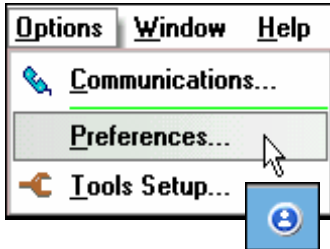
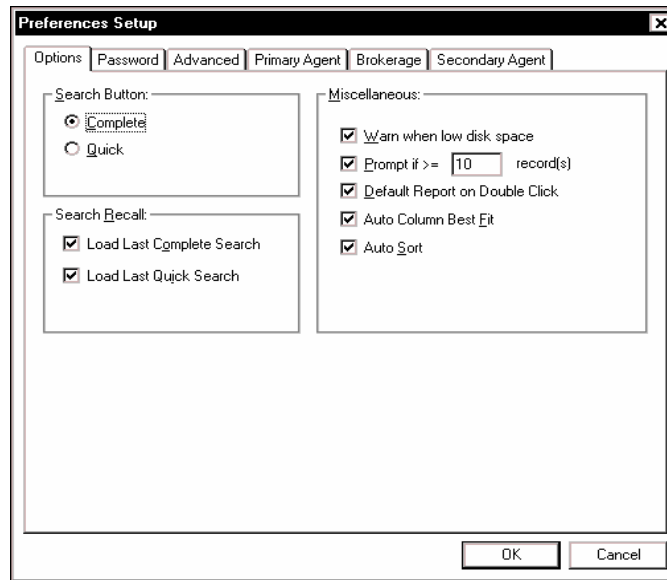


SETTING UP YOUR SOFTWARE

Setting User Preferences



The Program has the option to customize some of your software settings. Click **Options > Preferences** or click the **Preferences button** on your Navigation Toolbar. You have six tabs where you can setup your preferences: Options, Password, Advanced, Primary Agent, Brokerage and Secondary Agent.



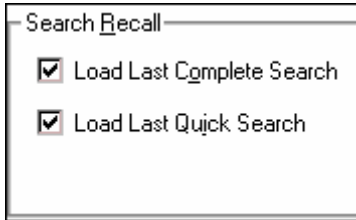
Options Tab

Search Button



The **Search** button, located on your Features and Functions Toolbar, can be programmed to display the Complete or Quick Search window based upon what you select here.

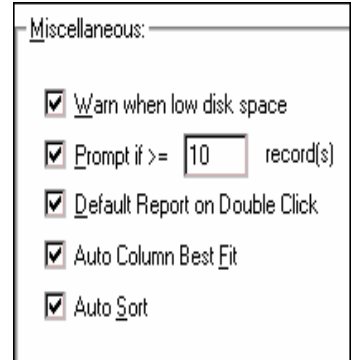
Search Recall



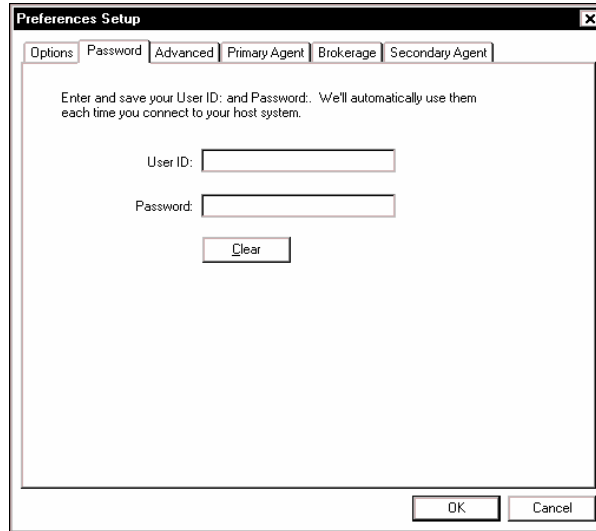
For your convenience, you can automatically load the last Complete or Quick Search in the Search Criteria Summary Box (see Search Criteria Summary Box in Tutorial 3).

Miscellaneous

- ❖ Select Warn when low on disk space if you would like the program to warn you when your hard drive has less than 6 megabytes of space available on both the Windows drive and the drive that you have the program installed on. The warning is displayed during program loading.
- ❖ If the Prompt if \geq *10* record (s) option is checked, then you will receive a message on how many listings you matched before you download your listings.
- ❖ If the Default Report on Double Click option is checked, the Standard Full Report will appear each time you double click on a property in the Property Listing Table.
- ❖ The Auto Column Best Fit automatically sizes the columns on the Property Listing Table to the widest of either the column contents or the heading.
- ❖ Auto Sort will automatically sort your data if you set up sort criteria.
- ❖ Click OK or move to the next tab.

