



THE LISTINGS MANAGER

SOFTWARE FOR THE ACTIVE REAL ESTATE OFFICE





OVERVIEW

The Listings Manager was designed in conjunction with busy Real Estate offices with one goal in mind: a fast, user friendly method of managing your listings and presenting them to your clientele.

Written in the powerful Microsoft Access database, the Listings Manager integrates with the Microsoft Office Suite, allowing sharing of your listings for mail merges, queries and reporting from any Office product or virtually any product that can run in Windows.

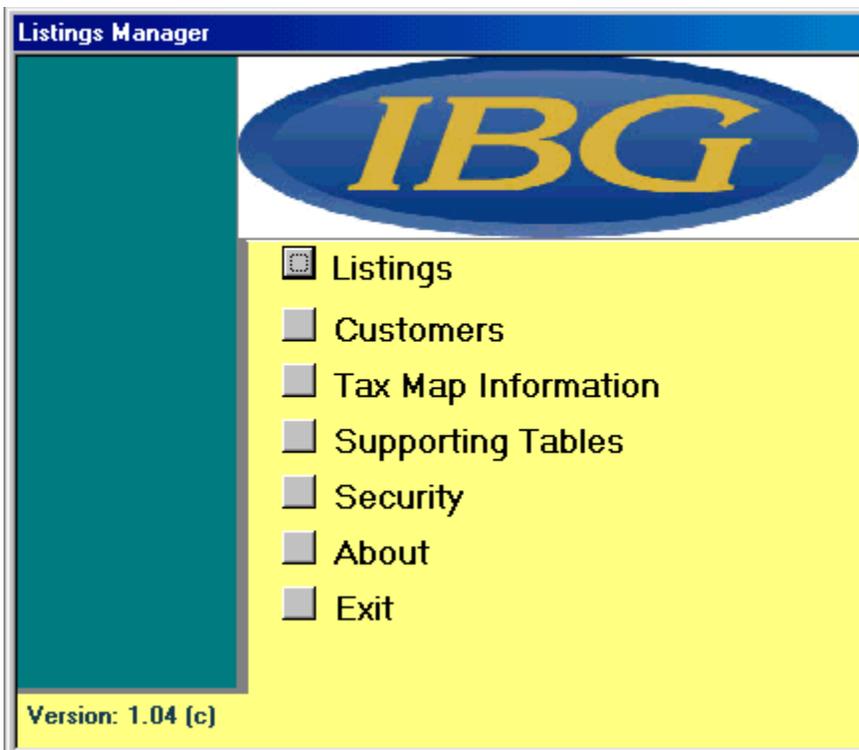
Our professional staff of programmers, analysts, consultants and technicians is available to insure proper installation, configuration and training of your staff.

Utilizing state-of-the-art technology the Listings Manager will work in today's busy real estate office and will grow as your business grows. Inherently upscaleable, the Real Estate Manager will work in a one person office, or in an office of hundreds of agents and brokers, on a Local or Wide Area Network.

The following pages demonstrate the sample screens and reports that are available from the system.

A dialog box titled 'Logon Security' with a blue header bar. The main title 'Listings Manager' is displayed in a large, stylized font. Below the title, the text 'Please Enter Name and Password:' is followed by two input fields. The first field is labeled 'User ID:' and contains the text 'administrator'. The second field is labeled 'Password:' and is empty. At the bottom, there are two buttons: 'OK' and 'Exit'.

This is the Security Logon Screen. Your rights to add, change, delete and search information are determined by your password.



This is the main menu, showing the various system options.



This is the Listings Search Screen. In addition to the search criteria offered on this form, users can take advantage of the queries, searches and sorts that are built into Microsoft Access.

