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# Welcome to Maestro

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## What Is Maestro?

Maestro is the most advanced on-line MLS information system on the market today. Why is it so advanced? Because Maestro provides a complete MLS system, in a *simple to use package*.

Maestro is a full-featured information system offering:

- Searching and inquiry of listings
- Adding and revising listing functions
- Status changes and price changes
- Recent listing activity reports
- Property history searches
- Comparative market analysis
- Electronic mail
- Financial calculations
- Downloading of data
- Inventory
- Prospect maintenance
- Statistical reports
- Office and membership inquiry

You will find Maestro easy to learn and to use. The system is menu-driven, which means you can choose from the selections on your screen. Entering information into the system is as simple as filling in the blanks. All of the special keys you need are shown on the screen. Additional help is available by pressing the **F1** key. It's that simple.

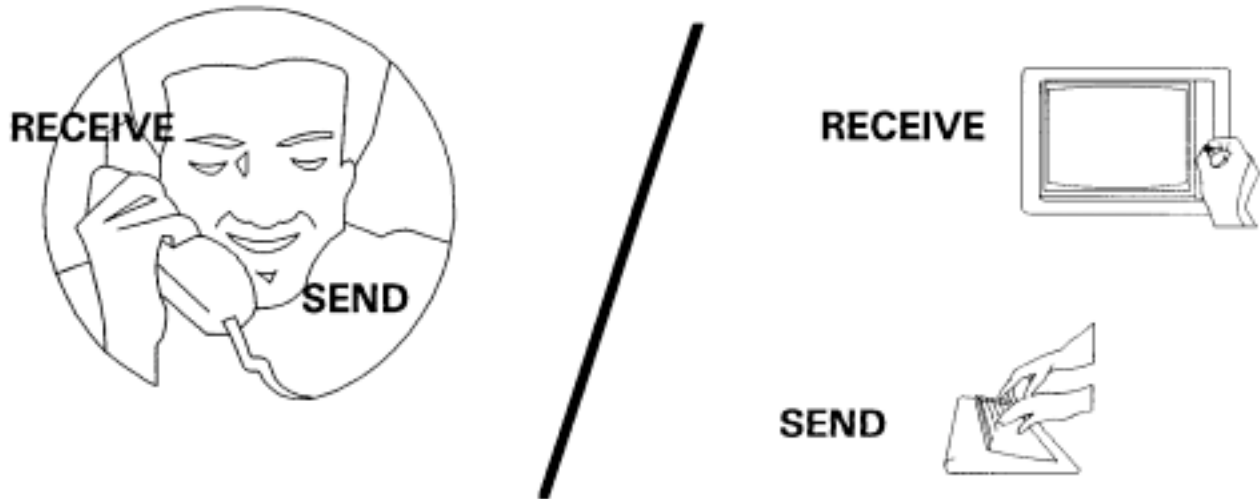
What's more, the system can grow with you — advanced functions are included to let you tailor the system to suit your unique MLS information needs.

## How to Use This Manual

The **Maestro User Manual** is not just a description of programs; it is written to help you *learn* the system. The beginning of the manual is devoted to introductory information: the Maestro basics. The programs are arranged according to the functions you use most.

## How Does Information Get from your Office to the Maestro Computer?

When you want to exchange information with a distant friend, chances are you pick up the telephone and call that person. Maestro lets you do the same thing with MLS information.



Your **modem** is a telephone that allows two computers to talk to each other. You use your office modem to dial the modem connected to the Maestro computer. Then by using your PC, you can communicate with the programs on the Maestro computer. Instead of talking into a telephone, you **send** information by typing on the keyboard, and instead of listening through a telephone receiver, you **receive** responses on the monitor screen.

## Your equipment

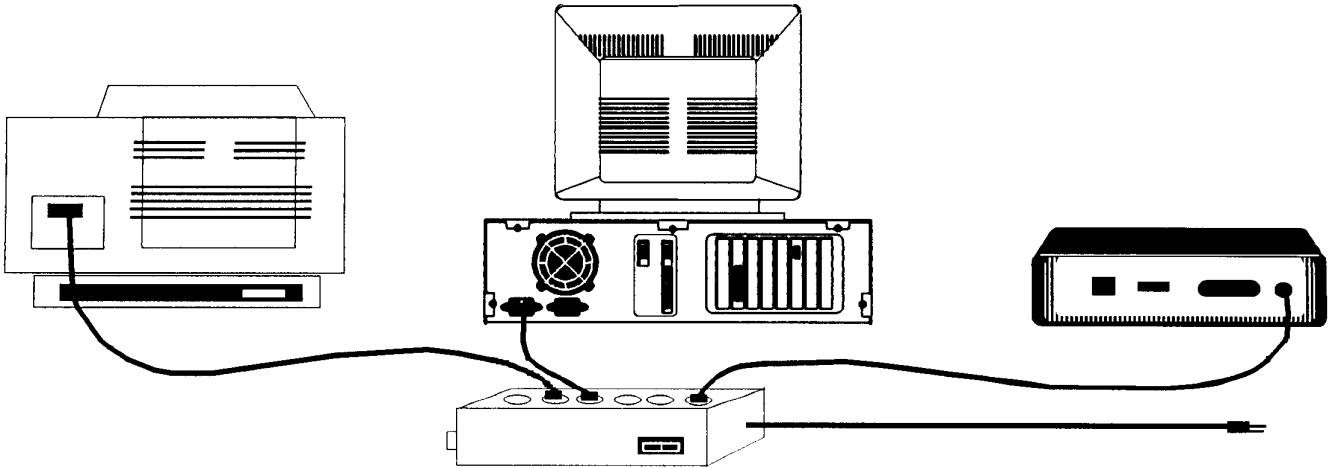
You need equipment similar to the following to access Maestro.



You use your PC and communication software to "dial in" with your modem. Some modems are installed inside the PC; these are called **internal modems**. You use your **printer** to print anything that displays on your screen, or to print special reports produced by Maestro.

## Check your power connections

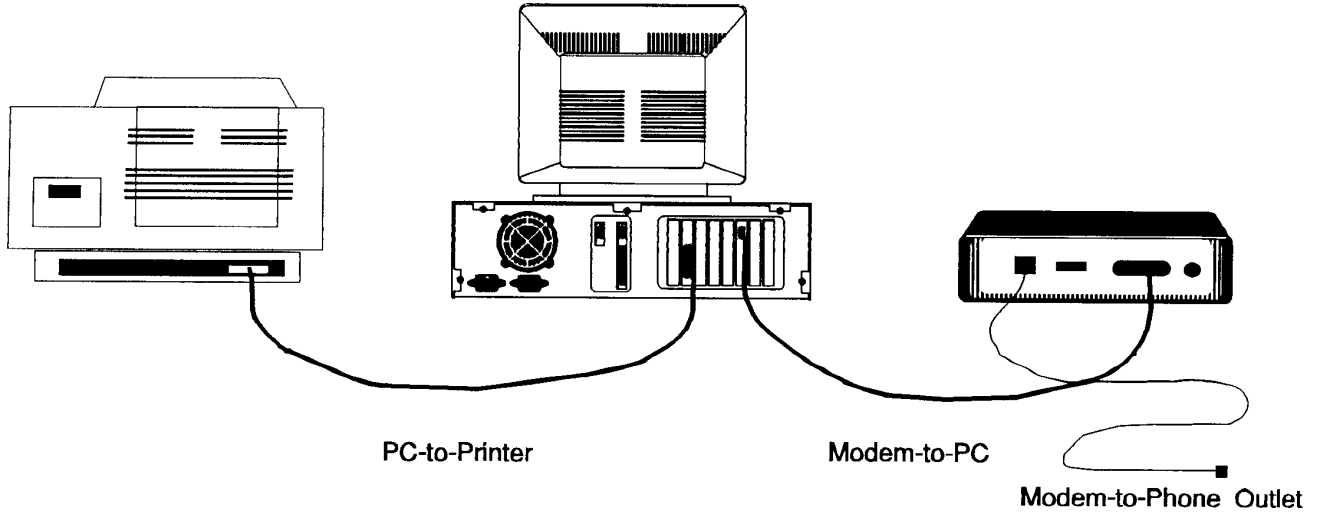
Each time, before you access Maestro, check the cables and cords attached to your computer package. This simple procedure will save you time and needless frustration.



Each piece of equipment should have a power cord that connects to a multi-outlet **power strip**. The power strip plugs into your wall outlet and usually has one main on/off switch. In addition, certain pieces of equipment (the PC and printer) have their own on/off power switch. If you are unsure that a unit is on, look for lights (on the PC, printer and modem) indicating the power is on.

## Check your cable connections

Your equipment should include all of the cables needed to make the proper connections. The connections for a typical PC package are shown below:



Always make sure your cable connections are secure before using your equipment.

## Function Keys


F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
HELP	MENU	MORE	PREV	TAG/ UNTAG	REPORT	DETAIL	ACCEPT	PHOTO	EXIT/ CANCEL

Function keys in Maestro are used to access options or to activate programs. For instance, **F2** will return you to the Main Menu from wherever you are in the system. You will learn more about using the function keys throughout this manual.

## Help

Help is available throughout the system by pressing **F1**. For example, if you want to send mail to someone and need to know their agent code, you can find it by pressing **F1**. Help is specific to the location of your cursor.

## General Information

The word “enter” is used in two different ways in this documentation. Enter means to type the information needed.  indicates when you should press the Enter key on the keyboard.

Sometimes two or three keys need to be pressed at the same time. For example when you are asked to press the Ctrl key and the C key at the same time, it will be written as Ctrl/C. You do this now when you use the Shift key to make a capital letter.

The symbol ➤ indicates when actual keystrokes are given.



The Maestro screens shown within this documentation are samples of those found in our basic system. As each MLS has options for the items that will appear on specific reports, in views, and on certain search screens, your screens may not look exactly like those appearing throughout this manual. This manual is designed to give all users basic instruction in using the Maestro system.

# Maestro User Manual

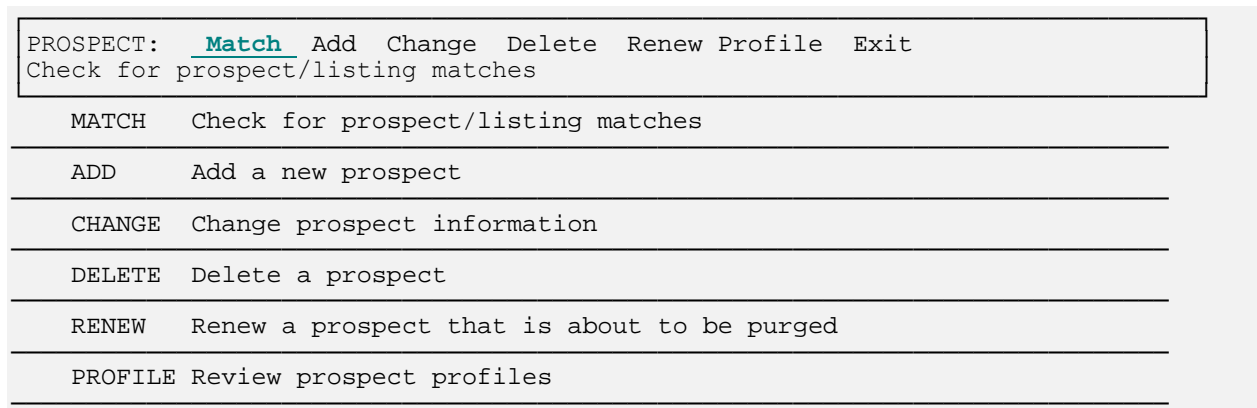
---

## Other Keys

The keys below are available in all full screen input. (Examples of full screen input include the first screen of search criteria in Search For Listings, CMA, Office or Selected Updates, most screens used in adding a listing, and many others.)



Ctrl/A	Toggle between insert and typeover mode
Ctrl/D	Delete from cursor to end of line
Ctrl/R	Redraw the screen
Ctrl/X	Delete the character that the cursor is on
	Move to the next field of information
Tab	Move to the next field of information
Shift/Tab	Move to the beginning of the previous field (PC Access only)
Up ↑	Move up one line
Down ↓	Move down one line
Left ←	Move to the left in the current field OR to the beginning of the previous field
Right →	Move to the right in the current field
Ctrl/C	Followed by the  key to cancel a report
Ctrl/Z	Clears a screen during the dialing in process or upon exiting the program

## The Ring Menus



PROSPECT: <u>Match</u> Add Change Delete Renew Profile Exit
Check for prospect/listing matches
MATCH Check for prospect/listing matches
ADD Add a new prospect
CHANGE Change prospect information
DELETE Delete a prospect
RENEW Renew a prospect that is about to be purged
PROFILE Review prospect profiles

A ring menu, as shown in the rectangle above, is a list of program options. The top line displays the menu name plus all of your options within this ring menu. The second line is an explanation of the highlighted selection on the top line. In the example above, **Match** is highlighted, so the second line gives us a description of the **Match** option.




There are several ways to select a ring menu item. You can use the left or right arrow key to highlight an option and then press  to select it. You can press the first letter of an option; for example, press **R** for Renew, without highlighting the selection. You do not follow the **R** with an . If you are using PC Access for Windows to run Maestro, you can point and click with the mouse to make a selection.

A “...” at the far right on the ring menu means there are more items to select from than are displayed on the screen. Use the arrow keys to reach them, or use the mouse cursor to point and click at the dots if you are using PC Access.


## How to Login to Maestro

"Logging in" is the terminology for getting on the system. This means getting your computer to talk to the MLS computer and identifying yourself as a user on the system.

### Using PC Access for Windows




1. Turn on your computer, modem and printer.
2. In Windows 95, click on **start**, then click on **programs**. In the programs list, click on the **PC Access** group, then click on the **PC Access** item. If PC Access is installed in Windows 3.1, double click on the **group icon for PC Access for Windows** from the program manager window. Then double click on the **program icon for PC Access for Windows**.
3. If you have the *Broker/Office version* of PC Access, you will need to select your name from the **Agent List Menu** and click the **OK** button. After you have selected your name, or if you have the *Agent version*, the PC Access for Windows Main Menu will display.
4. From the PC Access for Windows Main Menu, click on the **CALL MLS** button. You will see a screen telling you the computer is dialing your MLS service.
5. After your PC connects with the MLS Maestro computer, the connect screen will display and **login >** will appear. When **login >** displays on your screen, type **boris** in lowercase letters and press .
6. At **Login Name**, type your login name then press . Your login name is generally your full first name and last name. This can only be changed on Maestro by your MLS staff.
7. At **Password**, type your personal password (password does not display) and press . You will be assigned a password. *Do not share your password with others—this will give them access to your prospects and listings.* You can change your password as often as you like, but remember to change it in your PC Access setup as well as in Maestro.



If you have a login script in PC Access for Windows and have entered both your MLS login name and MLS password in your PC Access Agent Setup window, your computer will automatically complete steps 5 and 6 and will type in your password after you click on the **CALL MLS** button. **Nothing displays in the password field. But, if you have entered your MLS password in the PC Access agent setup, PC Access types it for you.** Just press  to begin right at the *Maestro Main Menu*.

If you use the *Broker/Office version* of PC Access in your office, your system administrator may have set up the software so you *do* have to type in your own password. If you are unsure, check with your office manager or system administrator.


## Using PHOTOCOM

1. To dial the MLS computer at your board office, enter **ATDT $\textit{phonenumber}$** , where  **$\textit{phonenumber}$**  is the number of your MLS computer.
2. You are connected when the **login** message displays. Type **boris** (use lowercase letters) and press .
4. When **Login Name** displays, type your login name and press .
5. When **Password** displays, type your password, press  to continue to the main menu.



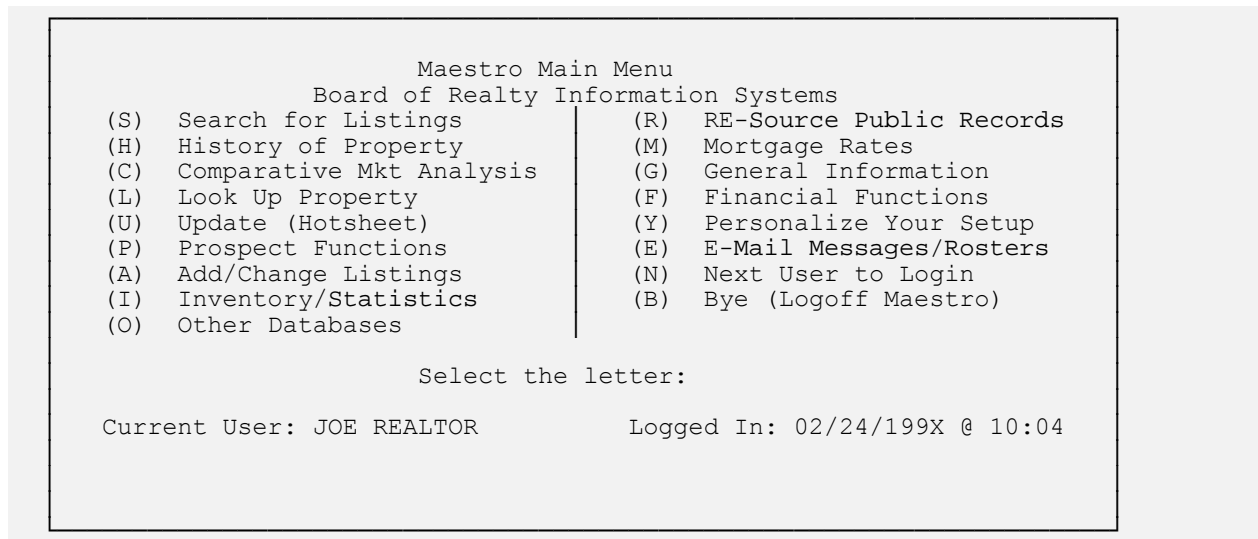
If you use Photocom on the office computer, you should check with your office administrator regarding the login process. The administrator may have set up some shortcuts that allow you to speed up your login.


## Disabling Call-Waiting

If you have call-waiting on the same line your modem uses, you need to disable this feature. If call-waiting is activated, an incoming call will interrupt your modem connection. The sequence to disable call-waiting depends on the phone company providing this feature. The most common command is ATDT\*70. If you use Photocom, type in this command and press . Then dial in as you normally do.

If you use PC Access, you will need to enter this during setup. Include this when you enter a telephone number in the **Dial from..** Field, like this: \*70, 555-5555.

## The Maestro Main Menu



The Main Menu is the starting point for all of Maestro's programs. You can return to the Main Menu at any time by pressing **F2**. To select a function from the Main Menu, you can either use your mouse to point-and-click at the letter beside the function, or you can simply type the corresponding letter on your keyboard. If you type the letter, **do not** follow this by pressing —type only the letter.

## Program Descriptions

### Search for Listings

**Search For Listings** allows an in-depth search of all listings that are in the MLS. With a myriad of choices available, you can create just about any search imaginable. You can search by area, sub-area, status, category, price, bedrooms, or baths. The standard printing formats are one line, brief, quick, full, multiple customer, user-defined, and the 3-up, which is found under the CMA-statistics option.

### History of Property

This program allows you to track the history of an MLS number, a particular address, or a street. **History** gives all the status information on a property, as well as price reduction information. Even after the full listing is purged from the system, you can find out when the property was listed, at what price, the status changes, when it sold, and at what price.

### Comparative Mkt Analysis

The Regular CMA program is almost identical to the search program and, in fact, a CMA can be run from the search program. The CMA module also contains two other programs that supplement the regular CMA. Match-a-Property allows the CMA to be performed against a specific property. Price-It-Right provides the seller with a quick price comparison for up to three different listing prices. A CMA may be printed in a One-line or Three-Up format.

# Maestro User Manual

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## Look up Property

This program allows you to quickly look up specific properties. You may look up properties by MLS number, Address, Street name, Tax ID number, neighborhood, or a range of MLS numbers.

## Update (Hotsheet)

The **Update** program provides information on recent listing activity in the market. You can retrieve information on homes that were just listed, sold, had price changes, or expired. You can either print out all update information for a date range, or you can select to see updates on only certain types of properties. Updates can be run on all MLS listings or just those from your own office or company.

## Prospect Functions

In the **Prospect Functions** module search criteria can be saved under your client's name to be used over and over again. Your prospects can be set up so the system will search all new listings and price changes for matches. As a listing agent, you can look for prospective buyers in the system to match against your listings.

## Add/Change Listings

The **Add/Change Listings** module allows listings to be added to the system. Listings can also be revised within this module. Contractual changes such as status or price changes are done within their own programs so the changes will display in Update and History reports.

## Inventory/Statistics

The **Inventory** program allows you to run a report of all your active listings, co-op sales where you are the listing or selling agent, and much more. Brokers and office managers will be able to run inventory reports for the entire office.

