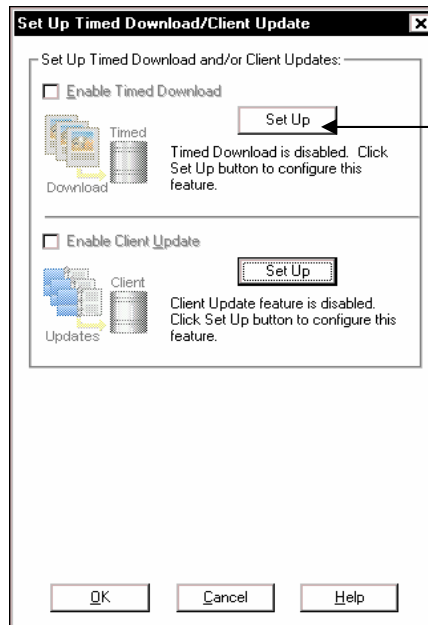


## TIMED DOWNLOAD

The Timed Download function allows you to create a local database on your hard drive. The database you create will contain the properties in the areas or cities that you designate. Searching can then be performed without dialing into your MLS. To fully take advantage of a local database, the information must be updated regularly. For Office Users, the Timed Download feature is reserved for the Office Administrator.

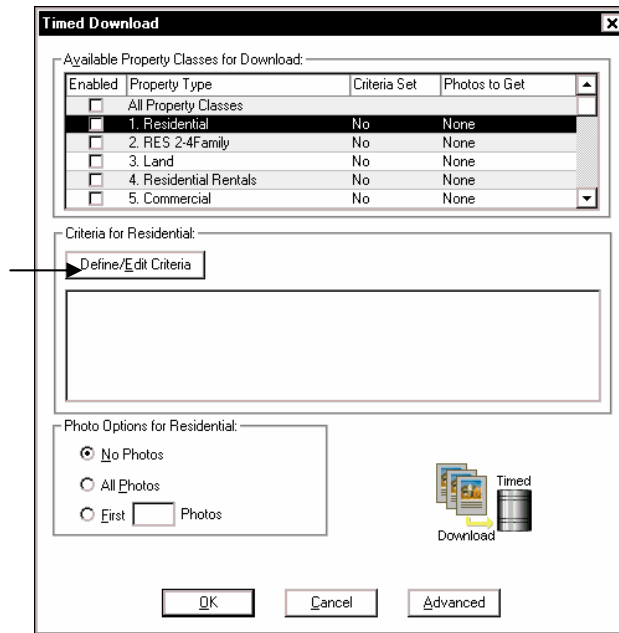
### **Setting up a Timed Download**

1. Click on **Search > Set Up Timed Updates** or click the **Timed Download** button on the Features and Functions Toolbar. The Setup Timed Download/Client Update window opens.
2. To set up the Timed Download, click the Setup button to open the Timed Download window.

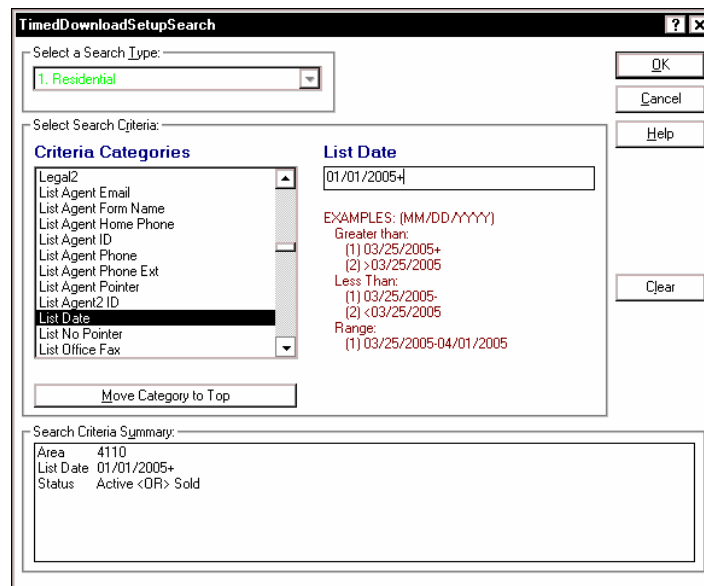


3. Highlight the Property Type to be included in your database. Each Property Type must be set separately. In our example, we are setting up Class 1 – Residential.