The FOR RENT, FOR SALE, Off Market, Sign and MLS controls are triple-state controls. The three states are selected (dot or check mark), blank or gray. For example, if the FOR SALE control is selected then the list will be limited to listings that are for sale. If the FOR SALE control is blank then the list will be limited to listings that are not for sale. If the FOR SALE control is gray then the list will include both for sale and not for sale listings. The Local Towns button will fill the town selections from the town list that have the selected box checked (see Supporting Tables | Towns for town list entry). After you have setup the search parameters you can save these settings by selecting the Save Search button. Each user can save their own search settings and recall them using the Load Search button. The Load Search button shows a list of saved searches the current user has saved. The Search button will display the matching records in the data-sheet view. The Rental Search button will display only matching rental/lease records, displaying one record per rental/lease period.



THE LISTINGS MANAGER

Listings Manager - [HOUSELISTINGS]

File Edit View Insert Format Records Tools Window Help

Filter Excluding Selection OwnerId MORTGAGE

	Owner	SalePrice	Address	Town	Bed	Bath	Poo	Ten	St
+	OWNER, ANOTHER	\$485,000	71E LANE	EQ	5	4.5	Y	T	SI
+	OWNER, ANOTHER	\$990,000	71E ROAD	WHB	5	5.5	Y		SI
+	OWNER, ANOTHER	\$675,000	71D LANE	QUO	0	0	N		SI
+	OWNER, ANOTHER		71W LANE	WHB	4	3.5	Y	A	RT
+	OWNER, ANOTHER	\$500,000	71L ROAD	WHB	5	3	N		OF
+	OWNER, ANOTHER	\$280,000	71E ROAD	WHB	0	0	N		OF
+	OWNER, ANOTHER	\$2,000,000	71E ROAD	WHB	5	5.5	Y	T	
+	OWNER, ANOTHER	\$292,000	71W BEND	WHB	0	0	N		SI
+	OWNER, ANOTHER	\$489,000	71NE W/S	QUO	3	2.5	Y		SI
+	OWNER, ANOTHER	\$15,500	71E ROAD	WHB	0	1	Y	T	RT
+	OWNER, ANOTHER	\$854,000	71K LANE	REM	7	5	Y		SI
+	OWNER, ANOTHER	\$750,000	71STREET	QUI	4	6	Y		SI
+	OWNER, ANOTHER	\$199,000	71AVENUE	WHB	4	2	N		SI
+	OWNER, ANOTHER	\$425,000	71K ROAD	WHB	3	3	Y		CE
+	OWNER, ANOTHER	\$400,000	71B LANE	REM	3	3	Y		SI
+	OWNER, ANOTHER	\$270,000	71AVENUE	EQ	5	4	Y		SI
+	OWNER, ANOTHER	\$155,000	71AKEWAY	WHB	0	0	N		
+	OWNER, ANOTHER	\$975,000	71H LANE	WHB	4	4.5	Y	N	EX
+	OWNER, ANOTHER	\$135,000	71E ROAD		2	2	N		SI
+	OWNER, ANOTHER	\$350,000	71T ROAD	QUO	0	0	N		SI
+	OWNER, ANOTHER	\$133,000	71STREET	WH	4	2	Y		SI
+	OWNER, ANOTHER	\$339,000	71E ROAD	QUO	3	2	N		SI
+	OWNER, ANOTHER	\$350,000	71E ROAD	WH	5	2	N		OF
+	OWNER, ANOTHER	\$325,000	71D 826B	WH	4	2	N		OF
+	OWNER, ANOTHER	\$205,000	71 COURT	DEM	5	2	Y	T	OF

Record: 1 of 5022

Datasheet View

The results of your search are first displayed in 'data-sheet' mode. You can search, sort, move columns or print some or all of the listings displayed in this mode. Selecting a listing and clicking the FORM button on the toolbar will display the detailed form based information on that listing, as displayed below.



Windows-style application window titled "Listings Manager - [HOUSE LISTINGS]".

Menu bar: File, Edit, View, Insert, Format, Records, Tools, Window, Help.

Toolbar: Filter, Excluding Selection, Listingnumber, MORTGAGE.

