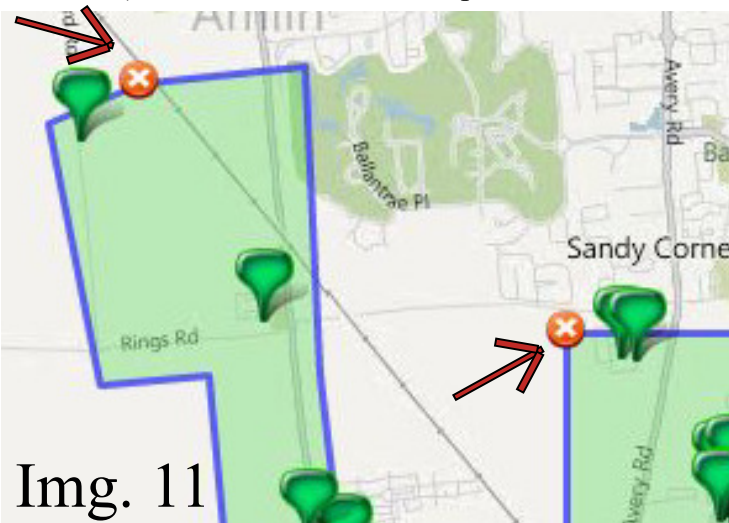
- i) Click tool that created the polygon (ie Polygon)
- ii) Edit "nodes" will appear around edges
- iii) Click-Hold and drag on the shaded part of the shape you want to move
- iv) You must click the tool again before each move

Deleting Polygons

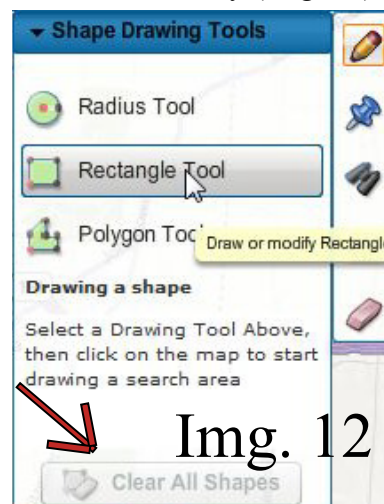
- i) click red "X" at corner of individual polygons to delete (Img. 11)
- ii) click "Clear All Shapes" button at bottom to remove all simultaneously (Img. 12)



Img. 10.5



Img. 11



Img. 12

FOCUS - Map Search

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 Fusion 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. Incorrect geo-code location means the agents gets fewer showings because buyer's agents don't find them when they search.

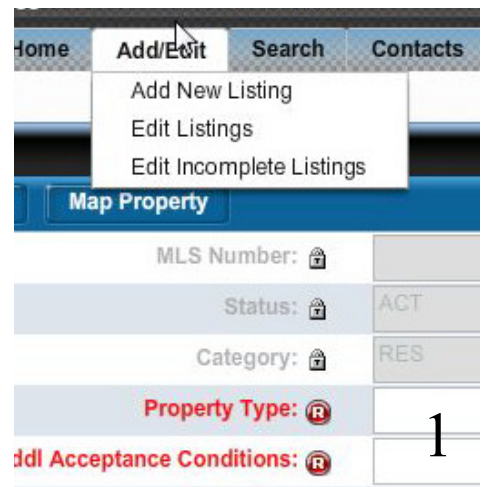


Automatic geo-coding by the MLS system attempts to locate the property by address and zip code. If the information is incorrect, out of date, or fails for some other reason, the property will be automatically geo-coded incorrectly. This is the reason the MLS Committee chose to require mandatory geo-code correction by all agents who list properties in the MLS. This means that every time a listing is entered, the Add/Edit form 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.

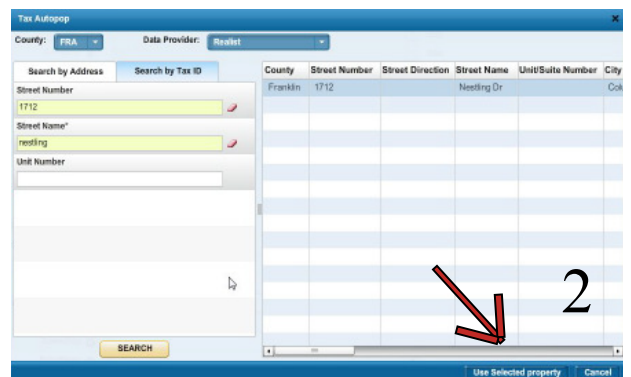
PLEASE NOTE: The MLS system will make every effort to correctly geo-code the listing. However, the listing agent is responsible for verification and correction of geo-code should the automatic placement be incorrect for any reason. Every listing must be verified by the agent for correct map placement. 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 Data Maintenance Fees 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 Add/Edit Menu at the top of the Fusion window, click "Add new listing"(Image 1).



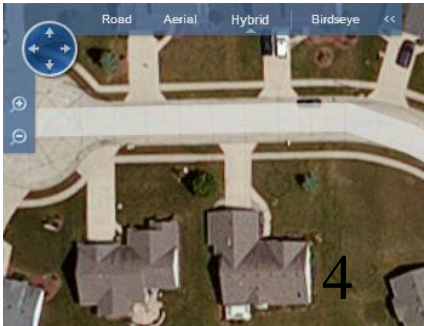
- 2) Choose the Category for the property you are listing (Residential, Land/Farm, etc). Click OK.
- 3) Auto-populate Tax Data for your listing by parcel or street number and name (exclude St, Ave, Blvd, etc). This is done through the Realist system. Click Use Selected property button. (Image 2). (For counties not covered by Realist, agents can click cancel.)