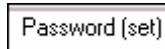


Password

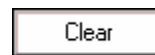


You have the option to set your password. The Password option will save your User ID and Password so that when you log on to the MLS system, the program will automatically send this information. If you set your password during the installation process, then the Password tab will have (set) already next to it. **You cannot set your password if you are using an Office Version.**

1. Enter your User ID and Password. If you do not know your User ID or Password, please contact the MLS to obtain it.
2. Click OK or move to the next tab.
3. Once your password has been set, the Password tab now has (set) next to it.



✓ **Tip:** To disable this option, click on the Clear button.



Primary Agent

The screenshot shows a 'Preferences Setup' dialog box with the 'Primary Agent' tab selected. The dialog contains several input fields for personal and contact information. The 'Name' field is filled with 'Diane Harbeson'. The 'Office Phone' field contains '555-1213'. The 'E-mail' field contains 'diane_harbeson@hotmail.com'. The 'Alt. E-mail' field contains 'harbeson@netzero.net'. The 'Website Address' field contains 'http://www.WyldFyre.com'. The 'Sign all E-mail' section contains a text area with 'Diane Harbeson' and 'diane_harbeson@hotmail.com'. The 'Agent Photo Location' field is empty, with a 'Browse...' button next to it. The dialog has 'OK' and 'Cancel' buttons at the bottom right.

Name:	Diane Harbeson	Title:	
* Office Phone:	555-1213	Cell Phone:	
* E-mail:	diane_harbeson@hotmail.com	Home Phone:	
Alt. E-mail:	harbeson@netzero.net	Pager #:	
Website Address:	http://www.WyldFyre.com	Fax #:	
Sign all E-mail:		Branch Name:	
Diane Harbeson diane_harbeson@hotmail.com			
Agent Photo Location:	Browse...		

* Recommended

OK Cancel

The information entered in the Primary Agent window will become the default information when using the E-mail function, CMA and Buyer Tour.

1. Enter as much information as possible on the top portion of the window.
2. In the Sign all E-mail section, type the information that you would like to see when you are using the E-mail function.
3. In the Agent Photo Location box, click on the Browse button to find the location of your Agent Photo. It will become an option while in the Report Writer module.
4. Click OK or move to the next tab.

Brokerage

The screenshot shows a 'Preferences Setup' dialog box with the 'Brokerage' tab selected. The dialog has a title bar with a close button (X) and a tab bar with the following tabs: Options, Password (set), Advanced, Primary Agent, Brokerage, and Secondary Agent. The Brokerage tab contains the following fields and controls:

- Name:
- Address:
- City: State:
- ZIP Code:
- Phone: Fax:
- Website Address:
- Brokerage Photo Location:

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The information entered in the Brokerage window will become the default information when using CMA and Buyer Tour.

1. Enter as much information as possible on the top portion of the window.
2. In the Website Address box, type the Brokerage's web site address.
3. In the Brokerage Photo Location box, click on the Browse button to find the location of your Brokerage Photo. It will become an option while in the Report Writer module.
4. Click OK or move to the next tab.

Secondary Agent

The screenshot shows the 'Preferences Setup' dialog box with the 'Secondary Agent' tab selected. The dialog has several tabs: 'Options', 'Password (set)', 'Advanced', 'Primary Agent', 'Brokerage', and 'Secondary Agent'. The 'Secondary Agent' tab contains the following fields:

Name:	<input type="text"/>	Title:	<input type="text"/>
Office Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
E-mail:	<input type="text"/>	Home Phone:	<input type="text"/>
Alt. E-mail:	<input type="text"/>	Pager #:	<input type="text"/>
Website Address:	<input type="text"/>	Fax #:	<input type="text"/>
		Branch Name:	<input type="text"/>

Below these fields is a 'Sign all E-mail:' section with a large empty text area and a scroll bar. At the bottom right are 'OK' and 'Cancel' buttons.

If more than one Agent is involved, then you can fill in the Secondary Agent information. The information entered will become the default information when using the E-mail function, CMA and Buyer Tour.