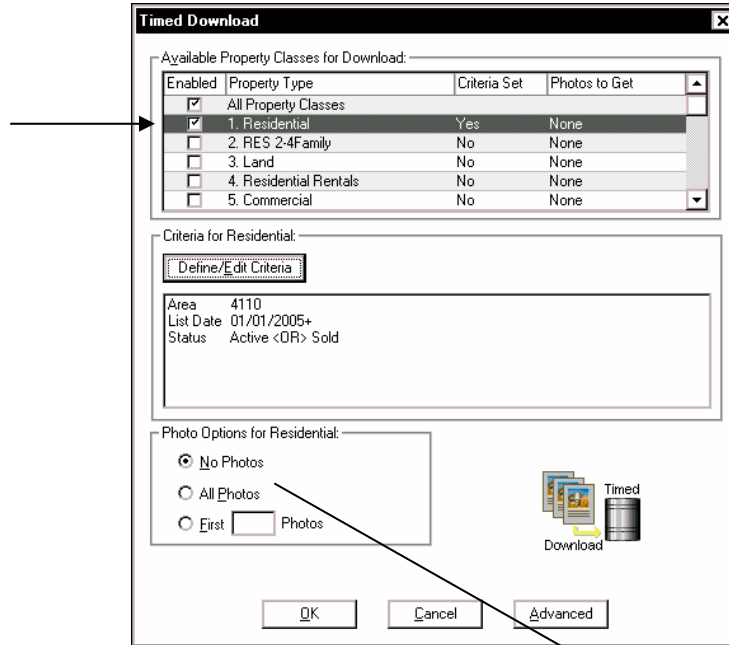
- Click the **Define/Edit Criteria** button to enter the criteria of the properties that you want to include in your database.



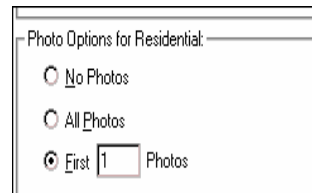
- Enter the search criteria for the properties that you want to include in your database. *If you are searching for more than one status, such as Active or Sold, then be sure to use List Date to limit your listings.* Click OK when finished.



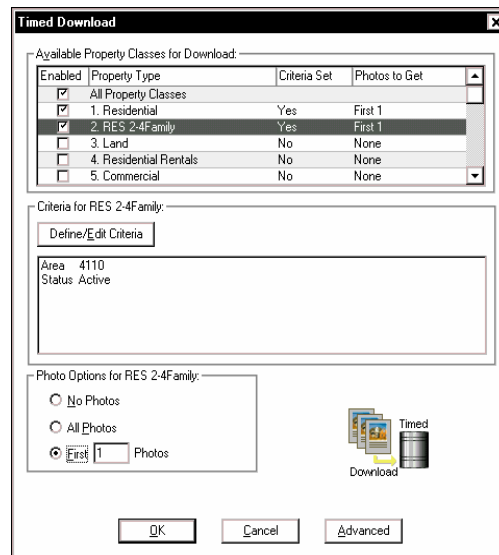
- After you set your criteria, the Timed Download window will open again and a checkmark will appear next to the property type that you have set criteria for and you will see the word **Yes** under the Criteria Set column. In addition, your criteria will be listed in the box under the Define/Edit Criteria button.



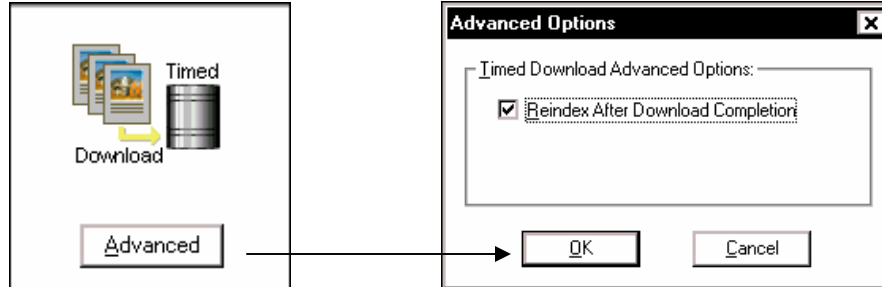
- You then have the option to automatically download no photos, all available photos or you can select to download a specific number of photos per property. In our example, we selected to download only 1 photo per property for class 1 - Residential.



- Follow steps 4 – 7 for additional Property Types to download.
- If you prefer to set up the photo option for all of the classes that you have set criteria for, then select the **All Property Classes** option and then select whether to download no photos, all photos or download a specific number of photos. In our example, we selected to download **First 1 Photo** for the 2 classes that are set up with criteria.
- You have the option to Reindex your Local Database after your download is complete by clicking on the **Advanced** button at the bottom of your screen (see



Tutorial 17 - How to Maintain your Local Database). Click OK to get back to the Set Up Timed Download window.