The **Statistics** program allows you to make comparisons between you and your office, or you and the MLS. In **Stats** you get statistics on all your sold properties and all your listed properties. Beside sold information, you also get data on the number of new listings, pending listings, expired listings and so on. In **Term** you get statistics on the terms of sale, such as Assumable, Conventional, FHA, VA, Cash. In **Penetration** you can see how much of your office's business you do, both in dollar amount and in the number of homes. Penetration statistics can also be done comparing you to the whole MLS. **Compare** compares one year to another in both the number of sales and the dollar amount of sales. **DOM** (days on market) provides you with a statistical summary broken down by terms of sale, showing the average days-on-market and days-to-close.

## Other Databases

This program allows you to add and search for **Rental** properties. This module allows you to add or change **Open House** or **Tour** information on your own listings. You can also search for open houses or tours by date, or by a variety of listing characteristics.

## Integrated Tax/Public Records

**Integrated Tax/Public Records** shows integrated tax information. It includes information on property assessment, deed transfer, tax rates, and demographics.

## **Mortgage Rates**

**Mortgage Rates** allow you to search for specific types of loans such as fixed, adjustable, or FHA.

## **General Information**

The **General Information** program is completed by your board office. It can provide information regarding area schools, malls, recreation facilities, theaters, day care, and much more.

## **Financial Functions**

**Financial Functions** includes amortizations, buyer qualification, closing cost estimator, rent vs. buy.

## **Personalize Your Setup**

This program allows you to change your password, design custom reports, download data, capture files, configure Maestro to your personal preferences through the **User Profile**, and test your equipment setup. In **User Profile** you can turn on autocount, skip menus, and personalize your printouts. You can set defaults for property categories, search areas, and other items. You can also forward your E-mail to other agents.

## **E-mail Messages/Rosters/Survey**

**E-Mail** allows you to send and receive electronic mail within the MLS. Distribution lists may also be set up if you send messages to the same people repeatedly.

**Rosters** are available for the entire MLS. You can search for specific members or offices, view information on-screen (including member photos), or print mailing labels.

**Survey** questions are entered by your board or MLS staff. Whenever there is a new question for you to answer, you will receive notification at the main menu of Maestro.

## **Next User to Login**

If you are finished using the system, and another member is waiting to use the computer, use **Next User To Login**. This logs you out and allows the next agent to login using their name and password without having to redial into the service.

## **Bye (Logoff Maestro)**

**Bye** completely logs you out of the computer system and frees up the modem so someone else may call in.

## How to Change Your Password



To maintain the confidentiality of your information you should change your password regularly.

- Select **(Y) Personalize Your Setup** from the Main Menu by pressing **Y** or by pointing-and-clicking on the **(Y)** next to that function. **Your Setup** Menu will display.

YOUR SETUP: <u>  Password  </u> User-Profile Capture Data-Download Reports ...	
Change Your Password	
PASSWORD	This function is used to change your password.
USER-PROFILE	This function is used to update your user profile.
CAPTURE	This function is used to capture your saved files.
DATA-DOWNLOAD	This function is used to select and download listing data.
REPORTS	This function is used to define custom reports.
TEST	Test your equipment setup.
LINE-PRINTER	This function is used to change your line printer default.

- Select **Password** from Your Setup menu.

```
To change your password, use any of these special keys:
<F1> Help           <F8> Accept           <F10> Exit
-----
Current Password: [SOON ]
New Password: [LATE ]
```

- Type in your present password, and press . This confirms that you are authorized to change your password.
- Type in your new password, and press . You will be asked to type it a second time to verify the spelling. Your password is now changed; remember to use the new one the next time you log in.
- 👉 If you are a PC access user and have your password entered in your agent record in PC Access, be sure to change it there as well as in Maestro. If you do not, your login script will not work, and you will have to login manually.

## How to Personalize Maestro for the Way You Work

Your **User Profile** lets you customize the way Maestro works for you. In the profile function, you tell Maestro your preferences in mail handling, display of photos, areas to search, sort order of search results, and other items. If you are a new user, read this section, but do not change any of your profile settings. When you are more familiar with Maestro, you can customize your profile to reflect your preferences. We recommend you make changes one at a time. That way if you aren't happy with the change, it is easy to go back to your original profile setting.

- **Select (Y) Personalize Your Setup** from the Main Menu. Either click on the **(Y)** next to the option or press **Y** on the keyboard.

YOUR SETUP: Password <u>User-Profile</u> Capture Data-Download Reports ...	
Update Your User-Profile	
PASSWORD	This function is used to change your password.
USER-PROFILE	This function is used to update your user profile.
CAPTURE	This function is used to capture your saved files.
DATA-DOWNLOAD	This function is used to select and download listing data.
REPORTS	This function is used to define custom reports.
TEST	Test your equipment setup.
LINE-PRINTER	This function is used to change your line printer default.

- **From the Your Setup Menu, select User Profile.**

```
To update your user profile, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
-----MENU DEFAULTS-----    -----PHOTO DEFAULTS-----
Default Output for Look Up:    [ ]    Display Photos in Color:      [Y]
Default Sort for Searches:     [ ]    Regular or Quick Photo:      [Q]
Default Output for Searches:   [ ]    Print Hi-Res Quick Photo:    [N]
Default View:                  [ ]
Default Report:                [ ]
Default View for Look Up:      [ ]
Default Report for Look Up:    [ ]
-----SEARCH SETTINGS-----
Automatic Match Count:        [Y]    Default Property Category:    [ ]
Print Search Criteria:        [N]    Default to New Search:        [N]
Default Search Areas:         [ ]    (List default search areas below)
[ ] [ ] [ ] [ ] [ ] [ ] [ ]

User: KAREN                                Screen 1 of 2

Enter default match handling for Look Up: (B)rowse, (V)iew, (R)eport
```

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The User Profile screen, shown above, lets you customize many operations of your Maestro system, saving you steps as you work.

- As you move around on this screen, help information appears at the bottom of the screen to tell you what responses you can enter for each item. For example, when you are on the first item, **Default Output for Lookup**, the help at the bottom of the screen tells you that the valid entries are **B** (for Browse), **V** (for view), or **R** (for report), as shown above. On many items you may press **F1** and get an additional help screen.
- Some of the fields are automatically filled with defaults which you can override.
- Descriptions of the fields and how they affect Maestro are given below.

## **Default Output for Look Up:**

Use this option to choose how Maestro handles the results of the Property Look Up program.

- B** Browse displays the results in a one-line format. You can tag entries for printing or more detailed viewing.
- V** View allows you to select the format for viewing listings.
- R** Report lets you send information to the printer, a file, or to the screen. A menu will display with several report format choices.

If you leave this field blank, the Matches menu will display with these options each time you run the Look Up Property program.

## **Display Photos in Color:**

If you have a color monitor, answer **Y** to this question to enable color capability when viewing photos. If you have a color monitor, but want to run faster by not using color, enter **N**. If you have a color printer and on occasion want to print photos in black and white, enter **N**.

## **Default Sort for Searches:**

Choose the way you want your search results sorted. If you leave this selection blank, you can choose how to sort the information each time you do a search. There are seven options:

- S** Standard sorts by status first, then category, area, then price.
- M** MLS# sorts by MLS number only.
- A** Address sorts by street name only.
- B** Bedroom sorts by the number of bedrooms
- O** Open sorts by the Open House Date
- T** Tour sorts by the Tour Date
- N** No Sort displays the matches as they are found without regard to any kind of order.

## **Regular Or Quick Photo:**

Choose the size of the photos that display whenever **F9** is pressed. **Q** displays the quick photo. Since this is smaller, it displays more quickly. **R** displays the regular photo. The regular or quarter-screen photo has much higher resolution, but is slower to display.

## Default Output for Searches:

Set this option to bypass the Matches menu in the Search for Listings program.

- B** for Browse to display the results in a one-line format.
- V** to go directly to the View menu, where you select the format for viewing listings.
- R** to go directly to the Report menu, where you can send the information to the printer, a file, or to the screen.

Or leave this item blank for all Matches menu options each time you run Search.

## Print Hi-Res Quick Photo:

Enter **Y** if you want your quick photos to print in the highest quality possible. This is the setting you will probably want to use when printing listings for clients. To save time, you may want to set this to **N** when printing for yourself; this will lower picture quality, but reports will print faster.

## Default View:

You can select the format you want to use to view the results of History inquiries, CMAs, Updates, and other searches. This lets you bypass the View menu. Enter **B** for Brief, **F** for Full, **Q** for Quick, **M** for Multiple or leave blank.

## Default Report:

You can select the format you want when printing the results of History inquiries, CMAs, Updates, and other searches. This lets you bypass the Report menu. Enter **B** for Brief, **F** for Full, **O** for One-Line, **Q** for Quick, **M** for Multiple, **C** for Customer, or leave blank to display a menu with all printing options.

## Automatic Match Count:

Autocount lets you see whether your search is too narrow or too broad before you complete the search process. There are three Automatic Match Count options:

- Enter **F** to have the system display the number of matches for your search criteria *while you are entering the criteria*. Each time you enter information in a field and move to another field, the count displays at the bottom of the screen.

For example, as you enter this criteria: Autocount shows this number of matches:

Status:	A	1300
Category:	1	982
Area:	1	633
Street:	Eastway	4

With autocount on, we know that for the criteria above there are only four matches available. In other words, you know the *number* of matches, before you leave the Search screen. The number of previous matches is shown as well as the number of current matches on each field.

- Enter **Y** if you prefer that Maestro display a count only after you have entered all of your search criteria. With this type of autocount, the following message will display when you press **F8**:

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---

```
To enter search criteria, use any of these special keys:
<F1> Help           <F3> More           <F8> Accept         <F10> Exit
-----
Status:  A
Price    :           Minimum Option: Search Modify
          $150, Run the search      t(s) :
Bedrooms :
Full Baths :           -
Total SqFt :           -
-----
School(s) :
-----

Matches for your current screen: 98 ... Previous matches: 335
```

If the number of matches is acceptable to you, press **S** to search. Press **M** to modify the search criteria if the number of matches is unacceptable. The number of previous matches is shown as well as the number of current matches.

- Enter **N** if you prefer no count.

## Default Property Category:

This lets you select the property category you normally work with. That category will then automatically be selected when you enter Search for Listings, bypassing the Property Category Menu. If you want to search a different category from the one you set here, you can exit from the search screen back to the category menu and choose another category. Leave this blank so the Property Category menu will display if you frequently search several categories. If you do not know what categories are available, press **F1** to display help.

## Print Search Criteria:

This choice determines whether Maestro will print your search criteria at the beginning of a listing report. Enter **Y** for Yes or **N** for No.

## Default Search Areas

You can fill in the Area(s) you usually work with. These will then automatically be filled in on the Search screen, saving you the data entry. You may overwrite any of these entries when necessary.

## Default to New Search

If you save searches to use again, leave this blank. Then, when you enter the Search for Listings Function, you will see a ring menu asking if you want to enter a new search, run a saved search, modify a search, or delete a saved search. If you never use saved searches, enter a **Y** here.

When you are finished with the first Profile Input screen, press **F8** to accept your changes and display the second screen, shown below.



# Maestro User Manual

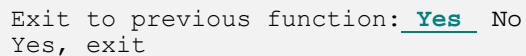
---

## Days to save Capture Files:

The File option on the Report menu sends your report to a file on the Maestro computer. These files remain available to be captured — transferred to your own PC — for ten days unless you delete them. After ten days they will be purged from the system. You may change this to a different number of days, either higher or lower than ten. Although you may choose to save the files for a longer period of time, your MLS staff also has the option of purging all files older than ten days.

## CANCEL key to be verified:

If you enter **Y** in this field, whenever you press your CANCEL key (**F10**), the window below will display asking you to verify that you really want to cancel your current function and return to the previous one.



Exit to previous function: Yes No  
Yes, exit

If you enter **N** in this field, then whenever you press your CANCEL key (**F10**), you will exit your current function and return to the previous one immediately.

## Days to save prospects:

When you enter a prospect into the system, Maestro keeps it for 90 days from the last day you changed or searched for them. If you have not done either of these things to a prospect for 90 days, you can either renew it or it will be purged. You can extend the time a prospect is kept since last activity by entering a different number here. Your MLS staff will have the right to purge prospect files that are older than 90 days.

## Autofill office/agent codes:

If you answer **Y** to this question, your office, agent code, name, and telephone number will automatically be filled in when you are adding a listing. You may override these automatically inserted values during listing input if you have broker access. If you answer **N**, the office and agent codes will have to be entered each time a listing is added.

## Days to save mail:

The system will automatically purge your mail messages after the number of days specified in the system profile (controlled by the board staff). If you would like to keep your messages for a shorter or longer period of time, you may change the number of days here. Your MLS staff has the right to purge all mail files older than ten days.

## Message Notification at Login:

If you answer **Y** to this question, a message will appear on the main menu whenever you have any E-mail. If you answer **N**, you will still receive e-mail, but no notification will appear on the main menu.

## Corrections in History/Updates

Enter **N** if you wish to see only status changes and price changes on Update reports and in History. If you would like to see all listing revisions in History and Updates, enter **Y**.

## Forward your mail to: [       ]

Set this option when you are going to be away from the office and want all your messages to go to another agent. Enter an agent's number. If you do not know the agent's number, press **F1** for Help and the following window opens.

```
Enter beginning letter(s) of the AGENT NAME you are looking for
OR leave blank for all:
```

For example, if you type "AL" and press , a window like this one would open:

```
247390      AL BOLDEN
072221      ALAN IVANY
031660      ALEX MCCLELLAN
245514      ALLAN HAYWOOD
245476      ALTON DARLING

Highlight an agent and press <F8>.
For next screen, press <F3>.
```

Press **F3** to browse through the entire list of agents until you find the one you need. Highlight the name and press **F8** to automatically fill in the agent code to forward your mail to. The brackets underneath the agent code fill automatically with the name of the agent when you enter past the field.

## Use form feeds:

Enter **Y** if you want each listing in your reports to start on a new sheet of paper; enter **N** if you want the listings to print continuously.

## Send to Printer or File:

Enter **P** to send all reports to your printer or **F** to send them to a file on the Maestro computer. This bypasses a menu. If you select **F**, you will be prompted for the file name when you select Report. Leave this blank to retain the option to do either.

## Personalize printer output:

Enter **Y** if you want to print your photo or if you want to add up to six lines of text to the end of your reports. You enter the text in the fields at the bottom of this Profile Input screen. You might, for example, include your name and phone number, company name, and advertising slogan. Enter **N** if you don't want to customize your reports in either way.

## Include your photo:

Enter **Y** to print your photo at the end of your reports. Your photo must be in the Maestro Membership system. If it is not in Maestro, contact your Board or MLS staff about having your personal photo digitized onto the computer.

## Printing Information

Basic printing in Maestro has a great deal of flexibility. You can print any one listing while viewing it onscreen. You can also print listing reports from the Matches menu in Maestro. When you print from the Matches menu, you will have a choice of formats, and your reports will include all of your selected listings.

If you use Photocom, you must first set up your printer within the Photocom Setup menu. Information about printers can be found in your Photocom Manual.

If you use PC Access, your current Windows default printer is automatically available, but you can set up any printer installed in Windows. You do this through the advanced setup function in PC Access. See your PC Access Documentation or the online help for more information.

## Breaking out of printing


In PC Access you can click on the stop printing button to cancel a print job. Be sure to click on the enable print button when you are ready to print again.

In Photocom once information is sent to the printer, you can break out by holding down the **Shift** key and pressing **Esc**. This stops the printer and takes it off-line from your computer. To restart the printer again press **Alt/R**. If there is a partial page still in the printer, use **Alt/E** to eject it.

Keep in mind that you are breaking out of a program. After you have broken out, the printer may continue printing the data in its own memory (called a buffer). To stop this, and drop all the information in the buffer, turn the printer off. When you turn it back on, be sure to realign your paper to form feed correctly, if you use a tractor feed printer. If you have a laser printer, we recommend that you let it continue to print until the buffer is empty. At that point if there is a partial page in the printer, use **Alt/E** to eject it.

**Ctrl/C** can be used to break out of a report that has been sent to the screen. **Ctrl/C** breaks out at the end of the listing. Therefore, several screens could roll by before the screen print stops.

## Helpful Tips for PHOTOCOM (5.xx) Users

- **Alt/B** or **Ctrl/Print Screen** prints whatever is displayed on the screen.
- **Alt/U** clears an image that locks up on the screen.
- Use **Arrow keys**, the **Tab** key or the  key to move around in Maestro.
- Use **Alt/X** to exit PHOTOCOM.
- Use **Ctrl/R** to redraw a screen.

## Helpful Tips For PC Access for Windows Users

With PC Access for Windows, printing options can be accessed by clicking the appropriate button or by selecting **Printing** from the menu bar.

- **Select Printer** allows you to choose a different installed printer.
- **Setup Printer** allows you to change the setup of your selected printer.
- **Print Screen** will print everything shown on the Maestro screen.
- **Headers & Footers** will allow you to make changes to your headers and footers while you are on-line.
- **Eject Page** will eject the page in your printer.
- **Stop Printing** cancels the current print job.
- **Auto Bold Labels** gives the option of printing your reports with the field names in bold.

Whenever you are displaying a photo onscreen, click the right mouse button for a menu with options such as printing the photo, saving the photo in a file, copying to the clipboard, and clearing the photo from the screen.

# Search for Listings

---

The Search for Listings function lets you locate any listing in the MLS matching your requirements. Enter your criteria such as area, number of bedrooms, or price range, and the system will select only those listings that match the information you've defined.

Search is a powerful and flexible program that allows you to specify very narrow criteria, store that criteria for future searches, and view your results onscreen or in a variety of printed formats.

- All listings and changes are immediately available.
- You can be very specific. Search a specific subdivision or request homes with in-ground pools, all in predefined price ranges and areas.
- It is faster than searching through books.
- You can store searches rather than re-entering the same criteria over and over again.

In this section of the User Manual we will learn how to enter search criteria, how to save a search and use it again later. We will also see how to view full listing information onscreen.

## How to Search for Listings

You have a prospective buyer from out-of-state who would like to buy a home priced from \$150,000 to \$165,000, with 3 to 4 bedrooms, and 2 or 3 baths.

- From the Main Menu, select **(S) Search for Listings**. You can either simply type **S**, or you can point-and-click at the **(S)** beside the Search option.

```
Class:  1-Res  2-4 Unit  3-Inc  4-Comm  5-Land  All  Exit
Residential: Single Family, Condo, Zero Lot, Co-op
```

1-RES	Search Residential -Single Family, Condo, Zero Lot, Co-op
2-4	Search 2-4 Units
3-INC	Search Income/Multi-Family 5+
4-COMM	Search Commercial - Industrial/Commercial
5-LAND	Search Land - Lots/Acreage/Farms
ALL	Search All Classes.

- Select the property category you'd like to search. For this example, press **1** for Residential property or point-and-click on the **1-Res** option on the ring menu.

```
SEARCH FUNCTION: New Run Modify Delete Exit
Run a new search
```

```
NEW      Run a new search by entering new criteria.
```

```
RUN      Run a saved search from your list.
```

```
MODIFY   Load a saved search from your list to either modify and/or run.
```

```
DELETE   Delete a saved search.
```


- From the Search Function Menu, select **New** to enter criteria for a new search. The first criteria screen displays.

To enter search criteria, use any of these special keys:

```
<F1> Help           <F3> More           <F8> Accept           <F10> Exit
```

```
Status: [A][ ][ ][ ][ ]
Region: [01][02][ ][ ]      Price Range:[ 150,000]-[ 165,000]
Area: [ ][ ][ ][ ][ ]      Prop. Type:[ HOUSE ][ ]
Grid: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
----- To search "ALL", leave following blank and press <F8> -----
MINIMUM - MAXIMUM           MINIMUM - MAXIMUM
# Bedrooms[ 3]-[ 4]         Approx Sq.Ft.: [ ][ ]
# Full Baths [ ]-[ ]       Sold Date:[ ][ ]-[ ][ ]
# Half Baths [ ]-[ ]       Approximate Age: [ ][ ]-[ ][ ]
City Name:[ ][ ][ ][ ][ ][ ]Subdiv:[ ][ ][ ][ ][ ]
St. Name: [ ][ ][ ][ ][ ][ ]Style: [ ][ ][ ][ ][ ]
```

Press <F1> for help.

- Enter the criteria you want to search on. Use , the Tab key, or the up & down arrow keys to move from field to field. If you are using PC Access, you can also point-and-click to move around the screen. Enter as many or as few items as you want.

Many fields have help menus that display a list of valid entries for that field. If a help menu is available, a message will display at the lower left corner of the screen saying "Press **F1** for Help." Make sure your cursor is on the field in question. If the message displays, press the **F1** key to pull up the Help menu. Help for the status field is shown below.

