

**Using
Mark-It Advantage Xi
To**

**Collect and Use
Property Information**

Mark-It Systems, Inc.

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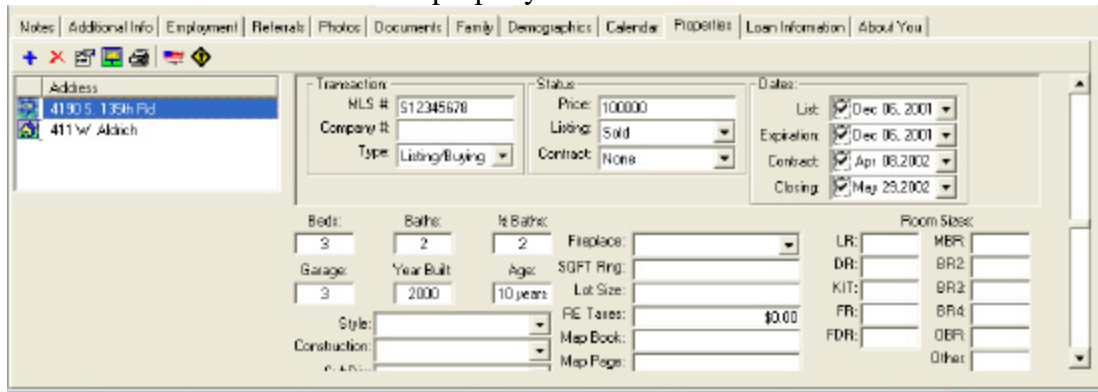
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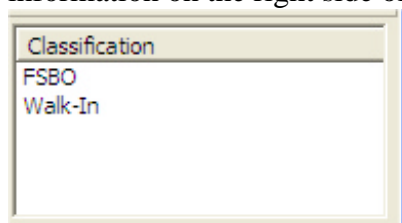
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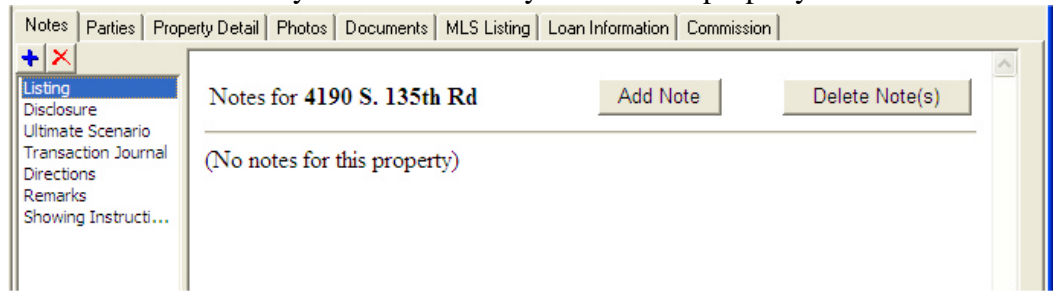
- What is the Properties tab on my contact detail screen?
 - Mark-It Advantage Xi has been designed in a modular fashion. This means that there is a Standard software package that can be used by anyone in any industry. We have specific ADD-ON modules that let users from different business sectors get more functionality. The Properties tab is an ADD-ON module that lets Real Estate Agents collect additional information about multiple properties on each contact. We have designed the system to allow for multiple properties per contact since some people own more than one piece of property or for those builders that have more than one property.



