



NAVICA PLUS MLS SYSTEM

 The screenshot shows the Navica PLUS Demo user interface. At the top, there's a navigation bar with 'Home / NAVICA: Navica PLUS Demo' and a user profile for 'Traurig, Mary Anne (317493)'. A pink banner announces 'Navica Plus Enhancements' effective July 10th. Below this, a yellow alert states 'Navica Showing Manager Alert - Your office has 1 showing awaiting feedback.' The main content area is divided into several panels:

- My Calendar:** A calendar for July 2017 with a table of dates and a 'Register for Association Event' link.
- Market Activity:** A section for tracking market trends with filters for 'Days Back' and 'Selected Areas Applied'. It lists categories like 'New Listings (0)', 'Price Change (0)', 'Sold (0)', 'Expired Listings (0)', and 'Back from Expired (0)'. A 'View All Activity' button is present.
- Search/Edit Listings:** A form for searching listings with fields for 'Str #', 'Str Nm', and 'MLS#'. It includes an 'Active Only' checkbox and search buttons.
- My Listings:** A summary of the user's listings, showing counts for 'Active (0)', 'Stand (10)', and 'Expired (17)'. A 'View My Inventory' button is included.
- My Prospects:** A table listing prospects with columns for 'Name', 'Cont', and 'Viewed'.

Name	Cont	Viewed
Mary Anne Traurig	18	0
Mary Anne and Jon Traurig	0	0
Deb & Craig Moffat	0	0
- MLS News:** A section indicating 'No MLS News found.'
- My Links:** A section indicating 'No links found.'
- Saved Searches:** A list of saved search criteria with checkboxes for 'Existence \$250k-\$300', 'Craio Mofat', 'Central I88', 'Office Active Waterford', and 'Office Active Non-Waterford'. Each has a red 'X' icon.
- My CMAs:** A table for Commission Management Agreements with columns for 'Name' and 'Date Created'. One entry is shown: 'Date' on '8/11/2015'.

Navica Plus offers a new user interface with a more stream line look. Some of the new features include: The ability to ***Edit Your Listings From Several Locations***, access to ***Saved Listings for Customers***, the ability to ***Quickly Edit Search Criteria Fields, Print Search Criteria on Results Printouts, Updated Photo Processor***, the ability to ***Clone Your Listing With Photos Currently Available on the Listing, Add Photos to a Partial Listing or to a Listing prior to Submitting, Additional Email Options***, to set a ***Notification you would like to Watch*** and much more!

HOME PAGE

EDIT AGENT INFORMATION/PHOTO

Edit your **Profile** and/or **Add Your Agent Photo** and **Office Logo** directly from the Home Page

To edit your **Profile** click on your **Agent Photo**. **Brokers** and **Office Staff** will be able to edit their **Office Record** here also. **The availability of this option is at the discretion of your Board and all features may not be available to all users.**

The screenshot displays the Fort Dodge Iowa MLS Home Page for user NAVICA, Mary Anne (2518). The page features a navigation menu on the left and several dashboard widgets:

- My Calendar:** A calendar for March 2015 with navigation arrows and buttons for "Add an Event" and "Full View".
- Market Activity:** A section for "Days Back: 1" with a "Selected Areas Applied" button. It lists "New Listings (4)", "Price Changes (9)", "Sold (0)", and "Expired Listings (0)", with a "View All Activity" button.
- Search/Edit Listings:** A search form with fields for "Hse #", "Street", and "MLS#". It includes a "Search" button and a "Single address only" checkbox.
- My Listings:** A section for "Active (0)", "Closed (0)", and "Expired (0)", with a "View My Inventory" button.
- My Prospects:** A table with columns "Name", "Sent", and "Viewed".
- My CMAAs:** A table with columns "Name" and "Date Created".

A red arrow points to the user profile icon in the top right corner of the page.

Name	Sent	Viewed
Amy Sellers	0	0
Chris Johnson	0	0
Debbie Thomas	0	0
Bob Patton	0	0
Mary Anne Trautop	26	9

Name	Date Created
Moffat Family	11/8/2014

To Add your **Agent Photo** click the **Uploader Tab** on the **Agent Maintenance Page**. **Brokers** and **Office Staff** will have the ability to upload an **Office Logo** as well.

EDIT LISTING FROM HOME PAGE

You can also **Edit** your listing directly from the **Home Page**

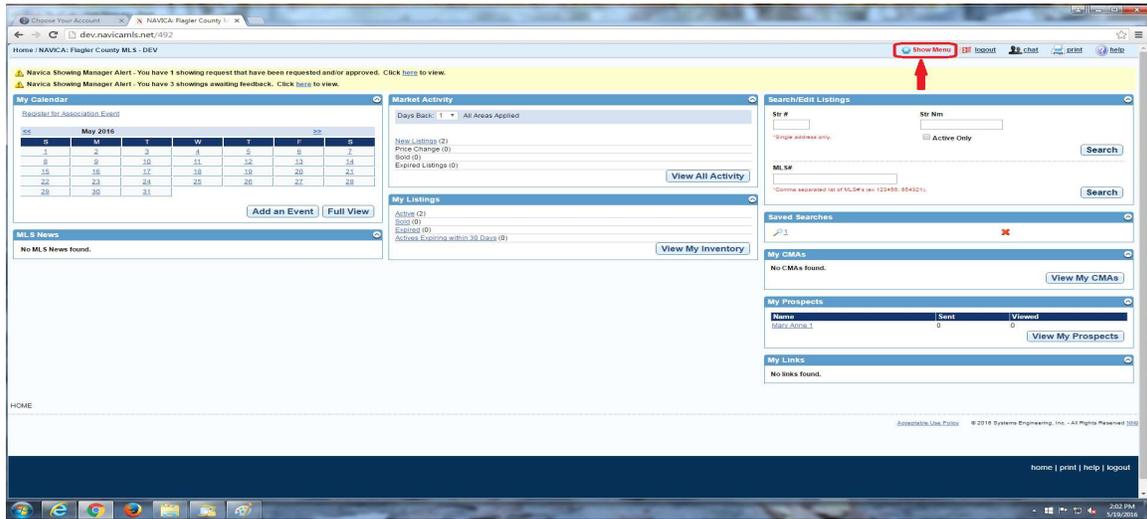
The screenshot shows the Fort Dodge Iowa MLS Home Page. The user is logged in as Navica, Mary Anne (256). The page features a navigation menu on the left with options like 'Add Listing', 'My Listings', 'Search', 'Saved Listings', 'Contacts', 'Roster', 'Reports', 'CMA', 'News & Events', 'Resources', 'Showings', 'Home', and 'Multi Task'. The main content area is divided into several sections: 'My Calendar' (March 2015), 'Market Activity' (Days Back: 1, All Areas Applied), 'Search/Edit Listings' (with a red circle around the button), 'My Listings' (Active: 0, Closed: 0, Expired: 0), 'My Links' (No links found), 'My Prospects' (table with columns Name, Sent, Viewed), 'My CMA's' (table with columns Name, Date Created), 'MLS News' (No MLS News found), and 'Saved Searches' (Debra's Search). The footer includes 'Assessments, User Policy' and '© 2015 Systems Engineering, Inc. - All Rights Reserved 2015'.

HIDE/SHOW MENU

At any time you may select **Hide Menu** to remove it from your screen.

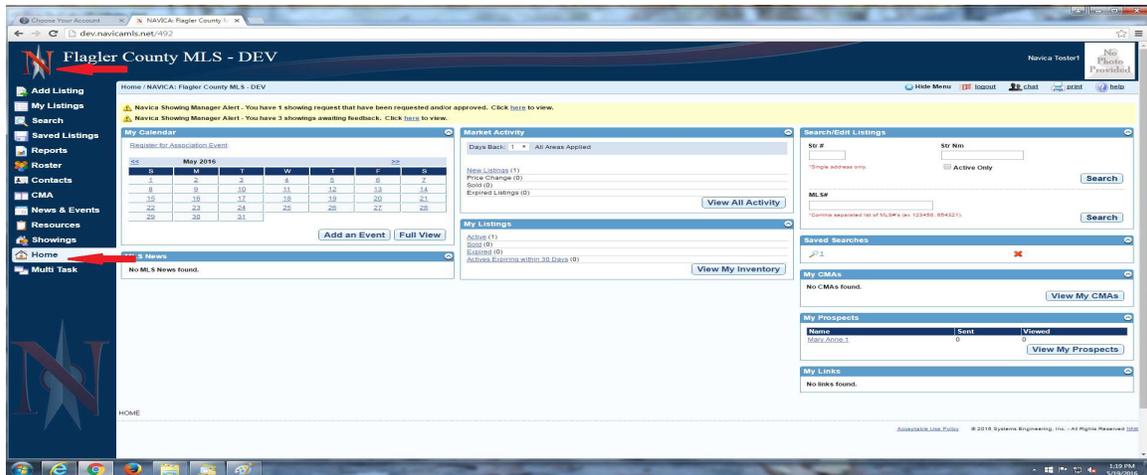
The screenshot shows the Flagler County MLS - DEV Home Page. The user is logged in as Navica, Tester1. The page features a navigation menu on the left with options like 'Add Listing', 'My Listings', 'Search', 'Saved Listings', 'Reports', 'Roster', 'Contacts', 'CMA', 'News & Events', 'Resources', 'Showings', 'Home', and 'Multi Task'. The main content area is divided into several sections: 'My Calendar' (May 2016), 'Market Activity' (Days Back: 1, All Areas Applied), 'Search/Edit Listings' (with a red arrow pointing to the 'Hide Menu' button), 'My Listings' (Active: 0, Closed: 0, Expired: 0), 'My Links' (No links found), 'My Prospects' (table with columns Name, Sent, Viewed), 'My CMA's' (No CMA's found), 'MLS News' (No MLS News found), and 'Saved Searches' (1). The footer includes 'Assessments, User Policy' and '© 2015 Systems Engineering, Inc. - All Rights Reserved 2015'.

To Bring The Menu Back click on Show Menu.



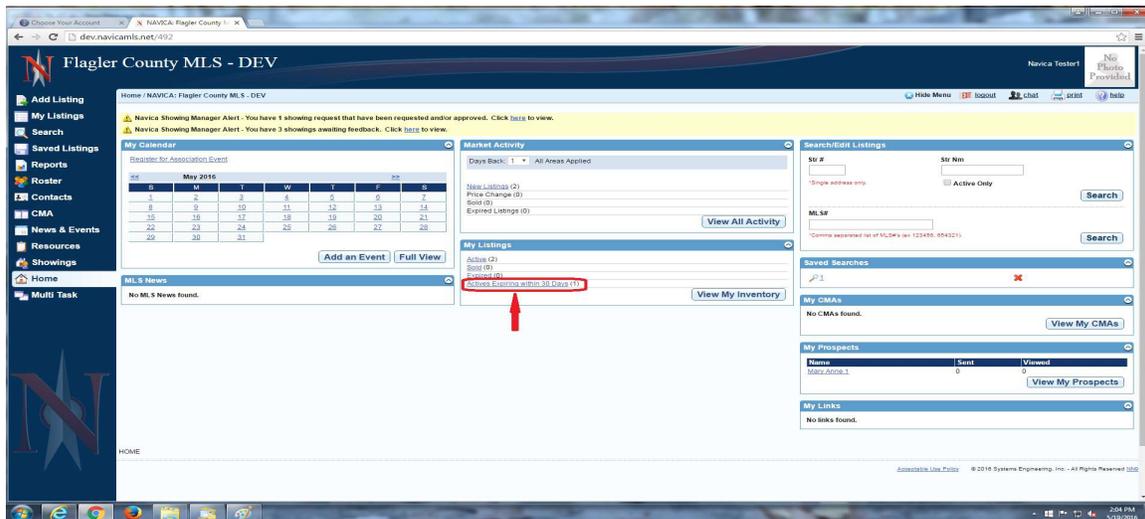
RETURN TO THE HOME PAGE

There are 2 ways to **Return To The Home Page** from **Any Location** in Navica. You can click **Home** on the **Navica Menu** and you may **Also** click on the **Navica Logo** at the **Top Left** of your screen beside the name of your Local Board or MLS.



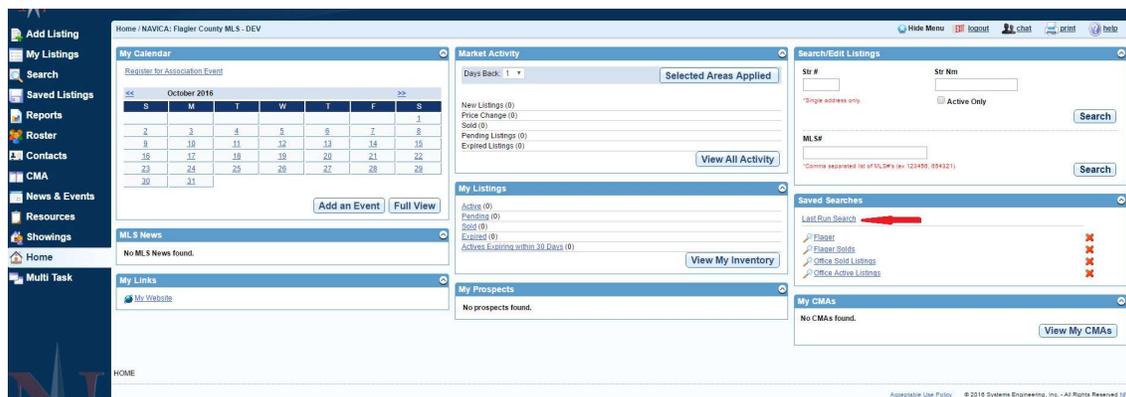
MY LISTINGS ON HOME PAGE

A new **Status** has been added to **My Listings** on the **Home Page**. **Actives Expiring Within 30 Days** is now available. You do not need to add to **My Listings** it is there by default.



LAST RUN SEARCH

A new feature has been added providing you the results of your **Last Run Search**. On the **Home Page** in the **Saved Searches Pod** you have a link allowing access to the **Last Search** that you ran regardless of the **Property Type**. These are **Not** saved searches, but simply the **Results Criteria** for the last search you ran.



Click the **Last Run Search** link for the Results. This link will provide you the **Results** of your **Last Run Search Criteria** regardless of the **Property Type**.

To access the **Last Run Search** for each **Property Type** click on **Search** on the **Navica Menu**.

ADD LISTING/MY LISTINGS

Add Listing and My Listings are now Separate Menu Items

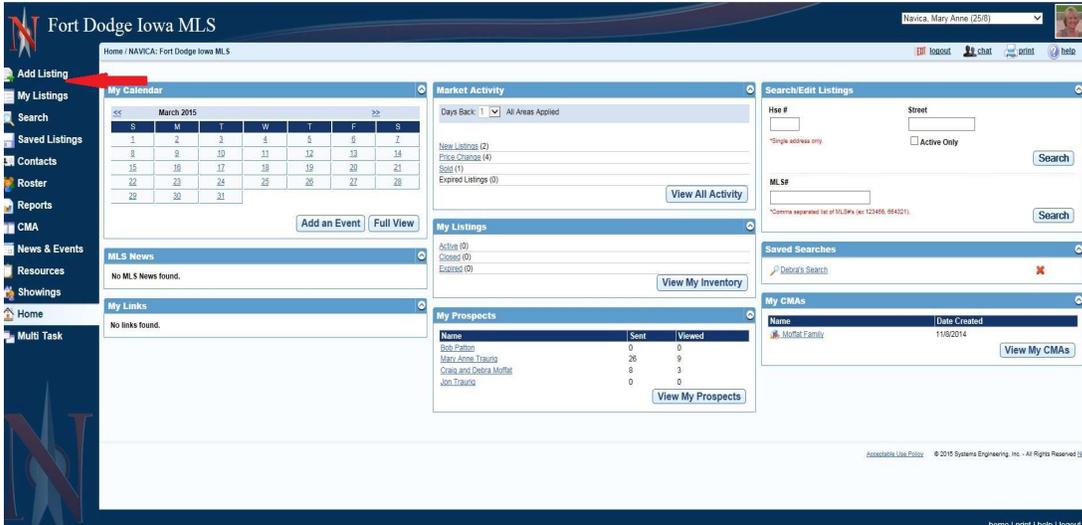
The screenshot displays the Fort Dodge Iowa MLS website interface. The top navigation bar includes the logo, the text 'Fort Dodge Iowa MLS', and a user profile for 'Navica, Mary Anne (25/6)'. A secondary bar contains 'Home / NAVICA: Fort Dodge Iowa MLS', 'logout', 'chat', 'print', and 'help'. The left sidebar lists menu items: 'Add Listing', 'My Listings', 'Search', 'Saved Listings', 'Contacts', 'Roster', 'Reports', 'CMA', 'News & Events', 'Resources', 'Showings', 'Home', and 'Multi Task'. Two red arrows point to 'Add Listing' and 'My Listings'. The main content area is divided into several sections: 'My Calendar' (March 2015), 'Market Activity' (listing counts for New Listings, Price Changes, Sold, and Expired), 'Search/Edit Listings' (with fields for Hse #, Street, and MLS#), 'My Listings' (listing counts for Active, Closed, and Expired), 'My Links', 'My Prospects' (table of prospects), 'MLS News', 'Saved Searches', and 'My CMAs'.