# Maestro User Manual

```

To enter search criteria, use any of these special keys:
<F1> Help          <F3> More          <F8> Accept          <F10> Exit
-----
Status: [ ][ ][ ][ ][ ][ ]          MINIMUM - MAXIMUM
Region: [ ][ ][ ][ ][ ][ ]          Price Range:[ ][ ]-[ ][ ]
Area:   [ ][ ][ ][ ][ ][ ][ ]       Prop. Type:[ ][ ](PTP)
Grid    ] [ ][ ][ ][ ][ ][ ]
-----
Leave following blank and press <F8>
MUM          MINIMUM - MAXIMUM
Approx Sq.Ft.: [ ][ ] [ ][ ]
Sold Date:[ ][ ]-[ ][ ]
Approximate Age: [ ][ ]-[ ][ ]
] [ ][ ]Subdiv:[ ][ ] [ ][ ]
]Style: [ ][ ] [ ][ ]
-----
[Aut
Highlight the desired
status and press <F8>.
To cancel press <F10>

```

You can select a response from a help list. Highlight the entry you want, either by using the mouse cursor to point-and-click or by using the arrow keys, then press **F8**. To make no selection, press **F10** to cancel the help box.

For many searches, the basic criteria entered on the first screen is enough. To start the search, you accept your entered criteria by pressing **F8**. In our example, we would like to enter additional criteria. Press **F3** for More.

```

To enter search criteria, use any of these special keys:
<F1> Help          <F3> More          <F4> Prev          <F8>Accept          <F10>Exit
-----
1 Status:          A          11 Full Baths:
2 Class:           1          12 Sold Date:
3 Region:          01,02       13 Half Baths:
4 Price:           150000-165000  14 Approx. Age:
5 Area:
6 Property Type:  HOUSE       15 City:
7 Grid:           16 Subdivision:
8 Grid+:          17 Street Name:
9 Bedrooms:       3-4         18 Style Feature:
10 Approx. SqFt:  19 Street Number:
Select up to 10 items: 11 15
19 Street Dir.:
20
-----
Enter keyword (3 of 10); Press <ENTER> to add more; <F8> if done.

```

The search criteria you entered on the previous screen is now listed on the screen above. You notice that you forgot to enter the number of full baths on the previous screen, so you need to add them here.

To enter items on this screen, or to change those you've already specified, type the item number — in this example, **11**, for full baths — then press **F8**.

## Search For Listings

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

1	Status:	A	11	Full Baths:
2	Class:	1	12	Sold Date:
3	Region:	01,02,03,04	13	Half Baths:
4	Price:	150000-165000	14	Approx. Age:
5	Area:		15	City:
6	Property Type:	HOUSE	16	Subdivision:
7	Grid:		17	Street Name:
8	Grid+:		18	Style Feature:
9	Bedrooms:	3-4	19	Street Number:
10	Approx. SqFt:		20	Street Dir.:

Select up to 10 items:

# 11: Full Baths:  
2 TO 3

Type the minimum number of Full Baths desired and press . Then type the maximum number of baths, and press **F8**.

You can also select multiple criteria; just type the first number, press , then type the next number. When you have entered the keyword numbers for all desired criteria, press **F8** to display prompts. Additional screens of criteria are available; you can display them by pressing **F3**. Sample screens are shown following.

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

21	Near:	31	For Sale?(Y/N):
22	County code:	32	PetsAllow(Y/N):
23	PIN:	33	HandicapAc(Y/N)
24	Lot Size:	34	Approx.Acreage:
25	Zoning:	35	Garage/CP(2GA):
26	Rental (Y/N):	36	Grade School:
27	List Off. Code:	37	JuniorHighSch:
28	List Agt. Code:	38	SeniorHighSch:
29	RntCls-S,I,O,R:	39	Main Level SF:
30	Available Date:	40	Dining Rm Dim:

Select up to 10 items:

Enter keyword number (1 of 10). Press <ENTER> to add more; <F8> if done.

# Maestro User Manual

---

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

```
41 Family Rm Dim:
42 Remarks:
43 STYLE
44 ARCHITECTURE
45 OUTBUILDINGS
46 EXTERIOR
47 FUEL TYPES
48 HVAC
49 BASEMENT
50 DCMT ON FILE
51 PROPERTY INC
52 MISC EXTER
53 MISC INTERIOR
54 FINANC AVAIL
55 CONSTRC PHSE
56 SEWER
57 WATER
58 WALLS
59 CONDITIONS
```

Select up to 10 items:

Enter keyword number (1 of 10). Press <ENTER> to add more; <F8> if done.

On the above screen, items 43 through 59 are Features, and item 42 lets you search for specific words included in the listing remarks. Special screens display when you select any of these items. Searching remarks and features are covered beginning on page 10.

When you have entered all of your search criteria, press **F8**.

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

```
41 Family Rm Dim:
42 Remarks:
43 STYLE
44 ARCHITECTURE
45 OUTBUILDINGS
46 EXTERIOR
47 FUEL TYPES
48 HVAC
49 BASEMENT
50 DCMT ON FILE
51 CONSTRC PHSE
52 SEWER
53 WATER
54 WALLS
55 CONDITIONS
```

```
Option: Search Modify
Run the search
```

C  
R  
L

Select up to 10 items:

If autcount is on, the above screen displays.

- Select **Search**; Maestro begins searching for the listings that match your criteria.
- If autcount is not on, press **F8** to accept your criteria and the search begins.

```
SORT OUTPUT BY: Standard MLS# Address Bedrooms Open Tour None ...
Status/Category/Area/Price
```

STANDARD Sort your output by Status, Category, Area and Price.

MLS# Sort your output by MLS Number.

ADDRESS Sort your output by Street Address, Area and Price.

BEDROOMS Sort your output by Number of Bedrooms, Area and Price.

OPEN Sort your output by Open House Date.

TOUR Sort your output by Tour Date.

NONE Do not sort your matches.

YOURS Sort your output with your company listings first, then Standard

- At the Sort Output Menu, select **Standard**. (This menu will not display if you have selected a default sort order in your user profile. See the section on How to Personalize Your Setup (page 14) for more information.)

```
MATCHES: Browse View CMA-Statistics Report Modify Save Exit
View matches on the screen
```

BROWSE Tag/Untag selected matches from your match list.

VIEW View matches on the screen.

CMA Calculate CMA statistics.

REPORT Run reports with matches.

MODIFY Modify your search/inquiry and run again.

SAVE Save your search.

- Select **View** from the Matches menu.

```
VIEW: Brief Full Quick Multiple Exit
View listing in full format
```

BRIEF View a brief recap of listing information.

FULL View listing information in full format.

QUICK View the listing information in a 3-up format with quick photos.

MULTIPLE View the listing information with multiple photos.

- Select the viewing format you want; for example, **Full**.

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---


View: <a href="#">Next</a> Prev Tag Untag F3-More F4-Back Report History ...	
PAGE 1 OF 4	
MLS: 0930103 Cat: Res/Cnd/WF/ Status: Active Area: 1 Price: \$109900	
Add: 5864 E BITTERSWEET BLVD Sub:	
City: E. LANSING Zip: 48823 Lake: PARK LAKE	
Sch: E. LANSING Waterways:	
Township: MERIDIAN County: INGHAM	
Between: HAGADORN AND PARK LAKE Zoning:	
Terms: CONVENT Summer Taxes: \$300.00 SEV: \$65,000	
Tax ID#: 987654210 Winter Taxes: \$200.00 Yr SEV: 96	
Total Taxes : \$500.00 Dis Stmt:	
Est. Acreage: 002.00 Lot Size: 150 150 Res Type: CD	
Legal: ON FILE IN OFFICE Assessments: N YB: 199X	

The ring menu at the top of the Full view displays a list of options available while viewing the listing.

- **Next** lets you display the next listing in your group of matches. If you are viewing the last listing already, a message will display at the bottom of your screen to remind you there are no more listings in that direction.
- **Prev** moves you to the previous listing in your group of matches.
- **Tag** allows you to mark or select listings for printing or further use.
- **Untag** is used if a listing has already been tagged and you wish to change your mind.
- **F3-More** is similar to the Page Down key; it allows you to see additional screens of information for this listing. The screen above shows we are viewing Page 1 of 4. By pressing **F3** we will move to Page 2 of 4. Once on page 4, you can press **F3** to go back to page 1 of the same listing. This option moves us from page to page, but never to another listing.
- **F4-Back** is like the Page Up key; it moves you to the previous screen of information on this listing. As with **F3**, this key allows you to move in a circular fashion through all the screens of any one listing, but does not display another listing.
- **Report** can be used to print the standard report for the listing shown onscreen. You will have an option to include a photo of the listing on the report. Your system may also include an option to print tax information along with MLS information in this report.
- **History** displays MLS history for this listing in a one-line format. This is just the history of this property under this MLS number. For complete history of a property use the History of Property option on the main menu. See page 45 for details.

```
View: ... F9-Photo Exit
```

After the ... on the ring menu shown above, the last two options are **F9-Photo** and **Exit**.

- **F9-Photo** will display a photo of the listing onscreen. Once you have a photo on the screen, you can press **F9** again to enlarge the photo, you can look at another image of the property by typing **N** for the next photo (if there is another photo on the Maestro system), or you can remove the photo from the screen by pressing .
- **Exit** simply backs you up a step to the previous function.

Your system may also include **MPRInfo** and **SCHInfo** options. **MPRInfo** allows you to see the tax record for the property you are currently viewing. **SCHInfo** allows you to view the School Match Information for this property.

### How to Save a Search

- To save your search so that the criteria will not need to be entered again, select **Exit** twice from the full view until the Matches menu below is on your screen.

```
MATCHES: Browse View CMA-Statistics Report Modify Save Exit
Save your search
```

```
BROWSE Tag/Untag selected matches from your match list.
```

```
VIEW View matches on the screen.
```

```
CMA Calculate CMA statistics.
```

```
REPORT Run reports with matches.
```

```
MODIFY Modify your search/inquiry and run again.
```

```
SAVE Save your search.
```


- Select **Save**. The following menu displays. The **Prospect** option lets you save your search within the prospect function when you are working with a buyer. Maestro will automatically search each night for new listings that match your client's criteria with this option. The **Search** option is used when the search is for yourself, such as one of your farm searches.

```
Save as: Prospect Search
Save this search as a search
```

- Select **Search** to save the criteria as a search for yourself. (For information on Prospect searches, please see the Prospect Functions section on page 47.)

```
Name of search (up to 20 characters):  
Enter name of search to save
```

You are then prompted to name your search. It is usually a good idea to give your search a name that indicates the search criteria, such as the subdivision name, or the price range.

- Type in a name for your search, and then press .

## How to Run a Saved Search

- To use your stored search, select **Search** from the Main Menu, then select the property category to return to the menu shown below.

```
SEARCH FUNCTION:  New  Run  Modify  Delete  Exit  
Modify a saved search
```

```
NEW      Run a new search by entering new criteria.
```

```
RUN      Run a saved search from your list.
```

```
MODIFY   Load a saved search from your list to either modify and/or run.
```

```
DELETE   Delete a saved search.
```

**Run** allows you to use your stored search without making changes. **Modify** lets you revise the search criteria before running the search.


- Select **Modify**. The following screen displays, listing all of your saved searches.

```
To select a Saved Search, use any of these special keys:  
<F1> Help          <F8> Accept          <F10> Exit
```

```
You have the following searches on file for class RES :
```

```
CAT1-ACT          CAT1-GARAGE          CAT1-PND  
CAT1-VISTA        CAT1.JD              CAT1.PND  
ED                JD-CMA              JD400121  
KYLE              MARTINS1
```

```
Enter name of Search to retrieve : MARTINS1
```

- Type the name of the search you wish to modify and press . The criteria you previously entered is displayed. If we had selected **Run**, Maestro would do the search immediately.

```

To enter search criteria, use any of these special keys:
<F1> Help           <F3> More           <F8> Accept           <F10> Exit
-----
Status: [A][ ][ ][ ][ ][ ]                               MINIMUM - MAXIMUM
Region: [01][02][ ][ ]                                   Price Range:[ 150,000]-[ 165,000]
Area: [ ][ ][ ][ ][ ][ ]                                 Prop. Type:[ HOUSE ][ ](PTP)
Grid: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
-----
To search "ALL", leave following blank and press <F8>
MINIMUM - MAXIMUM           MINIMUM - MAXIMUM
# Bedrooms[ 3]-[ 4]         Approx Sq.Ft.: [ ][ ]
# Full Baths [ ]-[ ]       Sold Date:[ ][ ]-[ ][ ]
# Half Baths [ ]-[ ]       Approximate Age: [ ][ ]-[ ][ ]
City Name:[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
St. Name: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
-----

```

At this point you can revise any of the previously selected criteria. If you wish to correct an item, move your cursor to that field. Simply type over old information to replace it. To delete, use the space bar, or if you use PC Access version 4.20.122 or higher, you can delete characters one at a time with the delete key.

- When you have your new criteria entered, press **F8** to accept.

## How to Search on Remarks and Features

Our out-of-town prospect from the previous example wanted a home priced from \$150,000 to \$165,000, with 3 to 4 bedrooms, and 2 or 3 baths. He has now decided that he also needs a full, finished basement and would like to live near a golf course. You can search for this very specific combination of criteria by searching features and remarks.

- From the Main Menu, select **Search for Listings**. From the Search menu, select **Modify** to change a stored search. Select your search from the list of stored searches. Press **F3** until you display the screen below. (Each MLS has a different list of numbered search items. Your screens will not look exactly like those shown here — look for the “Remarks” item.) If you are not working with a stored search, follow the instructions in the section on How to Search for Listings (page 1) until you reach the screen below.


```

To enter search criteria, use any of these special keys:
<F1> Help           <F3> More           <F4> Prev           <F8>Accept           <F10>Exit
-----
41 Family Rm Dim:           51 PROPERTY INC
42 Remarks:                 52 MISC EXTER
43 STYLE                    53 MISC INTEROR
44 ARCHITECTURE             54 FINANC AVAIL
45 OUTBUILDINGS            55 CONSTRC PHSE
46 EXTERIOR                 56 SEWER
47 FUEL TYPES               57 WATER
48 HVAC                     58 WALLS
49 BASEMENT                 59 CONDITIONS
50 DCMT ON FILE
Select up to 10 items: 42 49
-----
Enter keyword number (3 of 10). Press <ENTER> to add more; <F8> if done.
-----

```

- There is no field or feature that will tell you whether the listing is near a golf course, so you decide to check whether "Golf" is mentioned in the Remarks. Type **42** to search

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Remarks for any mention of a golf course, press , and type **49** to specify a full basement. Press **F8**.

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

```
41 Family Rm Dim:          51 PROPERTY INC
42 Remarks:                52 MISC EXTER
43 STYLE                   53 MISC INTEROR
44 ARCHITECTURE           54 FINANC AVAIL
45 OUTBUILDINGS          55 CONSTRC PHSE
46 EXTERIOR               56 SEWER
47 FUEL TYPES             57 WATER
48 HVAC                   58 WALLS
49 BASEMENT               59 CONDITIONS
50 DCMT ON FILE
Select up to 10 items: 42 49
```

# 42: Remarks:  
**GOLF**

Enter item to search for (contains)

A prompt for **#42: Remarks** appears on the lower part of your screen.

- Type the word or phrase you want to search for. When you search, Maestro will look through the listing remarks for that string of characters. Press **F8**. The following screen displays for the feature group Basement.

FEATURE GROUP: BASEMENT

```
1 FULL          2 PARTIAL      3 CRAWL        4 SLAB
5 FINISHED     6 PART FIN    7 WALKOUT     8 SEE RMRK
```

Enter the feature number or description to search: \_\_\_\_\_

OR            OR            OR            OR            OR

**FULL**      AND **FINISHED** AND            AND            AND            AND

NOT            NOT            NOT            NOT            NOT

Press <F8> when you are complete, <F10> to cancel or <F2> for the main menu

Three kinds of fields appear at the bottom of the features screen: **OR**, **AND**, and **NOT** fields. If any of several features is acceptable, use the **OR** fields. For example, if you want a finished or a partially finished basement.

If there are two or more features that you must have together, use the **AND** fields, such as in the example above where we want the basement to be both full *and* finished.

## Search For Listings

To eliminate features you don't want, use the **NOT** fields. This is used when most of the feature items would be acceptable, but just one or two would not be. If your client wants a basement but is not too particular about what type, any of the items in the Basement Feature group might be acceptable except crawl and slab. In that case enter those two items in the **NOT** fields.

It's a good idea to be sparing when using feature items in searches. When a feature group is not required, using those items in a search could result in **no** matches. Maestro looks for the feature item in the listing — if it hasn't been entered, that property is not included in your listing matches.

- Use the arrow keys, Tab key, or  to reach the field you want, then press the number for the feature you want to select. In this example, press the down arrow key, type **2** for Full, press , then type **5** for Finished. Once you've entered all of your choices for Basement, press **F8**.

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

```
41 Family Rm Dim:          51 PROPERTY INC
42 Remarks:                GOLF      52 MISC EXTER
43 STYLE                   53 MISC INTEROR
44 ARCHITECTURE           54 FINANC AVAIL
45 OUTBUILDINGS          55 CONSTRC PHSE
46 EXTERIOR              56 SEWER
47 FUEL TYPES            57 WATER
48 HVAC                  58 WALLS
49 BASEMENT              AND Full, Fi* 59 CONDITIONS
50 DCMT ON FILE
Select up to 10 items:
```

Enter keyword number (1 of 10). Press <ENTER> to add more; <F8> if done.

A summary of your entries displays. The \* at the end of item 49 indicates there is not enough space to display your entire selection.

- Press **F8** to start the search for listings that match your criteria.

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

```
41 Family Rm Dim:
42 Remarks:                Option: Search Modify
43 STYLE                   Run the search
44 ARCHITECTURE
45 OUTBUILDINGS          55 CONSTRC PHSE
46 EXTERIOR              56 SEWER
47 FUEL TYPES            57 WATER
48 HVAC                  58 WALLS
49 BASEMENT              59 CONDITIONS
50 DCMT ON FILE
Select up to 10 items:
```

- If autcount is turned on, the screen above will display. Select **Search**.

```
SORT OUTPUT BY: Standard MLS# Address Bedrooms Open Tour None ...
Status/Category/Area/Price
```

STANDARD Sort your output by Status, Category, Area and Price.

MLS# Sort your output by MLS Number.

ADDRESS Sort your output by Street Address, Area and Price.

BEDROOMS Sort your output by Number of Bedrooms, Area and Price.

OPEN Sort your output by Open House Date.

TOUR Sort your output by Tour Date.

NONE Do not sort your matches.

YOURS Sort your output with your company listings first, then Standard

- At the Sort Output Menu, select your desired sort order.

```
MATCHES: Browse View CMA-Statistics Report Modify Save Exit
View matches on the screen
```

BROWSE Tag/Untag selected matches from your match list.

VIEW View matches on the screen.

CMA Calculate CMA statistics.

REPORT Run reports with matches.

MODIFY Modify your search/inquiry and run again.

SAVE Save your search.

- From the Matches menu, select **View**.

```
VIEW: Brief Full Quick Multiple Exit
Quick View - 2-up with photos
```

BRIEF View a brief recap of listing information.

FULL View listing information in full format.

QUICK View the listing information in a 2-up format with quick photos.

MULTIPLE View the listing information with multiple photos.

- Select the viewing format you want; for example, **Quick**.

View: Next Prev Tag Untag Report Exit



```
-- A -- Status: ACT      Ar: 2  Cat: Res LP:  $159900
AD: 8609  E MICHIGAN AVENUE      Schl: GRASS LAKE
BRs: 3  FB: 2  HB: 1  SQFT: 2000  Bsmt: Y  Gar:  FP:
LO: DREYER & WALZ R      LA: WILLIAM SPENCER
SP:      Date:      Terms:      Dom:
```

```
ML: 0021094p  DA: DATA 1
OWNERS PRIDE SHOWS/FORMAL LR&DR/LG KIT W-BUILT INS & EATING AREA/UNIQUE FR
W-FP & SLIDERS/SUN RM W-SLIDERS & MBR W-BATH & SLIDERS TO PATIO OVERLOOKI
NG YARD/LL W-2000 SF LIVING SPACE4TH BR,24X30 WORKSHOP,STG/NEW SHINGLES,WH,
INSUL,THERMO WNDWS,200 AMP,STG FOR LAWN EQUIP,GAS FA & ELEC HEATING THRU OU
```



```
-- B -- Status: ACT      Ar: 3  Cat: Res LP:  $162500
AD: 7994  HOLLYWOOD      Schl: NAPOLEON
BRs: 4  FB: 2  HB: 1  SQFT: 1900  Bsmt: N  Gar:  FP:
LO: ADVANTAGE REAL      LA: PATRICIA HOOVER
SP:      Date:      Terms:      Dom:
ML: 0022443m  DA: DATA 1
```

```
LOT SIZE-94.5X225X42X118-224.00X79.6/BEAUTIFUL 3BR HOME IN PENNFIELD/FULL
FINISHED BSMT W-WALKOUT/EXTRA BR 11X12/STOVE, REF,FREEZER INCL/REAR YARD A
LL FENCED & LANDSCAPED/THIS IS A MUST SEE/CENTRAL AIR/HOME WARRANTY/24 HO
UR NOTICE
```

The Quick view has a ring menu at the top of the screen that is similar to the ring menu we saw in the Full view. The **Next** and **Prev** options let you view all of the listings in your group of matches in the same way as in the Full view.

