

<computerusers>

Computer Answers, Tips & Information

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RAPATTONI UPGRADE



Information From Rapattoni

New Menu Improves Navigation

Getting around the MLS is faster and easier than ever!

A new pull-down menu lets you access any MLS function with a single click. You'll never have to scroll or go back to the Home page to navigate again. The menu bar remains stationary at the top of the window for access that is always available, from anywhere in the system.

New Look, Same Software

We've given the software a new look!

The same programs you are accustomed to using now display in color. Varying shades of blues and whites reduce screen glare and help organize the information visually, creating a pleasing and more up-to-date software look.

Personalized Home Page

With all the menu items relocated to the new menu bar, the Home page became free to provide useful information at a glance. Upon entering the MLS's Home page, you can now quickly view:

- ✓ "24-hour Market Watch" -- Like a system-wide Hotsheet, it includes counts of new listings, solds, pendings, price increases and price decreases in the last 24 hours.
- ✓ "Your Hotsheets" -- Launch your saved Hotsheets with one click, right from the Home page.
- ✓ "Your Listings" -- View statistics for your own listings, and stay on top of those due to expire. Links are provided to take you directly to your listings.
- ✓ "Newly Matched Listings" -- If you use auto-prospecting, you'll love linking directly to your prospects that have new matches.
- ✓ "Appointments and Tasks" -- See at a glance your to-do list for today as you enter the MLS. Five days worth of tasks and appointments are shown for your convenience.

New Map Search Allows "Rubber Band" Selections

Now you can zoom in or out on an interactive map, and draw a rectangle to specify your map criteria!

CMA Package

Create a complete presentation package for your CMAs!

You can include your agent resume, company profile, cover letter, enhanced reports, and more ... it's your choice.

Prospects Enhanced into new Contact Manager

All the features you depend on with Prospects can now be accessed through a full-function Contact Manager!

Organize your contacts and prospects into "groups" you define; set up tasks and appointments; view e-mail you've sent to a contact at a glance; and even save their entire CMA package for future reference. The powerful new software lets you take advantage of auto-prospecting and the other great prospect features you're familiar with, plus so much more.

REALIST.COM MAILING LABELS



Exporting To Your Computer

- 1- Log in to Rapattoni MLS, click **Search County Records**.
- 2- Perform **Address Search**.
- 3- On **Property Details** page, click **Neighbors** button.
- 4- Customize and perform **Neighbor Search**.
- 5- Select desired neighbors, click **Export** button
- 6- Choose **label format** (i.e. Avery 5160) in **Export Builder**
- 7- Click **Export**.
- 8- Go to **Export Mgr**, click **Ready To Pick Up** file name

You will be asked to **Open** or **Save** the file. Click **Save...**

Tip: I recommend that you download (Save in:) the file to your **Desktop**, which will be at the top of the drop down folder list. Rename the file if you want, but *do not change the file type*. Click **Save...**

Once the file has downloaded, go to your **Desktop** and double-click the icon for the newly downloaded file.

This will open the label formatted file in Microsoft **Word**, ready for printing on the appropriate labels loaded in your printer. Note: this assumes that you have Microsoft **Word for Windows** on your computer! If you do not have Microsoft Word on your computer, you can obtain a free MS Word Document Viewer at...

office.microsoft.com/downloads/2000/wd97vwr32.aspx

Download the file wd97vwr32.exe to your desktop, double-click the wd97vwr32.exe icon on your desktop to install. Click the Start button, then Programs and select Microsoft Word Viewer. The program will prompt you for the document to load.

- 1- Look in: **My Desktop**
- 2- Change the file type to **Rich Text Format (*.rtf)**
- 3- Select the exported mailing label rtf file name
- 4- Print to labels loaded in your printer

By the way, you can also download a free MS Excel Viewer at...

office.microsoft.com/downloads/2000/xlviewer.aspx

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