

# Mapping

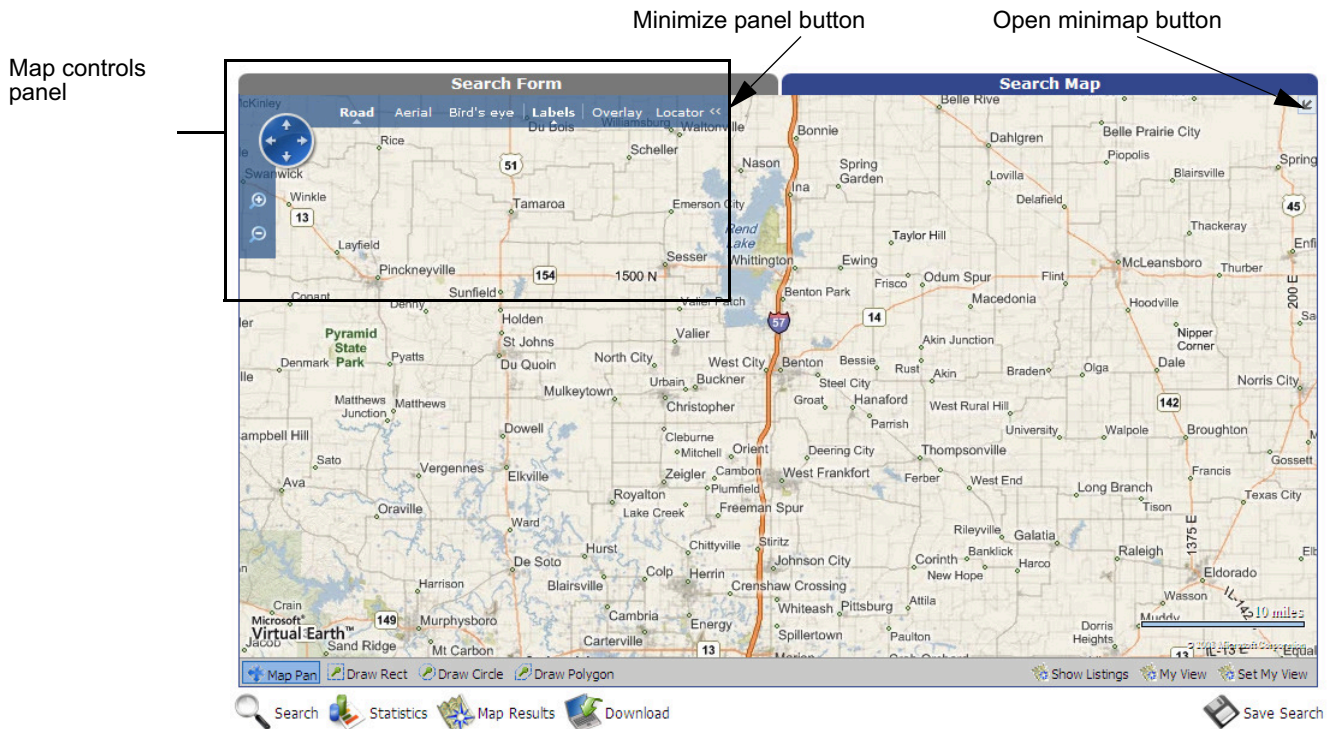
Using Map Controls and Views

Searching by Map Area

Viewing a Map of Listing Search Results

Creating Driving Directions



# Using Map Controls and Views



## The Map Controls Panel

The map controls panel is located in the top left corner of the mapping window. It contains the controls that enable you to adjust the map. If a control appears gray, it is unavailable and you cannot use it.

### To minimize the map controls panel:

Click the minimize button [  ]. The panel will disappear, except for a restore button [  ]. Click this button to restore the map controls panel.

## Views

Three map views are available:

- **Road.** A standard road map.
- **Aerial.** A satellite photo.
- **Bird's Eye.** Close-up satellite view using Microsoft's Virtual Earth™ technology. When working in Bird's Eye View, you can rotate the image (see *“Adjusting the Map (Pan, Zoom, and Rotate)”* on page 217). The draw search tools are not available in Bird's Eye view.


### To change map views:

From the map controls panel, click **Road**, **Aerial**, or **Bird's Eye**.

## Adjusting the Map (Pan, Zoom, and Rotate)

### To pan the map:

Either

- From the map controls panel, click an arrow on the pan control [  ]
- From the map footer bar, click **Map Pan** and then click and drag the mouse to move the map from side to side or up and down


### To zoom in and out:



Click the zoom in [  ] and zoom out [  ] controls.

### To rotate the image (Bird's Eye view only):

When you are working in Bird's Eye view, extra controls are available from the map control panel. These controls enable you to rotate the image. Either

- From the map controls panel, click a compass direction (**N**, **S**, **E**, **W**) on the

bird's eye pan control [  ].

