



# Realist<sup>®</sup>

## Navigation Quick Start Guide

HiCentral MLS, Ltd.

1136 12<sup>th</sup> Avenue, Suite 200, Honolulu, HI 96816  
techsupport@hicalmls.com | 808-791-3789

# REALIST NAVIGATION QUICK START GUIDE

The screenshot shows the REALIST navigation interface. At the top, a menu bar contains 'Search', 'Preferences', 'About', and 'Help'. On the left, a 'My Region' dropdown is set to 'Sussex, DE'. Below it are 'Quick Search' and 'My Search' tabs. The 'My Search' section has several search criteria: 'House #', 'Street Name', 'Street Suffix', 'Subdivision', 'ZIP Code', 'Baths - Total', 'Bedrooms', 'MLS Area', and 'Tax-Id'. A 'SEARCH' button is at the bottom of this section. The main area is a map showing a property at '37538 Atlantic Ave, Rehoboth Beach, DE 19971'. A pop-up window displays property details: 'Owner: Walter A Walker', 'APN: 334-13.20-75.00', 'Sale Price: \$350,000', and 'Sale Date: 12/10/2009'. Below the map is a 'Results Grid' table with columns for 'Tax-Id', 'Owner Name', and 'City'. The table lists 13 properties with checkboxes for selection. At the bottom of the grid are buttons for 'View Reports', 'Create Labels', 'Edit Rows/Columns', and 'Export'.

## TOP MENU BAR

Open Search, Help, Preferences & About pages using the Navigation Bar.

Search is the default page. If you click on Search again, Realist will re-display the search you are currently conducting.

Help offers access to a rich online knowledge base, as well as Realist's excellent training videos.

## RESULTS GRID

- 1 The Results Grid displays properties returned from a search. Checkboxes next to a property will plot them on the map. Columns and rows can be clicked and dragged to your specifications. Click the right side of column headers to order data in ascending or descending order.
- 2 Icons in some columns indicate the presence of a listing and/or photos associated with a property as well as information about foreclosures and distressed sales.
- 3 View reports for selected properties, create mailing labels, export data in Excel format and add or remove columns and rows of data using the tools at the bottom of the Results Grid.
- 4 Print or Email the Grid, Map or both by using the Print & Email buttons.
- 5 Change views between Map, Grid & Split here.

## MY SEARCH

- 1 My Region allows you to select the county in which you wish to search.
- 2 Quick Search allows you to access the new Quick Search tab, input a minimal amount of data and get results.
- 3 My Search allows you to input the criteria to find the properties that match your selections. You may also create & save customized searches in this section.
- 4 Edit Attributes allows you to add, remove and change the order of the specific search terms you wish to use to perform searches.

## MAP

- 1 Clicking on the red "pushpin" or within the property parcel lines on the map displays a snapshot of the selected property. Links take you to Photos, Reports, MLS Listings, Quick Zoom, Lot Dimensions and the ability to search all units in a condominium or apartment complex.
- 2 Map Tools allow you to draw shapes, plot listing, flood, sale & foreclosure data & points of interest, show trends via heat maps and display driving directions on the map.
- 3 Switch Map Views to Road, Aerial, Hybrid & Birdseye views.
- 4 Zoom and pan the map with these tools.

The screenshot displays a property report for 1330 Ala Moana Blvd #2001, Honolulu, HI 96814. The page layout includes a header with navigation links (Search, Preferences, About, Help) and user information (Welcome, Edward | Logout). The main content area features a 'Property Detail' tab, a gallery of photos (3 visible), a map showing the property location on Ala Moana Blvd near Piikoi St, and two information tables: 'Owner Information' and 'Location Information'. A sidebar on the right lists other properties in the area. At the bottom right, there are icons for Print, Save, and Email. Numbered callouts (1-8) are overlaid on the image to indicate specific features and actions.

## REPORTS

- 1 Access a suite of reports for individual properties using tabs at the top. These may include Comparables, Market Trends, Neighbors, Neighborhood Profile, Foreclosure and Building Sketch.
- 2 Scroll through reports by clicking on the property at the right of the report.
- 3 When available, the Property Detail Report will display up to five MLS Photos taken by the listing agent. Up to 25 photos from the most recent listing on a property may be stored in Realist by clicking on the Camera Icon on lists.
- 4 Close out of the report and return to the search screen using the "close report" button, at the upper right corner of the report.
- 5 Flags next to the address of a property indicate any foreclosure or short sale action.
- 6 You may choose to display a thumbnail road map of the property on this page via the Preferences section.
- 7 The report includes sections with various types of data, including Owner Information, Location Information, Estimated Value, Assessment & Tax tables, Characteristics, Listing Information & History, Sale, Mortgage, and Foreclosure History.
- 8 Print, save or email reports in PDF format using the three icons at the bottom right of the report page. You may print, save or email as many or as few reports as you like and control what sections of each report are included.

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