**Tag** gives you options **A**: tagging the top listing; **B**: tagging the second listing; or **C**: tagging both displayed listings at one time. **Untag** offers the same three choices.

View: Next Prev Tag Untag Report Exit

Listing : A B C Exit  
Listings A and B

**Report** lets you print the standard report for either of the listings. Because the Quick view displays two listings at a time, Report gives the choice of printing either Listing A or Listing B. You are not given the option to print both listings at a time. (The Matches menu is the only place in Maestro that lets you print more than one listing at a time.)

View: Next Prev Tag Untag Report Exit

Listing : A B Exit  
Listing A

To return to the Main Menu, press **F2**.

# Look Up Property

---

The Look Up Property program lets you locate a specific listing by MLS number, Tax ID number, or street address. You can also look up a range of MLS numbers or a range of addresses on a street.

- It allows you to find a property quickly with only a small amount of information.
- Property can be located in a variety of ways.
- It is a fast and easy to look up all of your own inventory.

In this section of the manual we will learn how to look up properties in several different ways. We will also view listing information onscreen in several different formats.

## How to Look Up a Listing by MLS Number

You recently added a listing and you want to make sure that the subdivision information you added is correct for that listing.

- From the Main Menu select **(L) Look Up Property**. Press **L** or if using PC Access, click on the **(L)** next to the Look Up Property option.

LOOK UP BY:	Address	<u>MLS#</u>	Tax	Range	Neighborhood	Exit
Look up by MLS#						
ADDRESS	Look Up by Street Address.					
MLS#	Look Up by MLS#.					
TAX	Look Up by Tax Id#.					
RANGE	Look Up by a range of MLS numbers.					
NEIGHBORHOOD	Look Up by street number range.					

- Select **MLS#** from the Look Up By ring menu. If you know the MLS number, this is the quickest way to find information on the property.





View: <a href="#">Next</a> Prev Tag Untag F3-More F4-Back Report History ...			
PAGE 1 OF 4			
MLS: 0930097p	Cat: Res/Cnd/WF/	Status: Active	Area: 3 Price: \$178500
Add: 323	OAKWOOD	Sub: CLARK LAKE	
City: CLARK LAKE	Zip: 49234	Lake:	
Sch: COLUMBIA		Waterways:	
Township: COLUMBIA		County: JACKSON	
Between: N Jefferson Rd.	and E Hyde	Zoning: SINGLE FAMIL	
Terms: CONVENT, FHA,		Summer Taxes: \$0.00	SEV: \$0
		Winter Taxes: \$0.00	Yr SEV: 00
Tax ID#:		Total Taxes: \$0.00	Dis Stmt: Y
Est. Acreage:	Lot Size:	Res Type: RW	
Legal: Lot 3, Oakwood Park.		Assessments: YB: 0	

For detailed information about the Full Listing view, please see page 6. When you have finished viewing your listing, select **Exit** from the ring menu or press **F2** to return to the main menu.

## How to Look Up a Listing by Address

Driving through a subdivision you come across a property listed with a competitor that looks perfect for your client. The address is 555 Sunny Beach. In the following example, you will learn to find the listing using the Look Up Property program.

- Select **(L) Lookup Property** from the Main Menu.

LOOK UP BY: <a href="#">Address</a> MLS# Tax Range Neighborhood Exit
Look up by Street Address
ADDRESS Look Up by Street Address.
MLS# Look Up by MLS#.
TAX Look Up by Tax Id#.
RANGE Look Up by a range of MLS numbers.
NEIGHBORHOOD Look Up by street number range.

- Select **Address** from the Look Up By ring menu.



WHICH REPORT: One-Line Brief Quick Full Customer User-Defined Exit  
Report information in one line format

ONE LINE	One Line Report Summary.
BRIEF	Report containing brief information.
QUICK	Report containing brief information and quick photos.
FULL	Report containing full listing information.
CUSTOMER	Report with one page listing description for customer.
USER-DEFINED	Choose one of your custom designed reports.

- Select the desired report format either by pressing the first letter of the report name or by clicking on the name on the ring menu. For instance, to print the Full listing report either click on the word **Full** or press **F**. Once the report has printed, press **F2** to return to the main menu. Sample listing reports are shown later in this manual.

## How to Look Up a Listing by Property ID Number.

You want information about a property, but all you have is the tax identification number. In this example, you will learn to find the listing using the Look Up Property program.

- Select **(L) Look Up Property** from the Main Menu.

LOOK UP BY: Address MLS# Tax Range Neighborhood Exit  
Look up by Tax Id

ADDRESS	Look Up by Street Address.
MLS#	Look Up by MLS#.
TAX	Look Up by Tax Id#.
RANGE	Look Up by a range of MLS numbers.
NEIGHBORHOOD	Look Up by street number range.

- Select **Tax** to look up the listing by the Tax ID number.



```
LOOK UP BY:  Address  MLS#  Tax  Range  Neighborhood  Exit
Look up by MLS# Range
```

```
ADDRESS      Look Up by Street Address.
```

```
MLS#         Look Up by MLS#.
```

```
TAX          Look Up by Tax Id#.
```

```
RANGE        Look Up by a range of MLS numbers.
```

```
NEIGHBORHOOD Look Up by street number range.
```

- From the Look Up By menu select **Range** to look up the listing within a range of MLS numbers.

```
To enter properties to inquire on, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
```

```
LOOK UP BY:  MLS# RANGE
```

```
Beginning: 1981000 Ending: 1910999
Enter beginning MLS# of range
```

- Enter the beginning and ending MLS numbers. Accept your entry by pressing **F8** or by clicking on the **<F8>Accept** button.

```
MATCHES:  Browse  View  CMA-Statistics  Report  Modify  Exit
Tag or untag specific matches from match list
```

```
BROWSE Tag/Untag selected matches from your match list.
```

```
VIEW      View matches on the screen.
```

```
CMA       Calculate CMA statistics.
```

```
REPORT    Run reports with matches.
```

```
MODIFY    Modify your search/inquiry and run again.
```

- From the Matches menu, above, select **Browse**.


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To Select your matches, use the following keys:  
 <F3>More <F4>Prev <F5>Tag <F6>Rpt <F7>Detail <F8>Accept <F9>Photo <F10>Exit

MLS#	STA	ADDRESS	PRICE	C	AR	BR	FB	HB	SQFT
0019828m	ACT 580	SANDY BEACH	\$247900	1	1	5	3	1	
0019863p	ACT 4480	GRAND BLVD.	\$375000	1	3	7	3	2	5000
0019854p	ACT 4480	GRAND BLVD.	\$375000	1	3	7	3	2	5000
<b>0019827p</b>	<b>ACT 578</b>	<b>E WOODLAND</b>	<b>\$425000</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>		<b>2880</b>
0019848p	ACT 5891	PICARN	\$133900	1	4	4	2		2500
0019900p	ACT 1516	HEATHERVALE	\$136500	1	4	2	2	1	1540
0019896	ACT 8890	E MICHIGAN	\$159900	1	6	3	1		1550
0019840	ACT 605	SIXTH	\$143500	1	7	3	1	1	1550
0019866	ACT 231	W BIDDLE	\$124900	2	7				
0019830	ACT 645	O'BRIEN	\$117500	3	5				
0019880	ACT 645	O'BRIEN	\$125000	3	5				
0019855	ACT 335	RAILROAD	\$189900	4	6				
0019838	ACT 6387	E LANSING AVENUE	\$169000	5	6				

You are currently on row 4 of 71 total matches.  
 You currently have all matches selected.

The Browse screen displays one line of information about each listing.

 The next to the last line on the Browse screen tells you the total number of matches and where your cursor is positioned. The last line tells you how many matches you have selected or tagged. You will always begin with all of your listing matches selected.

You can move through the browse screen by using the up and down arrow keys or by pointing-and-clicking with the mouse. **<F3> More** will move you ahead a full screen (or thirteen listings) at a time. **<F4> Prev** will page you back to the previous screen of listings.


Additional information is available on each listing to help with your decision to tag or not. **<F7> Detail** will display one screen of information for the highlighted listing.

➤ Press **F7** or click the **<F7> Detail** button at the top of the screen.

Press ENTER to continue, R for Report, <F9> for a photo:

MLS: 0019900p	Cat: Res/Cnd/WF/Fa	Status: Active	Ar: 4	Price: \$136500
Add: 1516	HEATHERVALE	City: JACKSON	Zip: 49203	
Sch: JACKSON	Sub:	Lake:		
Between: S Spring Arbor Rd.	and E	Type:	Units: 0	
Lot Size:	RF/LF:	Acreage:		
Style: 2 STORY	Exterior: BRICK,WOOD	Est. Year Built: 199X		
BR: 2	Full Baths: 2	Garage :	Tot SqFt : 1540	
	Half Baths: 1	Basement: Y	Fireplace:	
Owner: TIMBER MEADOWS	Terms: CONVENT			
LO : RE/MAX MID-MICHIGAN R.E.				
LA : PHILLIP MORGAN				

## Look Up Property

While viewing the detail screen you have an option to print a report of this listing or view the photo. Pressing the  key will remove the detail screen.



➤ Press  to return to the Browse screen.

**<F9> Photo** will display a picture of the property on the Browse screen as well.

To Select your matches, use the following keys:  
<F3>More <F4>Prev <F5>Tag <F6>Rpt <F7>Detail <F8>Accept <F9>Photo <F10>Exit

MLS#	STA	ADDRESS	PRICE	C	AR	BR	FB	HB	SQFT
0019828m	ACT 580	SANDY BEACH	\$247900	1	1	5	3	1	
0019863p	ACT 4480	GRAND BLVD.	\$375000	1	3	7	3	2	5000
0019854p	ACT 4480	GRAND BLVD.	\$375000	1	3	7	3	2	5000
0019827p	ACT 578	E WOODLAND	\$425000	1	3	2	2		2880
0019848p	ACT 5891	PICARN	\$133900	1	4	4	2		2500
0019900p	ACT 1516	HEATHERVALE	\$136500	1	4	2	2	1	1540
0019896	ACT 8890	E MICHIGAN	\$159900	1	6	3	1		1550
0019840	ACT 605	SIXTH	\$143500	1	7	3	1	1	1550
0019866	ACT 231	W BIDDLE	\$124900	2	7				
0019830	ACT 645	O'BRIEN	\$117500	3	5				
0019880	ACT 645	O'BRIEN	\$125000	3	5				
0019855	ACT 335	RAILROAD	\$189900	4	6				
0019838	ACT 6387	E LANSING AVENUE	\$169000	5	6				

You are currently on row 4 of 71 total matches.  
You currently have all matches selected.

Pressing **F9** a second and third time enlarges the picture, and  will remove the picture from the screen. (Pressing the  key removes any size picture from the screen.)

➤ Return to the Browse screen by pressing .

**<F6> Rpt** will allow you to print a standard report for just the highlighted listing. When printing from the Browse screen, only one listing at a time prints out, just like in a listing view. You will have an option of including photos in the printout.

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To Select your matches, use the following keys:  
 <F3>More <F4>Prev <F5>Tag <F6>Rpt <F7>Detail <F8>Accept <F9>Photo <F10>Exit

MLS#	STA	ADDRESS	PRICE	C	AR	BR	FB	HB	SQFT
0019828m	ACT 580	SANDY BEACH	\$247900	1	1	5	3	1	
0019863p	ACT 4480	GRAND BLVD.	\$375000	1	3	7	3	2	5000
0019854p	ACT 4480	GRAND BLVD.	\$375000	1	3	7	3	2	5000
X 0019827p	ACT 578	E WOODLAND	\$425000	1	3	2	2		2880
X 0019848p	ACT 5891	PICARN	\$133900	1	4	4	2		2500
X 0019900p	ACT 1516	HEATHERVALE	\$136500	1	4	2	2	1	1540
0019896	ACT 8890	E MICHIGAN	\$159900	1	6	3	1		1550
0019840	ACT 605	SIXTH	\$143500	1	7	3	1	1	1550
0019866	ACT 231	W BIDDLE	\$124900	2	7				
0019830	ACT 645	O'BRIEN	\$117500	3	5				
0019880	ACT 645	O'BRIEN	\$125000	3	5				
0019855	ACT 335	RAILROAD	\$189900	4	6				
0019838	ACT 6387	E LANSING AVENUE	\$169000	5	6				

You are currently on row 6 of 71 total matches.  
 You currently have 3 matches selected.

<F5> Tag lets you select the listing that is highlighted. You can tag several properties here on the Browse screen and then return to the Matches menu to print only your selected matches.

- Highlight a listing and then press **F5**. Tagging places an "X" next to the selected listings. If you change your mind, you can untag or unmark a listing by pressing **F5** a second time while highlighting the tagged listing. Remember, the bottom of the Browse screen acts as a counter for your selected or tagged listings.
- Press **F8** to accept the tagged listings and the Matches menu displays again.

MATCHES: Browse View CMA-Statistics Report Modify Exit  
 Tag or untag specific matches from match list

---

BROWSE Tag/Untag selected matches from your match list.

---

VIEW View matches on the screen.

---

CMA Calculate CMA statistics.

---

REPORT Run reports with matches.

---

MODIFY Modify your search/inquiry and run again.

---

Total Matches Found: 71 Matches Selected: 3

The tagged matches are still selected. Several options on the Matches menu deal only with the selected listings. **View** will now display only the selected listings, the **CMA-Statistics** option will include only the selected properties and **Report** will print out only the listings you tagged. This lets you print out only the listings you are interested in.

## How to Look Up all the Listings in a Neighborhood

Your client is looking for a home in a particular neighborhood, and you want to find all the listings in that area. You can do this with the Look Up Property Module.

- Select **(L) Look Up Property** from the Main Menu.

```
LOOK UP BY:  Address  MLS#  Tax  Range  Neighborhood  Exit
Look up by Neighborhood
```

ADDRESS	Look Up by Street Address.
MLS#	Look Up by MLS#.
TAX	Look Up by Tax Id#.
RANGE	Look Up by a range of MLS numbers.
NEIGHBORHOOD	Look Up by street number range.

- Select **Neighborhood** to look up listings within a range of street numbers.

```
To enter properties to inquire on, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
```

```
LOOK UP BY: NEIGHBORHOOD
```

```
[500 ] [700 ] [ ] [SANDY BEACH ]
[500 ] [700 ] [ ] [WOODLAND ]
[500 ] [700 ] [ ] [O'BRIEN ]
[1400 ] [1600 ] [ ] [HEATHERVALE ]
```

```
Enter street name (REQUIRED)
```

- Enter the beginning and ending street numbers, the street direction (if any), and the street names. Press **F8**.

```
MATCHES: Browse View CMA-Statistics Report Modify Exit
Tag or untag specific matches from match list
```

BROWSE	Tag/Untag selected matches from your match list.
VIEW	View matches on the screen.
CMA	Calculate CMA statistics.
REPORT	Run reports with matches.
MODIFY	Modify your search/inquiry and run again.

- From the Matches menu, you can select **Browse** to see one line of information on each listing. **View** lets you see more detailed listing information onscreen. **CMA-Statistics** calculates stats for all of your selected listings. **Report** allows you to print the selected listings. **Modify** gives you a chance to change the street address entry.

# Comparative Market Analysis

---

## What is a CMA?

The Comparative Market Analysis program lets users quickly generate a price comparison for a property. This function compares basic characteristics of the property to other properties in the system. A report can be run showing all the properties that match the chosen criteria as well as a statistical summary. You can also check the number of prospects on the system who would be interested in a property similar to your listing.

CMAs may be created three different ways.

1. By typing in the search criteria for the property you're analyzing. This is just like entering search criteria in the Search for Listings program.
  2. By selecting a property similar to the one you are analyzing. The computer will use characteristics of this similar property as the basis for its search.
  3. By entering some listing characteristics of the property and up to three prices you are considering. In this case, the computer tells you how many prospects currently in the system would match your property at each price, as well as MLS information for properties at each price.
- Doing a CMA search is faster than manually searching a sold book.
  - Statistics give added weight to your CMA.

In this section of the manual we will learn how to use each CMA function, and we will see how to print CMA reports.

## How to Enter CMA Information

You are preparing a CMA as part of a presentation to a seller you hope to represent. You would like to search for all listing activity in their area for your report. In this case, we'll enter the search criteria ourselves.

- Select **(C) Comparative Market Analysis** from the Main Menu.

```
CMA:  Regular Match-a-Property Price-It-Right Exit
Run a search to calculate cma statistics
```

```
REGULAR          Run a search to calculate CMA statistics.
```

```
MATCH-A-PROPERTY Select one listing and look for matching properties.
Information from this listing will autofill default
percentage ranges for the CMA search.
```

```
PRICE-IT-RIGHT  Determine the appropriate listing price for a property.
```

- Select **Regular** from the CMA ring menu.

```
Category: 1-RES 2-MUL 3-VAC 4-COM 5-BUS All Exit
Search for Res/Cnd/WF/Farm listings.
```

```
1-RES  Search for Res/Cnd/WF/Farm listings.
```

```
2-MUL  Search for Multi-Family listings.
```

```
3-VAC  Search for Vacant Land listings.
```

```
4-COM  Search for Com/Ind listings.
```

```
5-BUS  Search for Bus-Opp listings.
```

```
All    Search for listings in any category.
```

- Select the **1-Res** property category from the Category ring menu. The Search screen displays.

```
To enter CMA search criteria, use any of these special keys:
<F1> Help          <F3> More          <F8> Accept         <F10> Exit
```

```
Status:[ ][ ][ ][ ][ ][ ]          Area:[1][ ][ ][ ][ ][ ]
```

```
Price      :[           $0] - [           ]          Street(s):[           ]
```


```
Bedrooms   :[           4] - [           4]          [           ]
```

```
Full Baths :[           2] - [           2]          [           ]
```

```
Total SqFt :[           2000] - [           2200]    [           ]
```

```
School(s)  : JFKENNEDY
```

- Enter the criteria for your search such as that shown in bold above.

To move around the screen, use the arrow keys, the  key, or the Tab key. If you use PC Access for Windows, you can also point-and-click to move around the search screen. Enter as many or as few items as you want.

If you don't know the valid entries for a field, try pressing **F1** for help. Many fields display a menu of valid entries when **F1** is pressed. (Your cursor must be on that field when you select **F1**. You can select a response from a help list: use the arrow keys or the mouse pointer to highlight the entry you want, then press **F8**.)

You may also want to enter a minimum sold date in your search. Many systems keep sold properties on the computer for two or three years after the sale has closed. When you enter a

# Maestro User Manual

date in the minimum sold date field, you tell Maestro to only look at closed properties from that date forward.

- Press **F3** to display your detailed search criteria. **Sold Date** is number 12 in the example list of detailed search criteria. (Your system may have a different list of criteria; sold may be called Closing Date and may have a different number.) To enter a minimum date in the **Sold Date** field, type **12** and then press **F8**. A prompt will display on the bottom of your screen as shown below.

```
To enter search criteria, use any of these special keys:
<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

1  Status:      A              11 Full Baths:
2  Class:       1              12 Sold Date:
3  Region:      01,02,03,04   13 Half Baths:
4  Price:       150000-165000 14 Approx. Age:
5  Area:
6  Property Type: HOUSE  15 City:
7  Grid:
8  Grid+:
9  Bedrooms:    3-4          16 Subdivision:
10 Approx. SqFt:  17 Street Name:
    Select up to 10 items: 18 Style Feature:
                                19 Street Number:
                                20 Street Dir.:

# 12: Sold Date:
    From: 09/01/1997 Thru:
```

- If you want to see only the properties that have sold within the last six months, enter that date in the **From** field.

Dates may be entered into Maestro in a variety of ways. You can type just the six digits: **090197**, you can type in slashes: **9/1/97**, hyphens: **9-1-97**, periods: **9.1.97**, or you can type the three character abbreviation for the month: **SEP 1 97**.

- After typing in the minimum date, press **F8**. You do not need to enter a maximum date since you want to include listings sold up to the present time. You are returned to the list of detailed search criteria.
- When you have entered all of your search criteria, press **F8**. The Matches Menu displays

```
MATCHES: Browse View CMA-Statistics Report Modify Exit
See CMA Statistics

BROWSE Tag/Untag selected matches from your match list.
VIEW View matches on the screen.
CMA Calculate CMA statistics.
REPORT Run reports with matches.
MODIFY Modify your search/inquiry and run again.

Total Matches Found: 32 Matches Selected: 32
```

## Comparative Market Analysis

- Select **Browse** to see one line of information on each of the listings before calculating the CMA statistics. The Standard Sort displays the listings by property category, then by status, the area, and price. All of the Active listings are shown first, then the Pending, the Sold, the Withdrawn, and then the Expired listings.