- From the map controls panel, click the rotate clockwise [  ] or rotate counterclockwise [  ] control (located below the zoom controls).

## Map Labels

Map labels identify transportation features (streets, highways, toll highways, railways), political features (cities, capitals, state and provincial boundaries) and recreation and places of interest (golf courses, sporting venues, parks, shopping).

### To turn map labels on or off:

From the map controls panel, click **Labels**.

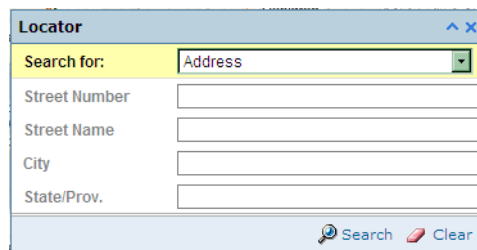
*Note: You cannot turn off labels in Road view.*

## The Locator

The Locator enables you to find specific addresses, MLS numbers, zip/postal codes, businesses and points of interest on the map.

### To use the locator:

1. Click **Locator** on the map control panel to open the Locator dialog.

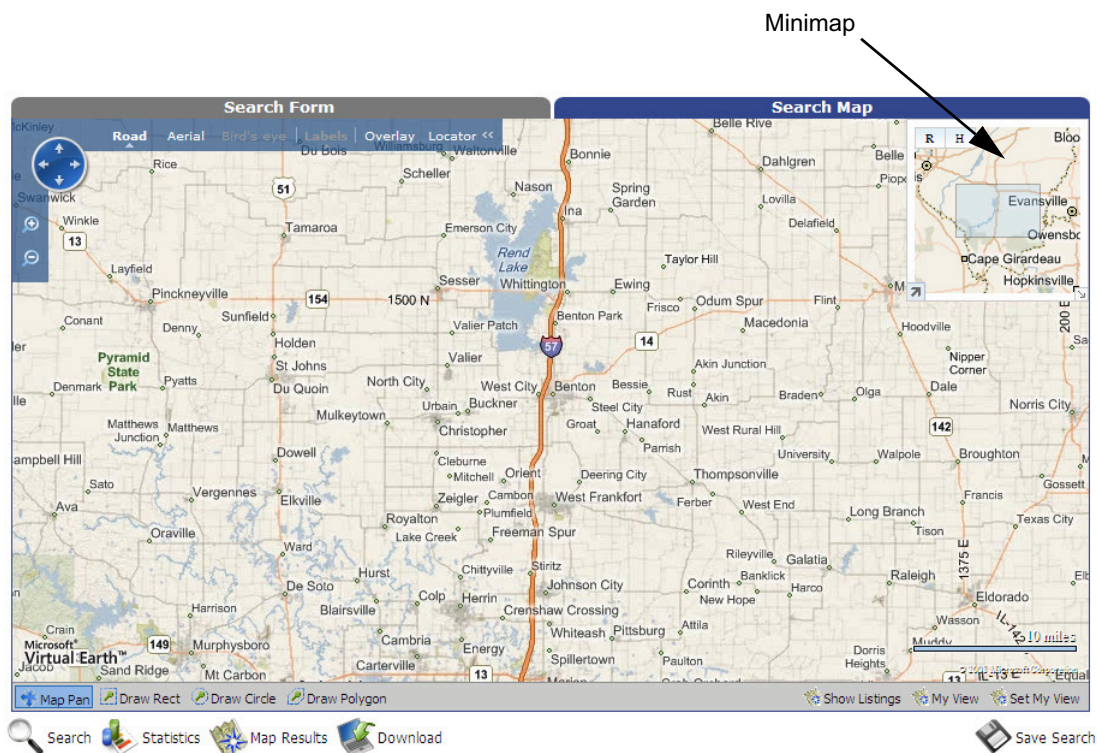


2. From the **Search for** menu, select the type of search you want to perform.
3. Enter search criteria.
4. Click **Search**.


*Note: to zoom in to a specific county, type the county name (for example, "Pierce County") in the **City** or **State/Prov.** field.*

## The Minimap

The Minimap is a small panel that displays a zoomed-out version of the current map view. The current map view is represented in the Minimap as a shaded rectangle.



### To open the Minimap:

Click the Minimap button [  ] in the upper right corner of the map window.

### To close the minimap:

Click the close button [  ] in the lower left corner of the Minimap.

## Minimap Views

Two Minimap views are available:

- **Road.** Traditional road map.
- **Hybrid.** Road map combined with satellite view.



Road view



Hybrid view

### To change Minimap views:

Click the **R** button for road view; click the **H** button for hybrid view.

