Searching by Polygon 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 <u>and</u> 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.*

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.

    The Map Search window opens.

In Map View, use the controls to adjust the size and view until you find the area you want to select:

*   click the **[+]** or **[-]** buttons on the left side to adjust the zoom level. You can alternately use the mouse scroll wheel to zoom.

*   click one of the view type controls, depending on the type of map you want to search by: **Road or Aerial**. See

*   Viewing a Map of Listing Search Results.

*   click the **Overlays** map tool button to see a street map legend that identifies transportation features (streets, highways, toll highways, railways), political features (capital cities, state and provincial boundaries) and recreation and places of interest (golf courses, sporting venues, parks, shopping).

*   click the **Locator** button in the top right corner to open the Locator dialog box, which allows you to search for an **Address**, **MLS Number**, **Zip/Postal Code**, or **Business/Point of Interest**.

5. In the footer bar at the bottom of the map page, click one of the tool buttons, then click directly on the map to execute the task:

*   **Map Pan** — click and drag the mouse to move the map from side to side or up and down (N, E, S, W).

6. To specify a search area, select one of the shape tools:

*   **Draw Rectangle** — 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 25 points). 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 25 points on the polygon, the shape you have just drawn disappears and the process begins again. Essentially, the 26th point becomes the 1st point in a new polygon.*

*   **Clear All Shapes** — click the button to remove all polygons; or click the [x] on the individual shape itself to clear the shape from the map.

    > **note!**   *To create multiple polygons, finish the first one then click on the screen where you want to create the next one. Up to 5 polygons can be created per search.*

7. 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.Click one of the action buttons:

- **Search** — performs a search of the specified map area.

- **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.

- **Download** — exports the search results data for use in another program, such as Excel.

- **Save Search** — saves the search criteria for future searches.

Working in Bird's Eye View

When working in Bird's Eye View, you can see the search area displayed as a satellite view using Microsoft's Virtual Earth™ technology.

1. In Bird's Eye View, use the controls to adjust the size and view until you find the area you want to select:
    - click the **[+]** or **[-]** buttons of the slider control to adjust the zoom level.
    - click the N, E, S, or W controls to change the direction of the view.

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.

1. From Listings Manager or the listings 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 a listing, then click the **Map** action button.

    The map of the selected listing opens.

    A listing is displayed on the map as a "bulls eye".

2. Using the mouse, click anywhere and drag to re-position (or center) the map.

3. Use the map tools to adjust the view.
    - click the **[+]** or **[-]** buttons of the slider control to adjust the zoom level.
    - click the small arrow [>] to expand the map inset.
    - click one of the viewing options:
        - **Road** — displays a 2D road map view.
        - **Aerial** — displays a bird's eye photo view using Microsoft's Virtual Earth™ technology that blends aerial photos with road map overlays (such as street names and route numbers).
        - **Bird's Eye** — zooms in and displays a high resolution view of a property. *NOTE! This view CANNOT BE USED TO SEARCH.*
    - click the **Overlays** button in the top right corner to see a street map legend that identifies transportation features (streets, highways, toll highways, railways), political features (capital cities, state and provincial boundaries) and recreation and places of interest (golf courses, sporting venues, parks, shopping).

- click the **Locator** button in the top right corner to open the Locator dialog box, which allows you to search for an **Address**, **MLS Number**, **Zip/Postal Code**, or **Business/Point of Interest**.

4. Click **Print**, located in the top right corner of the map, to send the map to the printer.

5. 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.

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 Your route dialog box opens.

3. If you want to define a starting point <u>other than</u> the first listing (for example, your office or your client's home), select the **Enter Address** option and type the starting address in the fields provided.

4. Click the **Add My Office** button to enter the address to the list.

   - select the **Make this a round trip** check box, if applicable.

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. 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.*

7. 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.

8. Display distances in either **Miles** or **Kilometers**.

9. 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**, and **Print** buttons.

10. 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.