To Select your matches, use the following keys:  
 <F3>More <F4>Prev <F5>Tag <F6>Rpt <F7>Detail <F8>Accept <F9>Photo <F10>Exit

MLS#	STA	ADDRESS	PRICE	C	AR	BR	FB	HB	SQFT	
X 0019828m	ACT 580	SANDY BEACH	\$147900	1	1	5	3	1	1950	
X 0019863p	ACT 4480	GRAND BLVD.	\$155000	1	3	3	3	2	2000	
X 0019854p	ACT 4480	GRAND BLVD.	\$145000	1	3	2	2	2	2000	
<b>0019827p</b>	<b>ACT 578</b>	<b>E WOODLAND</b>	<b>\$425000</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>		<b>1880</b>	
X 0019848p	PND 5891	PICARN	\$133900	1	4	3	2		1500	
X 0019900p	PND 1516	HEATHERVALE	\$136500	1	4	2	2	1	1540	
X 0019896	PND 8890	E MICHIGAN	\$159900	1	6	3	1		1550	
	0019840	SLC 605	\$143500	1	7	3	1	1	1550	
X 0019866	SLD 231	W BIDDLE	\$124900	2	7	3	2	1	1900	
	0019830	SLD 645	\$117500	3	5	2	2	1	1540	
X 0019880	SLD 645	O'BRIEN	\$125000	3	5	2	2	2	2000	
X 0019855	SLD 335	RAILROAD	\$149900	4	6	3	3	2	2000	
	0019838	SLD 6387	E LANSING AVENUE	\$169000	5	6	3	2	1	2000

You are currently on row 6 of 32 total matches.  
 You currently have 12 matches selected.

The Browse screen allows you to select the listings you want included in the CMA report. If all listings are acceptable you do not need to tag — *all* of the listings are already selected. If you want to omit certain listings from your CMA, simply tag the listings you *do* want to include, and press **F8** to accept your selections. You will return to the Matches menu.

# Maestro User Manual

```
MATCHES:  Browse  View  CMA-Statistics  Report  Modify  Exit
See CMA Statistics
```

BROWSE Tag/Untag selected matches from your match list.

VIEW View matches on the screen.

CMA Calculate CMA statistics.

REPORT Run reports with matches.

MODIFY Modify your search/inquiry and run again.

Total Matches Found: 32

Matches Selected: 12

- Select **CMA-Statistics**. Our statistics include only the selected listings.

```
REPORT:  Printer  File  Screen  Exit
Send report to printer
```

Status	Total	Average	Low	High	Median	DOM
ACT	3	\$159,900	\$159,900	\$159,900	\$159,900	30
PND	3	\$176,845	\$175,000	\$180,537	\$175,000	49
SLD	3	\$176,100	\$150,000	\$197,500	\$175,000	122
EXP	3	\$0	\$0	\$0	\$0	0
WTH	0	\$0	\$0	\$0	\$0	0
Total	12	\$174,939	\$150,000	\$197,500	\$175,000	106

Price Differential: 98.1801 Percent

CMA Statistics are broken down by property status. We see the number of properties in each status, the average price, the low price, the high price, and the median price, as well as the average days on market in each status. The total number of properties is also shown with the average price, the lowest price, the highest price, and the median price across all statuses, plus the average days on market for all properties.

Price differential is shown on the bottom of the screen. This number looks at the solds in the CMA. It shows the percentage of the list price that the properties actually sold for. The **SLD** line shows the average selling price for the three sold properties, and the price differential shows that the average selling price was 98.1% of the average listing price for those properties.

- Select **Printer** from the Report menu shown above the statistical summary.

REPORT TYPE: One-Line <u>Three-Up</u> Compressed Exit Report information 3-Up format
---

ONE LINE	Provides one line of listing information for each listing.
THREE UP	Provides one column of information per listing - with three columns per page. Photos optional.
COMPRESSED	Provides 132 columns of information per listing in a compressed format.

- **Select Three-Up** from the Report Type menu for a report in three columns (one listing per column). The following screen displays:

```

To enter 3-up CMA report options, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
-----
Report Heading:                Print On All Pages:        Y
  Y COMPARATIVE MARKET ANALYSIS
  N LISTING PRESENTATION

Preparing Report For:          Use Special Fonts:        Y
[Your Client's Name           ]
[Your Client's Address        ]

Print Photos:                  Y                Print Search Criteria:    Y
Print Title Page:              Y                Print Summary Page:      Y

Include on Title Page:
  Y Recommended Asking Price  :[           ]to [           ]
  Y Most Probable Selling Price:[         ]to [           ]
  
```

This screen allows you to customize your CMA report with a title page as well as a special font. You can choose either “Comparative Market Analysis” or “Listing Presentation” as the title of your report. The title can print either on just the first page or on all report pages. You can use the regular Maestro report font or a “special” font. There are two lines to enter your client’s name and address. You also have options to print the property photos, the search criteria, the statistical summary, and a title page. You can include a recommended asking price range and/or a most probable selling price range. As you move around this screen, help is shown on the bottom of the screen.

- Once you have defined your report format, press **F8**. The report will then be sent to the printer. A sample Three-Up CMA report printed using special fonts is shown on the next page.

**COMPARATIVE MARKET ANALYSIS**

Page 1



<b>MLS#</b>	930098	930103	930059
<b>Address</b>	5050 FIRETHORN	586 BITTERSWEET	2035 ABBOTT
<b>Category</b>	Res/Cnd/WF/Farm	Res/Cnd/WF/Farm	Res/Cnd/WF/Farm
<b>Status</b>	Sold	Sold	Sold
<b>Area</b>	1	1	1
<b>City</b>	JACKSON	JACKSON	JACKSON
<b>Subdivision</b>	Stony Brook	Stony Brook	Stony Brook
<b>List Price</b>	\$159,900	\$159,900	\$165,000
<b>Sale Price</b>	\$158,900	\$158,500	\$159,900
<b>Sale Terms</b>	CONV	CONV	CONV
<b>Off Mkt Date</b>	01/15/199X	12/01/199X	11/28/199X
<b>Market Time</b>	34	26	75
<b>Tax Amount</b>	\$1300	\$1250	\$1195
<b>Bedrooms</b>	4	4	4
<b>Full Baths</b>	2	2	2
<b>Part Baths</b>	1	1	1
<b>Fireplace</b>	Y	Y	N
<b>Garage</b>	Y	Y	Y
<b>Basement</b>	Y	Y	Y
<b>Lot Size</b>	125X75	150X150	100X150
<b>Acreage</b>		2.00	.50
<b>School</b>	NORTHWEST	NORTHWEST	NORTHWEST
<b>Lake Name</b>	PARK LAKE	PARK LAKE	PARK LAKE
<b>SEV</b>	\$75,000	\$85,000	79,000
<b>Living Room</b>		20 x 20	
<b>Family Room</b>		15 x 20	
<b>Kitchen</b>		20 x 25	
<b>Dining Room</b>		15 x 20	
<b>Master Bed</b>		20 x 15	
<b>Bedroom #1</b>		15 x 15	
<b>Bedroom #2</b>		15 x 15	
<b>Bedroom #3</b>		12 x 12	
<b>Bedroom #4</b>		12 x 12	
<b>Ref#</b>	1	2	3

---- Information deemed reliable but not guaranteed ----  
 Copyright: 199X by Maestro System 02/04/199X 10:33

## How to Run a CMA Based on Another Listing

A friend of yours has just been transferred to Arizona. You offer to do a free market analysis for him. A similar home in his neighborhood recently sold. He doesn't know the street number, but the house is on Hastings Road.

- Select **(C) Comparative Market Analysis** from the Main Menu.

```

CMA:  Regular  Match-a-Property  Price-It-Right  Exit
Select one property to match for cma statistics

REGULAR          Run a search to calculate CMA statistics.
-----
MATCH-A-PROPERTY Select one listing and look for matching properties.
                  Information from this listing will autofill default
                  percentage ranges for the CMA search.
-----
PRICE-IT-RIGHT   Determine the appropriate listing price for a property.
    
```

- Since you have a similar property to use in this analysis, select **Match-A-Property**.

```

To select ONE listing for CMA report, use any of these special keys:
<F1> Help          <F8> Accept          <F10> Exit
-----
MLS#:[      ]      Tax ID #:[      ]
Street #:[      ] Dir:[      ] Street Name: [HASTINGS      ]
    
```

- You can enter a specific MLS number, Tax ID, or street address to generate the CMA. In this case you can enter just the street name since that is the only information your friend was able to give you. Press **F8** to accept the information.

```

To tag ONE listing from your matches, use the following keys:
<F3>More <F4>Prev <F5>Tag <F6>Rpt <F7>Detail <F8>Accept <F9>Photo <F10>Exit
    
```

MLS#	C	Ty	St	Area/SA	Street Address	SqFt	Price
6115353	3		X	HOL/	HASTINGS RD		\$275,000
6115365	3	RE	X	HOL/	HASTINGS RD		\$325,000
6106064	1	DE	X	OLD/ 39	HASTINGS RD		\$164,900
<b>X 0019096</b>	<b>1</b>		<b>S</b>	<b>3 / 9660</b>	<b>HASTINGS RD.</b>		<b>\$167,000</b>

You are currently on row 1 of 4 total matches.

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---

A Browse screen displays showing one line of information for each property in the MLS on Hastings Rd.

- Highlight the listing that you want to use as your subject property and tag it by pressing **F5**. If you want more information about a property before you tag, press **F7**. This will show you one screen of information for the highlighted listing. Press **F8** to accept your tagged listing. The following screen displays.

```
Run a CMA report on this listing:  Yes No
Yes, run CMA statistics

-----
MLS #: 0019096  Sta: SLD Cat: RES Type:      AR: 3 /      LP: $168,900
Addr : 9660 HASTINGS RD.                      City: NAPOLEON
Subdv:                               Zip:      School Dist:
ElSch:                               Midd Sch:  High Sch:

-----
Bedrooms: 3      FP:      Style:      Garage:
Baths: / /      HO Assn:  Basmt:      Lot Dim:
Fin SqFt:      SiDefY3:  Heat:      SiteDefF:
Yr Built:      Story:    Cool:      Liv: x      Din: x

-----
Show:
LO: 0126      C-21 JESTER & ASSOCIATES      SAC:
LA: 255651    LORENE ADAMS      BAC:      LstTyp:
SO: C-21 DAVID BRIGHAM SA:      SD: 06/04/1993 SP: $33,900

-----
```

This gives you a chance to confirm your choice. Select **Yes** to use this listing. A search screen displays, with information filled in from the selected listing.

```
Defaults are filled in based on listing, to run CMA search, use these keys:
<F1> Help      <F3> More      <F8> Accept      <F10> Exit

-----
Status: A P S      Property Type:
Area: 3      Sub Area:

-----
MINIMUM - MAXIMUM
Price: $133,600 - $200,400      SiteDefY:
Bedrooms: 3 - 3      SiteDefY3:
Total Baths: -
Finished SqFt: -

-----
County Code:      School District:
Street Name:
Elem School:
Subdiv/Complex:

-----
```

- You may change any information or add more criteria to the search, such as a sold date. When you are satisfied with the criteria, press **F8** to accept. If you have autocount turned on, press **S** to start the search. (If the number of matches is unacceptable, select **Modify** to change your search criteria.) The matches menu displays.

# Comparative Market Analysis

```
MATCHES:  Browse View CMA-Statistics Report Modify Exit
See CMA Statistics
```

- Select CMA statistics. The statistical analysis displays.

```
REPORT: Printer File Screen Exit
Send report to printer
```

Status	Total	Average	Low	High	Median	DOM
ACT	1	\$159,900	\$159,900	\$159,900	\$159,900	34
PND	1	\$168,900	\$168,900	\$168,900	\$168,900	118
SLD	30	\$159,350	\$141,500	\$170,000	\$159,900	122
EXP	0	\$0	\$0	\$0	\$0	0
WTH	0	\$0	\$0	\$0	\$0	0
Total	32	\$159,665	\$141,500	\$170,000	\$159,900	119

Price Differential: 98.3015 Percent

- Select **Printer** from the Report menu.

```
REPORT TYPE: One-Line Three-Up Exit
Report information in one line format
```

ONE LINE Provides one line of listing information for each listing.

THREE UP Provides one column of information per listing - with three columns per page. Photos optional.

- Select the **One-Line** report.
- Type your client's name and press . The following screen displays.

```
Print statistical summary: No Yes
No, do not print summary page
```

- Select **Yes** if you would like to include the statistical summary at the end of the report.

A sample One-line CMA report is shown on the next page.

# Maestro User Manual

## COMPARATIVE MARKET ANALYSIS

Prepared for: Martha Stewart

Tue, Feb 04, 199X at 10:29:25

```

=====
MLS#   STA   ADDRESS                PRICE  C  AR  BR  FB  HB   SQFT
-----
0930098 ACT 5050   FIRETHORN             $159900 1  1  3  2    2000
-----
Total:  1 Avg:  $159,900 Low:  $159,900 High:  $159,900 Med:  $159,900 Dom:  34
=====

```

```

=====
MLS#   STA   ADDRESS                PRICE  C  AR  BR  FB  HB   SQFT
-----
0020819p PND 2529   DAN ST.              $168900 1  1  3  1    1000
-----
Total:  1 Avg:  $168,900 Low:  $168,900 High:  $168,900 Med:  $168,900 Dom:  118
=====

```

```

=====
MLS#   STA   ADDRESS                PRICE  C  AR  BR  FB  HB   SQFT
-----
0017429 SLD 411   E WOODLAND           $141500 1  1  3  1    1030
0019020 SLD 842   EVANSTON             $144000 1  1  3  1    1029
0016866 SLD 801   LOWELL                $147500 1  1  3  1    1404
-----
Total:  3 Avg:  $159,350 Low:  $141,500 High:  $170,000 Med:  $159,900 Dom:  122
=====

```

```

*****
Status  Total   Average      Low           High           Median         DOM
-----
ACT     1      $159,900     $159,900     $159,900     $159,900     34
PND     1      $168,900     $168,900     $168,900     $168,900     118
SLD     3      $159,350     $141,500     $170,000     $159,900     122
EXP     0      $0           $0           $0           $0           0
WTH     0      $0           $0           $0           $0           0
-----
TOTAL   5      $159,665     $141,500     $170,000     $159,900     119
=====

```

Price Differential: 98.301 Percent

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## How to Use the Price-It-Right Function

A prospective client has asked you to recommend a listing price for a 3 bedroom, 2 bath home in Area 2. You believe an appropriate price to be somewhere between \$180,000 and \$190,000. Price-It-Right can help you decide by showing you how many prospective buyers currently in the system would be interested in this listing at each price, as well as MLS information for homes at each price.

- Select **(C) Comparative Market Analysis** from the Main Menu.

CMA: Regular Match-a-Property <u>Price-It-Right</u> Exit Determine an appropriate listing price for a subject property						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">REGULAR</td> <td style="padding: 2px;">Run a search to calculate CMA statistics.</td> </tr> <tr> <td style="padding: 2px;">MATCH-A-PROPERTY</td> <td style="padding: 2px;">Select one listing and look for matching properties. Information from this listing will autofill default percentage ranges for the CMA search.</td> </tr> <tr> <td style="padding: 2px;">PRICE-IT-RIGHT</td> <td style="padding: 2px;">Determine the appropriate listing price for a property.</td> </tr> </table>	REGULAR	Run a search to calculate CMA statistics.	MATCH-A-PROPERTY	Select one listing and look for matching properties. Information from this listing will autofill default percentage ranges for the CMA search.	PRICE-IT-RIGHT	Determine the appropriate listing price for a property.
REGULAR	Run a search to calculate CMA statistics.					
MATCH-A-PROPERTY	Select one listing and look for matching properties. Information from this listing will autofill default percentage ranges for the CMA search.					
PRICE-IT-RIGHT	Determine the appropriate listing price for a property.					

- Select **Price-It-Right** from the CMA menu.

To enter criteria for price-it-right search, use any of these special keys:		
<F1> Help	<F8> Accept	<F10> Exit
Report prepared for: <b>Jeff Kennedy</b> Address of property: <b>852 S Sandy Beach</b>		
Category: [1] <b>Res/Cnd/WF/Farm</b>	Area: [2] <b>NORTH LANSING</b>	
#Bedrooms: [3]	#Full Baths: [2]	
Suggested List Price #1:[ <b>\$180,000</b> ] #2:[ <b>\$185,000</b> ] #3:[ <b>\$190,000</b> ]		
Matching Prospects:	[ ]	[ ]
Active Properties:	[ ]	[ ]
Pending Properties:	[ ]	[ ]
Sold Properties (last 6 mo):	[ ]	[ ]
Expired Properties (last 6 mo):	[ ]	[ ]

- Fill in the criteria on the screen above for the property you are analyzing. In the bottom section, enter three proposed selling prices. Then, press **F8**. The following screen displays.

# Maestro User Manual

---

```
REPORT:  Printer File Screen Exit
Send report to printer
```

```
Address of property: 852      S Sandy Beach
```

```
Category: [1] Res/Cnd/WF/Farm      Area: [2] NORTH LANSING
```

```
#Bedrooms: [3 ]      #Full Baths: [2]
```

```
Suggested List Price #1:[ $180,000] #2:[ $185,000] #3:[ $190,000]
```

```
Matching Prospects:      [ 12]      [ 10]      [ 7]
Active Properties:      [ 31]      [ 27]      [ 19]
Pending Properties:      [ 12]      [ 9]      [ 8]
Sold Properties (last 6 mo): [ 10]      [ 6]      [ 2]
Expired Properties (last 6 mo): [ 15]      [ 14]      [ 9]
```

The "Matching Prospects" line tells you how many prospects in the system would match your listing at each proposed selling price. In the example above, there are twelve prospects who would pay up to \$180,000 for the property, ten prospects who might pay \$185,000, and seven at \$190,000.

Below the matching prospect totals, you are shown the number of properties matching your criteria in each status at each price.

You can print the report by selecting **Printer** from the Report ring menu at the top of the screen. The report could also be displayed onscreen or saved in a file. If file is selected from the Report menu, you will be prompted for a file name. Your report is then saved in a file on the Maestro computer. Later you can transfer this file to your personal computer using the **Capture** function, found in **Personalize-Your-Setup** on the main menu.

If you wish to enter another price or modify any of the criteria, select **Exit**. This will return you to the Price-It-Right entry screen.

# Update

---

## What is an Update?

An Update gives you all recent listing activity for a selected date range. Included are new listings, solds, and expireds, as well as changes to listings such as price changes and status changes.

There are four types of Updates:

- The **Automatic** Hotsheet is normally all information from today and yesterday in the entire MLS, or you may choose an earlier date. You may print the Automatic Hotsheet or view the report on the screen, but you cannot browse and tag listings or view photos.
- The **Office** Update allows you to enter search criteria to find exactly the listings you want. You can specify the date range and the characteristics of listings to include in the update. This report covers only listings from your office. In addition to printing reports, Office Update gives the option of viewing listing information on screen or browsing through the listings.
- The **Company** Update works just like the Office Update except the report will include listing activity from all branches of your company.
- **Selected** update allows you to search for recent listing activity throughout the entire MLS. Like Office and Company, this update lets you look for specific listing activity such as all new expireds in a specific area. You may browse listings, view property information onscreen, or print listing reports.
- Updates keep you abreast of what is happening in the market.
- You can work expired listings to get new listings.
- You can look at new listings from your office only.

In this section of the User Manual we will see how to print an automatic daily hotsheet. We will also run a selected update search.

## How to Run an Automatic Hotsheet

You were tied up in open houses all day yesterday and have another busy day today, but you need to find out what's new and changed on the market. You don't have much time and you want a printout, so you run an Automatic Hotsheet which will give you all changes in listing activity for all statuses and categories in every price range.

- Select **(U) Update (Hotsheet)** from the Main Menu.