Header: *Your Company Name* | Print Listing for Customer | Print for Office | Print Listings | View Tax Map Info

Form Fields:

- Listing#: 12345 | For Rent (radio) | For Sale (radio)
- Category: House
- SalePrice: \$11,000,000
- Owner: OWNER E, ANOTHER
- Town Tax: \$7,500.00
- Village Tax: \$2,200.00
- Subdivision: []
- Lot#: []
- Address: Another Street | Sales Internet #: 16082
- Town: Southampton | Rental Internet #: 00000
- State: NY | Zip: 11968 | Water Service: SCWA
- Tax District: [] | Tax Section: [] | KeyNum: []
- Tax Block: [] | Tax Lot: [] | Access: []
- Status: [] | Update: Agent GDP | Updated: 10/18/00
- Listing: Fee [] | Activity: Open | Exclusive | Co-Broke
- Agent: GDP | Exclusive Agent: GDP
- Added: 10/18/00 | Start: [] | Finish: []
- MLS [] | Sign []
- Style: Traditional | Jacuzzi []
- Heat: Yes | Basement []
- AC: Yes | Hot Tub []
- View: Pond/Lake/Front | Deck []
- Bedrooms: 7 | Fireplace: 3 | Dishwasher []
- Baths: 5 | Garage: 3 | Washer/Dryer []
- Roof Type: []
- Date Built: [] | Ceiling Height: []
- Pool: Gunite | Heated []
- Tennis: No
- Acreage: 22 | Sqr. Ft.: 0

Rental/Lease Period Table:

Rental/Lease Period	Amount	Currently Rented
[]	\$0.00	[]

Description:
Classic Traditional home with formal library, dining room and 7 bedrooms sited on 22 acres just outside of Southampton Village. This beautiful property has ponds, a horse paddock, 6 stall horse barn and a beautiful pool and pool house. Subdivision possible as well. Exclusive

In Office Description

Record: 6 of 10 | listing number | NUM

This is the Detailed Listings Screen. From this screen, listings are added, modified, viewed and printed. Three printed listing reports are available, one single listing report for the customer, one single listing report for internal office use and one list of all matching records. The View Tax Map Data button will display the Tax Map form showing the applicable record if available. Selecting the Owner button displays the Owner form where an owner's information can be edited or a new owner can be added. An existing owner can be selected for the listing. Commercial listings will display the Income / Expense button (not shown). When this button is selected a form is displayed allowing income and expenses to be itemized to aid in calculating the cash flow of a commercial venture. A double-click on the picture display will display a form with an expanded view of the image. A click on this expanded view will cycle through a series of images associated with the listing; a virtual walk through can be setup. For more detailed explanation on setting up images reference the Images section.



Income and Expenses for Listing #: 12344

Cash Flow: \$9,789.00

Income Detail		Expense Detail	
Income	Amount	Expense	Amount
Gross Income	\$10,000.00	Electric	\$125.00
*	\$0.00	Gas & Oil	\$86.00
		*	\$0.00
Total \$10,000.00		Total \$211.00	

Record: 1 of 1

Record: 1 of 2



Customers

Customers

CUSTOMER# **ACTIVE** **AGENT**

LAST NAME **REFERRAL** **Bedrooms**

FIRST NAME **CATEGORY** **Baths**

ADDRESS **PRICE RANGE** **TO**

WATERFRONT/VIEW

CITY

STATE **ZIP**

HOME PHONE

LOCAL PHONE

OFFICE NUMBE

COMMENTS

Need property quickly.

Town Preference

Town	Zip Code
<input type="text" value="Westhampton Beach"/>	<input type="text" value="11978-"/>
<input type="text" value="Quogue"/>	<input type="text" value="11959-"/>
<input type="text" value="Amagansett"/>	<input type="text" value="11930-"/>

Record: of 3

A customer file is maintained with important customer information and preferences. A listing agent (broker) is selected. Only an administrator has rights to view all the customers. Each broker can only view his or her own customers. The find button (binoculars) facilitates quick location of a particular customer. The print button will display a print option dialog to print customer information. The Search Listings button will activate the Select Criteria form and load it with the customer's preferences.