Name	Sent	Viewed
Bob Patton	0	0
Mary Anne Trevino	26	9
Chris and Debra Mottler	8	3
Jon Trause	0	0

Name	Date Created
Moffat Family	11/8/2014

ADD LISTING

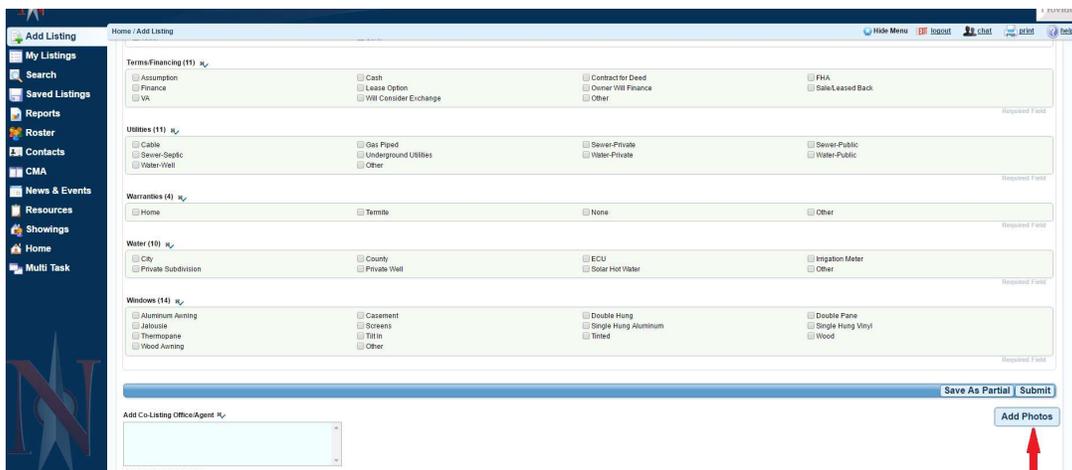
To **Add A Listing** click on the **Add Listing Menu Item**. Once there you will have the option to **Add Listing** or **Add Listing As Comp**. Select your Property Type and add your listing. **Mandatory Fields** no longer have the Red **Asterisks** but will state **Required Field** underneath the field.



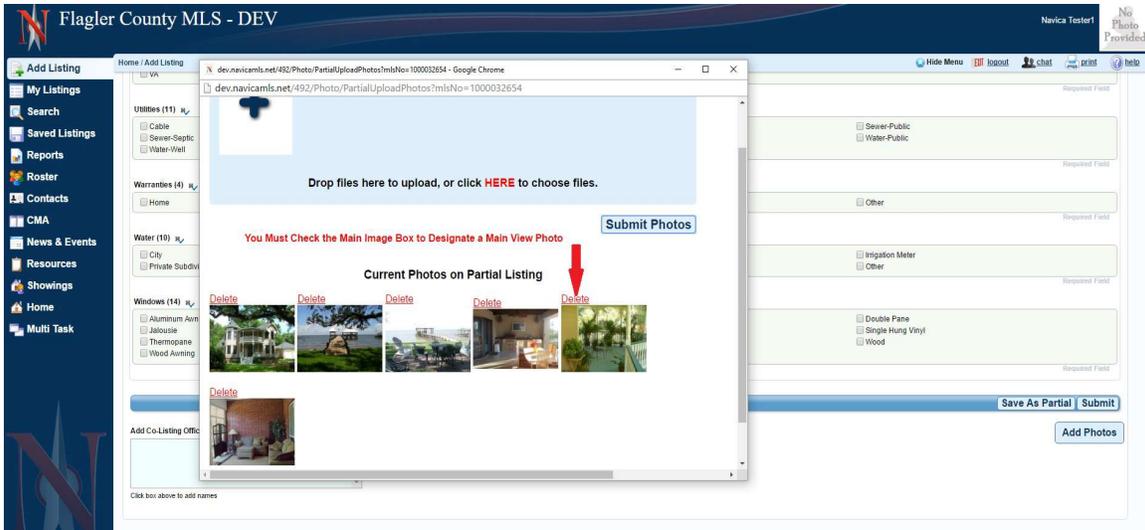
ADD PHOTOS PRIOR TO SUBMITTING LISTING OR TO A PARTIAL

When **Entering a Listing** or **Saving as a Partial Listing** you will now be able to **Add Photos before Submitting**.

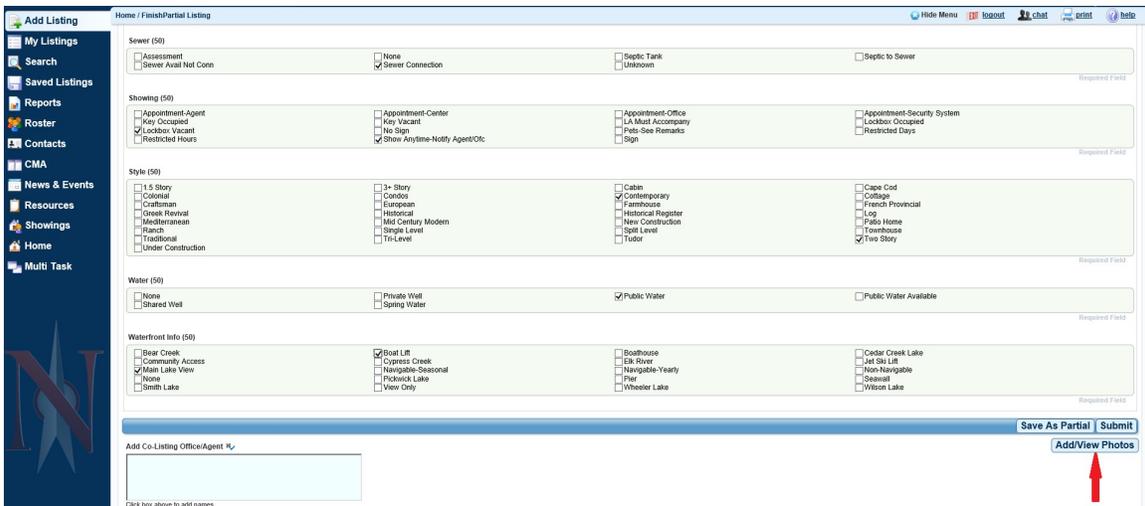
At the bottom of the **Listing Input Sheet** you now have a button to **Add Photos**.



If you have submitted an incorrect photo you have the ability to **Delete Photo** prior to clicking on **Submit** or **Save Partial**.

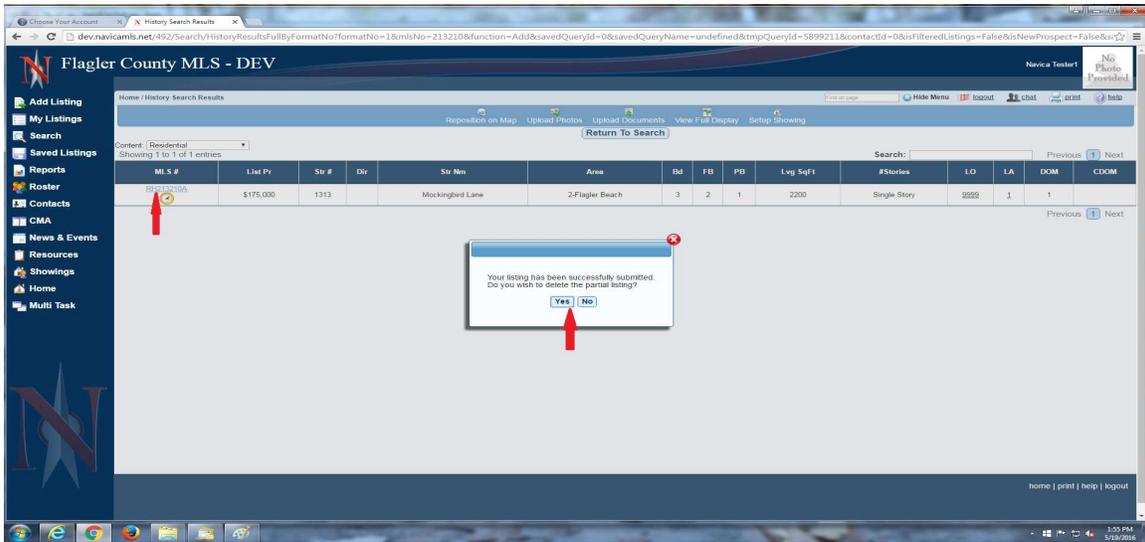


Prior to **Submitting the Partial Listing** you will be able to **View the Photos** again by clicking on the **Add Photos** button again.



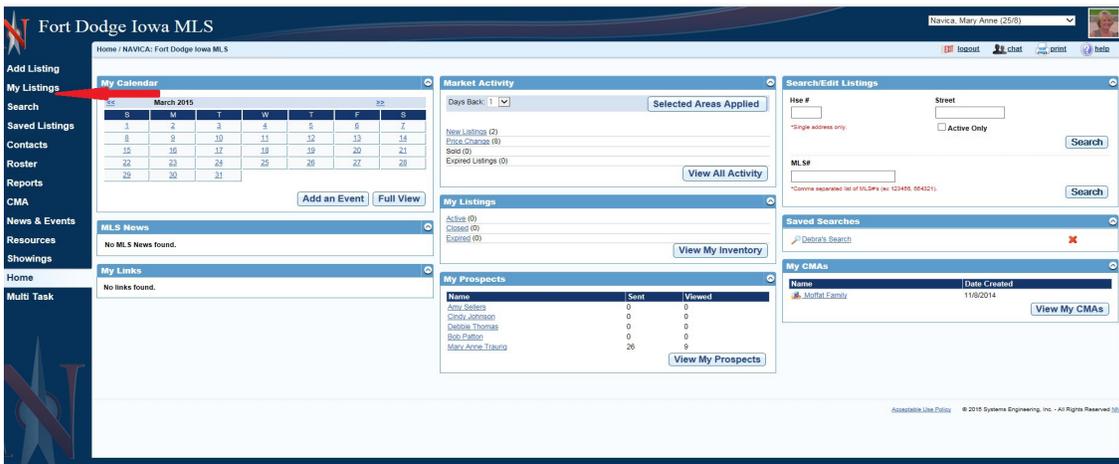
PARTIAL LISTINGS

Once you complete a **Partial Listing** and click **Submit** you will see the listing and a **Prompt** stating your **Listing** has been **Submitted**. You will also be asked if you wish to **Delete The Partial**. Click **Yes** to **Remove** it from your **Partial Inventory**.



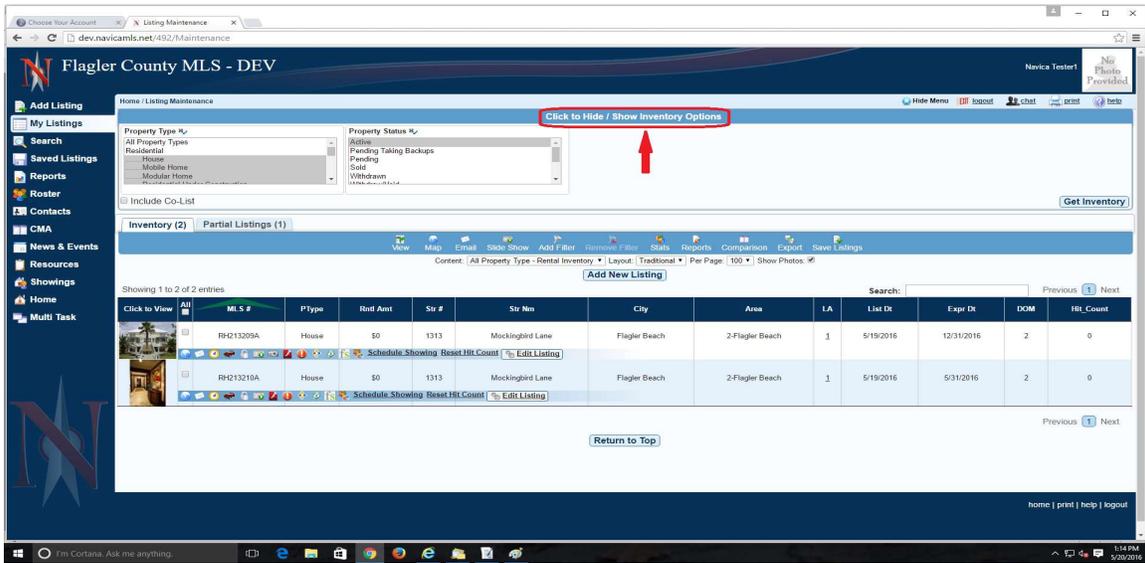
MY LISTINGS

To maintain your listings click on **My Listings** on the Navica Menu. You are now able to **Edit** your listed properties and have full **Listing Tools** functionality.

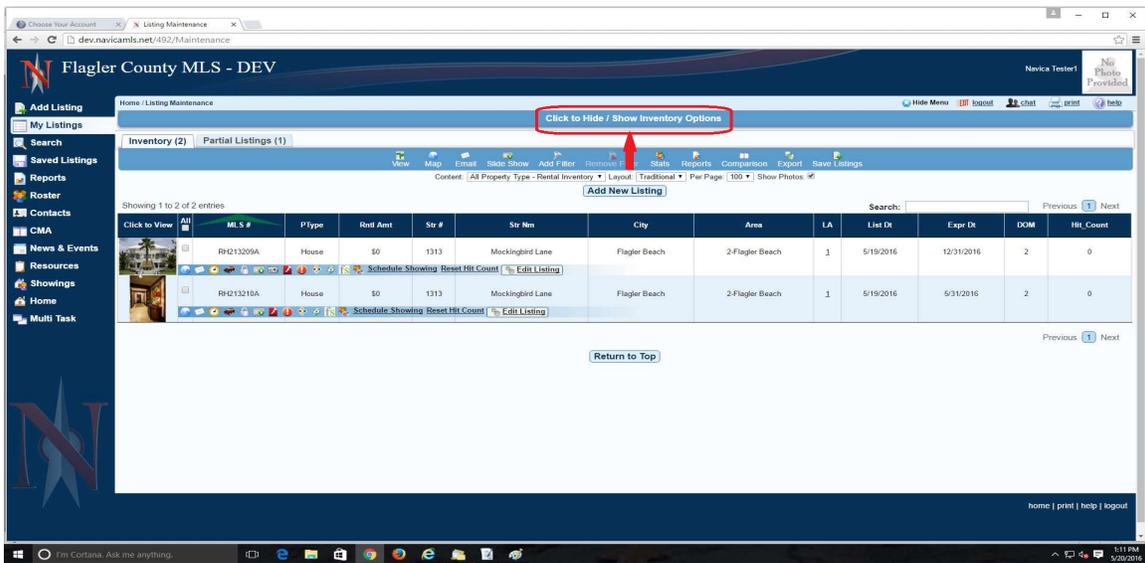


HIDE/SHOW INVENTORY OPTIONS

When viewing your **Inventory** in **My Listings** you can choose to **Hide** the **Inventory Options**. Click on the link above the Inventory Options to remove them.



To Show your Inventory Options click on the **Hide/Show Inventory Options** link .



EDIT LISTINGS

Click on **Edit Listings** to make any changes to your listings.

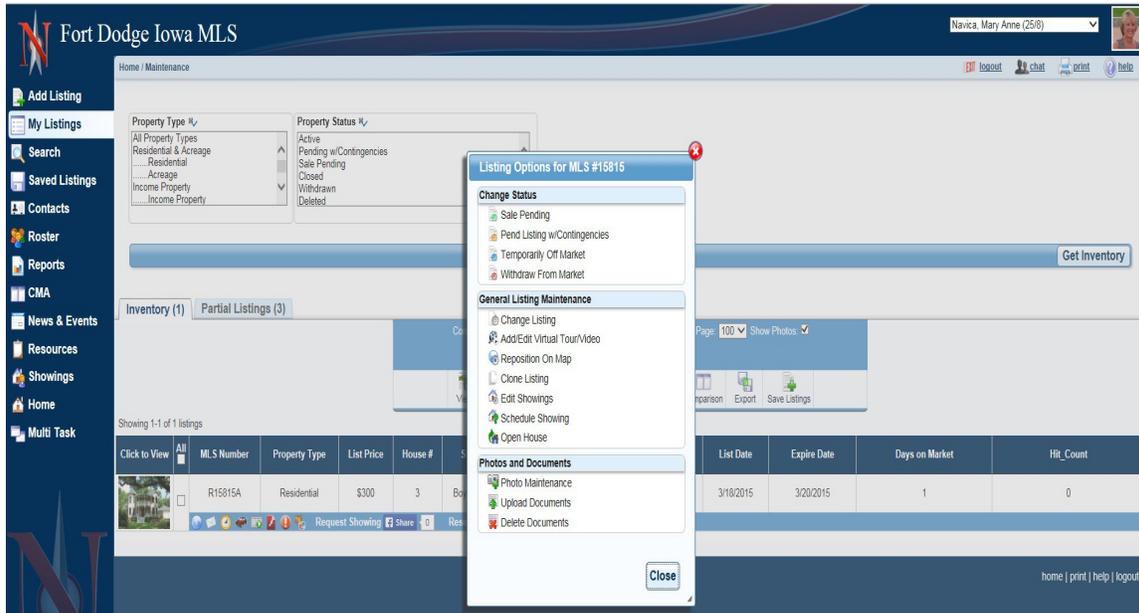
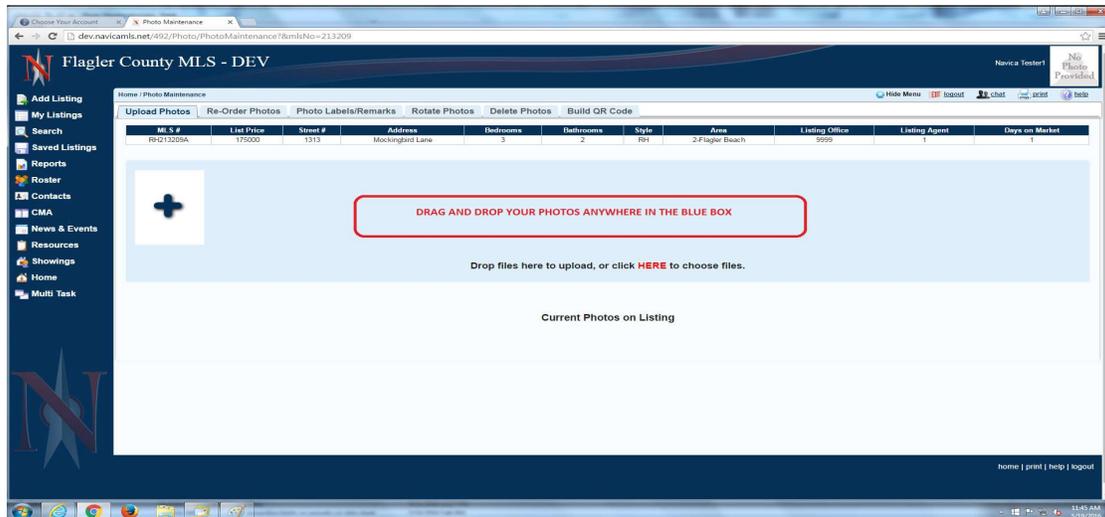


PHOTO MAINTENANCE

When uploading photos you will no longer be required to separately choose your main and additional photos. Once you click on **Photo Maintenance** you will be able to select all of your photos at the same time.