Sample Automatic Hotsheet

DAILY HOTSHEET starting 00/00/9X

NEW LISTINGS:

MLS#	PROPERTY ADDRESS	AREA	C BR	PRICE	BROKER
930098	5050 FIRETHORN	NORTH	1 3	\$159,900	STAFF OFFICE
930100	5864 E BITTERSWEET BLVD	NORTH	1 4	\$159,900	STAFF OFFICE
930102	1547 N ACORN TRAIL	NORTH	1 3	\$189,900	STAFF OFFICE
970101	1029 PARK DRIVE	SOUTH	1 1	\$100,000	STAFF OFFICE
930099	4411 DUTCH HILL	DELTA	1 3	\$144,988	I SELL MORE TH

Tot: 5 Avg: \$145,338 Low: \$100,000 High: \$189,900 Med: \$144,988 Dom:

PRICE CHANGED LISTINGS:

MLS#	PROPERTY ADDRESS	AREA	C BR	OLD PRICE	NEW PRICE
930004	1040 EMERGENCY	NORTH	1 3	\$126,978	\$124,278
22420	1995 CATALINA	LANSIN	1 3	\$104,900	\$100,000
930006	1232 N MAIN	NORTH	3	\$1	\$100,000

Tot: 3 Avg: \$108,092 Low: \$100,000 High: \$124,278 Med: \$100,000 Dom:

BACK ON THE MARKET LISTINGS:

MLS#	PROPERTY ADDRESS	AREA	C BR	PRICE	BROKER
930004	1040 EMERGENCY	NORTH	1 3	\$124,278	STAFF OFFICE

Tot: 1 Avg: \$124,278 Low: \$124,278 High: \$124,278 Med: \$124,278 Dom:

PENDED LISTINGS:

MLS#	PROPERTY ADDRESS	AREA	C BR	PRICE	BROKER
22456	213 S LAKESIDE	SOUTH	1 2	\$151,900	RE/MAX MID-MIC
22635	5221 YOUNG ROAD	SOUTH	1	\$153,900	COLDWELL BANKE
19001	3999 MCARTHUR	SOUTH	1 3	\$169,900	RE/MAX MID-MIC

Tot: 3 Avg: \$144,995 Low: \$124,278 High: \$169,900 Med: \$151,900 Dom:862

EXPIRED LISTINGS:

MLS#	PROPERTY ADDRESS	AREA	C BR	PRICE	BROKER
930068	101 PARK LAKE	EAST L	*	\$250,000	STAFF SYSTEMS,
930096	123 MAIN	NORTH	1 3	\$65,000	STAFF OFFICE

Tot: 2 Avg: \$183,693 Low: \$65,000 High: \$324,900 Med: \$162,900 Dom:227

\*\*\*\*\*  
TOTAL: 63 Avg: \$170,599 Low: \$65,000 High: \$324,900 Med: \$159,900 Dom:

---- Information deemed reliable but not guaranteed ----  
Copyright: 199X by Maestro System 00/00/199X 13:34



The Matches menu displays giving you a choice of browsing your listings, viewing listing information onscreen, or printing listing reports. Modify lets you change the search criteria you entered.

```
MATCHES:  Browse View Report  Modify  Exit
View matches on the screen
```

```
BROWSE Tag/Untag selected matches from your match list.
```

```
VIEW  View matches on the screen.
```

```
REPORT Run reports with matches.
```

```
MODIFY Modify your search/inquiry and run again.
```

➤ Select **View** from the Matches menu.

```
VIEW:  Brief Full Quick Multiple Exit
View listing in brief format
```

```
BRIEF  View a brief recap of listing information.
```

```
FULL  View listing information in full format.
```

```
QUICK  View the listing information in a 3-up format with quick photos.
```

```
MULTIPLE View the listing information with multiple photos.
```

➤ Select the **Brief** view for one screen of information for each listing match.

```
View:  Next Prev Tag Untag Report F9-Photo Exit
```

```
MLS: 0930098 Cat: Res/Cnd/WF/Fa Status: Active Ar: 1 Price: $159900
Add: 5050 FIRETHORN City: JACKSON Zip: 49201
Sch: NORTHWEST Sub: Lake:
Between: N Hendee and E Type: Units: 0
```

```
Lot Size: RF/LF: Acreage:
Style: TRILEVEL Exterior: BRICK Est. Year Built: 0
BR: 3 Full Baths: 2 Garage : Tot SqFt : 2000
Half Baths: Basement: Y Fireplace:
Owner: THOMPSON Terms: CONVENT
LO : STAFF OFFICE (517) 332-7702
LA : KAREN KENNEDY
```

Select **Next** to view the next listing. **Prev** to return to the previous listing. **Tag** lets you select certain listings for printing at the Matches menu or for viewing in more detail. **Report** will print just the listing displayed onscreen in full report format. **F9-Photo** displays the photo onscreen. **Exit** will return you to the View ring menu, or **F2** will return you to the main Maestro menu.

# History of Property

---

## What is the History of Property Program?

The History of Property program lets you view the MLS history of a particular property. You can search for History by address, Tax ID number, or by the MLS number. You can see all listing activity on a specified street, within a range of addresses, or within any combination of area, address, street, or status date.

Each time a change is made to a listing, such as a status change or price change a history record will be created. History information remains on the system indefinitely.

- History lets you see MLS activity for all listings on a street.
- Using this program with the Comparative Market Analysis program will give you more complete data.
- You can see comprehensive days-on-market-until-sold information.

This section of the manual will show you how to run a History search and see all of the status and price changes a property has gone through.

## How to Run History of Property

You are listing a home at 5050 Firethorn and want to see if there is any listing history on that particular property.

- Select **(H) History of Property** from the Main Menu.

```
To select property to view history for, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
-----
Street Name:[ FIRETHORN ] Street Dir:[ ] Area:[ ]
      Min      Max
Street Num:[ 5050 ] [ 5050 ]           MLS#: [           ]
Status Date:[           ] [           ]           Tax ID #:[           ]
-----
```

- Fill in the information as shown in the example above. Press **F8** to accept the input. The Matches menu will display.

In History of Property, a “starts with” search can be done on street name as in Lookup Property or in Search for Listings. You could enter “FIRE” in street name and find history on any street beginning with the letters “FIRE” that match the address.

Street number minimum and maximum can be left blank to look at history for an entire street, or a range could be filled in to see history for a few blocks of the street. If you to see History for just a certain time frame, you can fill in a status date range.

MATCHES: Browse View Report Modify Exit  
 Tag or untag specific matches from match list

BROWSE Tag/Untag selected matches from your match list.

VIEW View matches on the screen.

REPORT Run reports with matches.

MODIFY Modify your search/inquiry and run again.

- Select **Browse** to see a one-line display of your matches.

To Select your matches, use the following keys:  
 <F3>More <F4>Prev <F5>Tag <F6>Rpt <F7>Detail <F8>Accept <F9>Photo <F10>Exit

Sta	Date	Rpt Date	STA	CAT	Address	Price	MLS#	DOM
<u>10/27/92</u>	<u>10/27/92</u>	<u>ACT</u>	<u>1</u>	<u>5050</u>	<u>FIRETHORN</u>	<u>\$150,000</u>	<u>17539</u>	
06/22/93	06/24/93	PND				\$150,000		265
07/24/93	07/25/93	SLD				\$148,500		297
	01/02/98	ACT	1	5050	FIRETHORN	\$159,900	980098	

You are currently on row 1 of 4 total matches.  
 You currently have all matches selected.

- The **Browse** screen shows four Matches found. There is one match or line of information for each piece of MLS activity. This does not mean the property has been listed four times. The address and MLS number are only shown on the first line for each listing. For example there are two different listings for the same property shown above. The first three lines show the status changes from a previous listing under MLS number 17539: Active on October 27, 1992, Pending on June 22, 1993, and Sold on July 24, 1993. The last line shows the property is currently active with MLS number 980098.

# Prospect Functions

---

## What are Prospects?

Prospects are potential buyers. Prospect Functions can be used to save searches for listings that meet the specific needs of your client. All your prospects can be stored on the system along with their vital information: home and work telephone numbers, address, contact dates, call back dates, and children's names, along with their desired property criteria. Your prospects can be set up so Maestro will search each night for matches among new listings, back-on-markets, and listings with price changes. If there is a match, Maestro will send you an E-mail message. Prospects may be added, changed, deleted, searched, or renewed.

- Maestro can automatically search all new, back-on-market, and price changes to see if there is a listing match for your client.
- Your prospect files can be used as a contact manager. You can search your prospects to see who you promised to contact that day or that week.
- You can print mailing labels with all of your clients' names and addresses.

In this section we will learn how to add and maintain prospect records. We will also see how to search for new listing matches for our clients, as well as matching a new listing to prospects on the Maestro computer.

## How to Add a Prospect

You have just begun working with a new client and wish to add him to your Prospect File.

- Select **(P) Prospect Functions** from the Main Menu. The Prospect ring menu will display.

```
PROSPECT:  Match Add Change Delete Renew Profile Exit
Add a new prospect

MATCH    Check for prospect/listing matches
-----
ADD      Add a new prospect
-----
CHANGE   Change prospect information
-----
DELETE   Delete a prospect
-----
RENEW    Renew a prospect that is about to be purged
-----
PROFILE  Review prospect profiles
-----
```

- Select **Add** from the Prospect ring menu.

```
To enter Prospect Information, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit

Prospect ID:[AC          ]                               Private Y/N:[N]

Prospect Last Name:[CLEMENT          ]   First Name:[ANDREW          ]
  Home Phone:[(312) 492-3592]   Work Phone:[(708) 847-1294]
  Other Phone:[(708) 229-8214]   Fax Phone:[(708) 742-1722]

Street:[SPRUCE DR          ]   Spouse Name:[ANGELA          ]
  [APT 7          ]           Children:[ELLIOT, DAYNA, TAD ]
City: [EVANSTON          ]           [
State: [IL]          Zip:[          ]

First Contact Date : [08/31/199X]   Call Back Date: [09/15/199X]
```

On the first prospect input screen, you fill in the prospect's personal information. **Prospect ID** is a required field that Maestro uses to sort your prospect files. You can use any code you like to identify your prospects — their initials, first name, or a number system.

The **Private Y/N** field tells Maestro how to handle your prospect. If **N** is entered, Maestro will do automatic searches for listing matches. When matches are found, Maestro sends both you and the listing agent E-mail messages. Your own message will tell you the MLS number and address of the property along with the listing agent's name and phone number. Listing agents will be given *your* name and *your* phone number along with the matching Prospect ID code. They will **not** see the actual name of your prospect or the search criteria entered for that buyer.

You can disable this listing match process by typing a **Y** in the **Private Y/N** field. Listing agents will not receive any information about your buyers, but Maestro will not send you any automatic E-mail messages either.

The remainder of the screen is used to enter your prospect's personal information such as name, address, and phone number. When the **Call Back Date** field in the lower right corner of the screen is filled in, Maestro will send you an E-mail message on that date to remind you to call that client.

- Fill in the prospect screen with practice information such as that shown above, or enter a real prospect of your own.
- When you have finished filling in the first prospect information screen, press **F8**. The Prospect Notes screen displays.



## Prospect Functions

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

1	Status:	A	11	Full Baths:	2-3
2	Class:	1	12	Sold Date:	
3	Region:		13	Half Baths:	
4	Price:	200000-250000	14	Approx. Age:	
5	Area:	1	15	City:	
6	Property Type:	SFM	16	Subdivision:	
7	Grid:		17	Street Name:	
8	Grid+:		18	Style Feature:	
9	Bedrooms:	3-4	19	Street Number:	
10	Approx. SqFt:		20	Street Dir.:	

Select up to 10 items:

Enter keyword number (1 of 10). Press <ENTER> to add more; <F8> if done.

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

21	Near:		31	For Sale?(Y/N):	
22	County code:		32	PetsAllow(Y/N):	
23	PIN:		33	HandicapAc(Y/N)	
24	Lot Size:		34	Approx.Acreage:	
25	Zoning:		35	Garage/CP(2GA):	
26	Rental (Y/N):		36	Grade School:	
27	List Off. Code:		37	JuniorHighSch:	
28	List Agt. Code:		38	SeniorHighSch:	
29	RntCls-S,I,O,R:		39	Main Level SF:	
30	Available Date:		40	Dining Rm Dim:	

Select up to 10 items:

Enter keyword number (1 of 10). Press <ENTER> to add more; <F8> if done.

To enter search criteria, use any of these special keys:

<F1> Help      <F3> More      <F4> Prev      <F8>Accept      <F10>Exit

41	Family Rm Dim:		51	PROPERTY INC	
42	Remarks:		52	MISC EXTER	
43	STYLE		53	MISC INTERIOR	
44	ARCHITECTURE		54	FINANC AVAIL	
45	OUTBUILDINGS		55	CONSTRC PHSE	
46	EXTERIOR		56	SEWER	
47	FUEL TYPES		57	WATER	
48	HVAC		58	WALLS	
49	BASEMENT		59	CONDITIONS	
50	DCMT ON FILE				

Select up to 10 items: **43**

Enter keyword number (2 of 10). Press <ENTER> to add more; <F8> if done.

To enter more detailed criteria into your search, type the keyword number for the field you want to specify. For example, to search for certain style homes, type 43 for style. You may specify up to ten items: type in each desired number, pressing  between numbers. Once you have entered all desired numbers, press **F8**. Prompts will display for each. When you have completed each prompt, press **F8** to move to the next one. Once the last keyword prompt has been filled in, you will be returned to the search screens. Remember, the more criteria you enter, the fewer matches you may find.

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- Press **F8** to accept your criteria. This prospect is added to the system and you are asked if you want to print a copy of the prospect information.

```
Print a hard copy:  No Yes
No, do not print
```

```
Prospect added with code: AC
```

Next you are asked if you want to match the prospect to listings. This lets you do a search for listings on the system.

```
Match this prospect to listings:  No Yes
Yes, run listing matches
```

- Select **Yes**. You are then prompted to fill in a date range.

```
To enter date range for listings to match, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
```

```
Prospect Id:[  AC]
```

```
Beginning Date:[01/01/199X]    Ending Date:[          ]    Use For All:[  ]
```

Fill in the beginning date to indicate how far back you want Maestro to look for active listings. Ending date may be left blank if you want to search for listings through today. Or, you can leave both date fields blank to search through all active listings on the Maestro system.

- Press **F8** to accept. The Matches menu displays with options to browse through a one-line display of the listing matches, view property details onscreen, or print reports for your client.

```
MATCHES:  Browse View Report Modify Exit
Tag or untag specific matches from match list
```

```
BROWSE Tag/Untag selected matches from your match list.
```

```
VIEW View matches on the screen.
```

```
REPORT Run reports with matches.
```

```
MODIFY Modify your search/inquiry and run again.
```

## How to Find Listings that Match Your Prospect

You have several clients that you need to call this evening. You want to let them know of any new houses on the market that meet their wants and needs. Maestro did an automatic search for you last night, and you received e-mail about some new properties, but you would like to check right now to see if anything else has been added today.

- Select **(P) Prospect Functions** from the Main menu.
- Select **Match** from the Prospect ring menu.

```
Match Your: Prospects Listings Exit
Match your prospects to active listings

PROSPECTS Match your prospects to active listings
-----
LISTINGS Match your listings to prospects
```

- Select **Prospect** to match your client to listings.

To Select your matches, use the following keys:  
 <F3>More    <F4>Prev    <F5>Tag    <F6>Rpt    <F8>Cont    <F10>Exit

ID	Prospect Name	Created	Modified	Home Phone
091594	JAMIE DEAN	09/15/9X	09/15/9X	(517) 393-4392
AC	ANDREW CLEMENT	09/22/9X	09/22/9X	(312) 492-3592
HAROLD	HAROLD BURGER	09/22/9X	09/22/9X	(214) 154-5646
MAN123	DAVID MANSION	09/22/9X	09/22/9X	
MARTINS1	MARTIN STANELY	09/25/9X	09/25/9X	(312) 495-2932
EDWARDS	DAN EDWARDS	09/25/9X	09/25/9X	(490) 587-1091

You are currently on row 2 of 6 total matches.  
 You currently have all Matches selected.

You may either search through listings for all of your clients or tag one or more specific prospects.

- To run a search for all of your clients, press **F8**. If you want to search for only one or two prospects, tag those by highlighting them and pressing **F5**. Then press **F8**.

```
Match Prospects Against: Updates Properties Exit
Match your prospects to New, BOM and Price Changed listings

UPDATES Match your prospects to New, BOM & Price Changed listings.
-----
PROPERTIES Match your prospects to all active listings.
```

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You have a choice between doing an update search or a property search. An Update search looks only at the new, back-on-market, and priced-changed listings. A property search looks through all active listings on Maestro.

- Select **Updates** from the Match Prospects Against ring menu.

```
To enter date range for listings to match, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
-----
Prospect Id:      AC
Beginning Date:[02/05/199X]  Ending Date:[      ]  Use For All:[  ]
```

The beginning date fills in with the last date you ran a search for this client. You may accept this or change it to a different date. Ending date may be filled in or left blank to search through today. The “Use for All” field lets you set one date range to use while searching for several clients. If this field is left blank, you will be prompted to fill in a date range for each selected prospect.

- Press **F8** when you have entered the date range. If there are any new listing matches for your client, the Matches menu will display.

```
MATCHES:  Browse View Report Modify Exit
Run reports with matches
```

```
BROWSE Tag/Untag selected matches from your match list.
```

```
VIEW View matches on the screen.
```

```
REPORT Run reports with matches.
```

```
MODIFY Modify your search/inquiry and run again.
```

- To print reports for your prospect, select **Report** from the Matches menu. Select **Printer** from the Report menu.

```
WHICH REPORT: One-Line Brief Quick Multiple Full Customer ...
Report information in one line format
```

```
ONE LINE One Line Report Summary.
```

```
BRIEF Report containing brief information.
```

```
QUICK Report containing brief information and quick photos.
```

```
MULTIPLE Report containing brief information with multiple photos.
```

```
FULL Report containing full listing information.
```

```
CUSTOMER Report with one page listing description for customer.
```

```
USER-DEFINED Choose one of your custom designed reports.
```

- Select the report format you wish to use for your listing printouts. In this example select the **One-Line** report. A sample is shown on the next page.

PROSPECT MATCHES  
Run Thu, Mar 26, 199X at 14:15

Listings matching prospect FF:

MLS#	S	AR	ADDRESS	LP	BR	BA	SQFT	LO
0021896p	A	3	4	HIGHVIEW	\$159,950	4		0156
0021584p	A	3	3414	SHARDALE	\$161,900	3		0107
0021786p	A	3	6544	JEFFERSON RD.	\$163,700	3		0159
0022227p	A	3	105	DAVIS DRIVE	\$169,900	3		0109

Listings matching prospect GJ:

MLS#	S	AR	ADDRESS	LP	BR	BA	SQFT	LO
0022356p	A	4	3361	EASTLANE	\$159,900	4		0132
0022397p	A	4	113	SAGAMORE	\$163,700	3		0147
0018915p	A	4	4	GREENBRIAR	\$169,900	3		0132
0022254p	A	4		IROQUOIS	\$175,500	3		0147
0022364p	A	4	1776	LOCHMOOR BLVD.	\$176,900	4		0147
0022431p	A	4	24	DARTMOOR	\$179,900	3		0177
0021329p	A	4	11	PINERIDGE	\$189,500	3		0159

Listings matching prospect XYZ:

MLS#	S	AR	ADDRESS	LP	BR	BA	SQFT	LO
0020471	A	2	2992	BARBER ROAD	\$139,900	4		0109
0930075p	A	3	8760	WILDWOOD COURT	\$150,000	4		0110
0019003m	A	3	5678	N SHORE DRIVE	\$139,000	4		0132

## How to Find Prospects that Match Your Listings

In the previous example, we checked our prospects against listings on the system. We can also check our listing inventory against other agents' prospects. This is often referred to as *reverse prospecting*.

- Select **(P) Prospect Functions** from the Main Menu.
- Choose **Match** from the Prospect Menu.

Match Your:   Prospects   **Listings**   Exit  
Match your prospects to active listings

---

PROSPECTS Match your prospects to active listings

---

LISTINGS Match your listings to prospects

- Select **Listings** from the Match Your menu.

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To Select your matches, use the following keys:  
<F3>More      <F4>Prev      <F5>Tag      <F8>Accept      <F10>Exit

MLS#	S	ADDRESS	PRICE	C	AR	BR	FB	HB	SQFT
<b>0930097</b>	<b>A 125</b>	<b>ALGONQUIN ST</b>	<b>\$215,900</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2,750</b>
0930098	A 5050	FIRETHORN	\$159,900	1	1	3	2		2,000
0930103	A 5864	BITTERSWEET BLVD	\$159,900	1	1	4	3	1	2,250

You are currently on row 1 of 3 total matches.  
You currently have all matches selected.

You can either match your entire inventory to prospects on the system, or you can select one or more specific listing to use.

- Highlight the desired listing(s) and press **F5** to tag. If you want to use all listings, there is no need to tag — all of your properties are already selected. Press **F8** to accept the selected listings.

REPORT: <u>Printer</u> File Screen Exit
Send report to printer
PRINTER Print your output on your local printer.
FILE Save your report to a file to capture later.
SCREEN Send report to screen.

- To print a report of the matching prospects, select **Printer** from the Report menu. In addition you have the option of sending the report to your screen or saving the information in a text file to be captured later. A sample report is shown on the next page.

LISTING MATCHES  
Run Mon, Oct 03, 199X at 00:44

Prospects matching listing 930097 at 125 E. Algonquin St:

OFF CODE	AGENT NAME	OFFICE PHONE	HOME PHONE	PROSPECT ID
194837	DAYNA SCULLY	217-124-3297	517-235-2397	MIKE088
132456	JILL POWELL	217-294-3850	517-120-9019	TAMMYT
892436	WILLIAM RIKER	217-356-1389	517-332-7702	LEO123

Total Matches: 3

Prospects matching listing 930098 at 5050 Firethorn:

OFF CODE	AGENT NAME	OFFICE PHONE	HOME PHONE	PROSPECT ID
194837	DAYNA SCULLY	217-124-3297	517-235-2397	MISSY01
892436	CHRIS CALLAHAN	217-356-1389	517-332-7702	1920790


Total Matches: 2

Prospects matching listing 930103 at 5864 E. Bittersweet Blvd:

OFF CODE	AGENT NAME	OFFICE PHONE	HOME PHONE	PROSPECT ID
276548	MURIEL CUTHMORE	217-356-1369	517-905-3678	RICKEY
278906	JORDAN LAMARE	217-356-3587	517-753-5433	MM35066
695006	FRED FORTHLY	217-356-5379	517-332-7702	464771
892436	WILLIAM RIKER	217-356-9883	517-332-7702	TOMHHL

Total Matches: 4

The report is divided into sections for each listing you selected.