Listings Manager - [taxmap]

File Edit View Insert Format Records Tools Window Help

Filter Excluding Selection DEEDDATE MORTGAGE

TAX MAP INFORMATION

City Street

DEED DATE	<input type="text" value="2/25/99"/>	TRANS TAX	<input type="text" value="2400"/>
REC DATE	<input type="text" value="3/5/99"/>	PM MORTGAGE	<input type="text" value="0"/>
LIB PG	<input type="text" value="11949-588"/>	ASMD MORTGAGE	<input type="text" value="0"/>
GRANTOR	<input type="text" value="York, Mildred & ano"/>	PURCHASE PRICE	<input type="text" value="600000"/>
GRANTEE	<input type="text" value="Bram, Pamela A. F. & ano"/>	LOCATION/STREET	<input type="text" value="10 Honeysuckle Ln."/>
GRANTEE STREET	<input type="text" value="6 Horizon Rd."/>	CITY	<input type="text" value="East Quogue, NY"/>
GRANTEE TOWN/STATE/ZIP	<input type="text" value="Ft. Lee, NJ 07024"/>	PROPERTY CODE	<input type="text" value="210"/>
DISTRICT	<input type="text" value="0900"/>	LOT SIZE	<input type="text" value="1.850/"/>
SEC-BLK-LT	<input type="text" value="31400-0200-004007"/>	ZIP CODE	<input type="text" value="11942"/>
OTHER LOTS	<input type="text"/>	MAP GRID	<input type="text" value="P33"/>

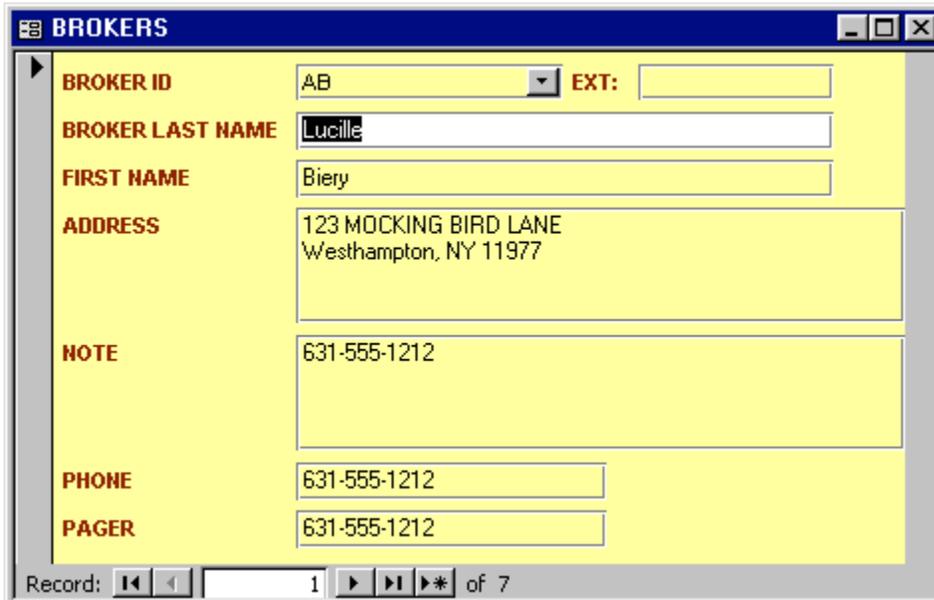
Record: 1 of 7 (Filtered)

Form View

Optional tax map information is integrated directly into each listing, or available as an aggregate search function against all available tax map data.



The Supporting Tables menu allows you to select forms that maintain the lower level data in the system. Much of this data is used in the lists displayed in the drop-down selectors on the Customer and Listings forms.



When adding a new broker, a user is chosen for the Broker ID. Once the record is saved this choice is locked in.



The Supporting Tables forms are shown here.