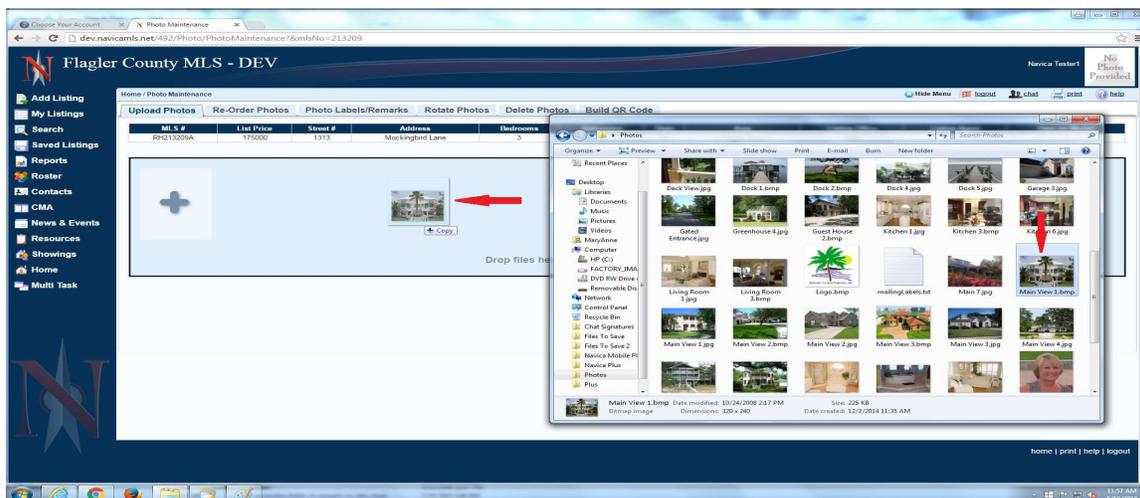
Photos must be in an **Image Format** to upload. You do not need to resize your photos. **Main Views** can now be either in a **Landscape** or **Portrait Orientation**.



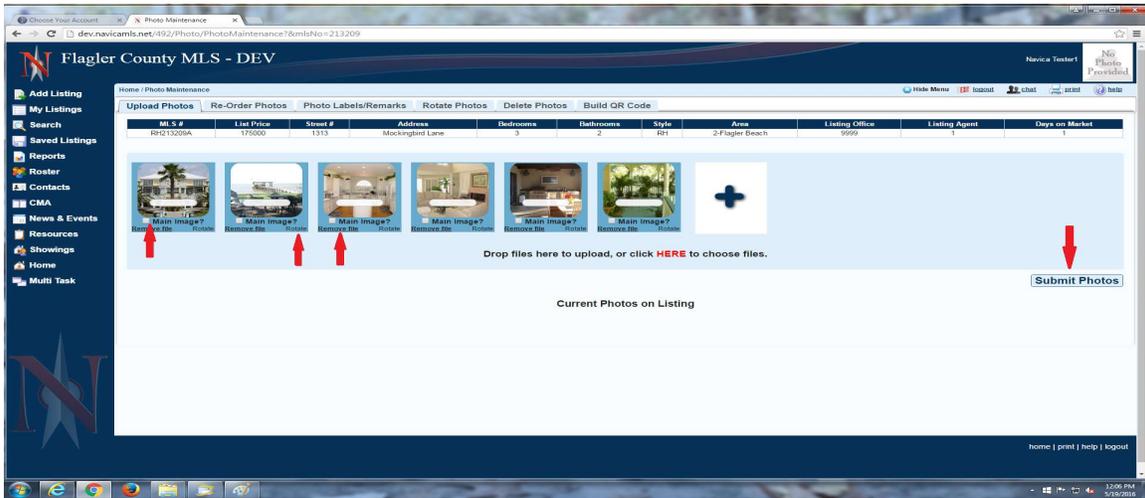
You have the option to **Drag and Drop** or **Choose Your Photos**.

To **Drag and Drop** open the location where your photos are saved. To select **Multiple Photos** hold down your **Control Key** and select the ones you wish to add to your listing. Pick any photo and drag it into the blue rectangle on the page.

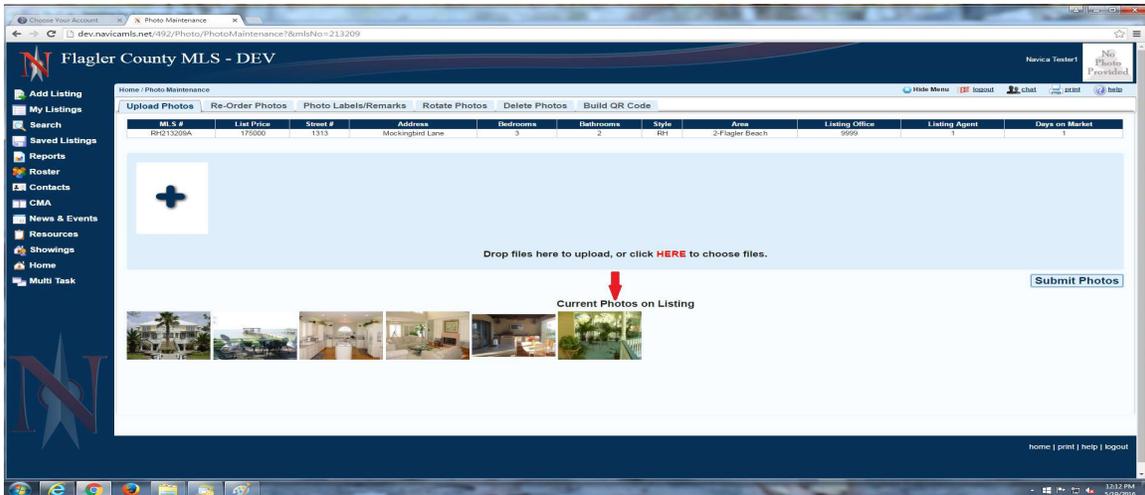
To **Choose** your photos click the option to **Click Here to Choose Files**. You may also **Click** on the **Plus Sign**. Browse to the location where your photos are saved. To select **Multiple Photos** hold down your **Control Key** and select the ones you wish to add to your listing. Once you have selected your photos click Open or Save - the verbiage will depend on your browser



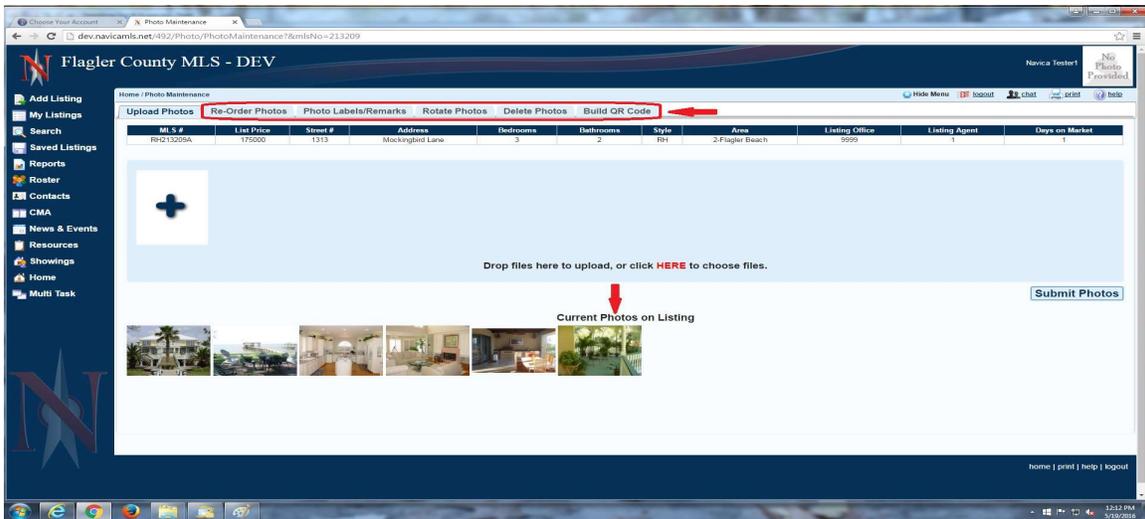
Once your photos display you will have the option to **Select the Main View** by placing a check in the box beside main view, **Remove Photo** or **Rotate Photo**. Click **Submit Photos**.



Once you click on **Submit Photos** they will **PROCESS IMMEDIATELY** and your **Listing Photos** will display beneath **Current Photos on Listing**.

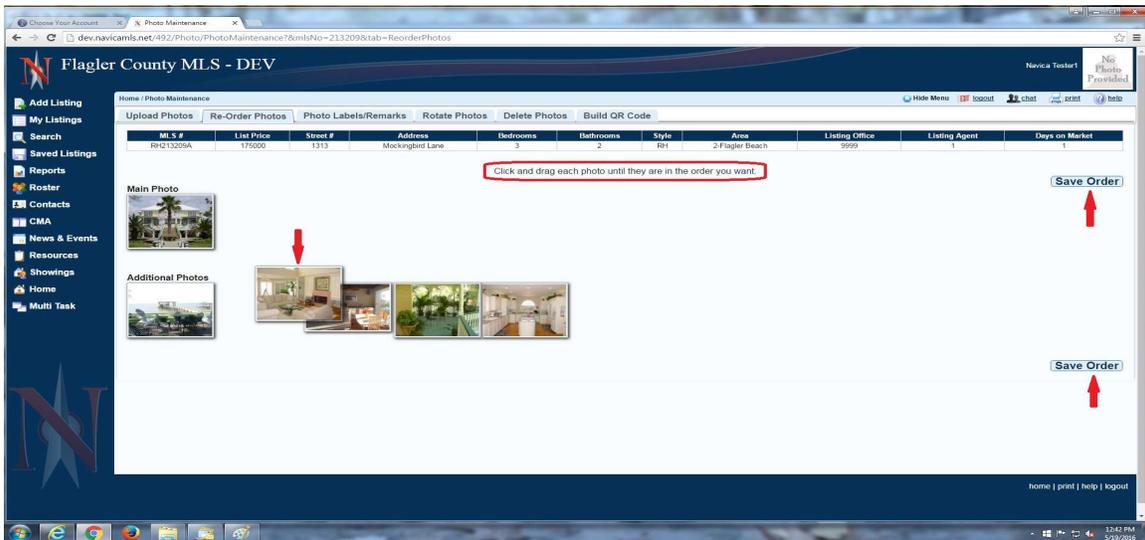


At the top of the **Photo Maintenance Page** you will see 6 Tabs. From here you will be able to **Re-Order Photos**, **Add Labels and Remarks**, **Rotate Photos**, **Delete Photos** and **Build a QR Code**.



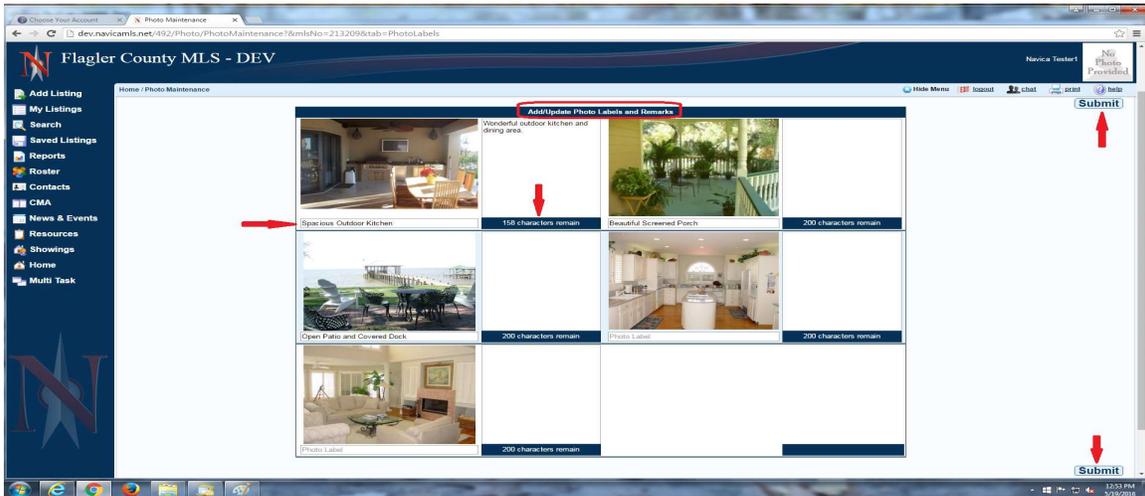
RE-ORDER PHOTOS

To **Re-Order** a photo **Click** on the photo you wish to move. While holding down your mouse drag the photo to the new location. Once you have **Re-Ordered** your photos click on either one of the **Save Order** links.



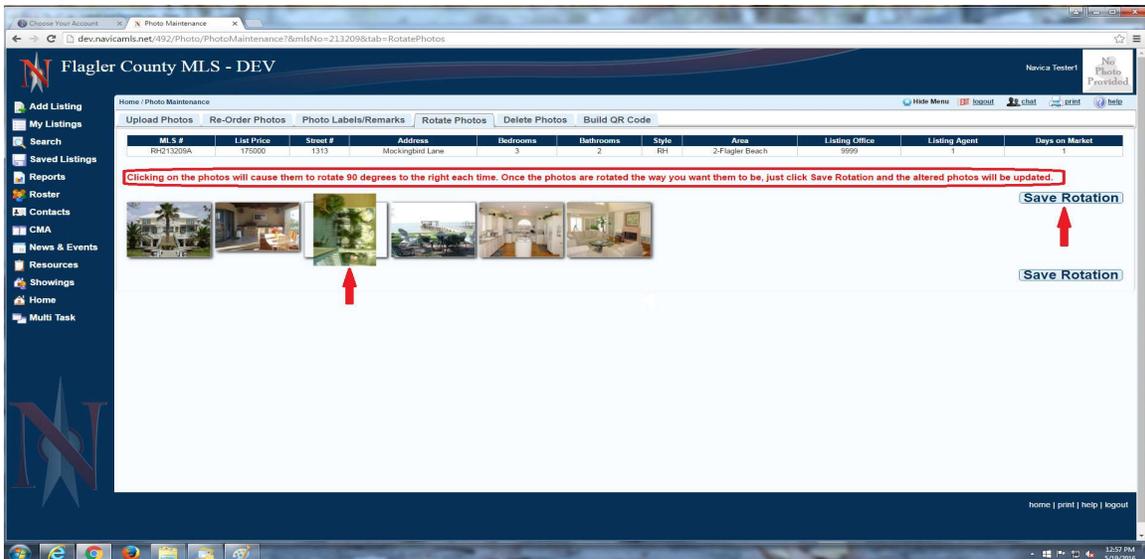
LABELS AND REMARKS

Should you choose you may **Label** any or all of your photos and add **Remarks** of up to 200 characters on your additional photos. Characters will count down as you are entering your comments. Once you have entered your information Click on one of the **Submit** links.



ROTATE PHOTOS

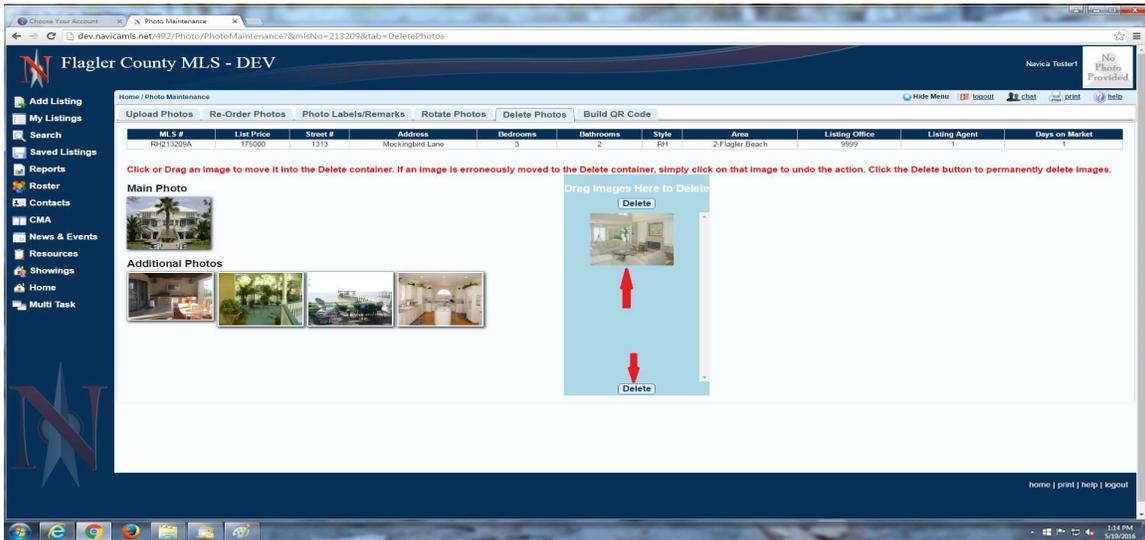
Sometimes when uploading a photo the **Orientation** will not be correct. To **Adjust** click on the **Rotate Photos** tab. Clicking on the photo will adjust it 90 degrees to the right. Once the photo is in the correct **Orientation** click one of the **Save Rotation** links.