 The Office code, the Agent name, office phone number, and home phone number of the Realtor are the only things shown to the listing agent. The Prospect ID code is the only information shown about the prospect.

## How to Search for Prospects in Your Prospect List

You need to print a list of all your prospects whom you've promised to call back this week.

➤ Select **(P) Prospect Functions** from the Main Menu. The menu below will display.

PROSPECT: Match Add Change Delete Renew Profile Exit  
Review Prospect Profiles

---

MATCH Check for prospect/listing matches

---

ADD Add a new prospect

---

CHANGE Change prospect information

---

DELETE Delete a prospect

---

RENEW Renew a prospect that is about to be purged

---

PROFILE Review prospect profiles

➤ Select **Profile** to search your list of prospects. The following screen displays.

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---

```
To enter search criteria, use any of these special keys:
<F1> Help           <F3> More           <F8> Accept         <F10> Exit
-----
Prospect ID:                                     Private Y/N:
-----
Prospect Last Name:                               First Name:
  Home Phone:                                     Work Phone:
  Other Phone:                                    Fax Phone:
-----
Street:                                           Spouse Name:
                                                    Children:
City:
State:           Zip:
-----
First Contact Date :                             Call Back Date: 021098:021
-----
[ 021098:021598 ]
```

You can search on any field on the prospect screen. If you want a list of all your prospects, you can leave the entire screen blank and press **F8**. If you don't specify any search criteria, your matches will include all of your prospects.

We want to search for the clients we promised to call back within this week. **Call Back Date** appears to allow only a single date, but you can actually enter a date range. Type 021098:021598 to indicate February 10, 1998 to February 15, 1998. The colon (:) tells Maestro to search from the first date up to the second date. (This will *not* include the second date.) As you fill up the Call Back Date field, the date range appears on the last line of the search screen. So, even though there is only room for part of the date in the Call Back Date field, you can actually enter a range of dates for the search.

- Press **F8** to run the search.

```
MATCHES:  Browse  View  Report  Modify  Exit
Run reports with matches
-----
BROWSE Tag/Untag selected matches from your match list.
-----
VIEW   View matches on the screen.
-----
REPORT Run reports with matches.
-----
MODIFY Modify your search/inquiry and run again.
-----
Total Matches Found:   5           Matches Selected:   5
```

You can see a one-line summary of your matches, view your full prospect records onscreen, or print reports of your clients.

- Select **Report** from the Matches menu.

```
REPORT:  Printer File Screen Exit  
Send report to printer
```

```
PRINTER Print your output on your printer.
```

```
FILE      Save your report to a file to capture later.
```

```
SCREEN    Send report to screen.
```

- Choose **Printer** from the Report menu.

```
WHICH REPORT:  One-Line Full Labels Exit  
Report information in one-line format
```

```
ONE-LINE Print a report in a one-line format..
```

```
FULL      Print a report with full prospect information.
```

```
LABELS    Print mailing labels.
```

You have a choice of printing a one-line report, a report with full prospect information, or printing mailing labels for your prospects.

- Select **Full** from the Which Report menu. A sample Full report follows.

```
Prospect ID: FF                Private Prospect: N        Category: RES  
Last Matched: 03/26/1998 @ 14:13:33 Matches Found: 27  
-----  
Prospect Last Name: FLINTSTONE      First Name: FRED  
Home Phone: (888) 555-1234          Work Phone: (888) 555-4620  
Other Phone:                        Fax Phone:  
  
Street: 123 BEDROCK AVE             Spouse Name: WILMA  
                                      Children: PEBBLES  
City:  BEDROCK  
State:  US      Zip: 12345-  
-----  
First Contact Date : 03/01/1998     Call Back Date: 03/31/1998  
  
----- PROSPECT NOTES -----  
  
----- SEARCH KEYWORDS -----  
Status      : A  
Category    : 1  
Area        : 3  
Price       : 100000-200000  
# Bedrooms  : 3-4  
*****
```

The Full Prospect report prints everything that has been entered into the Prospect's record, including their search criteria.

## How to Print Mailing Labels for your Prospects

You have a brochure that you would like to mail to all of your clients. You can use the Prospect Profile function to pull up all of your clients' records and print their addresses on mailing labels.

- Select **(P) Prospect Functions** from the Main Menu.

```
PROSPECT:  Match Add Change Delete Renew Profile Exit
Review Prospect Profiles

MATCH    Check for prospect/listing matches
-----
ADD       Add a new prospect
-----
CHANGE   Change prospect information
-----
DELETE   Delete a prospect
-----
RENEW    Renew a prospect that is about to be purged
-----
PROFILE  Review prospect profiles
-----
```

- Select **Profile** to search your list of prospects. The following screen displays.

```
To enter search criteria, use any of these special keys:
<F1> Help          <F3> More          <F8> Accept        <F10> Exit
-----
Prospect ID:                               Private Y/N:
-----
Prospect Last Name:                         First Name:
  Home Phone:                               Work Phone:
  Other Phone:                              Fax Phone:
-----
Street:                                     Spouse Name:
                                           Children:
City:
State:           Zip:
-----
First Contact Date :                       Call Back Date:
-----
[                                                                 ]
```

You can search on any field on the prospect screen. If you want a list of all your prospects, you can leave the entire screen blank and press **F8**. If you don't specify any search criteria, your matches will include all of your prospects.

- Press **F8** to run the search.

```
MATCHES:  Browse View Report Modify Exit
Run reports with matches
```

```
BROWSE Tag/Untag selected matches from your match list.
```

```
VIEW View matches on the screen.
```

```
REPORT Run reports with matches.
```

```
MODIFY Modify your search/inquiry and run again.
```

```
Total Matches Found: 15 Matches Selected: 15
```

- Select **Report** from the Matches menu.

```
REPORT: Printer File Screen Exit
Send report to printer
```

```
PRINTER Print your output on your printer.
```

```
FILE Save your report to a file to capture later.
```

```
SCREEN Send report to screen.
```

- Choose **Printer** from the Report menu.

```
WHICH REPORT: One-Line Full Labels Exit
Report information in one-line format
```

```
ONE-LINE Print a report in a one-line format..
```

```
FULL Print a report with full prospect information.
```

```
LABELS Print mailing labels.
```

- Select **Labels** from the Which Report menu.

```
LABELS: 1-Up 2-Up 3-Up Exit
Avery 4013 for Dot Matrix (3 1/2" x 15/16")
```

```
1-UP This label is designed for Avery Labels 4013 for Dot Matrix
Printers. It is 1 across with dimensions of 3 1/2" x 15/16"
```

```
2-UP This label is designed for Avery Labels 5161 for Laser Printers.
It is 2 across with dimensions of 4" x 1"
```

```
3-UP This label is designed for Avery Labels 5160 for Laser Printers.
It is 3 across with dimensions of 2 5/8" x 1"
```

The Labels menu has three options: **1-Up**, **2-Up**, or **3-Up**. Each option is designed for a different type of label. The description gives the Avery Label number and the dimensions of the label.

- Select the desired label for your printer.

```
LABELS: 1-Up 2-Up 3-Up Exit
Avery 5160 f
Print the labels: Print Align Exit
1-UP Print the labels r Dot Matix
1/2" x 15/16"
-----
2-UP This label is designed for Avery Labels 5161 for Laser Printers.
It is 2 across with dimensions of 4" x 1"
-----
3-UP This label is designed for Avery Labels 5160 for Laser Printers.
It is 3 across with dimensions of 2 5/8" x 1"
```

A message displays over the original screen asking if you want to print the labels or align. **Align** allows you to print a test pattern on plain paper. You can compare the test pattern to the labels to make sure they will print correctly. Once the test page has printed, select **Print** to run the actual labels.

## How to Change Prospect Information and Search Criteria

One of your prospects has qualified for a larger loan than expected and would like you to locate listings in a higher price range than before. You will need to change the prospect's search criteria.

- Select **(P) Prospect Functions** from the Main Menu.
- Select **Change** from the Prospect Menu.

```
To tag ONE prospect from your matches, use the following keys:
<F3>More <F4>Prev <F5>Tag <F6>Rpt <F8>Cont <F10>Exit
```

ID	Prospect Name	Created	Modified	Home	Phone
091594	JAMIE DEAN	09/15/94	09/15/94	(517)	393-4392
MAN123	DAVID MANNING	09/22/94	09/22/94		
CLEMENT1	ANDREW CLEMENT	09/22/94	09/22/94	(312)	492-3592
EDWARDS	DAN EDWARDS	09/25/94	09/25/94	(490)	587-1091
HAROLD	HAROLD BURGER	09/22/94	09/22/94	(214)	154-5646
<u>X MARTINS1</u>	<u>MARTIN STANELY</u>	<u>09/25/94</u>	<u>09/25/94</u>	<u>(312)</u>	<u>495-2932</u>

You are currently on row 1 of 6 total matches.

- Highlight the prospect you would like to change, and press **F5** to tag. Then, press **F8** to accept.

## Prospect Functions

```

To enter Prospect Information, use any of these special keys:
<F1> Help           <F8> Accept           <F10> Exit
-----
Prospect ID:[MARTINS1]                               Private Y/N:[N]
-----
Prospect Last Name:[STANELY      ]   First Name:[MARTIN      ]
  Home Phone:[(312) 495-2932]       Work Phone:[(312) 395-6023]
  Other Phone:[                ]     Fax Phone:[                ]
-----
Street:[14 E. CORNELL      ]   Spouse Name:[ANN                ]
  [APT. 1 R                ]       Children:[MICHAEL, DAYNA, ELLIOT ]
City:  [MORTON GROVE      ]
State:[IL]      Zip:[                ]
-----
First Contact Date : [09/01/199X]   Call Back Date: [09/15/199X]
-----
Category: RES           Last Matched: 02/05/199X @ 08:54:11 Matches Found: 21

```

- If there are no changes on this screen, simply press **F8**. If necessary, move your cursor to the desired field and type new information over the old to change. You can remove any unnecessary information by using your spacebar to erase or if you use PC Access version 4.20.122 or higher, you can use the delete key to remove information. Press **F8** when all necessary changes have been made.

```

To enter Prospect Information, use any of these special keys:
<F1> Help           <F4> Prev           <F8> Accept           <F10> Exit
-----
Prospect ID:[MARTINS1]
-----
Prospect Notes:
[RELOCATING IMMEDIATELY. ASKED FOR COMPARATIVE DATA ON AREA SCHOOLS. ]
[WORKS NIGHT SHIFT, CALL EARLY MORNING.                               ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]

```

- Make any desired changes to the Prospect Notes screen, and press **F8**.

```

To enter search criteria, use any of these special keys:
<F1> Help           <F3> More           <F8> Accept           <F10> Exit
-----
Status: [A][ ][ ][ ][ ]           Area: [1][ ][ ][ ][ ][ ]
           Minimum           Maximum
Price      :[ $200,000]-[ $250,000]   Street(s):[                ]
Bedrooms   :[ 3]-[ 5]                 [                ]
Full Baths :[ 2]-[3]                 [                ]
Total SqFt :[    ]-[    ]             [                ]
-----
School(s) :[                ][                ][                ][                ][                ]

```

- The current search criteria for this prospect displays. To change the price range, move your cursor to the minimum field and simply type the new price in — there is no need to erase the old price first.
- To change additional criteria, you can press **F3** to display more search items. When you are satisfied with your prospect criteria, press **F8**.

Print a hard copy: No Yes  
Yes, print a copy of prospect

Prospect DB has been updated

You are then given the option of printing the new prospect information.

Match this prospect to listings: No Yes  
No, do not match

Next you have the option of matching your prospect to listings. This works the same as when you added the prospect to the system.

## How to Delete or Renew Prospect Information and Search Criteria

Prospects do not stay on the system indefinitely. Your user profile has been initially set up to keep your prospect files for 90 days. Then the system will automatically purge them. If you know that you will want to keep your prospects on the system for a longer period of time, you can change this length of time in your user profile (See page 19 of the introduction for more information about the number of days your prospects are saved on the system.)

Your prospects are automatically renewed whenever you make changes to their files, such as entering a new call back date. They are also renewed each time a search is done for a prospect. For instance, if you have your prospects set up so that Maestro searches automatically each night, your prospects are renewed each night as well. If you do have a prospect that is about to expire, Maestro will send you an e-mail message to remind you of this. Then, if you want to keep this client's information on the system, you can renew the prospect.

At other times, you may want to delete a prospect before it expires. For example, if the prospect buys a property, you do not need to keep them on the system any longer. The procedures for deleting or renewing prospects are similar.

- Select **(P) Prospect Functions** from the Main Menu.
- At the Prospect Menu, select **Delete** or **Renew**.

To tag ONE prospect from your matches, use the following keys:  
<F3>More    <F4>Prev    <F5>Tag    <F6>Rpt    <F8>Cont    <F10>Exit

ID	Prospect Name	Created	Modified	Home	Phone
091594	JAMIE DEAN	09/15/94	09/15/94	(517)	393-4392
MAN123	DAVID MANNING	09/22/94	09/22/94		
CLEMENT1	ANDREW CLEMENT	09/22/94	09/22/94	(312)	492-3592
EDWARDS	DAN EDWARDS	09/25/94	09/25/94	(490)	587-1091
HAROLD	HAROLD BURGER	09/22/94	09/22/94	(214)	154-5646
<b>X MARTINS1</b>	<b>MARTIN STANELY</b>	<b>09/25/94</b>	<b>09/25/94</b>	<b>(312)</b>	<b>495-2932</b>

You are currently on row 1 of 6 total matches.

- Highlight the desired prospect in the list and press **F5**. Then, press **F8**.

1 prospect(s) will be deleted.

Are you sure: Yes No  
Yes, delete these prospects.

- If you are deleting the prospect, you will be asked to confirm the deletion. Select **Yes** to continue deleting the prospect. One of the following messages will display.

Prospect STANLEY has been renewed.

Or

Prospect STANLEY has been deleted.

# Add/Change MLS Listings

---

## What is the Add/Change Listings Program?

This program allows you to add new listings to Maestro. You can also make corrections and revisions to your listings at any time. Maestro will assign an MLS number to the listing after you have entered all the data from the profile sheet. If you exit the listing before finishing, you are given the opportunity to save the listing information in a temporary file. Up to ten partial listings can be saved at a time.

- Agents can add, revise, or change the status on their own listings on Maestro as long as their brokers allow them.
- You can add or make corrections to your listings any time of the day or night. New listing information will be *immediately* available to other agents using the Maestro system.

This section will show you how to add a listing and make changes to it. We will also see how to save a partial listing to finish later and how to copy one listing to enter a second similar listing into the system.

## How to Add a Listing

You have a hot new listing you want entered into Maestro. The office secretary is home ill and no one is available to help you.

- Select **(A) Add/Change Listings** from the Main Menu. The Load menu will display.

```
LOAD:  Add  Revise  Status  Price  Copy  Exit
Add Listings
```

```
ADD      This function is used to add new listings to the system.
         This process will step thru all category information,
         specific category information based on selected category,
         features and remarks.
```

```
REVISE   This function is used to revise listing information.
         You may choose to correct keyword information, remark
         information, features or all information.
```

```
STATUS   This function is used to change the status on a listing.
```

```
PRICE    This function is used to change the price on a listing.
```

```
COPY     This function allows you to copy another listing and
         revise information.
```

- **Add** is used to add new listings into the system.
- **Revise** is used to make any corrections or revisions to listings, such as adding open house dates, correcting spelling, or adding features to the listing.
- **Status** is used to change the status of a listing, such as from Active to Pending, usually requiring a seller's signature.
- **Price** is solely used to make contractual price changes. If the price was entered incorrectly, the correction would be made under Revise.
- **Copy** allows you to copy an existing listing, revise information such as the address and listing price, and then save your copy as a new listing. Only properties originally listed within your office may be copied.

The Property History program and Updates are affected each time status and price changes are made. Other revisions are displayed in History and Updates only when an individual agent sets his or her User Profile up to view corrections there.

- Select **Add** from the Load menu. **Screen 1** displays.

```

To enter Keyword Information, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
-----
Category:                 Status: A                 MLS #:
Prop Type:                Area:                    Price:
-----
Address :                 Unit #:
City/Town:                Zip Code :                County:
Parcel # :                Gross Tax:                Net Tax:
Legal Desc:               Acres M/L:                Restricted Listing:
Lot Size :
-----
Owner/Lessor:             Owner Phone:
List Ofc: STAFF           STAFF OFFICE             (517) 332-7702   Var Com:
List Agnt: 0203          NATASHA BADANOV
List Date: 12/09/1996   Expire Date:             CCB:
                                           Take Photo:
-----
** REQUIRED **  Press <F1> for help.
    
```

When listings are entered, help is available on the **F1** key. For example, a listing of valid statuses or categories can be obtained by pressing **F1**. The help screens are defined by the location of your cursor. Therefore, if the cursor is on the "category" field and you press **F1**, you will get the names of the valid categories. Much of the help is entered and maintained by your MLS staff.

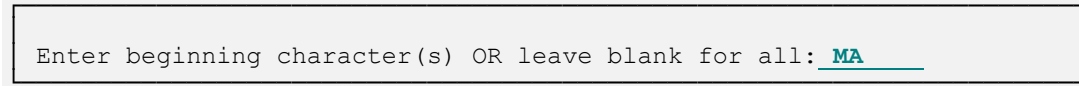
- Following are the screens for adding a listing. Enter the information as needed.

Some fields are required. This means that you cannot go to the next screen of information until that field has been filled in. If a field is required, Maestro will state that on your screen. Therefore, look over the listing sheet carefully before starting, to make sure that you have all the information necessary to add the listing.


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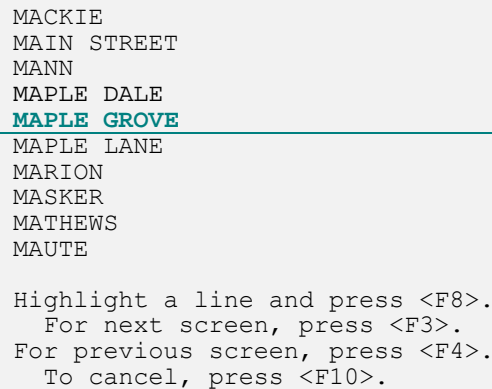
---

You must enter a valid street name. If you have the incorrect spelling of a street or enter an abbreviation, you will be prompted to check the proper spelling of the street name. At the street name field, press **F1** for help.



Enter beginning character(s) OR leave blank for all: MA

- Type the first few letters of the street name and press . A pop-up help table displays.



MACKIE
MAIN STREET
MANN
MAPLE DALE
<b>MAPLE GROVE</b>
MAPLE LANE
MARION
MASKER
MATHEWS
MAUTE

Highlight a line and press <F8>.  
For next screen, press <F3>.  
For previous screen, press <F4>.  
To cancel, press <F10>.

Highlight the street name you want and press **F8** to accept it. This will ensure that the street name is spelled the same way for each listing on that street.

Certain fields “autofill.” For instance, Status will be filled in with the **A** for Active since virtually all listings are active when they are being entered into the system. Some autofilled fields can be changed when the listing is entered.

- Press **F8** after completing each data screen.

## Screen 2

```

To enter Keyword Information, use any of these special keys:
<F1> Help          <F4> Prev          <F8> Accept        <F10> Exit
-----
MLS#:                Addr: 8278      MEADOWLAND LANE      U#:      LP:      $189,900
-----
Bedrooms:           LL   L1   L2   L3   Total           Total Rooms:
Full Baths:                               Abv Grd Fin SqFt:
Half Baths:                               Low Lvl Fin SqFt:
Elem Sch:                JrMidSch:           High Sch:
Assoc. Fee:              /           Zoning:
Year Built:              New Construction:   Possession:
-----
Living Room:         Size   Flr   Lvl           Family Room:   Size   Flr   Lvl
Dining Room:         X                               Kitchen:       X
Master BR:           X                               Garage Size:
Bath off MBR:        Basement:           House Size:
Dir:                                     Builder:
-----

```

## Screen 3

```

To enter Open/Tour Information, use any of these special keys:
<F1> Help          <F4> Prev          <F8> Accept        <F10> Exit
-----
MLS#:                Addr: 8278      MEADOWLAND LANE      U#:      LP:      $189,900
-----
Open House Date:           Open House Time:
Tour Date      :           Tour Time      :
-----

```


Open house dates and times and tour dates and times are not required, but may be entered on a listing. Other Realtors can search for open houses or tours through the Other Databases function in Maestro. Open House and Tour information can also be added or changed through the Other Databases option from the main menu of Maestro.