## Navigating with the Minimap

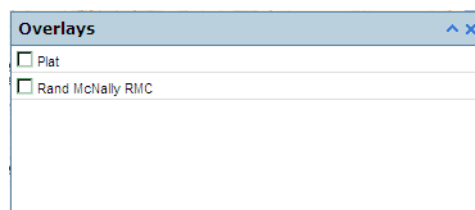
You can rapidly change the current map view by panning the Minimap: click and drag the mouse in the Minimap to pan up, down, right, or left. The map view in the main map window will move accordingly.

## Overlays

If your MLS subscribes to third-party mapping data (such as Thomas Brothers Map Data), you may have an **Overlays** control in the map control panel.

### To apply mapping overlays:

1. From the map control panel, click Overlays to open the Overlays dialog:



2. Select the check box next to the overlay(s) you want to apply. To remove an overlay, clear its check box.

## Searching by Map Area

As an alternative to specifying your search area by entering area names or codes, TEMPO 5 allows you to graphically define the area you want to search by using a dynamic map.

**NOTE!** If you try to specify an **Area** using both search criteria and the **Map Area** feature, no matching listings will be found unless the two areas overlap. If you are using search criteria, check the map page to ensure there are no defined areas you may have forgotten about.

### To search by map area:

1. From the Search Criteria page, enter information in the required fields on the Search Form, such as List Price, Market Code, etc.
2. Click the **Search Map** tab to open the search map.

Map Tools include: **Map Pan, Draw Rectangle, Circle, or Polygon.**



3. Use the map controls to adjust the size and view until you find the area you want to select (see *“Using Map Controls and Views”* on page 216):
4. To specify a search area, select one of the shape tools:

*Note: You can draw up to 3 shapes for a single search (does not apply to hotsheet searches).*

- **Draw Rect** — click and drag the mouse to draw a rectangle on an area of the map. When you release the mouse button, the boundary line turns blue in color.

- **Draw Circle** — click to establish a focal point, then drag the mouse until the radius measurement (distance in miles) is displayed. Click again to set the circle. The boundary line turns blue in color.
- **Draw Polygon** — click to establish the first point. Click for each point you want to add to the shape (up to a maximum of 10 points for regular searches or 20 points for hotsheet searches). Click the initial point to finish the polygon and set the final search area. The boundary line turns blue in color.

*Note: If you exceed maximum number of points on the polygon, the shape you have just drawn disappears and the process begins again.*

- **Clear Shape** — click the button; or click the [x] on the shape itself to clear the shape from the map.
5. Click the **Set my view** button in the footer bar to save the current map position and zoom as a default setting for future searches.
    - click **My View** to revert back to your default view.
  6. Click one of the action buttons:
    - **Search** — performs a search of the specified map area. See *“Searching” on page 63*.
    - **Statistics** — enables you to generate a market analysis report for the properties within the search area. See *“Running Business & Statistical Reports” on page 193*.
    - **Map Results** — displays the Search Results page as a double-paned window showing a list of matching records on the left, and a corresponding map of the properties on the right. For multiple listings, each push pin is numbered to coincide with the corresponding address in the list. Click the push pin icon to display a detailed Listing Report. See *“Reports” on page 175*.
    - **Download** — exports the search results data for use in another program, such as Excel. See *“Exporting Listings Data” on page 332*.
    - **Save Search** — saves the search criteria for future searches. See *“Saving a Prospect Search” on page 99*.

# Viewing a Map of Listing Search Results

Listing locations are better imagined by seeing them represented on a map of the area. Use the built-in mapping feature to see different views.

## To see a map of the search results:

1. From the Search Results page, click the **Show Map** button on the footer bar. A split screen view is displayed.

The screenshot displays the 'Property Search: RES System Search' interface. The top navigation bar includes 'Search Criteria', 'Search Results', and 'Details'. Below this, a status bar indicates 'Search Results: 13 Listings / 0 Selected'. The main area is split into two panes. The left pane shows a table of search results with columns for #, MLS #, # Images, Stat, Address, and Area. The right pane shows a map of the search area with various locations marked. At the bottom, there is a footer bar with several action buttons.

#	MLS #	# Images	Stat	Address	Area
1	2449835	7	ACT	6014 Skadden Road	603 Margareta Twp. (ERI)
2	2455865	0	ACT	729 WAYNE ST.	601 Sandusky (ERI)
3	2438966	7	ACT	15319 State Route 113	614 Florence Twp. (ERI)
4	2449116	1	ACT	4600 IDLEVIEW	607 Vermillion (ERI)
5	2453944	7	ACT	27 W Church Street	610 Milan (ERI)
6	2329836	6	ACT	5816 Hill Rd.	612 Berlin Heights (ERI)
7	2432986	1	ACT	3709 State Route 60	607 Vermillion (ERI)
8	2415950	0	ACT	881 DOUGLAS	607 Vermillion (ERI)
9	2451811	5	ACT	605 Birchwood Drive	604 Perkins Twp. (ERI)
10	2450233	6	ACT	1236 Brookview Drive	605 Huron (ERI)
11	2377944	3	ACT	313 Brunswick Drive	605 Huron (ERI)
12	2425705	2	ACT	203 MELODY LANE	600 Kelleys Island (ERI)
13	2422341	6	ACT	937 Glenview Drive	605 Huron (ERI)

The footer bar contains the following buttons: Move Up, Move Down, Show Criteria, Revise Search, Save Search, Map, Driving Directions, Download, CMA, Statistics, Transfer Listings, Quick CMA, Email, and Print.