DELETE PHOTOS

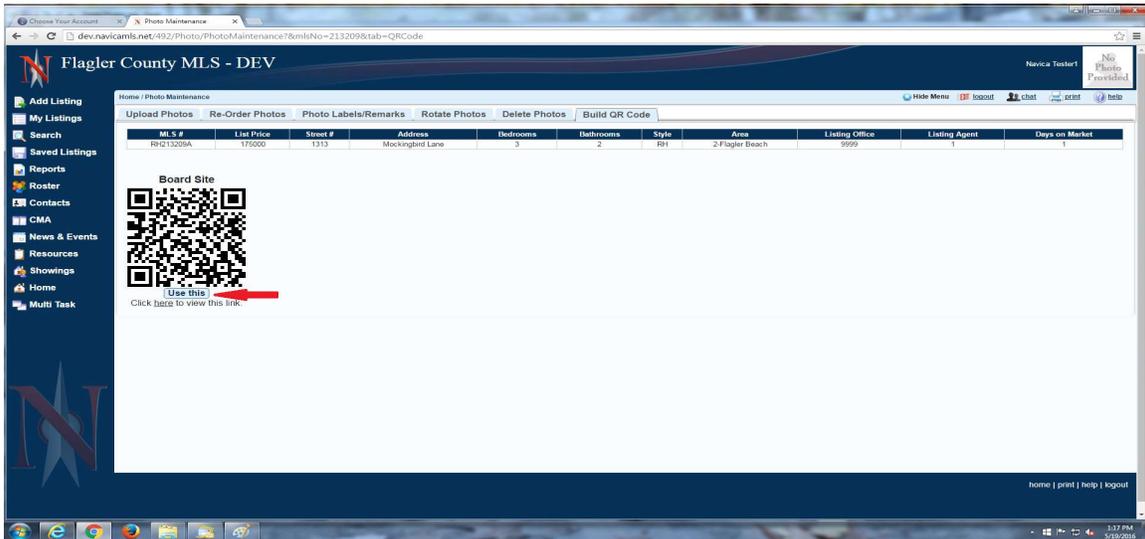
To **Delete** a photo you have 2 Options. You may **Click On The Photo** you wish to delete moving it to the **Delete Box** or you may click on the photo and **Drag** it to the **Delete Box**. You may **Delete Multiple Photos** at the same time. If you have selected one by mistake simply click on the photo to **Remove** it from the **Delete**

Box. Once you have selected the ones to remove click on one of the **Delete** links.



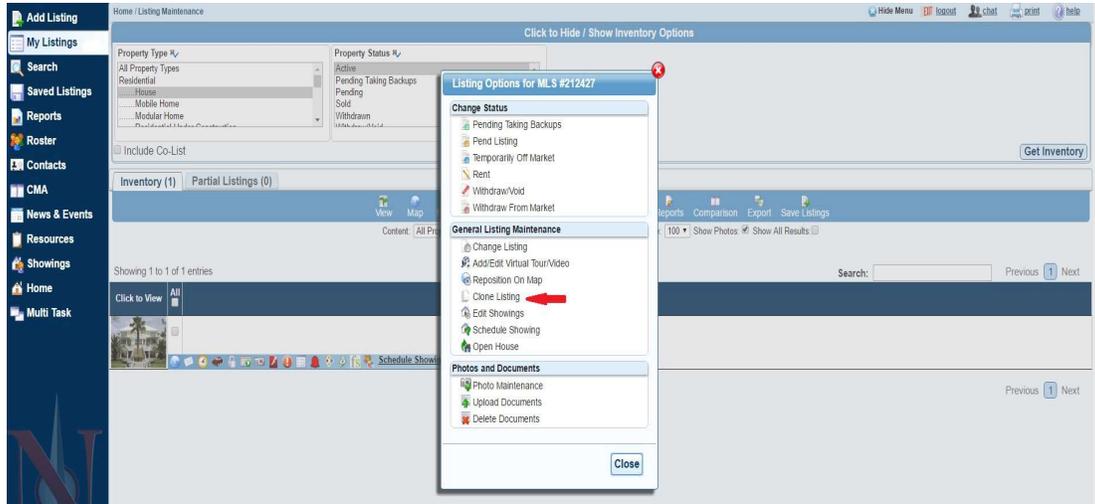
BUILD QR CODE

To **Build** a **QR Code** click this tab. Everyone will have a code to the **Board Site**. This QR Code will open up to the **Agent Listing Page** on the **Board Public Website**. If your **Office** has a Website with Navica you will have an **Office Site Code**, if you have an **Agent** Website with Navica you will have an **Agent Site Code**. Select **Click Here** to **Save** the QR Code.

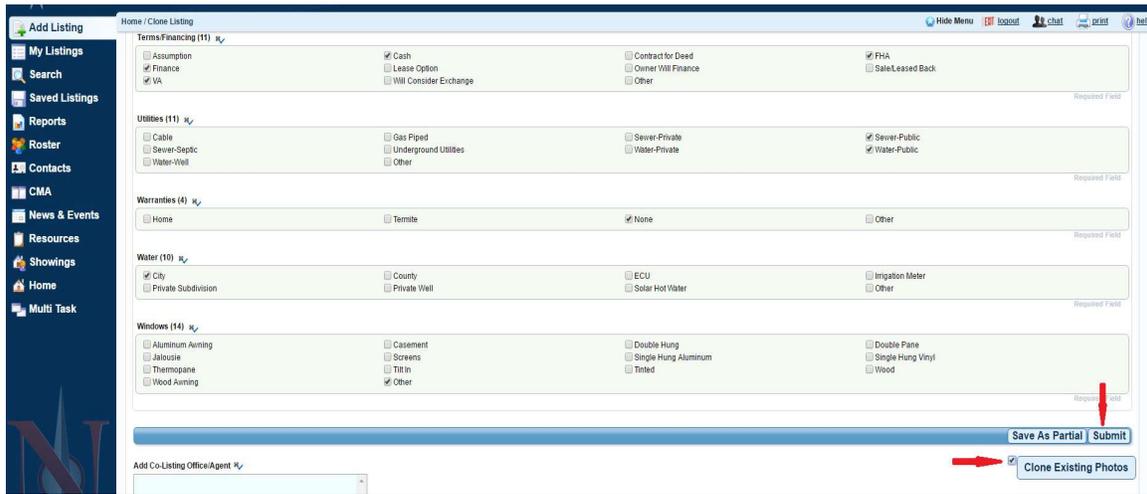


CLONE LISTING WITH PHOTO

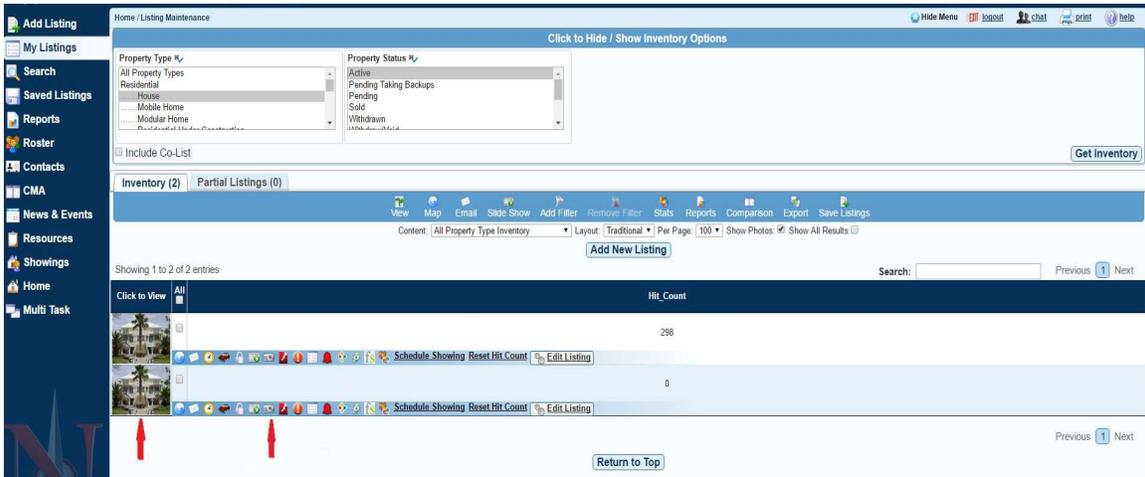
To Clone one of Your Listings With Photos click on **Edit Listing**, click on **Clone Listing**.



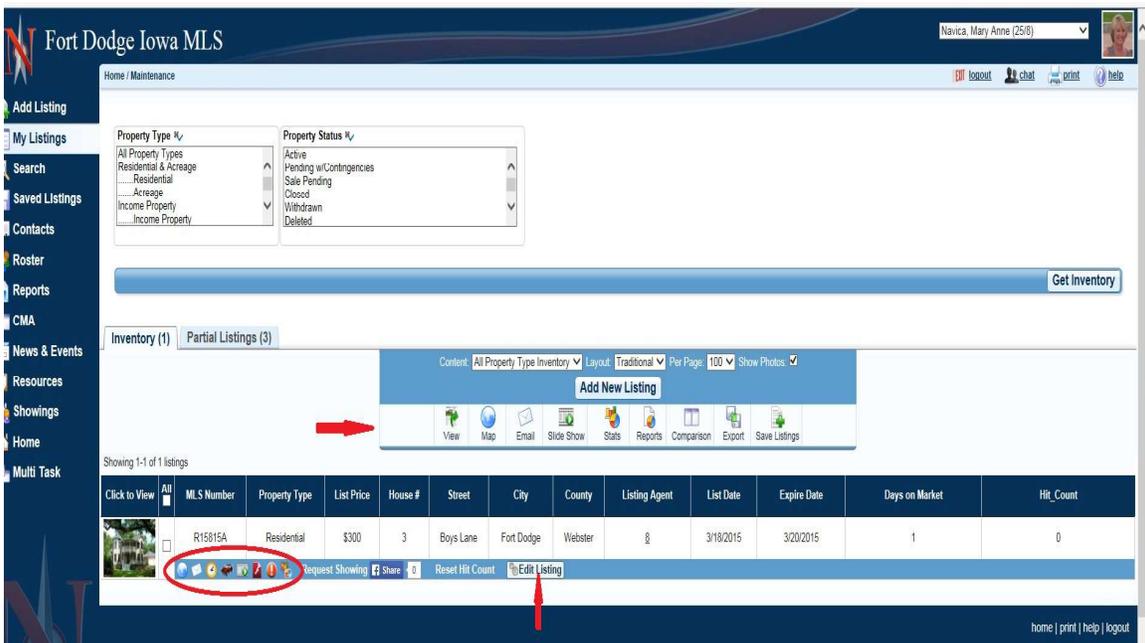
Add the required fields and make any additional changes to the listing you are cloning. Scroll to the bottom of the page and place a **Check** in the **Box for Clone Existing Photos** and then click on **Submit**.



The **New Listing** will **Clone** the **Main View** and any **Additional Photos** that are **Available** on the **Original Listing**.

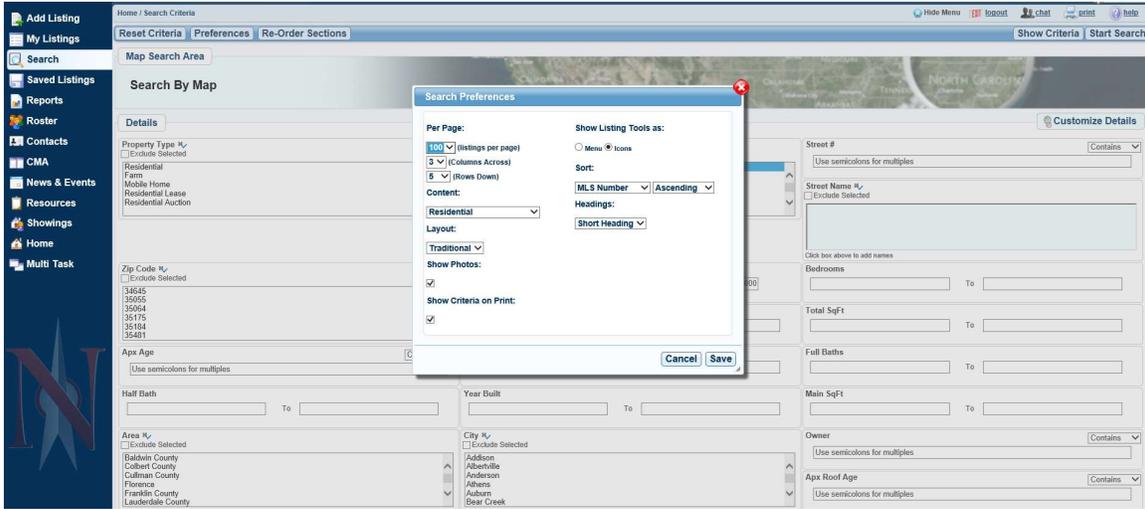


Full **Listing Tools** options are available in **My Listings**.



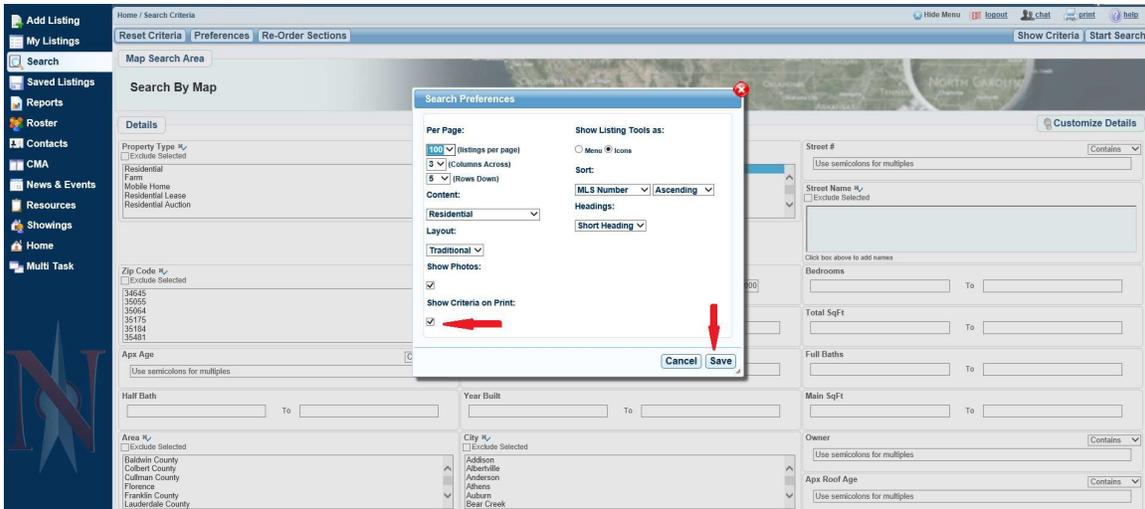
SEARCHING

Preferences is now located at the top of each **Property Type** and the **Quick Search**.



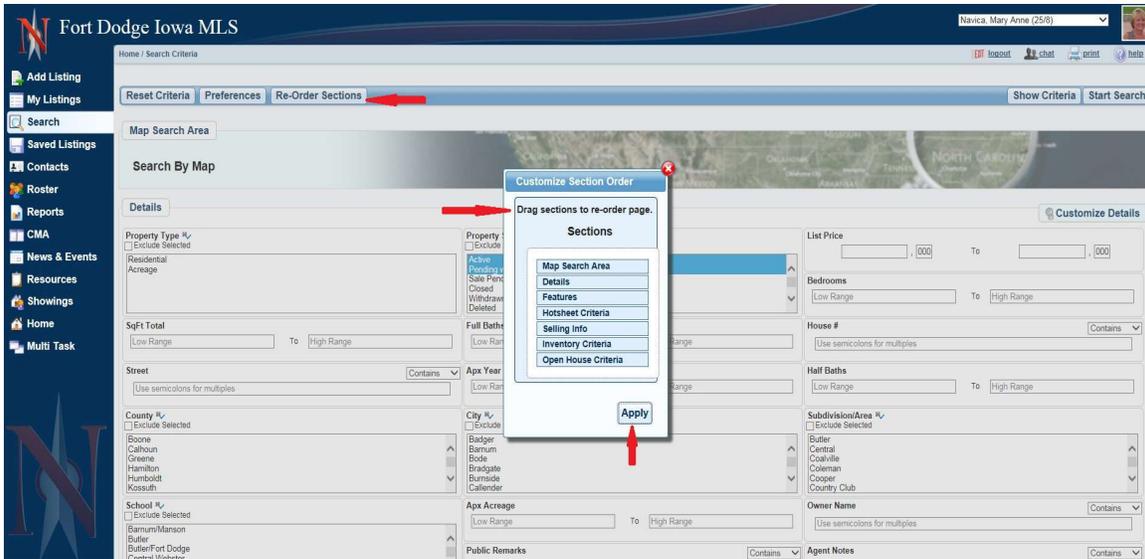
SHOW CRITERIA ON PRINT

The ability to **Print** your **Search Criteria** on **Results Displays** is available. To enable this Feature click on **Search**, your **Property Type** and **Preferences**. Place a check in **Show Criteria On Print** and click **Save**



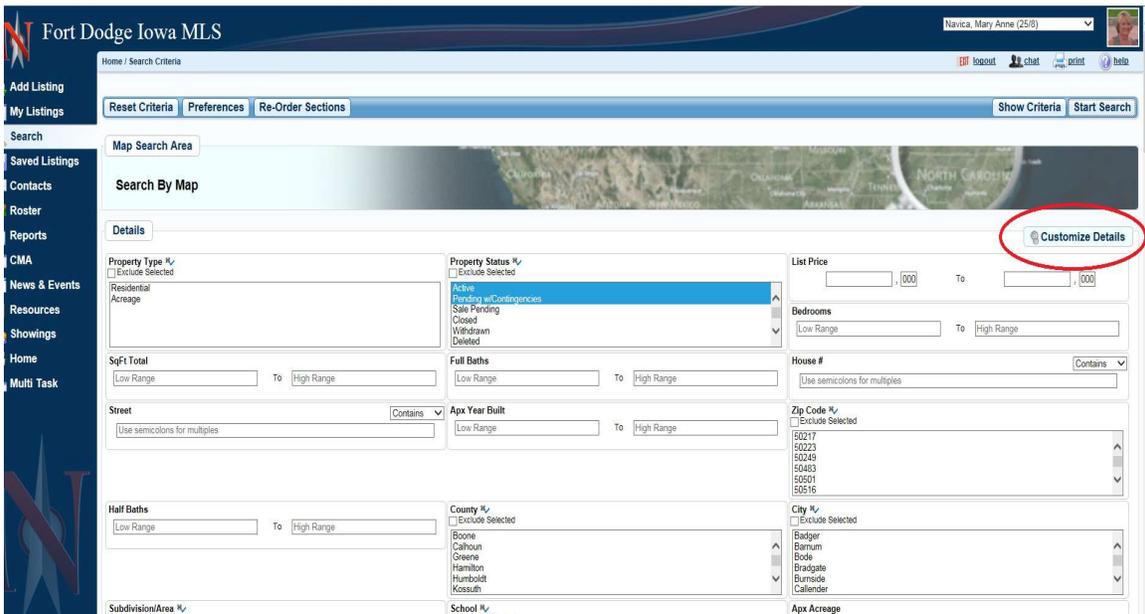
RE-ORDER SECTIONS

To **Organize Search Screen** click on **Re-Order Sections**. You are now able to **Drag and Drop** each container to your desired location. Once you have completed setting up your **Search Screen** click on **Apply**.