COBROKERS

COBROKER	Beach Realty
Telephone	(516) 288-2300

Record: 1 of 20

Rental Periods

RentalPeriods	August
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Record: 1 of 10

Owners

Name	Last	OWNER A
	First	ANOTHER
Mailing Address	1 Owner street	
	City	
	State	Zip
Phone	Local	631-555-1212
	Home	631-555-1212
	Office	631-555-1212

Record: 1 of 9

Towns

ZipCode	11930	Selected
		<input type="checkbox"/>
State	NY	
Zone	25	
Town	Amagansett	

Record: 1 of 13

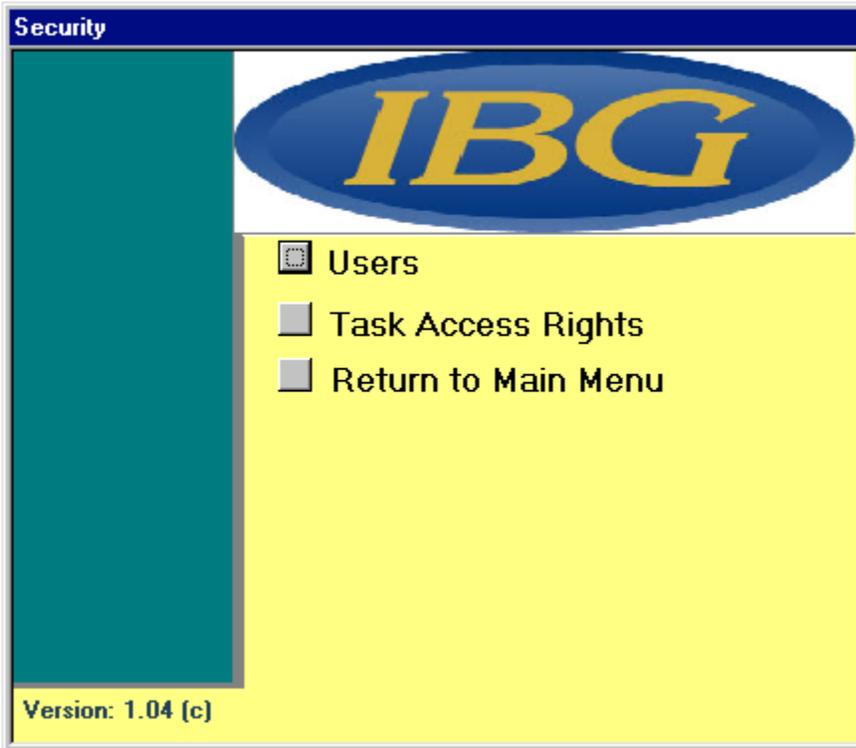
The Towns form's Selected check box allows you to select which towns will be included in the "Local Area". On the Select Criteria form these selections will be added to the Towns selections when the Local Area button is clicked.



The Supporting Tables | Misc. forms are shown here.

The Income/Expense form allows you to add or modify income or expense items.

The Categories form allows you to add or modify the listings type categories. Categories 1 – 4 are predetermined and locked in. Categories 5 and up can be user defined categories and the Listings form and report mode will be the same as for the House category.



The security menu allows access to user settings and the rights each type of user has.



The Users form allows user information to be added and modified. A user type is selected from the three standard types: receptionist, broker and administrator. This type is used to determine the access rights for the user.



Switchboard Number	Item Number	Switchboard Item	Access Rights
1	1	Listings	no edits or adds
1	2	Customers	add mode
1	3	Tax Map Information	no edits or adds
1	4	Supporting Tables	edit mode
1	5	Security	disabled
1	6	About	edit mode
1	7	Exit	edit mode

This form modifies the basic security settings for the Listings Manager. It is suggested that these settings be left at their default values unless you are an advanced user. The Tasks form allows the addition and modification of the tasks (user types) except for #3 – administrator. The access rights for each task and each switchboard (menu) item can be modified. It is recommended that the administrator have edit mode access rights to all switchboard items. The first item on each switchboard page cannot be disabled for technical reasons.



The Listings Manager's custom tool bar allows instant access to commonly used features. These features are from left to right: Undo, Find, Find Next, Cut, Copy, Paste, Form View, Datasheet View, Sort Ascending, Sort Descending, Filter By Selection, Filter Excluding Selection, Advanced Filter/Sort, Apply/Remove Filter, Apply Filter/Sort, Remove Filter/Sort, Go To Field, Unhide Columns, Spelling, Mortgage Calculator.