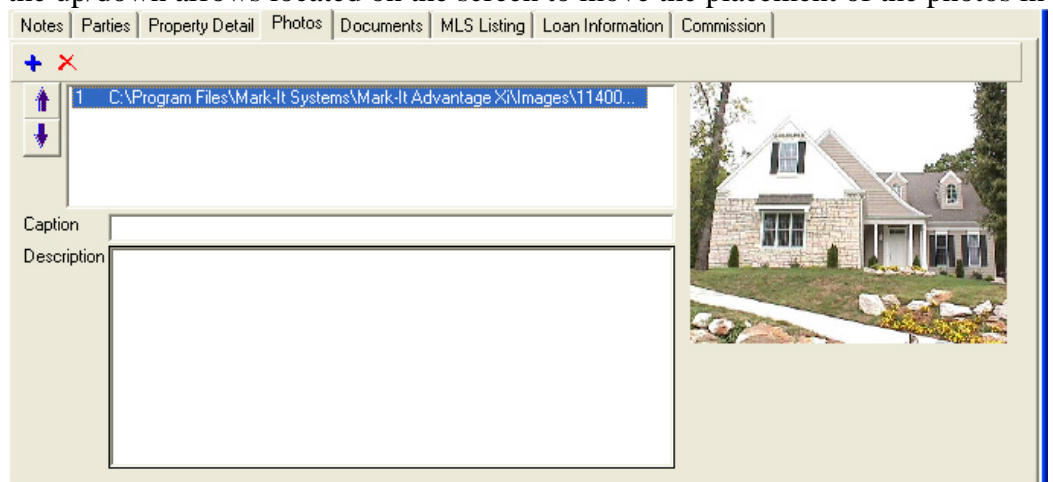
- Can I add my property information from my contact record?
 - Yes, once you are in a contact record, simply click on the Properties tab to see the list of properties for that contact. The Icons on the left indicate if it is a Primary address or Secondary address. Also, you will see a 'For Sale' sign if the property is currently For Sale and part of your transaction database (Property Browser)
- The dropdown menu's don't have the choices I need – How can I add the information?
 - As you enter information into the Property Detail section you can select from choices in the dropdown menus. If those menus do not contain the information needed simply type into the field the description needed... Once you tab out of this field, the system will ask if you want to add the new information as a menu choice – Answer Yes
- How many properties can I add to a contact?
 - Advantage Xi allows you to enter as many properties per contact as needed – if they do not all fit on the screen, you will see a scrollbar to move up/down the list of properties. Once you select a property from the list, the system will show the detail information on the right side of the screen.
- Give me directions to the property (Mapquest)
 - Each property in the Property Browser and Contact Properties can be mapped. Highlight the property then press the  button to see a proximity map of the location. If you want to get driving directions from your office simply click on the  directions Icon.
- How can I see more information about the property?
 - The properties tab in the contact screen only shows a small portion of the information that we collect. To see more information about this property click on the view full detail button. 
- Once you click on the View Full Detail button you have access to the following information:
 - Classifying Properties
 - Classification of properties can only be done in the Property Detail screen. To get to the detail screen you must highlight a property then press the view full detail button.  This button will display the Property Detail screen where you can add Classification information on the right side of the screen.



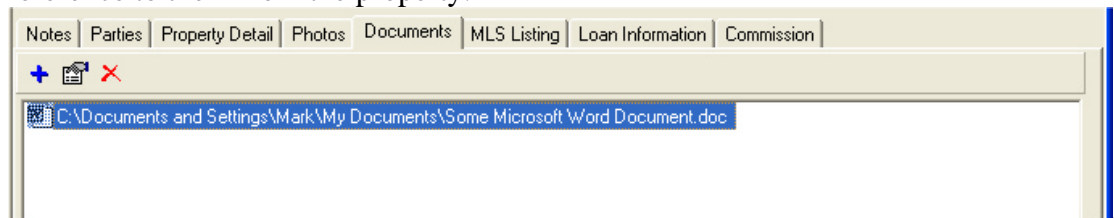
- How can I add some notes to a property?
 - Click on the view full detail screen from the contact's properties tab for that property. The notes area allows you to add as many notes to the property as needed.



- I've got a digital camera – Can I add photos to my properties?
 - Digital images can be found in many locations – The Internet, Scanned Images, Digital Cameras and more. To add photos to a property you must click on the View Full Details button then click on the photos tab. Click on the blue plus to select a photo. You can use the up/down arrows located on the screen to move the placement of the photos in the list.

