



# Realist<sup>®</sup>

## Navigation Quick Start Guide

### My Search

- 1 My Region allows you to select the county in which you wish to search.
- 2 Use Quick Search tab for instant search by Address, Owner, Listing Number, or Tax-ID.
- 3 My Search allows you to use many criteria to find the properties that match your selections. You may also create & save customized searches in this section.
- 4 Edit Attributes allows you to add, remove and change the order of the specific search terms you wish to use to perform searches.

Check	Del	Print	Photo	Listing	Tax	Foreclosure	Distressed	Price	Area	Rooms	Year	Age	Bed	Bath	Gar	Pool	View	Map	Print	Export	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	114,965	5%		11-05-2009	0.376	3	3	7,623,351	025 E 4								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83,289	5%		10-08-2008	0.201	3	2	12,461,021	8908 W								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83,227	5%		08-22-2007	1.048	3	2	12,541,787	24125 N								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83,224	5%		11-24-2005	1.459	3	3	9,912,728	29344 E								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82,724	5%		09-02-2001	0.035	3	3	9,766,070	35428 E								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82,562	5%		04-01-2008	1.036	3	1	3,252,050	1449 W								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82,344	5%		11-12-2009	1.830	3	2	7,484,314	4132 E								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32,793	5%		07-12-2011	1.776	3	2	8,142,844	39114 N								

### Results Grid

- 5 The Results Grid displays properties returned from a search. Checkboxes next to a property will plot them on the map. Columns and rows can be clicked and dragged in any order. Click the right side of column headers to re-order all rows in ascending or descending order.
- 6 Icons in some columns indicate the presence of a listing and/or photos associated with a property as well as information about foreclosures and distressed sales.
- 7 View or print reports for selected properties, create mailing labels, export data in Excel format and add or remove columns and rows of data using the tools at the bottom of the Results Grid.
- 8 Print or Email the Grid, Map or both by using the Print & Email buttons.
- 9 Change views between Map, Grid & Split here.

## Top Menu Bar

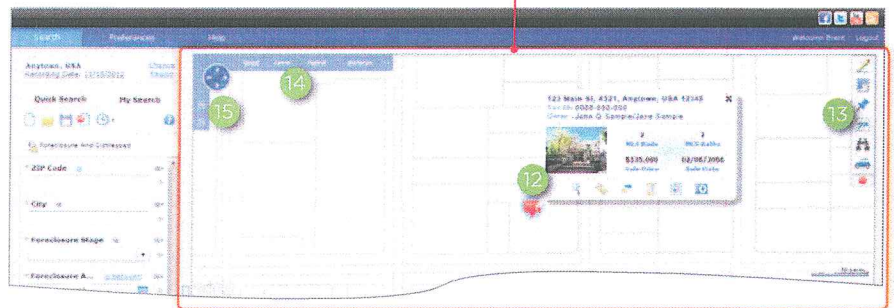
- 10 Open Search, Help & Preferences pages using the Navigation Bar. Search is the default page. If you click on Search again, Realist will re-display the search you are currently conducting. Help offers access to a rich online knowledge base, as well as Realist's excellent training videos.



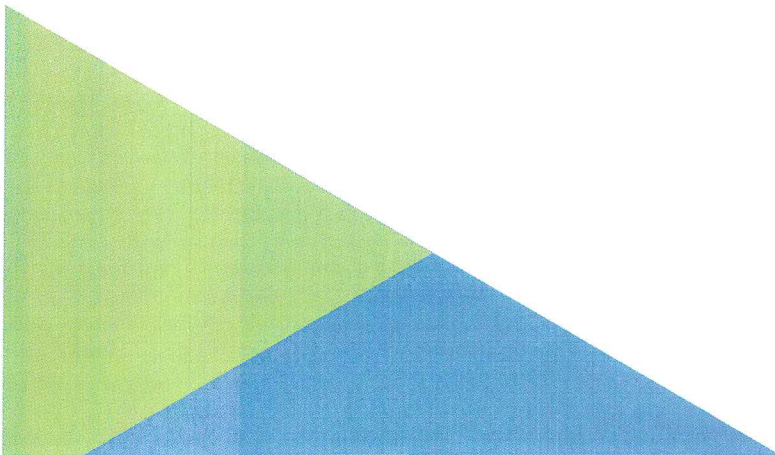
- 11 These icons take you to Realist's social media pages on Facebook, Twitter, YouTube and the Realist Blog to help you learn more about Realist.

## Map

- 12 Clicking on the red "pushpin" or within the property parcel lines on the map displays a snapshot of the selected property. Links take you to Photos, Reports, MLS Listings, Quick Zoom, Lot Dimensions or search all units in a condominium complex.



- 13 Drawing Tools allow you to find properties within drawn shapes, measure distances or annotate the map. Boundaries allow you to overlay Parcel, Zip, City, County, Neighborhood, School District or Flood Zones on the map. Property & Sales Information can plot listings, sales, property characteristics & foreclosure data on the map. Trends provide a heat map overlay for various trends. Points of Interest display nearby businesses and facilities. And Driving Directions provide turn-by-turn directions on the map that can be emailed as well.
- 14 Switch Map Views to Road, Aerial, Hybrid & Birdseye views.
- 15 Zoom and pan the map with these tools.





## Reports

- 16 Access a suite of reports for individual properties using tabs at the top. These may include: Comparables, Market Trends, Neighbors, Neighborhood Profile, Foreclosure, Assessor Maps & Flood Maps.
- 17 Scroll through reports using the thumbnail list on the right side of the screen.
- 18 When available, the Property Detail Report will display the main MLS Photo taken by the listing agent. Up to 25 additional photos from the most recent listing for the property may be viewed in Realist by clicking on the photo.

- 19 Close out of the report and return to the main screen using the "Close Report" button at the corner of the report.
- 20 Icons next to the address of a property indicate any foreclosure action or listing status.
- 21 You may choose to display a thumbnail road map of the property or a map displaying estimated lot dimensions at the bottom of this page via the Preferences section.
- 22 The Property report includes sections with various types of data, including Owner Information, Location Information, Estimated Value, Assessment & Tax tables, Characteristics, Listing Information & History, Sale, Mortgage & Foreclosure History.
- 23 Print, save or email reports in PDF format using the three options at the bottom right of the report page. You may print, save or email as many reports as you like and control what sections of each report are included.