Tools Setup



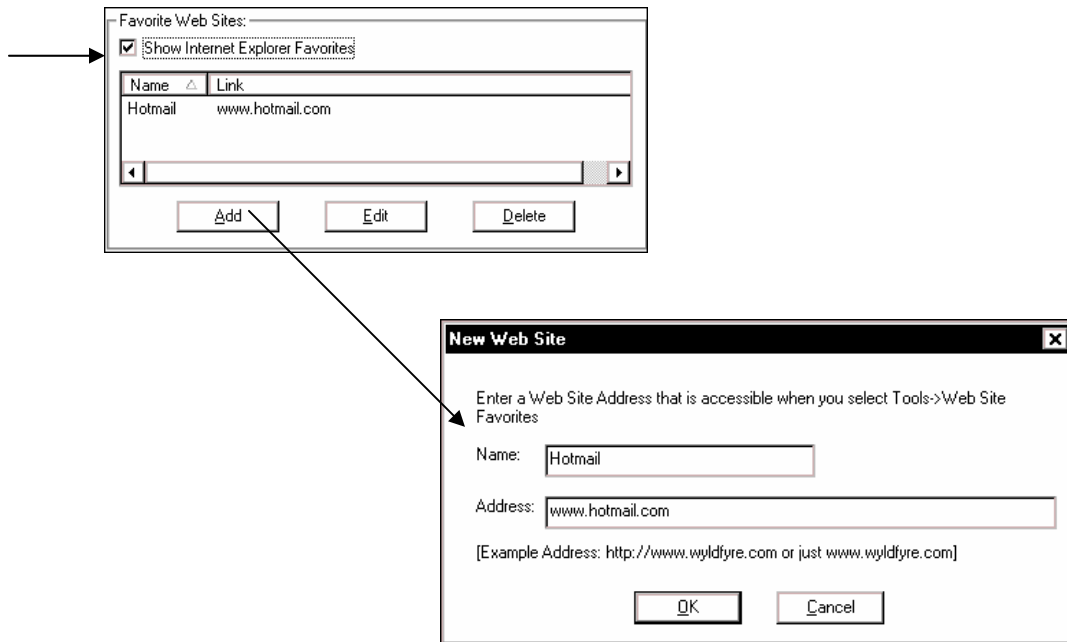
The Tools Setup function allows you to enter information that will be added to your Tools Menu as seen in Accessing Tools later in this tutorial. Click **Options > Tools Setup**.

The screenshot shows the 'Setup Tools' dialog box. It has a title bar with a question mark and a close button. The dialog is divided into three sections:

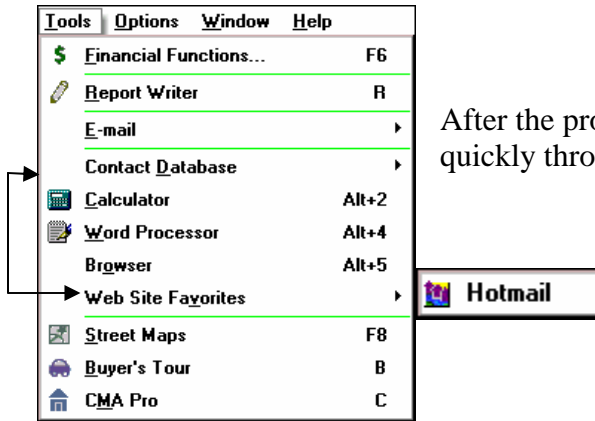
- Select New Programs:** This section has three rows, each with a program name, a text box for the command line, and a 'Browse...' button.
 - Calculator: Browse...
 - Terminal: Browse...
 - Word Processor: Browse...
- Browser URL:** This section has a text box containing 'http://www.WyldFyre.com' and a note: 'Examples: http://www.WyldFyre.com or www.WyldFyre.com'.
- Favorite Web Sites:** This section has a checked checkbox 'Show Internet Explorer Favorites' and a table with columns 'Name' and 'Link'. Below the table are 'Add', 'Edit', and 'Delete' buttons.

At the bottom of the dialog are 'OK', 'Cancel', 'Help', and 'Default' buttons.

- ❖ **Select New Programs:** The program will search your computer and load some predefined executables in the top portion of the screen. If you want to change one or all of them, then you need to enter the new .exe file. If you don't know the file name, then click on the appropriate browse button and find the executable. Our example shows WRITE.EXE for the word processor program, but you may want it to be Microsoft Word. You will access this through **Tools > Word Processor**. *Note: You may have different or no executables listed based upon your computer configuration.*
- ❖ **Browser URL:** Enter a URL to access when you go to **Tools > Browser**.
- ❖ **Favorite Web Sites:** If you want all of your favorites to be displayed in the Tools Menu, then select the box **Show Internet Explorer Favorites**. If you want to add a specific web site to your list, click on the Add button and enter the Name of the web site and Address and click OK. You will access this through **Tools > Web Site Favorites**.



Accessing the Tools



After the programs are set up, you can access them quickly through the Tools Menu.