## Screen 4

```

To enter Remarks Information, use any of these special keys:s:
<F1> Help          <F4> Prev          <F8> Accept        <F10> Exit
-----
MLS#: 0000025  Addr: 8278      MEADOWLAND LANE      U#:      LP:      $157,900
-----
Special keys: <CTRL A> Insert On/Off <CTRL X> Delete Char
REMARKS:
-----
-----
-----
-----
-----
-----
-----

```

When typing in remarks, you can use **Ctrl-A** to toggle back and forth between typeover and insert mode. **Ctrl-X** can be used to delete characters one-by-one. (If you use PC Access version 4.20.122 or higher, you can simply use your delete key to remove characters one at a time.) You can delete from the position of your cursor to the end of the line by pressing **Ctrl-D**. Typing does not “wrap” as it would in a word-processor; you will need to press  at the end of each line.

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---

When adding a residential listing, your features will always follow the Remarks screen. There is a different screen for each feature group. Style is shown below.

```
FEATURE GROUP: STYLE

  1  RANCH           2  RSD RANC       3  SPLT FYR       4  SPLT LEV
  5  'L' FOYR       6  1.5 STOR       7  1.75 STO      8  2 STOR
  9  OVR 2 ST      10 CONTEMP       11 TOWNHSE       12 FLAT/APT
 13  SEE REM

_____ Enter the feature number or description for listing: _____

Press F8 when you are complete, F10 to cancel or F2 for the main menu
```

The feature screens come up one after another. They are in the same order that they appear on the profile sheet (listing entry form). Simply type in the item number. If you want to add more than one feature from a group, press  after each number. Or, point and click at the number at the top of the screen. This inserts both the feature and the , so you are ready to choose another item if necessary. Do not type commas between the item numbers. The more information you fill in, the more accurate searches for this listing will be.

Required features must be completed before continuing on to the next feature. Non-required features may be bypassed by pressing **F8**. When all the items have been selected for a particular feature group, press **F8** to accept the input and proceed until all features are entered.

The next screen gives the option of printing the listing before you leave the program, along with a message stating the MLS number the listing has been given.

```
Print a hard copy:  No Yes
Yes, Print Copy
```

Listing added with MLS#: 9600035

Next you are given the option of revising the listing immediately.

When you have finished, you are asked if you want to add another listing into the system.

```
Do another: Yes No
Yes, do another
```

## How to Save a Partial Listing

If you are entering a listing and get called away, you can save what you've already entered to finish later. When you press **F2** or **F10** to exit the Add function, you will be asked if you want to temporarily save this listing. By answering **Yes**, you will save your entry as a Temporary listing. Up to ten partial listings can be saved under each login name. Temporary listings are saved for up to seven days. Then they are purged from the system if not finished.

```
Temporarily save this listing:  Yes  No
Yes, save this listing.
```

To finish a partial listing, select **(A) Add/Change Listings** from the main menu of Maestro. Select **Add** from the Load menu. When you reenter the Add function, you will be reminded that you have a temporary listing. You may **Add** a new listing from scratch, **Finish** a temporary listing, or **Delete** a temporary listing.

```
You have 1 temporary listing saved.
Would you like to:  Add  Finish  Delete  Exit
Finish adding a listing
```

Select **Finish** to complete your temporary listing.

```
To tag ONE listing from your matches, use the following keys:
<F3>More <F4>Prev <F5>Tag <F6>Rpt <F7>Detail <F8>Accept <F9>Photo <F10>Exit
```

#	C	S	ADDRESS	AREA	PRICE	LIST OFF	LIST AGT	PURGE	
<u>X</u>	<u>1</u>	<u>1</u>	<u>A</u>	<u>825 S HIGH ST</u>	<u>01</u>	<u>125000</u>	<u>STAFF</u>	<u>0203</u>	<u>06/05</u>

You are currently on row 1 of 1 total match.

A Browse screen displays showing all of your partial listings. Tag the listing you want to finish by highlighting it and pressing **F5**. (Even if you only have one listing, you need to tag it.) Press **F8** to accept. The first screen of the listing will display. Press **F8** to accept each screen until you reach the section of the listing that needs to be completed. When you reach the feature screens, you will be prompted for only the required features. At completion, you will be given the opportunity to add or change any features.

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Add or Change features: No Yes  
 Yes, change features

STYLE - 2 STORIE	CONST - FRAME	EXTERI - VINYL TR	GARAGE - 2 CAR
GARAGE - ATTACHED	BASEME - FULL	BASEME - BLOCK	DININ - FRML DIN
DININ - EAT-IN K	OTHER - REC ROOM	OTHER - 1ST FLR	OTHER - DEN/STUD
FIREPL - BUILT IN	FIREPL - FAMILY R	FIREPL - LIVING R	APPLIA - STOVE
APPLIA - REFRIGER	APPLIA - DISHWASH	APPLIA - DISPOSAL	APPLIA - WTR HTR
MISC - DECK	MISC - PATIO	MISC - HOT TUB	MISC - SCRN POR
MISC - STORAGE	MISC - FENCING	MISC - WHIRLPOO	MISC - VLT CEIL
HEAT/C - GAS HEAT	HEAT/C - FORCED A	HEAT/C - CNTRL AI	WT/SEW - WELL WAT
WT/SEW - SEPTIC S	SITEDE - WOODED	TERMS - ASSUMPTI	TERMS - CONVENT
EXST F - ASSM NQU	-	-	-
-	-	-	-

- Select **Yes** to make changes or additions to the features.

FEATURE GROUP: ALL

1 STYLE	2 GARAGE	3 FOUNDATI	4 BASEMENT
5 EXTERIOR	6 ROOMS	7 FIREPLAC	8 HEATING
9 AIR COND	10 WINDOWS	11 AMENITY	12 NEW FINA
13 LOAN PRE	14 STORM DO	15 LSE ITEM	16 HOME WAR
17 ALT USE	18 HOMESTD	19 PHOTO IN	

— Type feature # or desc below, press enter between selections. —

GARAGE BASEMENT EXTERIOR

Press F8 when you are complete, F10 to cancel or F2 for the main menu

- Select the feature groups you want to change. Type the group number and press . For example, to make changes or additions to Garage, Basement, and Exterior, type 2, press , type 4 and , and then type 5 and . Press **F8** when all feature groups have been selected.

FEATURE GROUP: GARAGE

1 1 CAR	2 2 CAR	3 3 CAR	4 4 CAR
5 ATTACHED	6 DETACHED	7 HEATED	8 OPENER
9 1 CARPRT	10 2 CARPRT	11 OFF STRE	12 ON STREET

— Type feature # or desc below, press enter between selections. —

2 CAR ATTACHED OPENER

Press F8 when you are complete, F10 to cancel or F2 for the main menu

A separate screen will display for each feature group, allowing you to revise any of the information or to add more features to the listing. Use your spacebar or delete key to remove unnecessary information. Enter new feature items by typing in the item number or clicking on the number at the top of the screen. Press  between item numbers. (When you point-and-click with the mouse, both the number and the  are inserted.)

## How to Make Listing Corrections

It is easy to make corrections, status changes, or price changes on a listing.

- Select **(A) Add/Change Listings** from the Main Menu. The following ring menu displays.

```
LOAD:  Add  Revise  Status  Price  Copy  Exit
Revise Listing Information
```

- Select **Revise** from the Load menu.

```
To select listing to be changed, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
```

```
MLS#:                    Tax I.D.#:
Street #:                Dir:    Street Name:
```

- Type in the MLS number of the listing you wish to correct. You could use the Tax I.D. number or the address of the listing instead of the MLS number. Press **F8** to accept.

```
CORRECT:  Keywords  Features  Remarks  All  Exit
Correct Keyword Information
```


```
MLS #: 0000013  Cat: Residential  St: Active  LP: $138,900
Addr : 4438  NORTHMEADOW  U#:  Municipality:
Subdv: RIVERRIDGE  Subsec: RIVER
Area/Sub Area: C  Stories  Style:
BR: 4 FB: 2 HB: 1 Apx Sqft: 2,085 ROG: F FROG Sqft: 220 Apx Yr Blt: 1989
MBR:  Rooms:
Parking :  Firepl:  Kind:
Lot Size: 100X120  Lot:  Ext:
ListOff: STAFF  STAFF OFFICE  (517) 332-7702  Comp: XY
ListAgt: 0906  CATHY REALTOR  Var: N
SoldOff:  SoldAgt:
Contract Date:  SettlementDate:  SP  DOM:
```

A brief view of your listing will display along with options to correct **Keywords**, **Features**, **Remarks**, or **All**. This allows you to access only the parts of the listing that you need to correct.

- Select **All** from the Correct ring menu.

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```
To enter Keyword Information, use any of these special keys:
<F1> Help          <F8> Accept          <F10> Exit
-----
Category: 1 Residential      Status: A Active      MLS#: 13
List Date: 08/26/199x      Exp Date: 01/01/199x  List Price: $138,900
-----
Tax Map Number: 125548678    Municipality: 2
Address: 4438 NORTHMEADOW    Unit#/Space#:
Area/Sub Area: C
Directions/Loc: TAKE MAIN STREET TO WOOD, TURN LEFT ON N. MEADOW 6 BLKS
-----
List Office : STAFF          STAFF OFFICE          (517) 332-7702
List Agent  : 0906          CATHY REALTOR
Co-op Agent Compensation: XY      Variable: N           Take Photo: Y
-----
** REQUIRED ** - Press <F1> for help.
```

Use your arrow keys, the  key, or the Tab key to move to the field you want to correct. You can simply type over old information to make corrections. To remove unnecessary information either use your spacebar or the delete key.

- Press **F8** when you have made all necessary corrections on the first screen. The second screen of your listing will display.
- Make any corrections needed and press **F8**. Continue to press **F8** after correcting each screen.

When you reach the features, a list of all features currently entered on the listing will display, and you are asked if you want to add or change the features. Select **Yes** if you want to revise the features. The feature group **All** will display as shown below.

```
FEATURE GROUP: ALL

  1  STYLE          2  GARAGE          3  FOUNDATI        4  BASEMENT
  5  EXTERIOR       6  ROOMS           7  FIREPLAC       8  HEATING
  9  AIR COND      10 WINDOWS        11 AMENITY        12 NEW FINA
 13 LOAN PRE      14 STORM DO       15 LSE ITEM       16 HOME WAR
 17 ALT USE       18 HOMESTD        19 PHOTO IN

-----
Type feature # or desc below, press enter between selections.
GARAGE    BASEMENT    EXTERIOR

Press F8 when you are complete, F10 to cancel or F2 for the main menu
```

- Select the feature groups you want to revise by entering the numbers in the lower section of the screen. Press **F8**. A screen will display for each feature group that you selected. Enter any new feature items onto the screen, or use either your spacebar or the delete key to remove any unnecessary feature items. Press **F8** when you complete each feature screen.

After your listing has been updated, you will be asked if you want to print a hard copy. Next you will be returned to the Correct menu.

- Select **Exit** to return to the Load menu.

## How to Change the Price on a Listing

- Select **(A) Add/Change Listings** from the Main Menu.

- Select **Price** from the Load menu. The screen below will display.

```
To select listing for price change, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
-----
MLS#:                    Tax I.D.#:
Street #:                Dir:      Street Name:
```

- Enter the MLS number of the listing you want to change. Or enter the Tax I.D. number or the street address of the listing. Press **F8** to accept.

```
PRICE CHANGE:  Yes No Exit
Change the price on this listing

-----
MLS#: 0000023  Cat: RES Typ: SINGLE FAMILY  St: Active  LP: $145,689
Addr: 146 RUDOLPH WAY  U :  City: NICHOLS
Zip : 7888 -8888 County: SAINT  LotSize: 400X400  Acres:
-----
BR: 4 Bat : 2/1  GFSF: 1,708 LLFSF: 256 New Const: N Year built: 1989
Bath off MBR: Y Family Lvl:  Garage: 2 AR, ATTACHED Dining: FRML DIN, EA*
Style: 2 STOR  Extr: BRICK  Bsm : FULL  FP: BUILT IN, GAS*
Misc: DECK, SCRN POR, HM WARR, * Heat/Cool: GAS HEAT, CNT AIR Appl: STOVE, MICRO*
ElemSch: ELEMENTARY SCHO JrMid Sch: JR/MID SCHOOLS HighSch: HIGH SCHOOLS
-----
Owner Name: M . & MRS. DONNER  (398) 388-3838 Var Comm: N CCB: 4
List Offic STAFF STAFF OFFICE 517) 332-7702 SalTerm:
List Agent CATHY CATHY PAGE SP:
SO: SA: DOM: SD:
```

A brief view of your listing displays for confirmation.

- Select **Yes**. The following screen displays.

```
To enter Price Change Information, use any of these special keys:
<F1> Help                <F8> Accept                <F10> Exit
-----
MLS#: 0000023  Addr: 1469 RUDOLPH WAY  U#:  LP: $145,689
-----
Current List Price: $145689  New Listing Price: $145689
```

- Type in the new listing price. You will not need to erase the price displayed there — just type right over it. There is no need to use commas or dollar signs. Press **F8** to accept the new information.

## How to Change the Status on a Listing

- Select **(A) Add/Change Listings** from the Main Menu. Select **Status Change** from the Load Menu.
- Type in the MLS number of the listing you want to change the status on. Or, type in the Tax I.D. number or the street address of the listing. Press **F8**.

MLS#: 0000025 Cat: RES Typ: SINGLE FAMILY St: Contingent LP: \$157,900	
Addr: 251 REINDEER LANE U :	City: CHRISTMA
Zip : 6123 - County: NOEL	LotSize: 200X200 Ac es:
BR: 4 Bat : 3/1 GFSF: 2,500 LLFSF: New Const: N Year uilt: 1983	
Bath off M R: Y Family Lvl	*
Style: 2 S OR Extr: V	
Misc: DECK,PATIO,HOT TUB,SC	P Pending <u>S</u> <u>Sold</u> *
ElemSch: ELEMENTARY SCHO Jr	X Expired W Withdrawn
	E Extension
Owner Name: KRIS KRINGLE	
List Offic TEST TRAINI	
List Agent 12345 TRAINI	
SO: SA	
	Highlight the status change and press <F8> To cancel the Status Change, press <F10>

One screen of your listing displays. In the lower right corner there is a menu showing the available status codes.

- Highlight your listing's new status and press **F8** to accept it. With certain status changes, such as sold, another screen will display.
- Fill in necessary information such as pending date, sold date, selling agent, selling office, type of financing. (Help is available on office code and agent code by pressing **F1**.) When you have finished, press **F8** to accept.

To enter Sold Information, use any of these special keys:  
 <F1> Help                      <F8> Accept                      <F10> Exit

---

MLS#: 0000025 Addr: 2514 REINDEER LANE U#: LP: \$157,900

---

PENDING INFORMATION:

Pending Date: 01/31/199x

---

SOLD INFORMATION:

Sold Date :  
 Selling Price :  
 Terms of Sale :  
 Selling Office Code:  
 Selling Agent Code :  
 Other Sold Info :  
 Buyer's Last Name :

## How to Copy a Listing

Copying a listing is a great time-saver. This function allows you to copy an existing listing, make any necessary changes, and then save the copy as a new listing with a new MLS number. The original listing will still be there with its original MLS number. This can only be done if the original property was listed by yourself or another agent in your office.

- Select **(A) Add/Change Listings** from the Main Menu.

```
LOAD:  Add  Revise  Status  Price  Copy  Exit
Copy a Listing
```

- Select **Copy** from the Load menu.

To select listing to be copied, use any of these special keys:

<F1> Help	<F8> Accept	<F10> Exit
-----------	-------------	------------

MLS#:	Tax I.D.#:
Street #:	Dir: Street Name:

- Enter the MLS number of the listing you want to copy. Or, you can enter the Tax I.D. number or the street address of the listing. Press **F8**. You have the option of copying the photo as well as the data. Select **Yes** if you want to copy the photo. The first screen of the listing displays.

To enter Keyword Information, use any of these special keys:

<F1> Help	<F8> Accept	<F10> Exit
-----------	-------------	------------

Category: 1 Residential	Status: A Active	MLS#:
List Date: 09/04/199x	Exp Date:	List Price: \$199,900
Tax Map Number: 123456798	Municipality: 11 CITY OF CHARLES	Unit#/Space#:
Address: 1233 S SEA ISLAND RD	Area/Sub Area: 11 W.ASHLEY IN MARK CLARK	
Directions/Loc: SOUTH ON SEA ISLAND RD		
List Office : STAFF STAFF OFFICE	(517) 332-7702	
List Agent : 0203 KAREN KENNEDY		
Co-op Agent Compensation: 2.5	Variable: N	Take Photo: S

- Make any necessary changes such as the address, the listing price, the owner, or the Tax I.D. number. Press **F8** to accept the first screen and proceed to the second screen.
- Update any necessary information on each screen and press **F8**.

After you complete the remarks screen, a summary of features entered on the original listing will display.

# Maestro User Manual

Add or Change features: No Yes  
 No, do not change features

LOT DE - ROLLING	LOT DE - CORNER	LOT DE - BEACH AC	MSC EX - WOOD F/E
MSC EX - DECK	MSC EX - STRM WIN	MSC EX - GUTTERS	ROOF - WOOD SHI
EXTERI - BRICK VE	EXTERI - WOOD SID	FOUNDT - SLAB	GAR/PK - 1.5 CAR
GAR/PK - ATTACHED	STORIE - 2 STORY	STYLE - COLONIAL	KIND - SNGL FAM
NEW/OW - PRE OWNE	ROOMS - EAT-IN K	ROOMS - FRMAL LI	ROOMS - FAMILY
MSTR B - SPLIT	MSC IN - WLKIN CL	MSC IN - SKYLIGHT	FLOORS - W/W CARP
FLOORS - WOOD	FLOORS - VINYL	FIREPL - LIVING R	FIREPL - FAMILY R
COOLIN - CENTRAL	HEAT - FORCED A	HEAT - GAS	POSSES - AT CLOSI
SHOWIN - KEY IN O	SHOWIN - APPTMNT	WAT/SE - PUBLIC W	WAT/SE - PUBLIC S
UTIL S - SC ELECT	AMENIT - CABLE A	AMENIT - CENT TV	AMENIT - SWIMNG P
AMENIT - TENNIS C	AMENIT - CLUB HOU	AMENIT - GOLF	ASSUMB - NO
EXST F - CONVENTI	M P&I - CONVENTI	M P&I - M P&I IN	M P&I - M P&I IN
M P&I - M P&I IN	M P&I - M P&I IN	M P&I - M P&I IN	M P&I - M P&I IN
PROP F - ANY	-	-	-
-	-	-	-

You can either keep the features exactly the same by selecting **No**, or you can change or add to the features by selecting **Yes**.

- Select **Yes** to change the features or add any additional items.

FEATURE GROUP: ALL

1	STYLE	2	GARAGE	3	FOUNDATI	4	BASEMENT
5	EXTERIOR	6	ROOMS	7	FIREPLAC	8	HEATING
9	AIR COND	10	WINDOWS	11	AMENITY	12	NEW FINA
13	LOAN PRE	14	STORM DO	15	LSE ITEM	16	HOME WAR
17	ALT USE	18	HOMESTD	19	PHOTO IN		

— Type feature # or desc below, press enter between selections. —

GARAGE      BASEMENT      EXTERIOR

Press F8 when you are complete, F10 to cancel or F2 for the main menu

- Select the feature groups you want to change. Type the group number and press **Enter**. For example, to make changes or additions to Garage, Basement, and Exterior type 2, press **Enter**, type 4 and **Enter**, and then type 5 and **Enter**. Press **F8** when all feature groups have been selected.

FEATURE GROUP: GARAGE

1	1 CAR	2	2 CAR	3	3 CAR	4	4 CAR
5	ATTACHED	6	DETACHED	7	HEATED	8	OPENER
9	1 CARPRT	10	2 CARPRT	11	OFF STRE	12	ON STREE

— Type feature # or desc below, press enter between selections. —

2 CAR            ATTACHED    OPENER

Press F8 when you are complete, F10 to cancel or F2 for the main menu

Each feature group will display, allowing you to revise any of the information. Use your spacebar to delete unnecessary information. Enter new feature items by typing in the item number or clicking on the number at the top of the screen. Press  between item numbers. (When you point-and-click with the mouse, it inserts both the number and the .) Press **F8** as you complete each feature group.

Print a hard copy:    No Yes  
Yes, print listing

Listing added with MLS#: 970109

- Select **Yes** to print a copy of the new listing. Note the new listing number displayed on the screen.

Review or Revise:    No Yes  
No, do not review/revise

- Select **Yes** if you want to revise anything on the listing. Otherwise, select **No**.

Do another:    Yes No  
No, do not do another

- Choose **Yes** if you would like to add another listing to the system.

At completion, your original listing will still be in the system unchanged, but you will also have a second similar listing with a new MLS number.