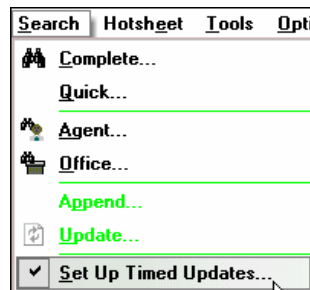
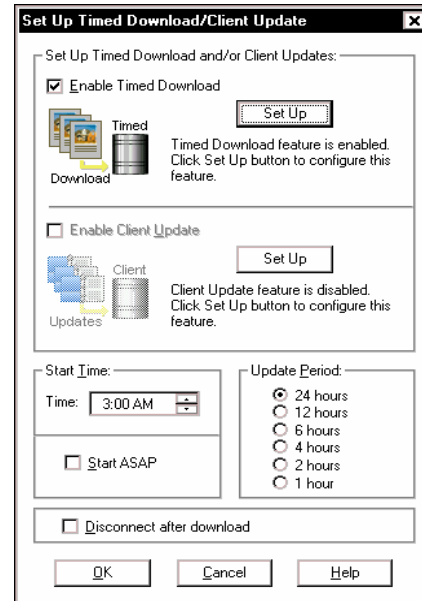
11. After selecting all of your items in the Set Up Timed Download window, click OK. You are now back at the Setup Timed Download/Client Update window.

12. Enter a **Start Time** in the Time field.

13. Select the **Update Period** for the subsequent downloads to be performed.

14. Click the OK button to set the download for the time specified. If you want to start the download immediately, then click on the **Start ASAP** box.

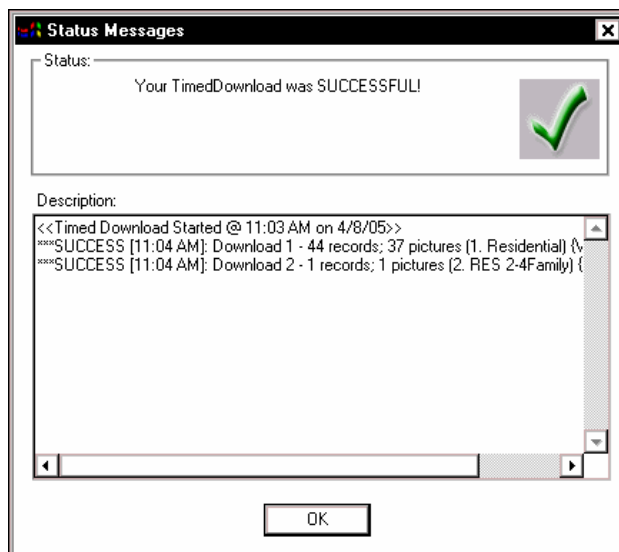
15. A check mark now appears next to the Set Up Timed Updates option. This means the Timed Download is set and will start according to the options selected.



- ✓ *Tip: The Start Time and Update Period will apply to your Timed Download AND your Client Updates if both are enabled and setup (see Tutorial 16 – Automatic Client Update).*
- ✓ *Tip: For the download to be successful remember to leave your computer on, and Listings open. At the time you have specified, your local database will automatically be updated. Updates on all set property types will be performed.*
  - ✓ *Tip: Because an initial timed download set to download all listings may take awhile, the Update Period should be set to 24 hours. Future downloads will not take as long, because only updated listings and information will download. Update periods for subsequent timed downloads can be set to occur more frequently.*
  - ✓ *Tip: While a Timed Download is being performed, you cannot perform any other task in the program.*

### **Successful Timed Download**

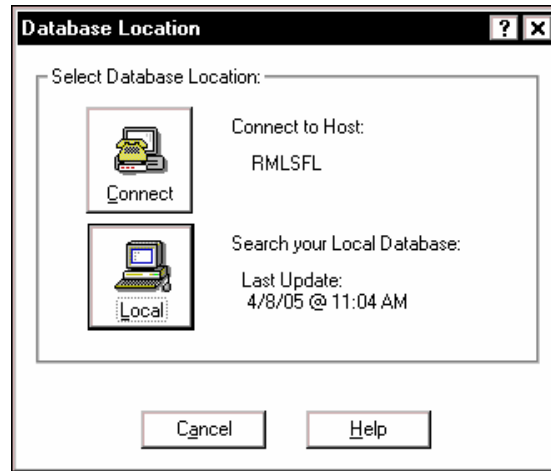
- ❖ A Status Messages window will open when your timed download is successfully completed.
- ❖ Notice in the example that Class 1 and Class 2 have been downloaded and the number of records and pictures associated with each class.
- ❖ Downloaded files are automatically saved in the DB directory and downloaded pictures are automatically saved in the picture directory (see Tutorial 18 – File Structure).



### **Submitting a Search after a Timed Download is Performed**

After you enter all of the search criteria, you are ready to submit the search to find the matching properties. To submit your search, click the OK button in the Search window.

**Note:** *You will see the Database Location window ONLY if you have performed a Timed Download. Otherwise, it will dial into your MLS automatically.*



**Connect button:** Dials directly to your MLS.

**Local button:** Accesses the information in your local database. If you have set up the Timed Download feature, you can access the local database by clicking the Local button. Notice that next to the Local button, the program alerts you to the last time your database was updated. This will ensure that the information in your local database is current.

✓ **Tip:** *A local database search is much quicker than dialing into your MLS.*