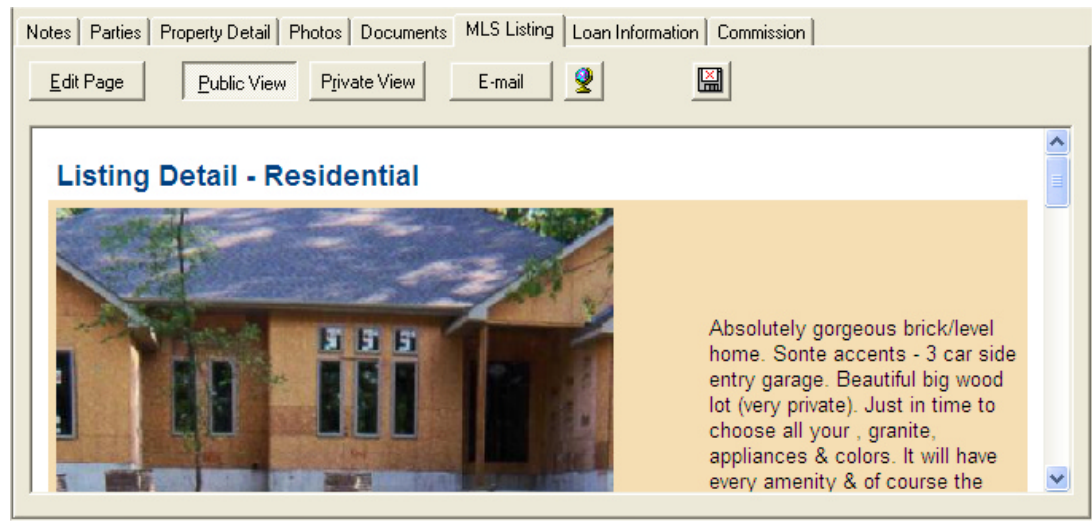


- Linking external documents to my properties – Disclaimers, Disclosures, Plats, etc...
 - With today's technology, people are able to get electronic documentation from many locations. But once you have it, what do you do with it? How can you keep track of it? With Advantage Xi you can store you electronic documents in your computer and have a reference to them from the property.




Simply click on the blue plus to select a file or Drag/Drop files from the hard drive into the Documents area. If you have the source program or viewer for that file, you can double click on the file to view its contents.

- MLS Details tab
 - In some locations we can import the MLS details from the web automatically. Other locations we have given you the ability to navigate manually then save the detail to the database. This MLS details tab will allow you to see any saved details for this property.



- Adding Commission Information
 - Keeping track of commissions is as easy as filling in the blanks. With the commissions tab, you can enter all the information needed to track your commissions and let the reporting give you the results. We have fields for both listing and buying agents, referrals, broker fees, franchise fees and some miscellaneous fields for others. Currently the system does not do any of the math for you, it simply collects the information that can then be used in the reporting process.

Real Estate Commission		
Listing Agent:	% 3.00	\$ 3,000.00
Referral Fee:	% 25.00	\$ 750.00
Buyer's Agent:	% .00	\$.00
Referral Fee:	% .00	\$.00
Brokerage Fee:	% 5.00	\$ 141.00
Franchise Fee:	% .00	\$.00
Transaction Fee:		\$.00
Other Split 1:		\$ 180.00
Other Split 2:		\$.00
Other Split 3:		\$.00
Net Commission:		\$ 2,679.00

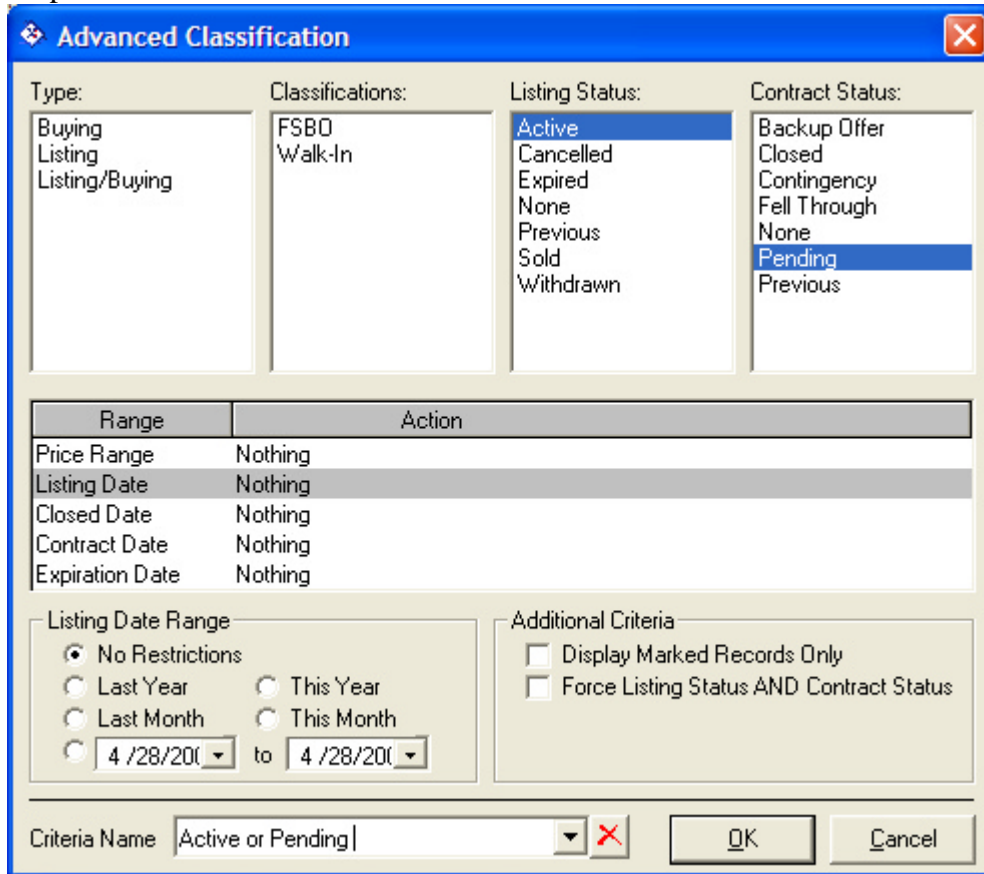
- Property Information –vs– Transaction – What is the difference?
 - People own homes and homes have property information.... Bedrooms, Baths, etc... During your normal day-to-day business you may find out information about a persons property and want to make note of it. Using the Properties tab in the contact detail screen, you can save all this information without it being one of your transactions. If you ever want to make it a transaction simply click on the 'For Sale' sign button  to turn it into one of your transactions. Once it is a transaction then you will also see the property in the Property Browser screen.