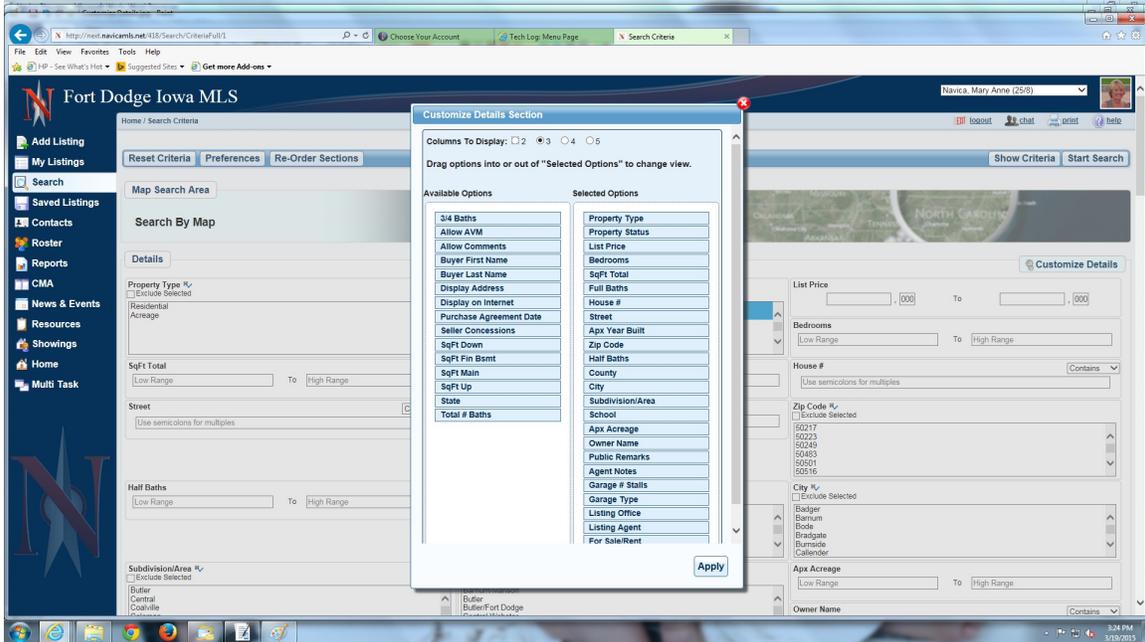


CUSTOMIZE YOUR SEARCH SCREEN

To **Customize Your Search Screen** in the **Details** section and the **Features** section click on **Customize Details**.

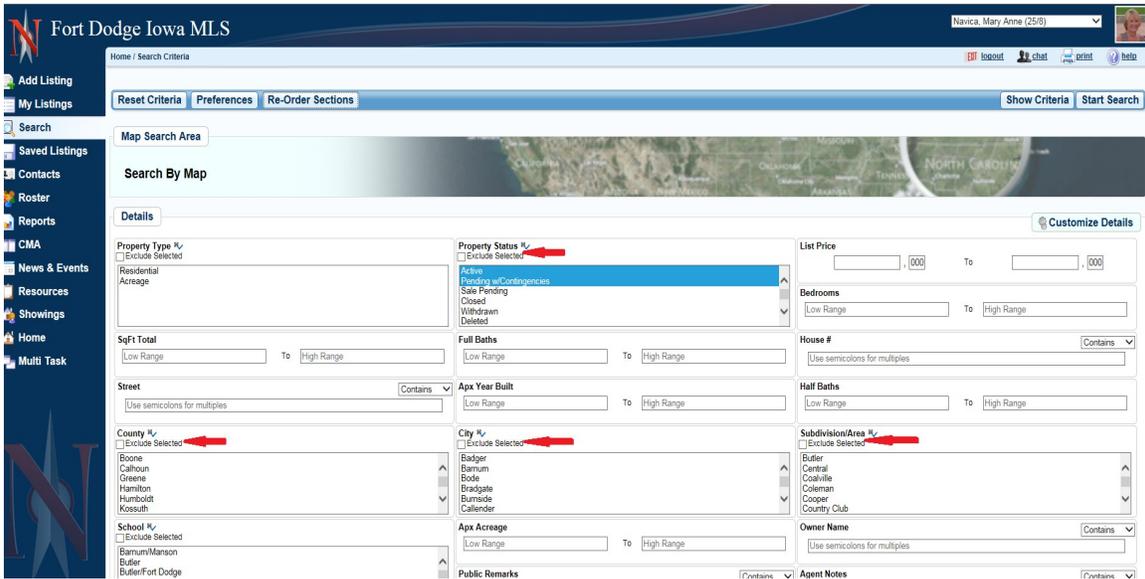


You are now able to **Drag and Drop** each **Field** to your desired location. Once you have completed setting up your **Search Screen** click on **Apply**.



EXCLUDE CRITERIA ON SEARCH

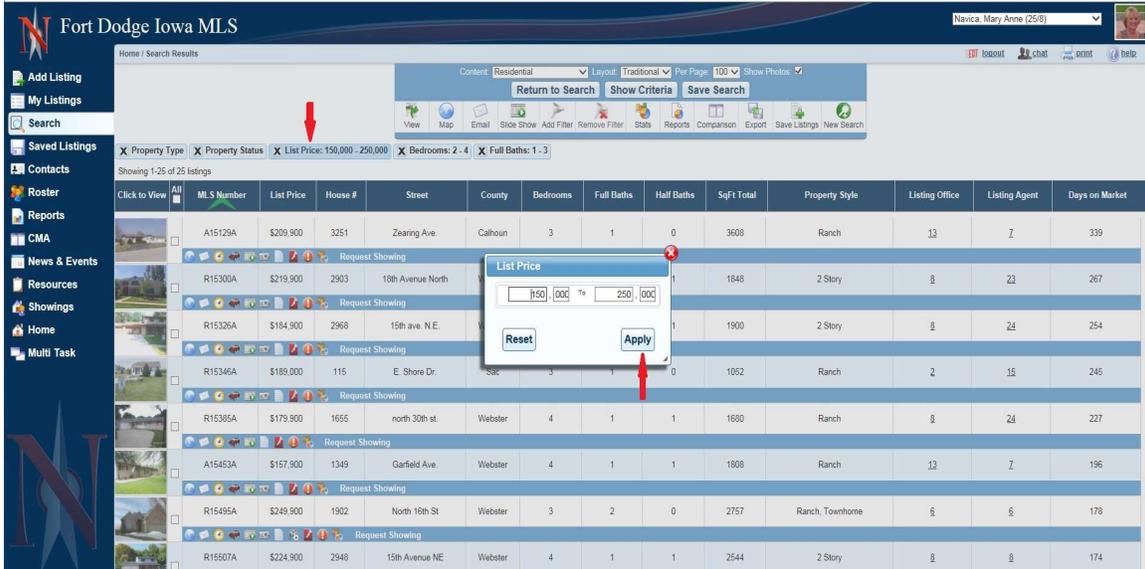
You are now able to **Exclude Criteria** within **Certain Fields**. Place a **Check** in **Exclude Selected** and choose the ones you wish to exclude. To exclude **Multiples** hold down your **Control Key** as you select them.



CHANGE SEARCH CRITERIA ON RESULTS

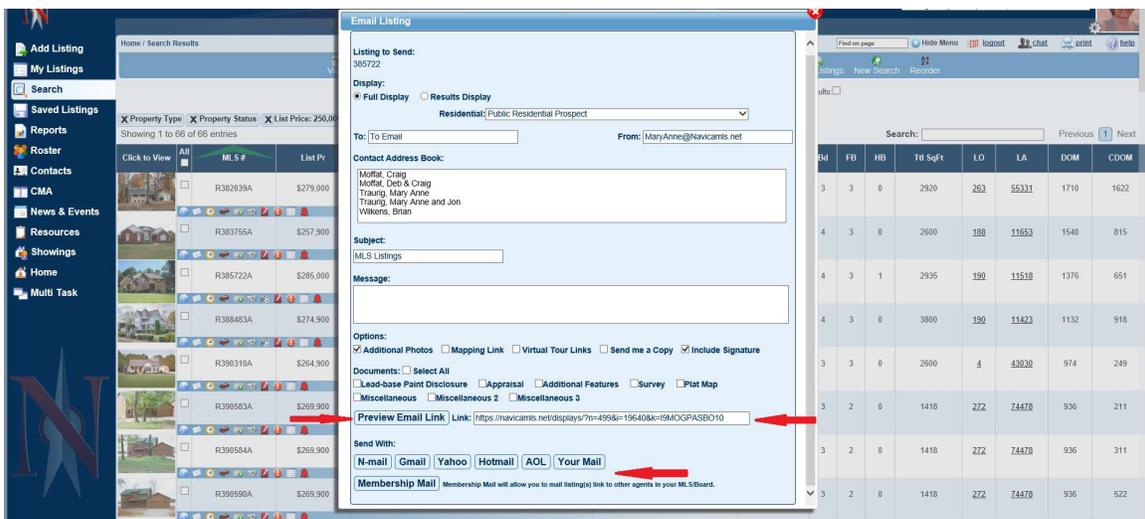
Search Criteria Fields are listed above your **Search Results** and can be changed without returning to the search screen by clicking on the **Field** you wish to **Change**.

Enter your new criteria and click on **Apply**. The screen will reload with the **Search Results** of your **New Criteria**.



EMAILING LISTINGS

When **Emailing Listings** we have added **Gmail, Yahoo, Hotmail, AOL** and **Membership Email** as selections. **Membership Email** may not be available to everyone, it is a decision made by your **Local Board**. If you have questions regarding the availability of **Membership Email** you will need to contact your **Local Board Office**. You also have the link readily available if you wish to **Copy** and **Paste** it into another email package as well as a **Preview Email Link** to view what you are sending.



SAVE LISTINGS

You now have the ability to **Save Listings** for **Individual Customers** and/or **Your Personal Use**. Select the listings you wish to **Save**, click on **Save Listings**, enter a **New Name** or **Save to an Existing One**.

The screenshot shows the Fort Dodge Iowa MLS interface. A table of property listings is displayed with columns for MLS Number, List Price, House #, Street, County, Bedrooms, Full Baths, Half Baths, SqFt Total, Property Style, Listing Office, Listing Agent, and Days on Market. A 'Save Listings' pop-up window is overlaid on the table, allowing the user to enter a 'New Name' or select from 'Existing saved listings'.

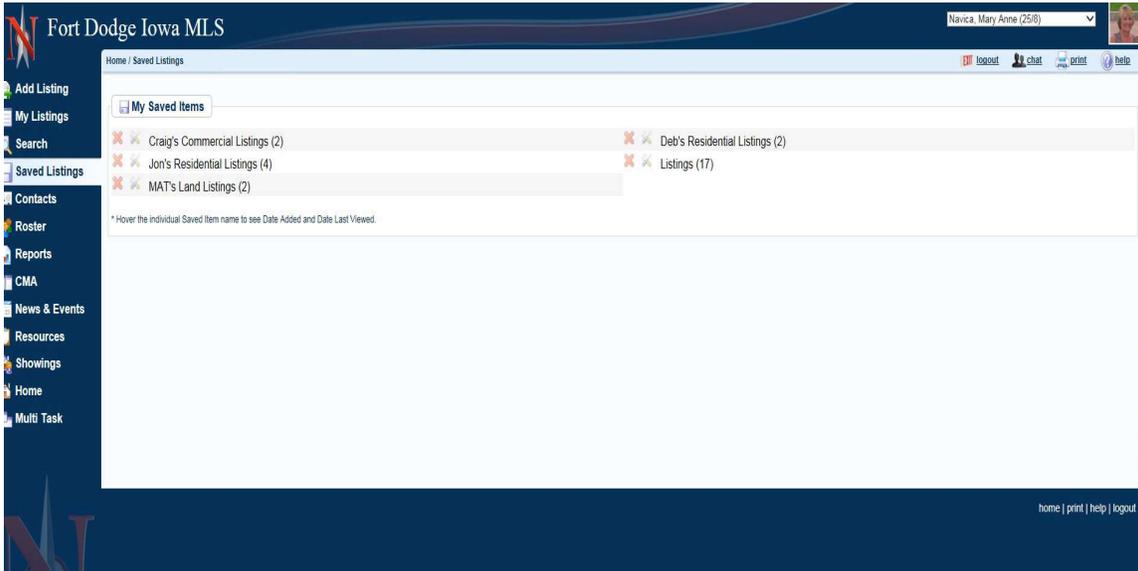
Click to View	MLS Number	List Price	House #	Street	County	Bedrooms	Full Baths	Half Baths	SqFt Total	Property Style	Listing Office	Listing Agent	Days on Market
	A15129A	\$209,900	3251	Zearing Ave.	Calhoun	3	1	0	3608	Ranch	13	Z	339
	R15300A	\$219,900	2903	18th Avenue North	Webster	3	1	0	1848	2 Story	8	Z	267
	R15326A	\$184,900	2968	15th ave. N.E.	Webster	3	1	0	1900	2 Story	8	Z	254
	R15346A	\$189,000	115	E. Shore Dr.	Webster	3	1	0	1052	Ranch	2	Z	245
	R15365A	\$179,900	1655	north 30th st.	Webster	4	1	1	1680	Ranch	8	Z	227
	A15453A	\$157,900	1349	Garfield Ave.	Webster	4	1	1	1808	Ranch	13	Z	196
	R15495A	\$249,900	1902	North 16th St	Webster	3	2	0	2757	Ranch, Townhome	6	Z	178

VIEW SAVED LISTINGS

To view your **Saved Listings** click on **Saved Listings** on the **Navica Menu**.

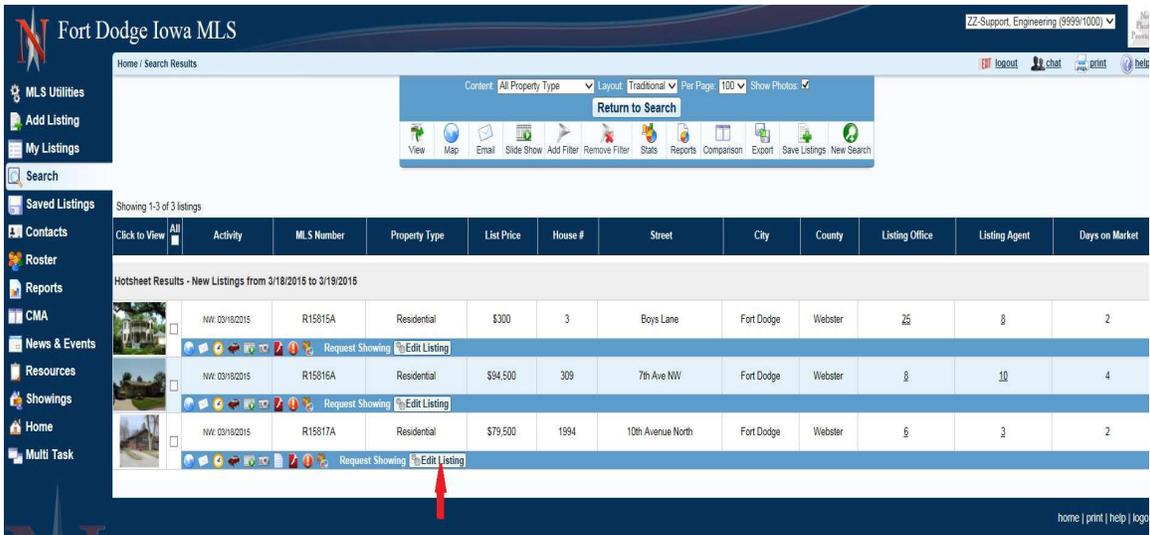
The screenshot shows the Fort Dodge Iowa MLS interface with the 'Saved Listings' menu item highlighted in the left-hand Navica Menu. The main content area displays various dashboard widgets including a calendar for March 2015, Market Activity, Search/Edit Listings, My Listings, My Prospects, and My CMAs.