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4) Enter all listing data on the long edit form. When finished, click the “Map Property” button (Image 3) at the top of the page.

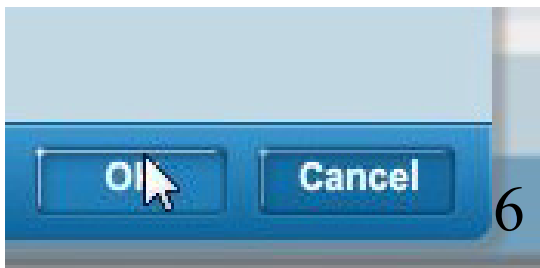
Tax Autopop	Map Property
MLS Number: 🔒	
Status: 🔒	ACT
Category: 🔒	RES
Property Type: 📍	
Addl Acceptance Conditions: 📍	
List Price: 📍	
Street Number: 📍	



5) Zoom in and out as necessary. Click Aerial of Hybrid button (Image 4) 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. An icon (Image 5) will appear to designate the new map placement (geo-code).



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

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 MLS system should automatically remind you to check the map location when you save listing changes. Always remember to save changes when done.

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 Data Maintenance Fees 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 Fusion homepage in the Fast Find Section (Image 7), type the MLS number or Address of the listing you wish to edit/geo-code. Click the Search button to go to the Grid. Hover over the jellybean/chiclet icon (Image 9), click Edit (pencil) icon (Image 10).

b) On the Fusion homepage in the Inventory Watch gadget (Image 8), click on active listings. This will display your inventory on the Grid. Hover the jellybean/chiclet icon (Image 9), click Edit (pencil) icon (Image 10).

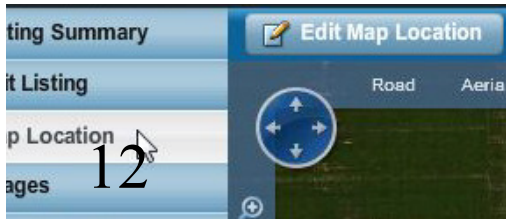
Inventory Watch	Show: Personal
Active Listings	1
Expiring Within 14 Days	1
Pending Listings	0
Pending Sales	0
Sold Within 6 Months	0
Open House	0
Incomplete Listings	7



FOCUS - Map Search

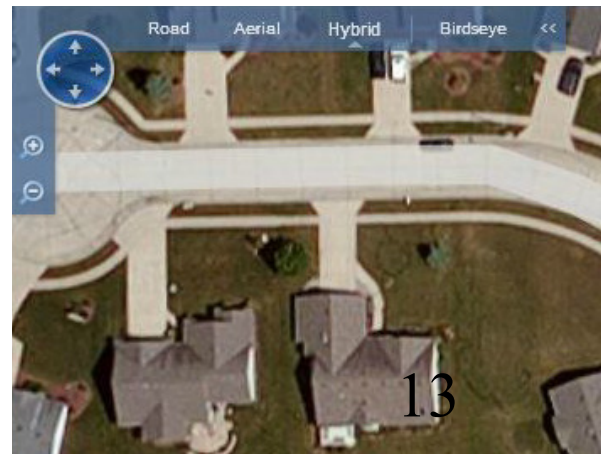
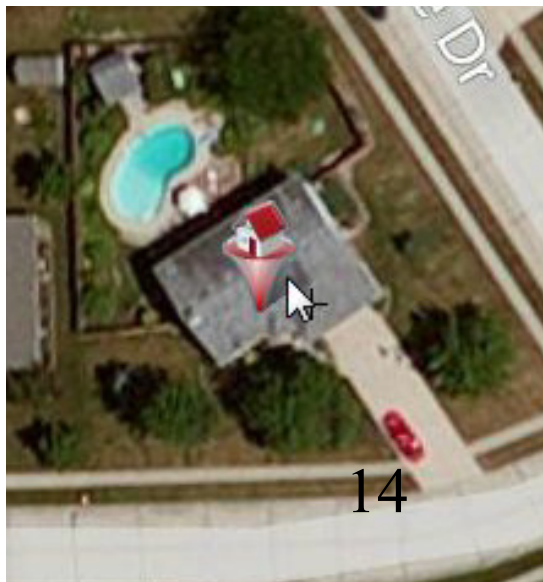
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2) Click the Map Location button at the top left of the listing Add/Edit page (Image 11). This will open the map and display current location for this listing. Alternately, on the Edit Listings Screen you can click “Map Property” button at top and re-geocode with same procedure described for new listings



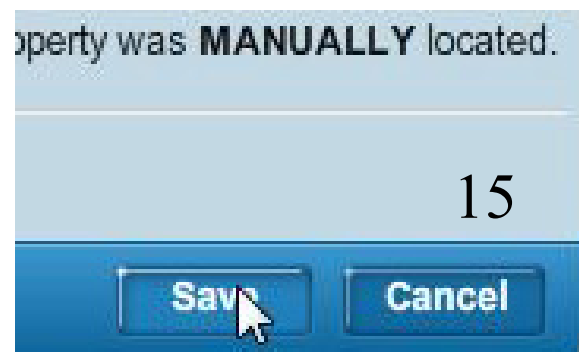
3) At the top of the map, click the “Edit Map Location” button.(Image 12)

4) Zoom in and out as necessary. Click “Hybrid” button (Image 13) 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. An icon (Image 14) will appear to designate the new map placement (geo-code).

6) Click Save at the bottom right of the geo-code window to accept the new map placement (geo-code) location. (Image 15)



7) When all data is entered and geo-code has been verified or corrected, click Save at the bottom of the Map Property screen to save the changes to the geo-code. The MLS system should automatically remind you to check the map location when you save listing changes. Always remember to save changes when done.

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.