Images

Images in .jpg or .bmp format are added to the Listings manager by naming them with the appropriate listing number and copying them to the image library folder location. The Listings Manager's Company Settings module sets the location of the image library; see installation instructions for further information. For example if your image format is .jpg and the image is for listing # 101 then the file should be named 101.jpg. To take advantage of the virtual walk through feature, additional images for listing #101 are added as 101a.jpg, 101b.jpg, 101c.jpg, ...



Installation

Server Installation

One computer on a network will be considered the data server for the Listings Manager. The Server Setup program located on the Listings manager install disk in the LM Server Install Package folder

1. Insert the CD into your CD ROM drive.
2. Choose **run** from the Windows **start** menu. Enter <X:\LM Server Install Package\SETUP> and press <ENTER> (substitute <X> for your CD ROM drive letter designation).
3. The installation of Listings Manager software is automatic. The only question you will be asked is where to install the application. The default will be C:\Program Files\Listings Manager Server. If you wish to change the target directory, choose the option to install to an alternate directory. If the directory does not exist, you will be asked if you wish to create the directory.
4. When the installation is complete, you must launch the Listings Manager Server | Listings Manager Setup software from the **programs** option on the Windows **start** menu.

Company Information

Installation Information

Exit

Company Name: Your Company Name

Street Address

Address line 2

City

State

Zip

Phone #

Fax #

Email address

Web Address

Logo location Find

Image library Find

Image Type: JPG

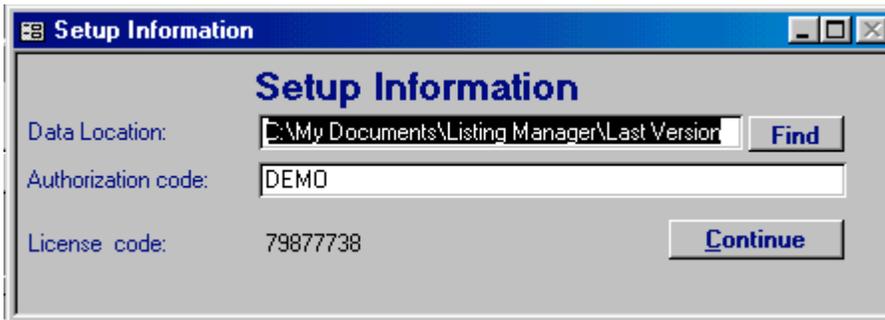
5. Fill in the requested information. Click the Find button for the Logo location and Image library and navigate to the proper folder. Select the **C:\Program Files\Listings Manager Server\ibglogo.jpg** if you do not have a logo available for your company. You can use the **C:\Program Files\Listings Manager Server\images** location for your image library if you do not have a folder already setup for listing images.



Client Installation

Each computer on a network that will run the Listings Manager application must have the client installed on it. The Client Setup program located on the Listings manager install disk in the LM Client Install Package folder .

1. Insert the CD into your CD ROM drive.
2. Choose **run** from the Windows **start** menu. Enter <X:\ LM Client Install Package\SETUP> and press <ENTER> (substitute <X> for your CD ROM drive letter designation).
3. The installation of Listings Manager software is automatic. The only question you will be asked is where to install the application. The default will be C:\Program Files\Listings Manager. If you wish to change the target directory, choose the option to install to an alternate directory. If the directory does not exist, you will be asked if you wish to create the directory.
4. When the installation is complete, you must launch the Listings Manager | Listings Manager software from the **programs** option on the Windows **start** menu.



5. The first time the application is launched the Setup Information form is displayed. This form can be launched from the Logon Security form by entering 'Setup' as the user ID and leaving the password blank. Click on the Find button next to the Data Location box. Navigate to the server's data location, and then click the OK button. The authorization code "**DEMO**" can be used to evaluate the Listings Manager. The demo version allows a maximum of 10 listing to be entered and will not attach to a database if the maximum has been exceeded. For a fully functional install an authorization code must be acquired from Island Business Group, Inc.