Click on the **Name** assigned to your **Saved Listings**.



EDIT LISTINGS ON SEARCH SCREEN

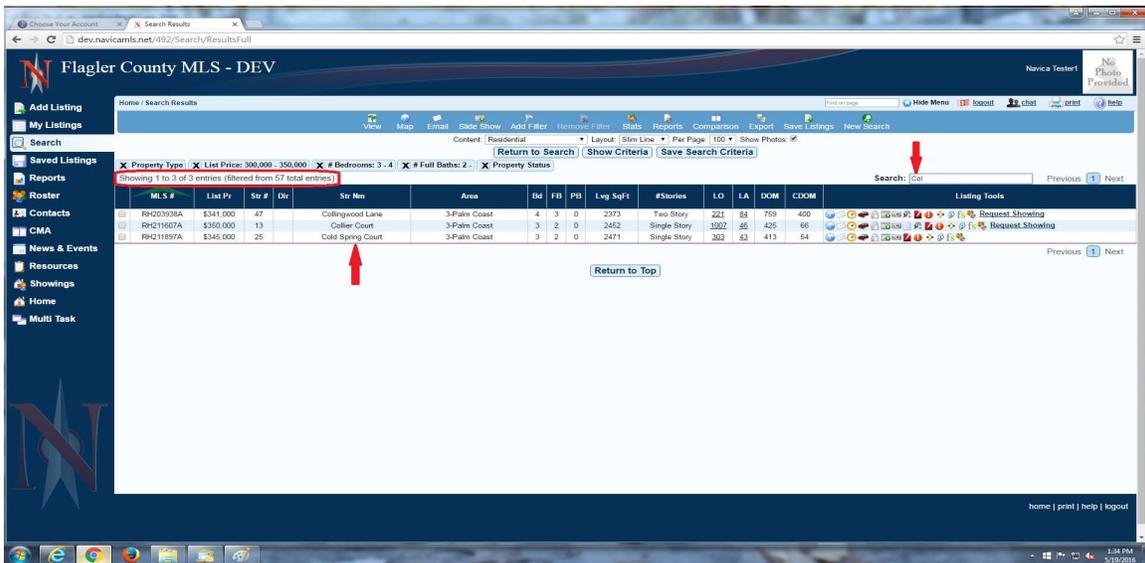
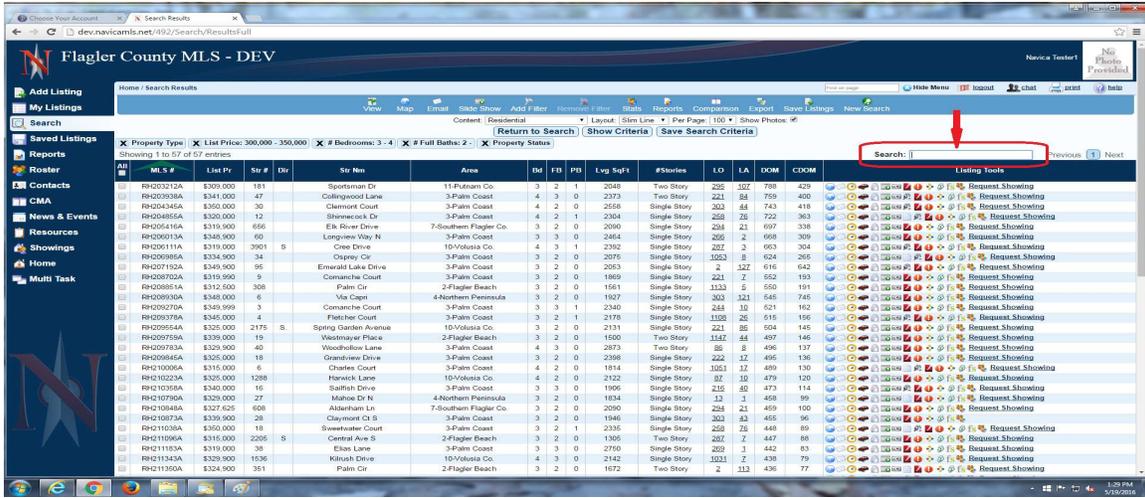
You can now **Edit** your **Listings** on the **Search Screen**. Click on **Edit Listings** to make your changes.



SEARCH ON DISPLAYS

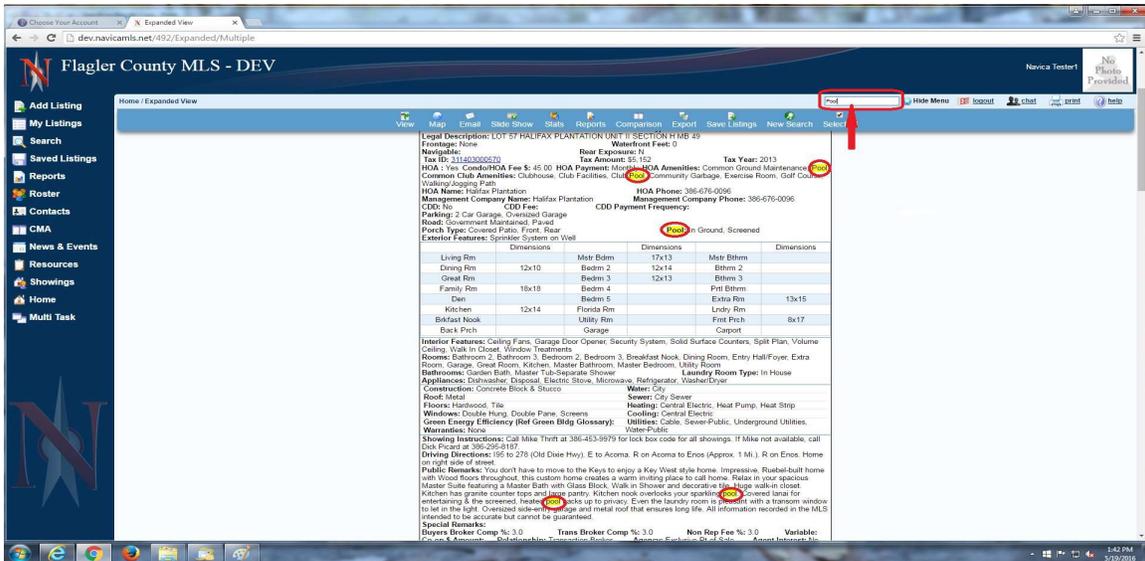
You have the ability to search for **Key Words** on **Results Displays** as well as **Full Displays**.

On a **Results Display** go to the **Search Field** in the top right of your screen. Type in the **Key Word** you wish to search. The screen will narrow down to the properties containing the **Key Word**. To **Return** to your **Original Results** simply **Delete** the **Key Word** from the **Search Container**.



SEARCH ON FULL DISPLAYS

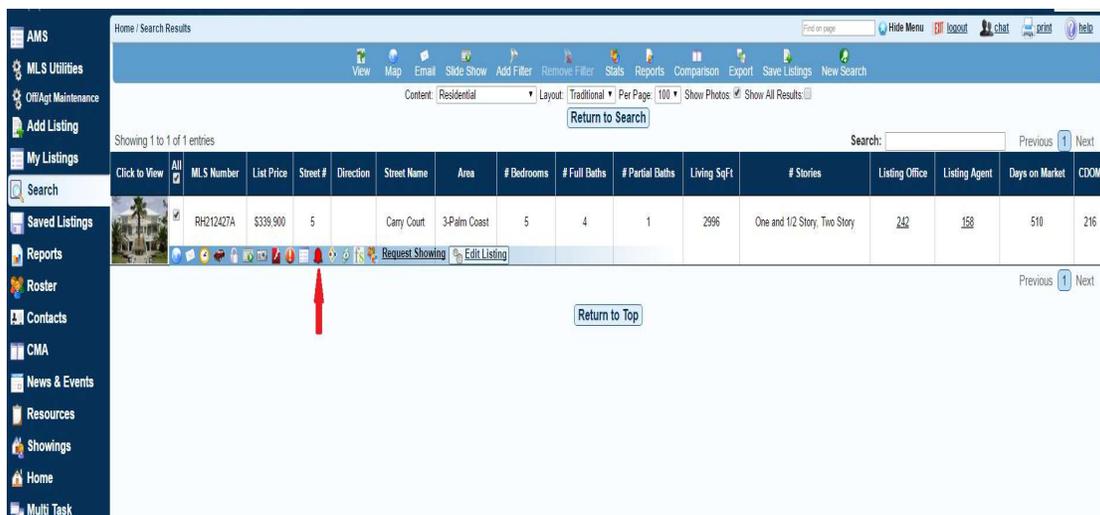
On **Full Displays** go to the **Search Field** in the top right of your screen. Type in the **Key Word** you wish to search. The **Key Word** will be **Highlighted in Yellow** every time it appears on **All Displays** you are **Viewing** at that time. To **Remove** simply **Delete** the **Key Word** from the **Search Container**.



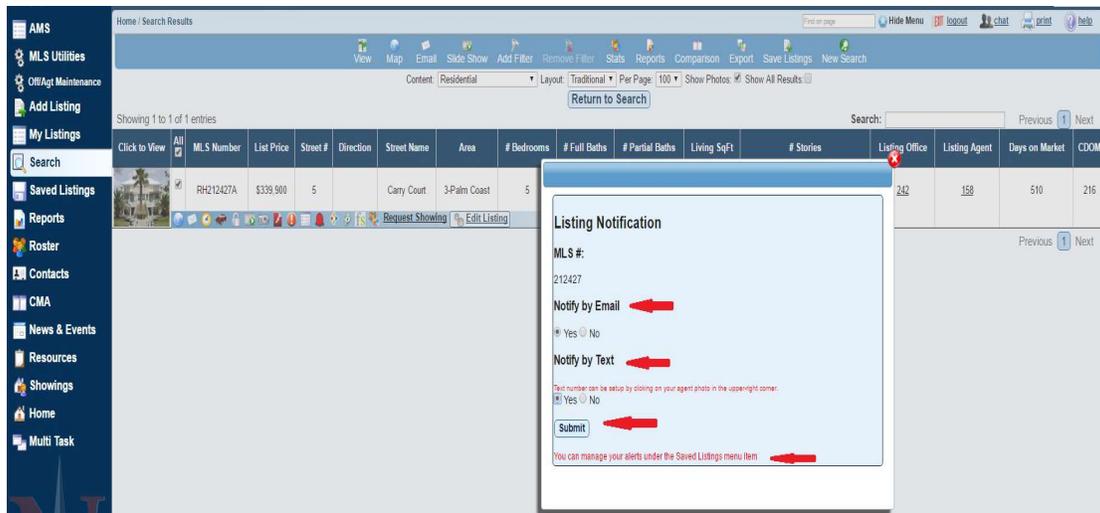
LISTING NOTIFICATIONS

You can now set a **Notification** for a **Listing** you would like to **Watch**. The **Notification** you receive will provide the **MLS Number**, the **Property Address** and the **Change** made to the listing.

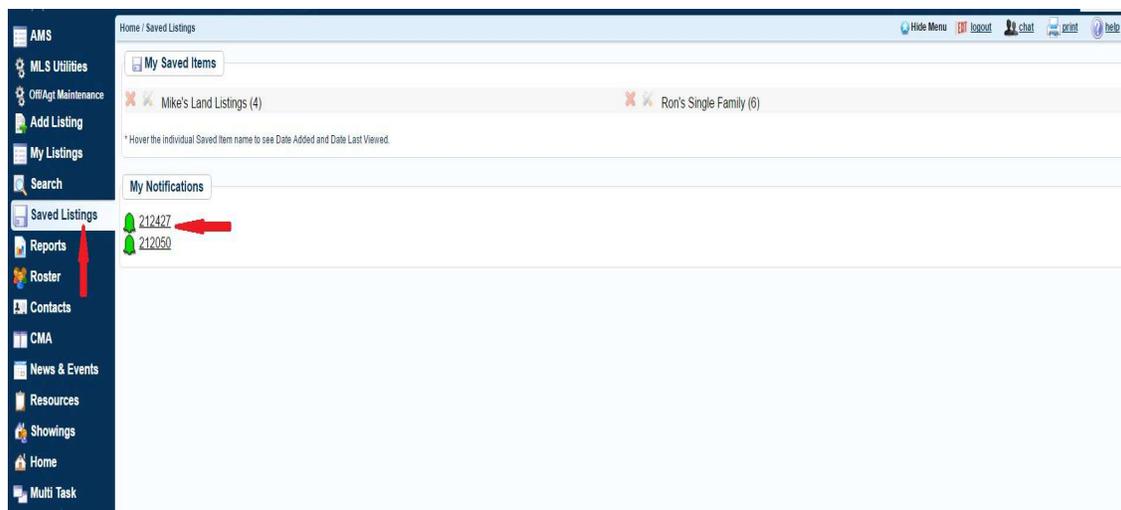
To Set the **Notification** click on the **Notification Icon**.



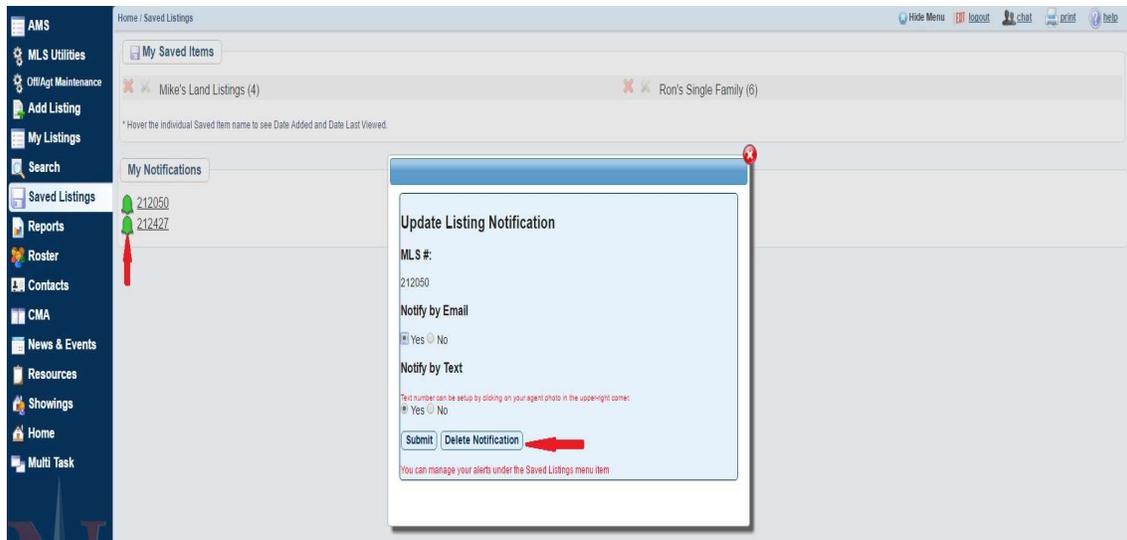
Once you have clicked on the **Notification Icon** you may choose to receive an **Alert** by either an **Email Notification**, **Text Alert** or **Both**. Make your selection and click on **Submit**.



Once the **Notification** has been set you will be able to **View** the **Listing Changes** by going to **Saved Listings** and clicking on the **MLS Number**.



To **Turn Off** the **Listing Notification** go to **Saved Listings** and click on the **Notifications Icon**. Click on **Delete Notification**.



RECENT COMPARABLE SALES

You now have the ability to pull **Recent Comparable Sales** within the **Past Year** for any listing on your **Search Results Display**. Once you have your **Results** click on the **Recent Comparable Sales Icon**.