2. Work with the search results from either pane: grid or map.
3. Use the Action buttons to perform more tasks. See *“Working with the Search Results Page”* on page 75.

## To see a map of a selected listing:

1. From the Search Results page:
  - point to the Information icon of a single listing to display the Quick Access menu, then select the **Map** icon; or
  - select one or more listings, then click the **Map** action button.

A map of the selected listings opens.

Using the mouse, point to a push pin to view property details.

#	Address	Status	List Price	Sold Price
1	6014 Skadden Road	ACT	129,500	
2	27 W Church Street	ACT	139,000	
3	861 DOUGLAS	ACT	139,900	

Each listing is displayed on the map as a push-pin. Each listing's status is indicated by a letter on the head of the push-pin and a specific color. For example, active listings are green and show the letter "A". In addition, for multiple listings, each push pin is numbered to coincide with the corresponding address in the list.

- Using the mouse, point to a map pin to see more information about the property.
- Click either the push pin icon on the map; or the house icon in the list to generate a detailed listing report. See *"Reports"* on page 175.
- Use the map tools to adjust the map view (see *"Using Map Controls and Views"* on page 216).
- Click **Print**, located in the top right corner of the map, to send the map to the printer. See *"Printing"* on page 265.
- Click **Close**.

# Creating Driving Directions

TEMPO 5 gives you the power to create step-by-step driving directions that will guide you and your clients on a buyer's tour.

## To create a set of driving directions:

1. From the Search Results screen, select up to 10 listings that you want to include in the driving directions.
2. Select **Driving Direction** from the Action menu, then click the arrow button.

The Plan Route dialog box opens.

**Plan your route:** Get Directions Cancel

Driving directions will be calculated from the first location to the second, the second to third and so on.

Select a location and use the "Move Up" and "Move Down" buttons on the right to move that location up or down. Use the "Remove Location" button to remove the selected item from the list. click the "Enter Address" button to enter a new address. The "Add My Office" button will add your office address from your member record.

1425 E NEW YORK ST, 46201	Enter Address
1427 E New York, 46201	Add My Office
1111 E Testing AV, 14141	Edit Address
<b>0 Center RD, 46164</b>	Move Up
364 N testing st AV, 95823	Move Down
1322 BERRY RD, 46143	Remove Location
123 Main, 12345	Clear List
6916 KARNES, 46055	

**Options:**  
Select additional options for your driving directions.

Make this a round trip

Display Directions as: Instruction Text Only

Route Options: Shortest Time

Distance In:  Miles  Kilometers

3. If you want to define a starting point other than the first listing (for example, your office or your client's home), click the **Add My Office** button to enter the address to the list as the starting point.
4. Click the **Enter Address** button to manually add one or more addresses to the list.
5. To arrange multiple listings in the order you plan to see them, highlight a property in the **Locations** list, then click **Move Up** or **Move Down**.
  - click **Remove Location**, to omit a property from the directions.
6. Select the **Make this a round trip** check box, if applicable.
7. Click the **Display Directions as** drop-down list and select a format:

- **Instruction Text Only** — this option creates a report with a single large map and point-to-point instructions.
- **Text w/ Overview Map** — this option provides the same information as **Text Only**, plus individual maps for each segment of the trip.

**NOTE!** *The **Text w/ Overview Map** option takes longer to generate. If you are somewhat familiar with the area, the **Instruction Text Only** option should be sufficient.*

8. Select the logic you want the program to use when determining the best route from the **Route Options** drop-down list. Choose **Shortest Time**, **Shortest Distance**, etc.
9. Display distances in either **Miles** or **Kilometers**.
10. Click the **Get Directions** button at the top of the dialog box.

The driving directions are displayed on a map, along with a time and distance estimate, **Reverse Direction**, **E-mail** and **Print** buttons.
11. Confirm that all the properties were located successfully.
  - a list of unmapped properties will appear beneath the main map if there were any problems. If you find any problems or want to make changes, click **Plan Route** to return to the previous screen.

## Comparing Route Options

With the map of listings displayed, you can compare different mappings by choosing the fastest or shortest routes, or routes that avoid highways. To quickly generate turn-by-turn driving instructions going the opposite direction, start with the last listing, first.