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Real Estate Administrative Tool v. 2.2
Broker Quick Start Guide

Brokers can use this *Quick Start Guide* to immediately access the Real Estate Admin tool and perform the tasks most often required in their workflow.

Login

To access the tool:

1) Open your web browser.
2) Enter in the URL address box: http://admin.realestate.morris.com/AdminLogin.html. The **LOG IN ACCESS INFORMATION** dialog box displays.
3) Click inside the Username field and enter your assigned user name.
4) Click in the Password field and enter your assigned password.

> Note Password entry is case sensitive. You must enter it exactly (caps and lowercase) as set up, and make sure the Caps Lock button is turned off.

5) Click the LOG IN arrow button.

View Agent Profiles

Selecting **View Agent Profiles** on the home page takes you to the **SEARCH AGENTS** screen, which allows you to search and view existing agent information for all agents (Active and *Inactive)* within your workgroup.

There are three ways you can search to view an agent profile. You can:

1) Enter the last name and first name of an agent, as well as choose the agent's status and office, for a specific search; or

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2) Enter partial search information (last name, first name, status, or office) for a general search, or

3) Choose the alphabet link that matches the first letter of an agent's last name for a more general search.

The above options allow you to narrow your search to view specific agents; however, you can always *View All* and select your agent by scrolling through the entire list of agents.

Add an Agent

Selecting the **ADD AGENT** option on the home page takes you to the **CREATE AGENT** screen, which allows you to create an agent for your workgroup.

To create an agent:

1) Enter a valid agent ID in the Add Agent text box or leave it blank to have the system automatically generate it for you.

2) Click the arrow button next to the Add Agent text box. A **SELECT OFFICE** screen displays (if you are associated with multiple offices).

3) Select the office to which you wish to add an agent profile.

4) Click the arrow button. The **CREATE AGENT** screen displays. You now have the option to add information about the agent, such as the agent's name, address, phone number, and e-mail address. You can include a personal description and photograph of the agent as well.

5) Click in the text box next to which you wish to add information.

6) Enter the data to be added. Try to make the ADD AGENT INFORMATION section as complete as possible.

7) Click the SAVE arrow button. Your saved profile appears on your screen with new options: to create an agent user and to edit an agent photo.

> Note If you make a mistake while adding information and you do not wish to save these changes, click on CANCEL. This will undo any changes you've made, and the BROKER OPTIONS screen then reappears for you to make other selections.

View Listings

Selecting **View Listings** on the home page allows you to view all of the listings in your workgroup. You will be brought first to a listing summary page where you can search for a desired listing and then select it for editing.

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> **Note** The VIEW LISTINGS screen is a summary of all of the listings in your brokerage. The listings may be on several pages; click on the page number link or Next Page link to view more listings.

If you wish to view only specific listings, you can search by MLS#, Ad Status, Listing Agent, or Listing Type. To further narrow your search results, you can combine searches for Ad Status, Listing Agent, and Listing Type as desired.

Select your criteria and click on the right arrow button. The **VIEW LISTINGS** screen reappears and displays your results.

Add Listings

Selecting **Add Listings** from the home page allows you to create a new listing. While there are several listing types, if you are creating a RESIDENTIAL-LISTING, you have the option of adding information about the new listing to a general listing page and to each section of the following tabs:

- Listing Information
- Interior Features
- Exterior Features
- Location Features
- Taxes and Fees
- Amenities and Miscellaneous
- Photos and Multimedia

To create a new listing:

1) Enter a new MLS number in the Add Listing text box or leave it blank.

> **Note** If you enter an already existing number, the system takes you to the QUICK EDIT LISTING screen to update the existing listing. Click on the RETURN button to go back to the home page and start again.

2) Click the arrow button next to the Add Listing text box. A **SELECT LISTING TYPE** screen displays.

3) Select from the drop-down menu the type of listing you are adding, and then click on the arrow button next to the drop-down. The **QUICK EDIT LISTING** screen appears.

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Adding Listing Information

The LISTING INFORMATION area allows you to enter general information about the new listing. This includes such information as price, square feet, number of bedrooms, lot size, etc.

To enter listing information:

1) Enter and choose data using the text boxes, drop-down menus, check boxes, and list boxes.

2) (OPTIONAL) Click on the Add/Edit Photos arrow button, if you wish to add photos for this listing. The **EDIT LISTING PHOTOS** screen appears.

3) (OPTIONAL) Click on the Advanced arrow button if you wish to add detailed information about the listing. The **ADVANCED EDIT LISTING** screen appears, opening another LISTING INFORMATION tab.

4) Enter as much detail on any or all of the tabs.

5) Click on the SAVE button whenever you finish adding information. Click on the RETURN button to go back to the **BROKER OPTIONS** screen.

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