Click to View	All	MLS #	List Pr	SqFt	Dir	Address	Area/Zn	Bd	FB	HB	Ttl SqFt	Style	LO	LA	DOM
		R124783A	\$219,000	1843	S	Saunders	11-Aransas Pass Dry	3	2	0	1837	Contemporary	56	660	371
		R126308A	\$219,999	209		Pompano	11-Aransas Pass Dry	3	2	0	1720	Traditional	56	282	98
		R126333A	\$219,000	128		WEHRING	11-Aransas Pass Dry	4	2	0	2427	Traditional	206	5	93
		R126336A	\$229,900	759	S	Lamont	11-Aransas Pass Dry	3	2	0	2800	Traditional	269	579	93
		R126516A	\$249,000	406		Rabbit Run Rd	11-Aransas Pass Dry	4	2	1	2440	Traditional	5	112	62
		R126762A	\$213,000	102		Misty Lane	11-Aransas Pass Dry	4	2	1	2379	Other-See Remarks	56	658	16

The **Results Page** will reload with the **Recent Comparable Sales** for the **Listing** you **Selected**. **Criteria** for the **Recent Comparable Sales** is as follows:

- Sold Properties within the same Property Type
- \$20,000 +/- for the List Price of Active Properties or the Sold Price of Sold Properties based on your Original Search Criteria
- Equal To or Plus One Bedrooms

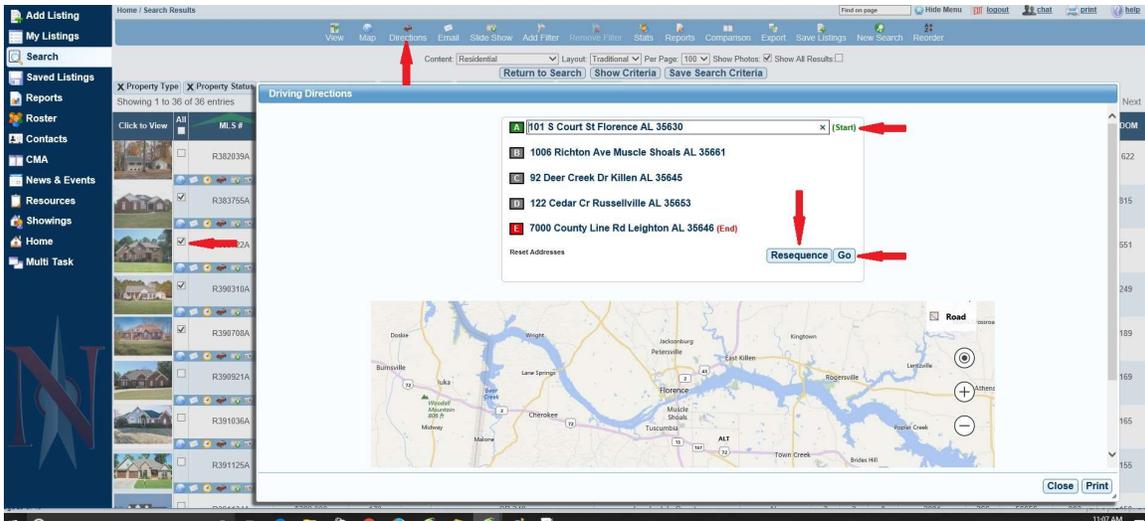
- Equal To or Plus One Baths
- +/- 300 Square Feet if it is an Available Field within your MLS
- Date Range for Comps is One Year
- Properties are within a 2 mile Radius of the Listing

Click to View	MLS #	List Pr	Stff	Dtr	Address	Area/zn	Bd	FB	HB	Ttl SqFt	Style	LO	LA	DOM	Selg Pr	Selg Dt
	R111315S	\$219,000	933		Avenue A	11-Aransas Pass Dry	3	2	0	1935	Traditional	55	602	186	\$210,000	8/31/2009
	R113797S	\$229,000	190		Johnson	11-Aransas Pass Dry	3	2	0	1710	Silt (Island Style)	5	112	239	\$213,523	11/19/2010
	R117295S	\$238,900	1540		S. Arch	11-Aransas Pass Wet	3	2	0	2086	Contemporary	55	602	331	\$230,000	11/29/2012
	R118958S	\$222,000	727	W	Johnson	11-Aransas Pass Dry	3	2	0	2031	Home w/Acreage	56	644	247	\$200,000	1/11/2013
	R119027S	\$219,500	1310		Mooney	11-Aransas Pass Dry	3	2	1	1808	Traditional	56	282	129	\$220,000	3/22/2013
	T119355S	\$199,900	209		Pompano Dr	11-Aransas Pass Dry	3	2	0	1720	Contemporary, Southwestern Condo	57	648	254	\$179,000	10/1/2013
	R120041S	\$199,900	1899		12th Street	12-Ingleside Dry	3	2	1	2060	Traditional	55	290	347	\$203,000	3/14/2014
	R122681S	\$200,000	209		Pompano Dr	11-Aransas Pass Dry	3	2	0	1720	Contemporary	57	648	84	\$190,000	10/31/2014

Once you have the **Results** of the **Recent Comparable Sales** of the listing you are able to **Change** your **Content Dropdown**, **Return to the Original Search**, **Change the Criteria**, **Save Search Criteria** or use any of the **Icons** on **Individual Listings** or the **Toolbar** for **Multiple Listings**.

DIRECTIONS

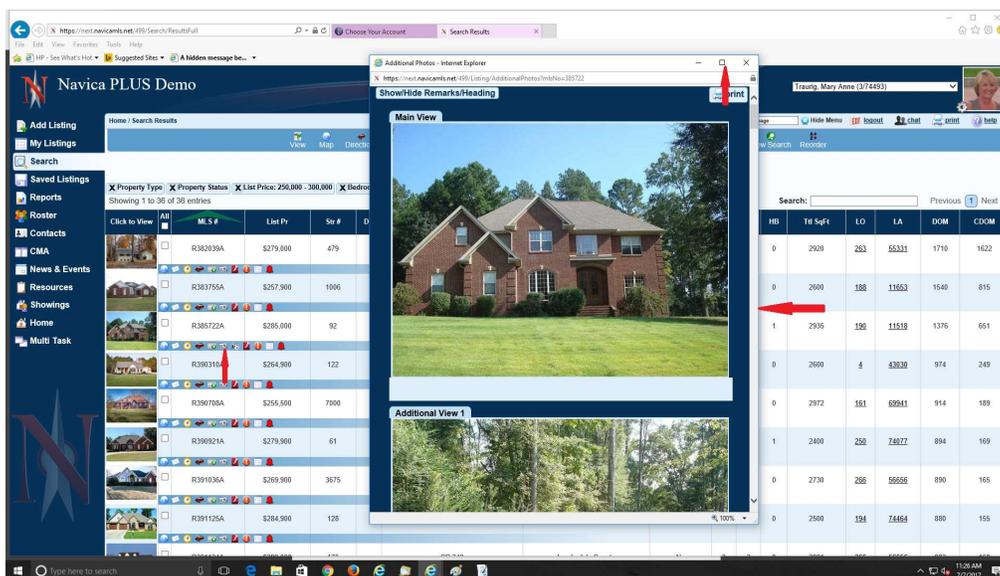
Once you have your **Search Results** place a check beside the properties then click on the **Directions Icon** in the **Toolbar**. Change the **Starting Address** if necessary. Click **Resequence** and then **Drag and Drop** the properties into the correct order. Click **Go**. You will see the map and directions to each property.



ENLARGE PHOTOS

When **Viewing Photos** it is now possible to further **Enlarge** the **Photos**. Click on the **Photo (Camera) Icon**.

To **Enlarge** the **Photos** you have **2 Options**. First you can grab the **Side** of the **Photo** and **Drag** to your desired size or you may click on **Maximize Screen** to **View** the **Photos**.



If a **Listing** does not have **Additional Photos** it is still possible to **Enlarge** the **Main View Photo**. Open the **Full Display** and then click on the **Main View** and follow the **Steps Above** to **Enlarge** the **Photo**.

REORDER LISTINGS

You may now place **Listings** in a **Specific Order** when **Viewing, Printing** or **Emailing**. Once you have your **Results** click **Reorder** in the **Toolbar**.

Drag and Drop the properties into your desired order and click on **Save Reorder**.

The screenshot shows a real estate software interface. On the left is a navigation menu with options like 'Add Listing', 'My Listings', 'Search', 'Saved Listings', 'Reports', 'Roster', 'Contacts', 'CMA', 'News & Events', 'Resources', 'Showings', 'Home', and 'Multi Task'. The main area displays search results for properties with columns for 'Click to View', 'MLS #', 'List Pr', and 'Str #'. A toolbar at the top includes 'View', 'Map', 'Directions', 'Email', 'Slide Show', 'Add Filter', 'Remove Filter', 'Stats', 'Reports', 'Comparison', 'Export', 'Save Listings', 'New Search', and 'Reorder'. A 'Reorder' button is highlighted with a red arrow. A dialog box titled 'Drag listings to reorder them' is open, showing a list of properties with their MLS # and Address. A 'Save Reorder' button is also highlighted with a red arrow.

MLS #	Address
382039	478 CR 964 Rogersville, AL 35652
383755	1006 Richton Ave Muscle Shoals, AL 35661
385722	92 Deer Creek Dr Killen, AL 35645
388310	122 Cedar Cr Russellville, AL 35683
388708	7890 County Line Rd Lightton, AL 35646
388921	61 Deer Creek Dr Killen, AL 35645
391036	3675 CR 19 Florence, AL 35633
391125	128 Wynchase Dr Muscle Shoals, AL 35661
391134	170 CR 248 Florence, AL 35633
391143	335 Mountain View Ln Tusculum, AL 35674
391189	109 Inglewood Dr Tusculum, AL 35674

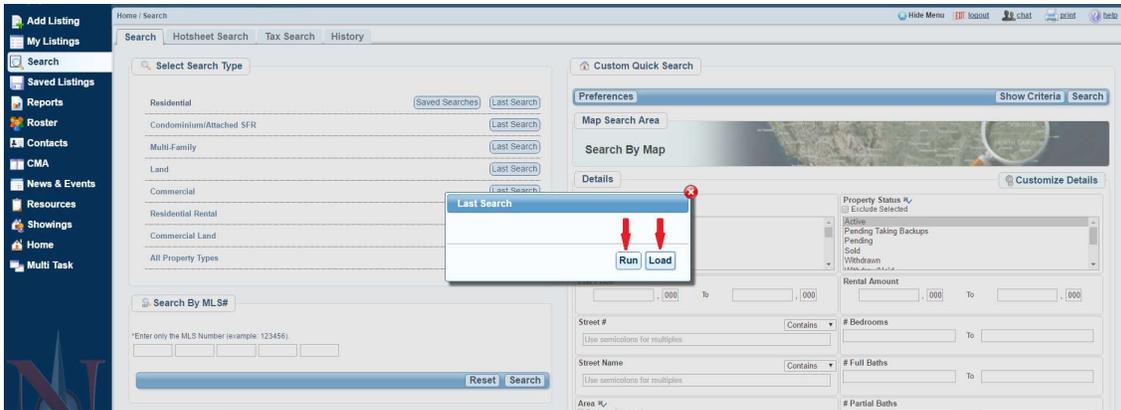
LAST RAN SEARCH

You will have a button beside each **Property Type** for access to the **Last Search Criteria** you ran.

The screenshot shows the 'Last Search' criteria for various property types. The interface includes a navigation menu on the left and a main search area. The 'Last Search' criteria are listed for different property types, each with a 'Last Search' button. A red arrow points to the 'Last Search' button for 'Residential'. The search criteria include 'Property Type', 'Property Status', 'List Price', 'Street #', 'Street Name', 'Area', '# Bedrooms', '# Full Baths', and '# Partial Baths'. The 'Search By Map' section shows a map of the search area. The 'Details' section shows the search criteria for 'Property Type' and 'Property Status'.

Property Type	Last Search
Residential	Last Search
Condominium/Attached SFR	Last Search
Multi-Family	Last Search
Land	Last Search
Commercial	Last Search
Residential Rental	Last Search
Commercial Land	Last Search
All Property Types	Last Search

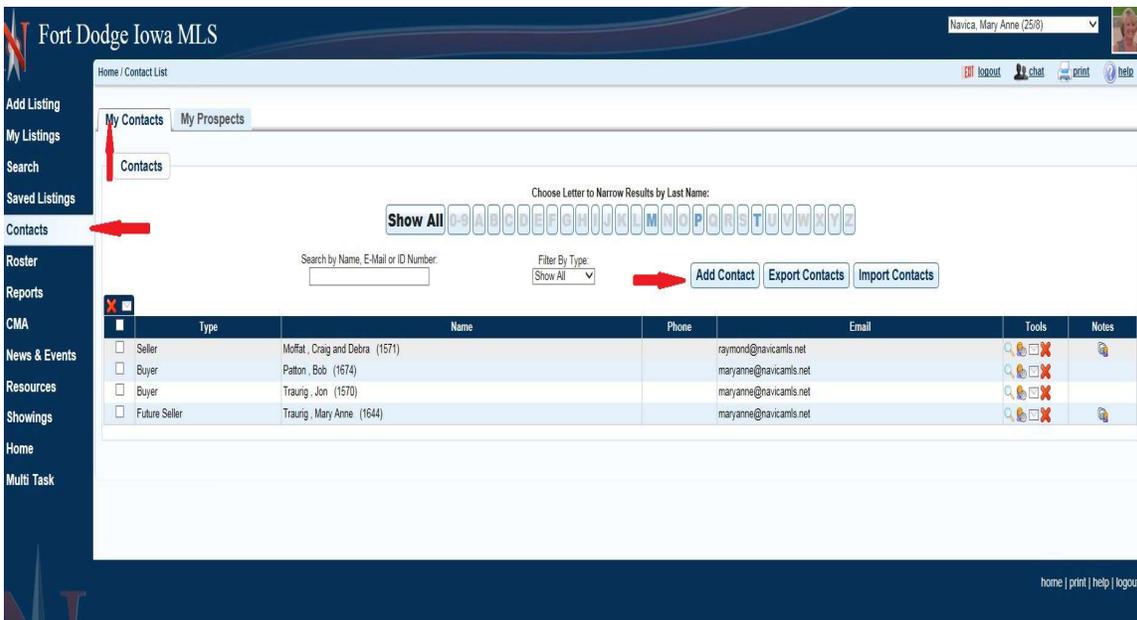
You will then have the **Option** to **Run** (to get the Results) or **Load** (to go back to the Search Screen if you need to View/Edit criteria).



CONTACTS AND PROSPECTS

ADD A CONTACT

To **Add** a **Contact** click on **Contacts** on the **Navica Menu**. Click on the **My Contact Tab** at the top of the page. Click on **Add Contact**.



Enter your **Contact Information** and click **Save**.

ADD A PROSPECT

To **Add a Prospect** click on **Contacts** on the **Navica Menu**. Click on the **My Prospects Tab** at the top of the page. Click on **Add Prospect**.

Fort Dodge Iowa MLS

Home / Contact List

My Contacts My Prospects

Prospects

Choose Letter to Narrow Results by Last Name:

Show All [A-Z]

Search by Name, E-Mail or ID Number: [] Filter By Type: [Show All]

Add Prospect Export Prospects

<input type="checkbox"/>	Type	Name	Phone	Email	Saved Searches	Last Viewed	Sent Today	Notify	Tools	Notes
<input type="checkbox"/>	Seller	Craig and Debra Moffat (1571)		raymond@navicams.net	1	3/17/2015 11:12:24 AM	0	C	[Icons]	
<input type="checkbox"/>	Buyer	Bob Patton (1674)		maryanne@navicams.net	1	-	0		[Icons]	
<input type="checkbox"/>	Buyer	Jon Traurig (1570)		maryanne@navicams.net	1	-	0		[Icons]	
<input type="checkbox"/>	Future Seller	Mary Anne Traurig (1644)		maryanne@navicams.net	1	2/6/2015 1:27:52 PM	0		[Icons]	

home | print | help | logout

Enter your **Prospect Information** and click **Save**. You will now be prompted to enter their **Search Criteria**. Once you have entered the **Search Criteria** you will be able to **Change the Search Name** should you need to and then click on **Save Search**.

Fort Dodge Iowa MLS

Home / Search Criteria

Search Name: Emma Thomas Show Criteria Save Search

Map Search Area

Search By Map

Details

Property Type [Residential] [Exclude Selected]

Property Status [Active] [Exclude Selected]

List Price [200,000] To [250,000]

Bedrooms [3] To [4]

House # [] [Contains]

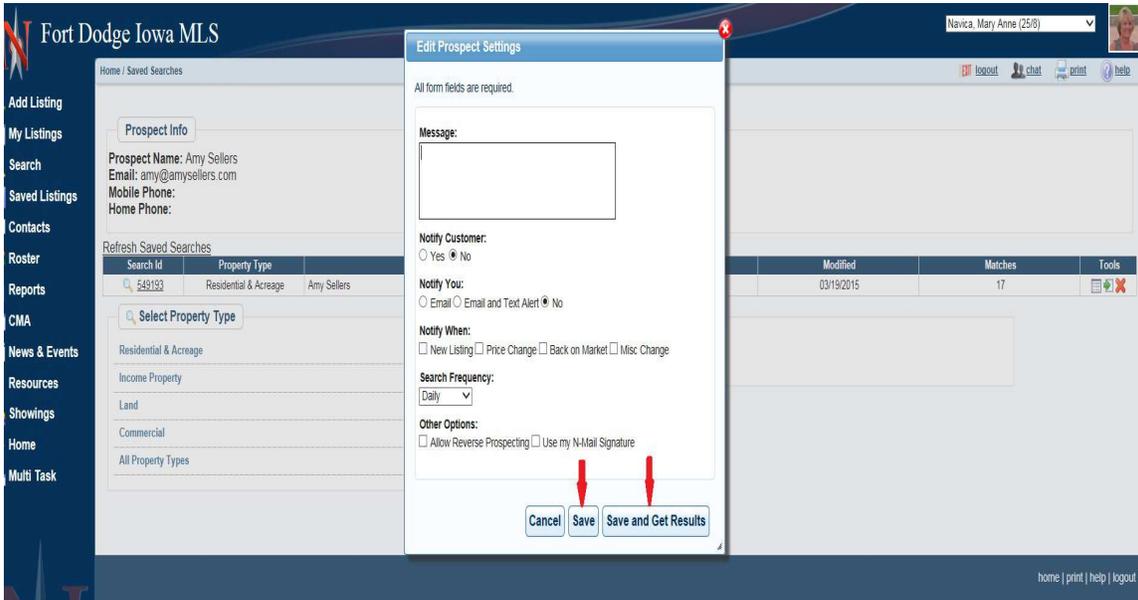
Zip Code [] [Exclude Selected]

City [] [Exclude Selected]

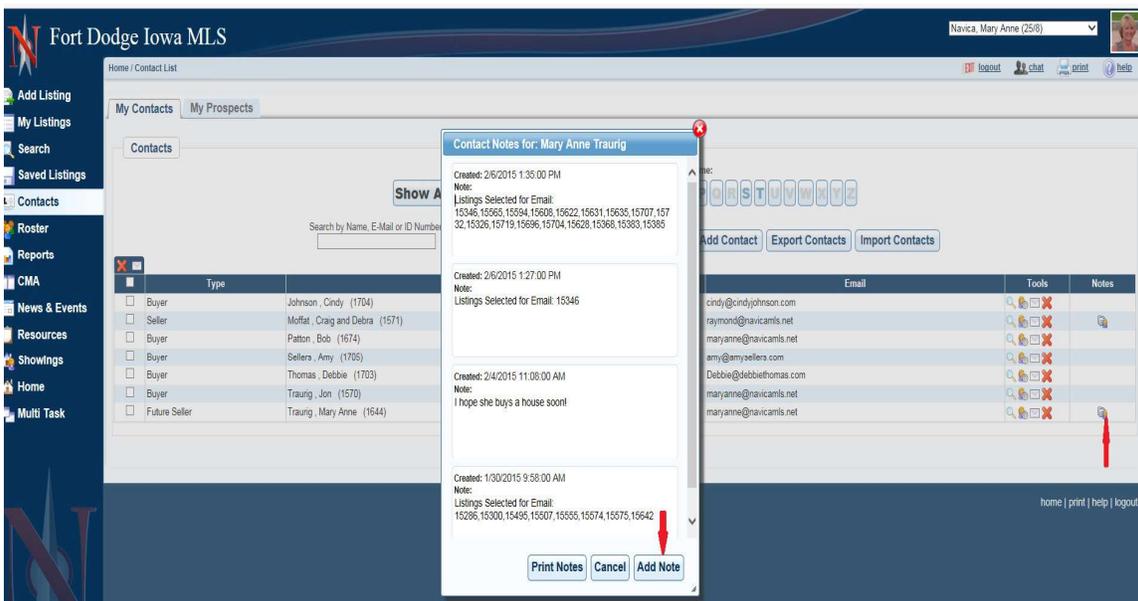
Save Search

You will now be prompted to **Edit Prospect Settings**. You have the option to **Save**

the search or **Save and Get Results**. The system will not automatically email the initial search, you will need to email the properties to your customer. To **Email** the properties to your customer click on **Save and Get Results**.



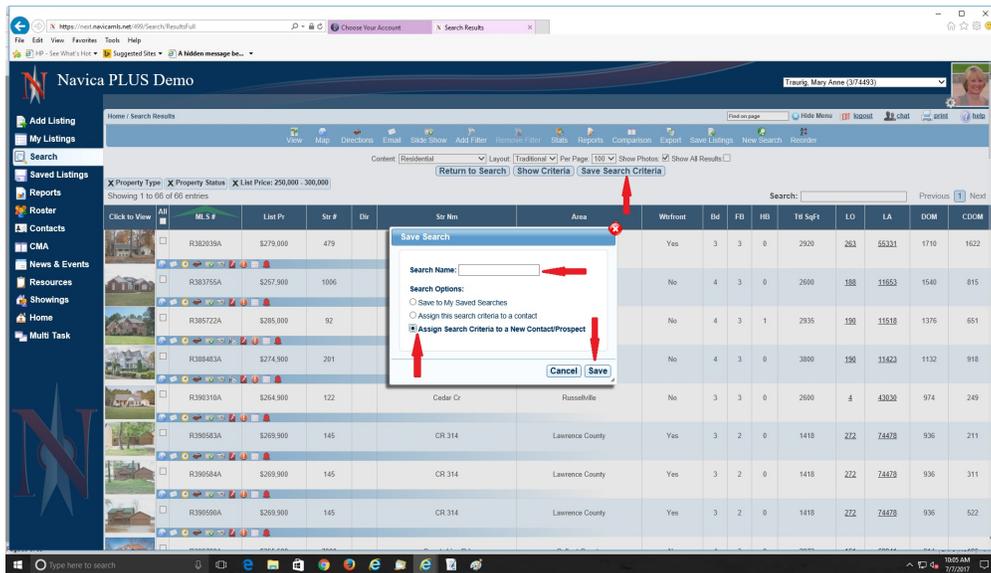
To **View Listings** you have **Emailed** to your customer and any **Contact/Prospect Notes** click on the Icon in the **Notes** Section.



ADD A PROSPECT FROM SEARCH RESULTS

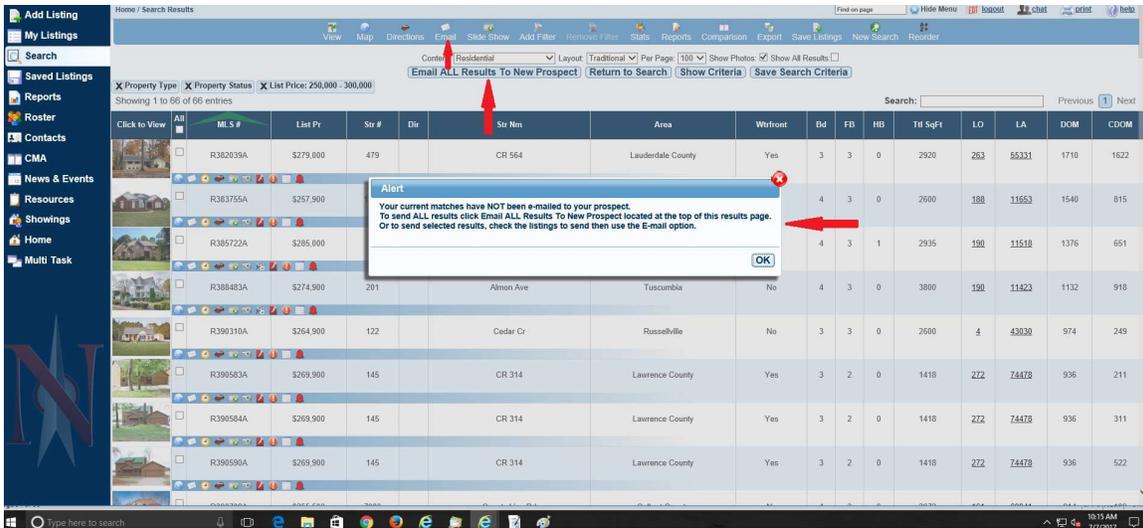
To **Add a Prospect** from your **Search Results** click **Search**, select your **Property Type**, enter your **Criteria** and **Start Search**. Once you have your Results click **Save Search Criteria**.

You will now be prompted to **Name Your Search**. Select **Assign Search Criteria to a New Contact/Prospect** and click **Save**. Enter your **Prospect's Information** and click **Save**.



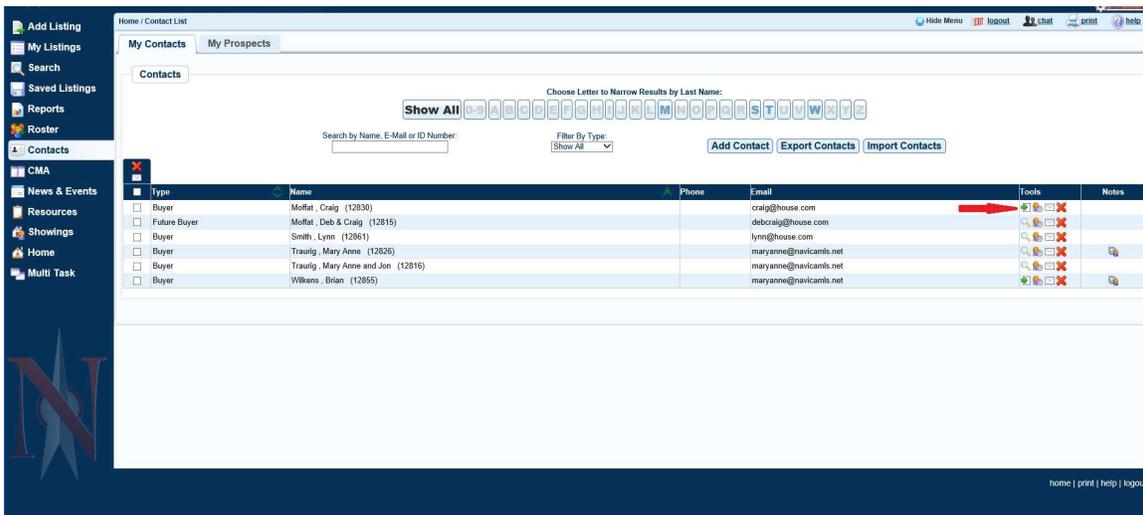
You will now be prompted to **Edit Prospect Settings**. You have the option to **Save** the search or **Save and Get Results**. The system will not automatically email the initial search, you will need to email the properties to your customer. To **Email** the properties to your customer click on **Save and Get Results**.

You may choose to **Select** certain **Properties** and click **Email** on the **Toolbar** or if you want to **Email** all of the **Search Results** you can click **Email All Results to New Prospect**.



CONVERTING A CONTACT TO A PROSPECT

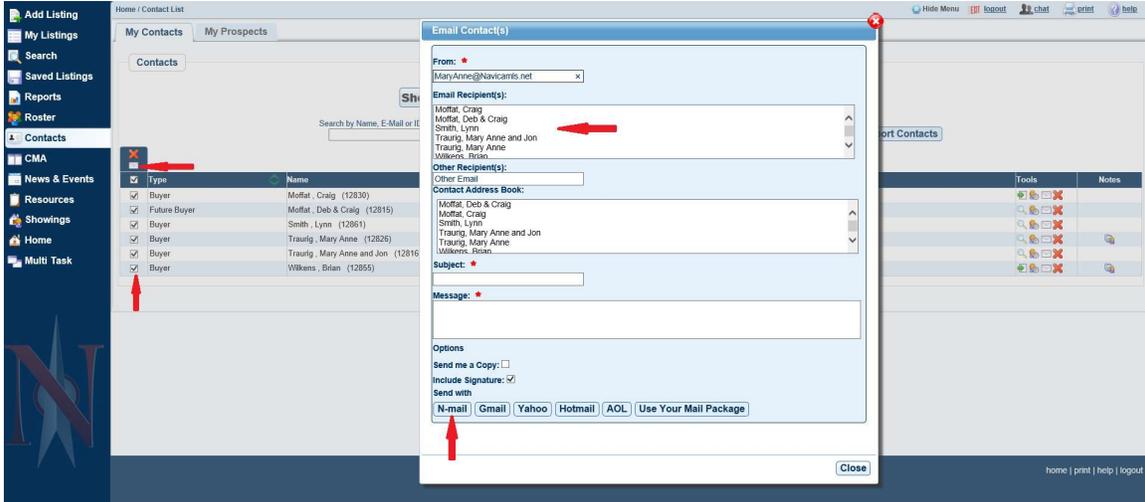
Go to **Contacts** and then in the **Tools Section** click on the **Convert to Prospect Icon** (White Square/Green Arrow). You will then be prompted to **Create your Search** and then follow the **Steps Above for Creating A Prospect**.



EMAIL ALL OR SELECTED CONTACTS

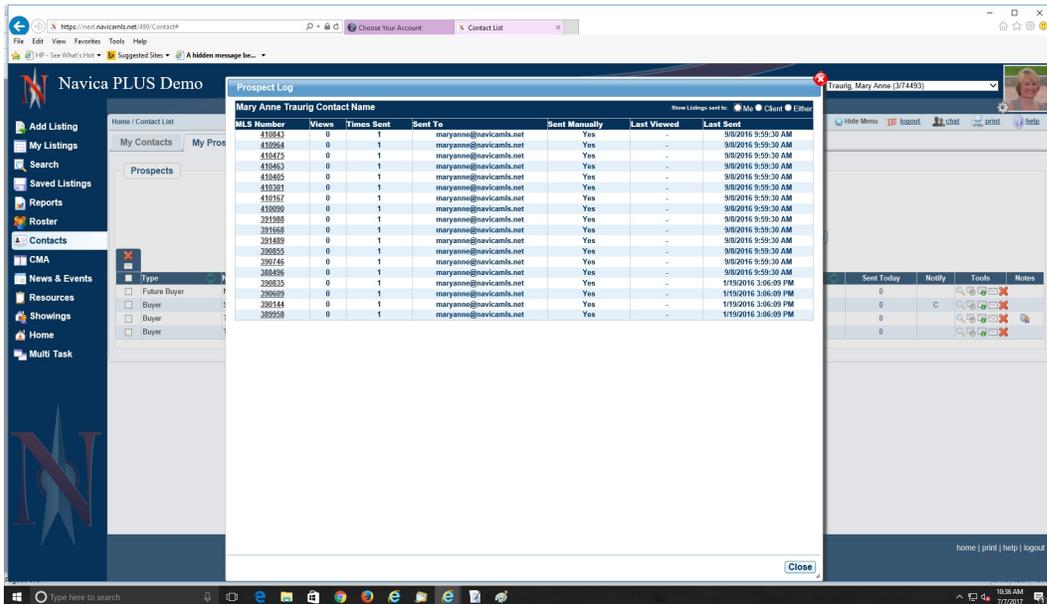
You may send an **Email** to **All of your Contacts** or **Selected Contacts**. If you want to send to **Everyone** in your **Address Book** place a **Checkmark** in the **All Box** or to **Email Selected Contacts** place a **Checkmark** in the **Box Beside Their Name**. Click the **Email Icon** above the **All Box**.

When the box opens it will display either **Everyone** in your **Address Book** (if you checked the All Box) or if you **Selected Certain Contacts** (placing a check beside their name) only those selected will appear in the **Contact Address Book**.



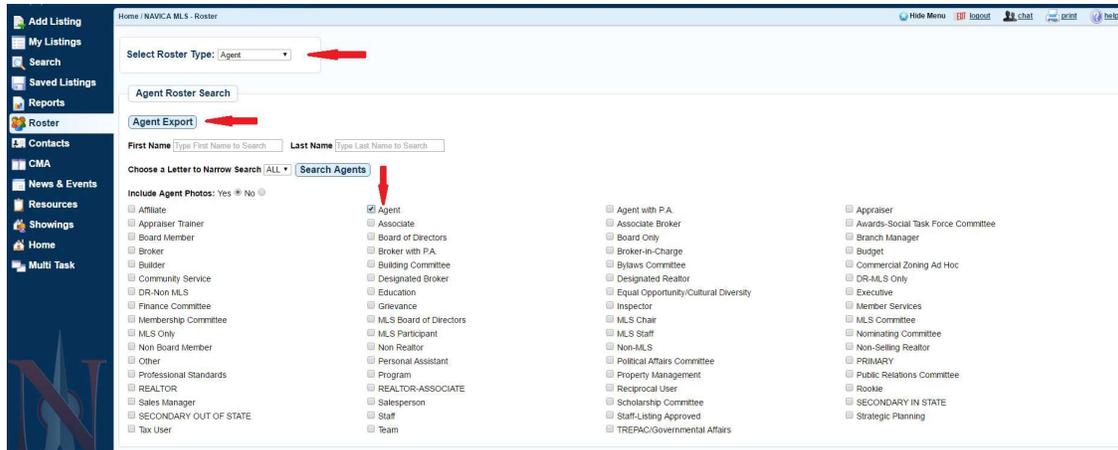
PROSPECT NOTIFICATION LOG

To **View** the **Prospect Notification Log** (listings that have been Emailed to your Client) click on **Contacts**, the **Prospects Tab**, the **Notification Log Icon** (envelope with green circle).

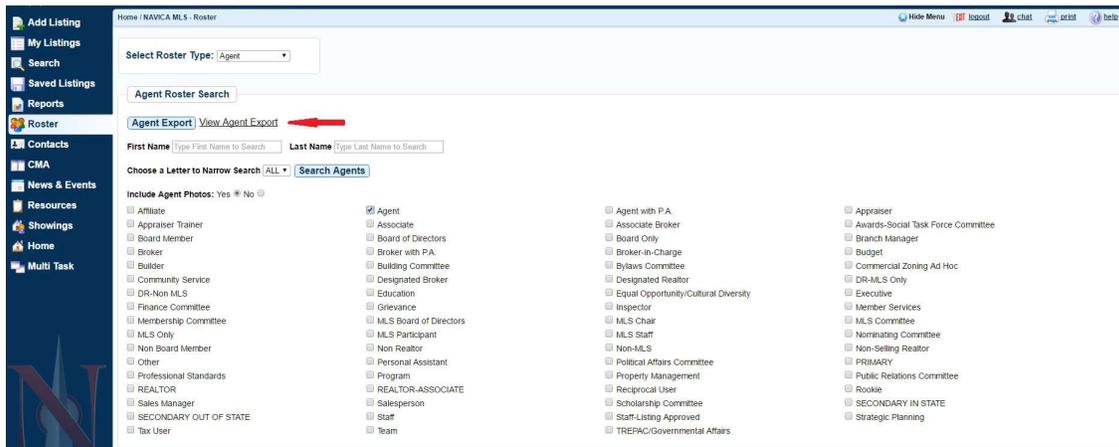


ROSTER

When creating an **Export File** from the **Roster** you may now choose the **Roster Type** you wish to export.



Select the **Roster Type**, place a check in the box/boxes of the ones to include in the **Export File**. Click on **Agent Export**.



Once you have created the **Export File** you will have a Link to **View Export** and **Save the File**. To **Save the File Right Click** on the **View Agent Export Link** and choose **Save Link As** or **Save Target As**.

Help with Navica?

There are many different ways to receive Help with Navica.

You may contact Navica Customer Service by:

- **Calling 1-800-367-8756.** We are available from 8am to 7pm (Eastern Standard Time) Monday through Friday to assist you with your questions. We also have someone available to assist you Saturday from 10am to 4pm and on Sunday from 1pm to 4pm. (Eastern Standard Time)
- **Email to support@navicams.net.**
- **Live Chat** from 8am to 7pm Monday through Friday. (Eastern Standard Time)
- A **Frequently Asked Questions** section has been added to **Help**. To access click the **Help** link in the top right corner of your screen and then click on **Frequently Asked Questions**. You will be able to **Search** for **Key Words** by entering in the **Search Box**. This will bring up all questions containing that Key Word. You may also click on any **Header** to **Open** the **FAQ's** for that **Section**.