

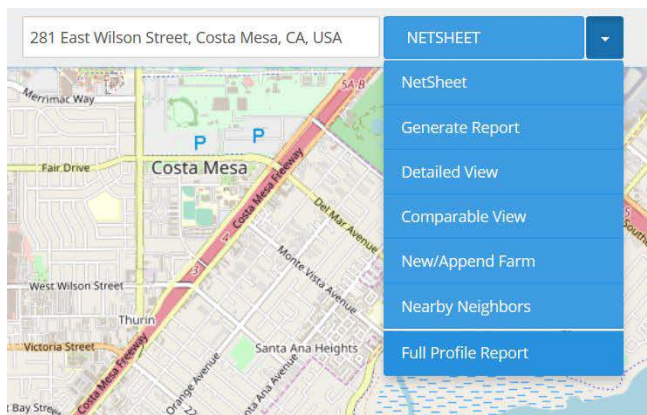
# Quick Start Guide

## Order a Report:

You can search three different ways to locate a property:

- Quick Search- GPS recognized address
- Manually entering the address
- Property Search- search by owner or parcel

Once the address is determined select the type of report you would like from the pull down window. The options available are: Net Sheet, Generate Report, Detailed View, Comparable View, New/Append Farm, Nearby Neighbors and Full Profile. You can save the report as a PDF and share or print.



## Statistics:

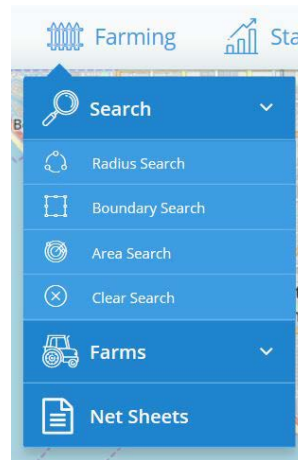
You are able to search for groups of homes, to find their turnover rate, by completing a Radius, Boundary or Area search. With Radius and Boundary you enter an address to adjust the map to that location. A drop pin and text box will appear, click on the "x" and address will disappear, select default radius search (between 1 - 5 miles radius) or pull/drag the pins to customize the location. Click the "next" button to be brought to the Statistic Area Search box. In the Statistic Area Search box you are able to narrow down your search results. Area types available are Carrier Route, Census Tract, City, Property Tract, Tax Rate Area, Zip and Zip+4. Click the "Search" button and your results will appear on the right side of the map.

**For more details please watch the following video:**

<https://youtu.be/j6OF4uxybJo>

## Farming:

You are able to create a farm by completing a Radius, Boundary or Area search. With Radius and Boundary you have the option to enter an address to adjust the map to that location. Click the "Next" button to be brought to the Area Search box. In the Area Search box you are able to narrow down your search results. Click the "Search" button and your results will appear on the right side of the map.



## Farming Results:

Once you have generated your results you have several options. You can View Details, Export, Save/Share, and Edit by clicking on the blue tabs. By clicking on the "Gear" next to the selected property you can pull a Full Profile Report, Lead Sheet, Current Tax Bill, Detailed View, Comparable View, Net Sheet, New/Append Farm and research Nearby Neighbor details.



You can export the results to a CSV file or PDF file by clicking "Export". Save the Query (search criteria) to your saved Query list or share the Query (search criteria) with another user, such as your Title Rep by clicking on "Save/Share". If you wish to save the results to your Saved Farms list you can click on "Save Farm" and start a new farm, or add them to an existing saved list. You can also send the data (results list) via email to another user by clicking on "Send Data". If for some reason you need to edit the filter criteria you can click on "Edit Search" to be brought back to the Area Search box.

**For more details please watch the following video:**

<https://youtu.be/AoJN9x4Cgyw>

## Premier Data:

Title Toolbox allows users to identify homes in any area that have possible reasons to sell. This helps users create target lists based upon divorce, death, default, or other "life events" that lead to property sale ("Life Event" leads are available for purchase at either .05, .50 and .75 per record). Also available for purchase (.05 per record) is all mortgage or valuation information that could help agents and lenders alike to be more successful in their target marketing.

Additionally, a very popular feature are Phones/Emails which are available for .05 and .07 per record.

**For more details please watch the following video:**

<https://youtu.be/IgY-5IroD44>