- Party Members and why they are important?
 - Party members only show in the Property Detail screen of Transactions. The Party members section allows you to keep track of all the 'People' involved in the transaction. The Buyer, Seller, Listing Agent, Selling Agent, Title Company, Closing Company, etc... This can be very important information when you need it. There are special closing detail reports that allow you to see everyone on one page that is involved in the transaction.
 - Party members are also used in Task Series. A task series is a series of tasks that are added to your calendar and helps you keep organized through a specific process. You may want a task in your series to send a letter to the listing agent to let them know of some important information. This process can be completed automatically if you have assigned a listing agent party member to your property.

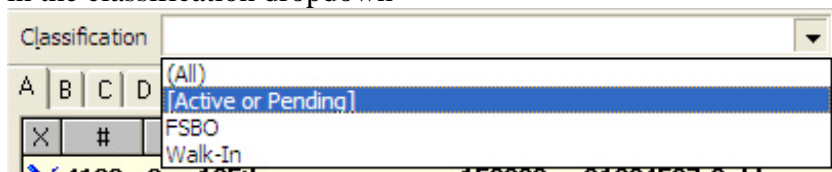
- What is the Property Browser?
 - The property browser is used to take a snapshot of all your properties without going to each contact in your database. It gives you a way to see all the properties from one location and print reports.

#	Address	Price	List #	Listing Status	Contract Status
X 4190 S	135th	150000	\$1234567	Sold	None
X 4190 S	135th Rd	100000	\$12345678	Sold	None
X 1355 N	205 Streetaa	100000		Sold	None
X 4434 E	Cross Timbers St	100000	11412	None	None
X 1640	dogpile	300000	12345	Active	None
X 2273	Dundas Street...	0		None	None
X 4120 S	Hampton	450000	12345	Active	None
X 324 E	Jackson Suite...	100000	333	Active	Backup Offer
X 1313 S	Main	240000	12345	Active	Pending
1373 S	Main	0		None	None
X 1313 S	Mocking Bird	123000		Active	None
X 1332 SW	Mockingbird	200000		Active	None
X 1616 S	Manford	0	555444333	Active	None
709	Stat Fire Dr.	0		None	None

- Searching the Property Browser made easy – Advanced Search and Save
 - After you get several properties (transactions) into the browser it will become harder and harder to find what you are looking for. By using the classification field you can quickly locate groups of properties that meet your search criteria. You can use the [...] button to narrow your criteria down by several fields including Classification, Listing and Contract Status, Listing, Expiration and Closing Dates, and several others.
 - If you use a specific search often, you can save the search and pick it from the classification dropdown list.




the screen above shows how you can view Active and Pending properties and save it with a criteria name of Active or Pending. After you press the OK button the criteria will be available in the classification dropdown



- Printing Reports
 - After doing an advanced search as shown above, you can print the properties by following these steps:
 - Placing an X on each record. Data > Mark All Records or Ctrl + A
 - Click on Print > Reports > More... (to select a report from a complete list of reports) or
 - Click on Print > Reports > (report name) if it is in the quick pick list.

- How do I add properties from the Property Browser?

Click on the Add Card for each property to be added 

- Enter the address (Address #, Direction, Street Name)
Enter the City, State Zipcode
Select a Contact (owner) of the Property
MLS # and Price.



- MLS Number is **REQUIRED** if you intend to download the property information from the MLS. This is only available in limited locations – consult your support staff for availability in your area.
- Can I import my property from MLS?
Mark-It Advantage is able to Import MLS property information from a limited number of vendors. Check our website or call support to find out if your MLS is included. As new locations are added you will be notified.

Notes: