

Multiple Listing Service of Long Island

Help for Stratus MLS

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June 5, 2007

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GETTING STARTED

Introducing Stratus MLS

Stratus MLS is an Internet MLS system offering graphical searches, add/edit listings, public records, graphical reports, CMA's, updates (hotsheets), financials, and prospect match; along with access to business and marketing tools.



"Customize My Stratus" is your own customizable Info Center page. You can add personal links and use the Info Center page as a portal to other Internet sites. "My Personal Listings" displays your current listing inventory. You can also set up market areas for Stratus to track new and updated listings automatically.

With Stratus, you can email your clients or fellow agents directly right from listings found by a search.

Starting Stratus and Logging Off

Logging On and Off to your Stratus Session

You are assigned a User ID (your LIBOR member number) and Password that authorizes you to log on to Stratus. If you make an error when entering your log on codes, Stratus prompts you to retry.

Always log off Stratus using the Log Off button. Closing the browser may not always end your Stratus session, so do not click the browser Close button  instead of the Log Off button. Note: If you inadvertently click the browser Close button , you can log on again. However, because Stratus does not allow dual log-ons with the same User ID and password, the system will terminate the original session.

To Log On To Stratus ▼

1. At **User ID**, enter your LIBOR Member #.
2. At **Password**, enter your password.
3. Click **Log On**.

To Log Off Stratus ▼

- At the upper right corner of any Stratus page, click **Log Off** .

Changing your Password

Change your password frequently to prevent another person's unauthorized access with your codes. (See [Change My Password](#).)

Navigating Stratus

Navigation tools provide easy access to Stratus' many features.


- **Tabs:** At the top of each Stratus page is a set of navigation tabs. Use these to access any Stratus function (or to return to the starting page of the function) and to move quickly from one function to another. Stratus functions include: Search, Reports, CMA, Contacts, Financial, Public Records, Add/Edit, and Info Center.
- **Stratus Page Displays:** Most Stratus functions provide data input fields on a single page. Complex functions, like CMA, require several pages. Most pages link to a Help topic specific to the page.
- **Page Commands:** Many Stratus pages contain navigation commands (buttons) that guide you through lengthy reports such as search results and listings (e.g., View, Next). Other buttons (e.g., Submit, Cancel) enact commands.
- **Moving from Field to Field:** Press the Tab key, or click the mouse, to move from field to field. NOTE: If you press Enter instead of Tab, Stratus submits the form in many cases!

Use of Browser Back Button

Do not use the browser Back button to return to a previous Stratus page. Use Tabs and Page Commands to navigate through Stratus.

Expanding the Stratus Window

By expanding the browser window in which Stratus displays, you minimize the need to scroll to view buttons at the bottom of the page. There are two ways to maximize the browser:


- Click the maximize-window button  at the top right corner of the window (available only if the browser window is not already maximized);
- Press the F11 key to eliminate the browser's top menu and tool bars. (At any time, press F11 again to return to normal browser display.)

Getting and Printing Help

If you have questions as you navigate through Stratus, Help is a click away. Help is organized so that you can read it like a book, select a topic by index keyword, search Help text for any word, or access subject-specific information from any screen.

The Help window includes a toolbar at the top, a navigation panel on the left side, displaying individual Help topics on the right.

To Access Help ▼

- Click **Help** (or in some cases the question mark button) at the top right of any Stratus page to open the Help window. If desired, resize the Help window.
- Close  the Help window to return to Stratus.

How Help Is Organized ▼

At the top of any Help window, notice three navigation buttons:

- **Contents:** Click on this button to use the Table of Contents (that displays in the left-side panel). Each subject heading is identified by a book icon. Click on a book to reveal the pages, or topics. Click on the page for Help on that topic. Help topics display in the right panel. (Click again on the book to retract the pages).
- **Index:** Click on this button to use the Index (that displays in the left-side panel). This is an alphabetic listing of index entries for Help topics. When you enter a keyword in the text box, Stratus highlights matching words or phrases. Click on the word or phrase to view the associated Help topic. (If more than one topic is indexed with the keyword you enter, choose a topic from the displayed list). Help topics display in the right panel.
- **Search:** Click on this button to use the full text Search (that displays in the left-side panel). Type a word or words into the text box, then click Go. Stratus searches Help for every topic containing your search text. Click on a topic to display the Help topic in the right panel.

Help Where You Need It ▼

Stratus provides subject-specific Help for most functions. At any Stratus page, click Help to display the appropriate topic for that page (if available).

Special Functions in Help ▼

Help has special features to expedite information retrieval:

- **Drop-down Hotspots** are underlined headings in bold bright blue type followed by an arrow ▼. Click on the hotspot to view associated drop-down text. Click again on the hotspot to retract the text.
- **See Also** buttons, located at the end of many help topics, contain links to related topics. Click on the See Also button. If there is only one related topic, Stratus opens that topic directly. If there are several topics, Stratus presents a list. Click on a topic and then click Display.
- **Hyperlink Text** is in-line text that links to another topic in Help. A hyperlink is identified by underlined text in a colored font. Click on the text to link to the topic. (If you click on a link and want to return to the original topic, *right* click anywhere inside the new topic, then click Back on the floating menu.)

To Print a Help Topic ▼

In certain circumstances it may be convenient to print a Help topic.

1. With the Help topic displayed in the right-hand panel, click **Print** at the Help window toolbar.
2. At the Print dialog box, click **Print**. The system automatically expands each drop-down then prints the topic.

To Print a Portion of a Topic ▼

You may want to print just a portion of a Help topic. If the text is in a drop-down, the drop-down must be expanded.

1. Drag the mouse to select the desired text.
2. Click **Print** at the Help window toolbar.
3. At the Print dialog box, under Page Range, click **Selection**. Then click **Print**.

To Save And/Or Print a PDF Version of Help ▼

You must have Adobe Acrobat Reader installed in order to view a PDF file.

1. Click the **Help PDF** button in Help's toolbar.
2. When Acrobat Reader displays the print version of help, save to disk or print, if desired.

The Realtors Only Button

At the top of any Stratus page, click the Realtors Only button to view the Members Only Web page for the Long Island Board of Realtors® (LIBOR) and the Multiple Listing Service of Long Island (MLSLI).

The Web address for the home page of MLSLIREALTOR is www.mslirealtor.com.

GENERAL INFO CENTER

About Info Center

Info Center is your command center, giving you quick access to Stratus' many features. The following links highlight Info Center features for which Help topics are available:

My Stratus

- [My Calendar](#)
- [MLS/LIBOR Events](#)
- [My Personal Listings](#)
- [Change My Password](#)
- [Customize My Stratus](#)
- [My Favorites](#)

Today's Listings

- [Today's Listings](#)

Info Center Options

- [Search Offices](#)
- [Search Members](#)

My Links

- My Links (see [Customize My Stratus](#))

Other


- [Current Tip](#)
- [News](#)
- [Message Board](#)
- [Agent/Office Web Pages](#)
- [Broker Reciprocity Info](#)
- [New Prospect Matches](#)

To use one of the above features, click its corresponding link on the Info Center page.

To open a Stratus main function (e.g., Search, CMA), click on its tab at the top of the Info Center page.

Info Center also offers links to a variety of MLS resources. Click on any link to open its corresponding Web page. [The Realtors Only button](#) provides a direct link to the "Realtors Only" page at MLSLIREALTOR.com.

Tip:

External Web sites may open in a smaller browser window. If necessary, enlarge the window for better viewing. Close  the window to return to Stratus.

My Personal Listings


Stratus keeps track of all your listings. When you log on, Stratus identifies you and your association with your listings. Only you can access your listing information.

- Your listings are available from Info Center. When you click on My Personal Listings, Stratus displays your listings in a one-line format. You can view the list and print it.
- When you are a Co-Listing Agent for a listing, that listing also displays at My Personal Listings.
- To view a full broker report for a listing, click on the ML#. At the full report you can access a [Street Map](#), showing the referenced property, or take a [Virtual Tour](#) (if available). The listing report can be printed. After viewing the broker report, click Back to return to My Personal Listings.
- You can [edit](#) the listing at the broker report.

To View My Personal Listings ▼


- At **Info Center**, under **My Stratus**, click **My Personal Listings**.

To Print My Personal Listings ▼

1. At the My Personal Listings summary, click **Print View**. Stratus displays your listings in a printable format in a secondary browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options
4. Click **Print** to print.
5. Close  the browser window to return to My Personal Listings.

To View and Print a Listing Report ▼

1. Click on the ML# for any listing to view the full broker report.
2. At the listing report, click **Print View**. Stratus displays your listing in a printable format in a secondary browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.

5. Click **Print** to print.
6. Close  the browser window to return to the displayed listing.
7. Click **Back** to return to the My Personal Listings summary.

Change My Password

You can change your password any time you wish, at the Info Center page, under My Stratus. Change your password frequently to prevent another person's unauthorized access with your codes. Enter any alpha or numeric character. Special characters, such as *, \$, etc. are not allowed. Passwords are limited to 20 characters.

To Change a Password ▼

1. From the **Info Center** tab, under **My Stratus**, click **Change My Password**.
2. At **Password**, type your current password.
3. At **New Password**, type your new password.
4. At **Confirm New Password**, retype your new password to confirm the keystrokes.
5. Click **Save**.

Customize My Stratus

At Customize My Stratus you can:

- Request today's listing activity in your choice of up to four market areas. You specify the property classes and towns, and Stratus displays links to new and updated listings for that day at Info Center *and* the Search page.
- Choose to flag broker open houses in your market areas on your personal calendar (see [My Calendar](#)).
- Specify links to four of your favorite Web sites to be accessed from Info Center.
- View/change your preferred email address. Note: when you enter a new address, this information is emailed for processing and then subsequently applied.
- View/change your Web site URL. Note: when you enter a new address, this information is emailed for processing and then subsequently applied.
- Upload or delete your agent photo. Note: the preferred photo size is 225 x 300 and must be in .jpg format.
- Elect to have "thumbnail" size photos display for each listing at the search result list.

- Opt to add a second salesperson's information to the header of all your reports.
- Select Training Mode when learning Add/Edit Listing, to avoid adding or changing real listings.

To Specify Your Market Areas for Today's Listings ▼

1. At **Info Center** under **My Stratus**, click **Customize My Stratus**.
2. At **Market Area 1**, enter your choice of name for this area.
3. Click to check *one (or more)* **Class**.
4. Select *one (or more)* **Town**. (Using the scroll buttons on the right side of the box, peruse the town choices. Click to choose a town. To choose multiple towns, press and hold down the Ctrl key, then click on each town).
5. Repeat steps 2 through 4 for additional market areas.
6. Click **Save** to save your market area specifications; or **Cancel** to return to Stratus Info Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

NOTE: Click Clear to delete all text for any Market Area. Enter new text or leave blank, then click Save.

To Show Broker Open Houses in Your Market Areas at Calendar ▼

1. At **Info Center** under **My Stratus**, click **Customize My Stratus**.
2. Scroll to the end of the market area section.
3. At **Check here to show Open Houses in your Market Areas on your Personal Calendar**, select the check box.
4. Click **Save** to save you open house setting; or **Cancel** to return to Stratus Info Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

To Specify Your Favorite Web Site Links ▼

1. At **Info Center** under **My Stratus**, click **Customize My Stratus**.
2. Scroll to the Web address section.
3. At **Link 1**, enter the URL (Web address) for the first Web site.
4. At **Name of Web Site**, enter a brief title for the site, to appear on your Info Center Page.
5. Repeat steps 3 and 4 for additional Web sites.
6. Click **Save** to save your Web addresses; or **Cancel** to return to Stratus Info Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

To Change your Preferred Email Address ▼

1. At **Info Center** under **My Stratus**, click **Customize My Stratus**.
2. Scroll to the Email section.
3. At the textbox, delete the current email address and type the new address.
4. Click **Save** to save your Preferred Email address; or **Cancel** to return to Stratus Info Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

To Add or Change Your Website URL ▼

1. At **Info Center** under **My Stratus**, click **Customize My Stratus**.
2. Scroll to the section noting your Web site URL on record at LIBOR/MLS.
3. Type the new address in the textbox.
4. Click **Save** to save your Web site URL; or **Cancel** to return to Stratus Info Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

To Upload Your Agent Photo ▼

1. At **Info Center** under **My Stratus**, click **Customize My Stratus**.
2. Scroll to the Agent Photo section.
3. Click **Browse**.
4. Locate the photo and click **Open**.
5. Click **Save** to save your agent photo; or **Cancel** to return to Stratus Info Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

Note: It may take a few minutes for this action to complete.

To Delete Your Agent Photo ▼

1. At **Info Center** under **My Stratus**, click **Customize My Stratus**.
2. Scroll to the Agent Photo section.
3. At **Delete Existing Photo**, click the check box.
4. Click **Save** to delete your agent photo; or **Cancel** to return to Stratus Info Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

Note: It may take a few minutes for this action to complete.

To Include a Second Salesperson in Your Report Headers ▼

5. At **Info Center** under **My Stratus**, click **Customize My Stratus**.
6. Scroll to the 2nd Salesperson section.
7. Select **Include**. Then choose the name from the drop-down list.
8. Click **Save** to save the second salesperson's name; or **Cancel** to return to Stratus Info

Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

Note: It may take a few minutes for this action to complete.

To Show Thumbnail Photos at the Search Results ▼


1. At **Info Center** under **My Stratus**, click **Customize My Stratus**.
2. Scroll to the Thumbnails heading.
3. Select the **Show thumbnails with search results** check box.
4. Click **Save** to save your Thumbnail setting; or **Cancel** to return to Stratus Info Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

To Enable Training Mode for Add/Edit Listing ▼

NOTE: Training mode applies to the current session only. To use training mode in subsequent sessions you must enable it each time you log in. When enabled, a red notation ("Training Mode") displays in the upper left corner under the Stratus logo.

1. At **Info Center** under **My Stratus**, select **Customize My Stratus**.
2. Scroll to the end of the page.
3. Select the **Enable Training Mode for Add/Edit** check box.
4. Click **Save**; or **Cancel** to return to Stratus Info Center. Click **Reset** to reset *all* fields (for all Market Areas, all URLs, and so forth) to their stored values.

Tips:

- When making changes to Customize My Stratus settings (Market Areas, URLs, Open House, Preferred Email, Agent Photos, Second Salesperson, Thumbnail, and Training Mode settings) you can click Reset to restore all fields to their stored values. Note, however, that this action resets *all* fields in all Market Areas, all URLs, and so forth.
- You can specify all Market Areas, all Web addresses, Preferred Email address, Agent Photo, Second Salesperson, and your Open House and Thumbnail choices, then click Save to save all.
- At each Market Area you can click Show Selected to view the entire list of towns included in that Market Area. You can also view this list by right clicking on the Select Town(s) list box. Stratus displays the list in a smaller browser window. Click Close or  to return to the Customize My Stratus page.

My Favorites

My Favorites allows you to save a set of your favorite listings. View My Favorites from the link at Info Center.

- You can save up to twenty-one listings to My Favorites. Listings can be Available or Unavailable.
- Save selected listings from any search or add listings by ML# at the My Favorites page.
- Delete listings at any time from My Favorites.

To save listings to My Favorites from a search, see [Saving Listings to My Favorites](#).

To View My Favorites ▼

1. At **Info Center** under **My Stratus**, click **My Favorites**. A page displays containing the ML#s for your favorite listings.
2. Click **Save & Show Listings** to view My Favorites in Search Results List format.

To Add Listings to My Favorites by ML# ▼

1. At **Info Centre** under **My Stratus**, click **My Favorites**.
2. At the first blank text box, enter the ML# of the listing you want to save to My Favorites. Repeat for other listings if necessary.
3. Click **Save & Show Listings**.

To Edit an ML# at My Favorites ▼

1. At **Info Center** under **My Stratus**, click **My Favorites**.
2. Edit the ML# that you want to change.
3. Click **Save & Show Listings**.

To Delete Listings from My Favorites ▼

1. At **Info Center** under **My Stratus**, click **My Favorites**.
2. Clear the ML# for any listing you want to remove from My Favorites.
3. Click **Save & Show Listings**.

Today's Listings

Stratus highlights today's listing activity in your four specified market areas. Links to new and updated listings are displayed at Info Center *and* the Search page. See [Customize My Stratus](#) to specify your market areas.

Stratus displays today's new and revised listings in a one line format similar to that for the Search Results List. As with the Search Results, you can opt to view, narrow, sort,

print or download this list. See [About the Listings Search Results List](#).

You can also choose to view or print each listing in one of a variety of report formats or email listings to a client. See [Viewing Listings](#), [Printing Listings](#) and [Emailing Listings](#).

At the listing report you can generate a [Street Map](#) or view a [Virtual Tour](#) (if available).

To Access Today's Listings ▼

1. At the top of any Stratus page, select the **Info Center** or **Search** tab.
2. At the **Today's Listings** box, click **New** for new listings or **Updates** for updated listings for any market area.
3. At the results list, click any listing to view the full report.

Office Search

Stratus provides information on member offices of MLSLI. Search by name, location, code & branch, or email address.

Depending on your search criteria, the result is one office or a list of many. You can view the list (ten offices at a time) and print it. Stratus offers individual records for each office. The records can also be viewed and printed. You can email an office directly from its record, and link to the company's home page, if these links are available.

At any office record you can opt to view a list of office members. Also, at the members list, the Photo column indicates whether or not each member has an agent photo on record.

After reviewing the results of your search, click New Search if you want to return to the Office Search page.

To Search for Offices ▼

1. At **Info Center**, click **Search Offices**.
2. Enter search text in any of the four search fields. (See [Entering Search Criteria](#).)
3. Click **Submit**, to submit the search; or **Clear** to discard search text.

Navigating the Office Search Results List ▼


Stratus displays the first ten offices in the Search Results List. If more than ten offices result from the search, click Next to display the next ten, and so forth...to reveal the entire list.

Next View next ten offices


Prev View previous ten offices

- | | |
|--------------|------------------------|
| First | View first ten offices |
| Last | View last ten offices |

To Print the List of Offices ▼

1. At the Search Results page, click **Print View**. Stratus displays the list of offices in a printable format in a smaller browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print** to print.
5. Close  the browser window to return to the Office Search Results List.

To View and Print an Office Record ▼

1. At the Search Results page, click on the # for your choice of office. Stratus displays the record for that office.
2. To print this information, click **Print View**. Stratus displays the record in a printable format in a smaller browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print** to print.
6. Close  the browser window to return to the original office record.
7. Click **Return to Results** if you want to display the Office Search Results List again.

To Send Email to an Office ▼

1. At the office record, click on the office's email address.
2. A separate browser window displays for your email message. The recipient's address automatically fills.
3. Enter your text.
4. Click **Send**.

Navigating the Office Records ▼

Once you have displayed a record for one office, you can navigate to the records for all other offices in your search results:

- | | |
|--------------|-----------------------------|
| Next | View next office record |
| Prev | View previous office record |
| First | View first office record |
| Last | View last office record |

View or print this information as required. Click **Return to Results** to return to the office search results list.

To View a List of Office Members ▼

1. At any office record, click **List Members** to display a list of office members. See [Member Search](#) for details about the member list.
2. Click **Return to Office** if you want to display the office record again.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Member Search

Stratus provides information on member agents of MLSLI. Search by last name, first name, or email address.

Depending on your search criteria, the result is one member or a list of many. You can view the list (ten members at a time) and print it. Stratus offers individual records for each member. The records can also be viewed and printed. You can email a member directly from their record, and link to the member's home page, if available. Also, at the members list, the Photo column indicates whether or not a member has an agent photo on record.

After reviewing the results of your search, click **New Search** if you want to return to the Member Search page.

To Search for Members ▼


1. At **Info Center**, click **Search Members**.
2. Enter search text in any of the three search fields. (See [Entering Search Criteria](#).)
3. Click **Submit**, to submit the search; or **Clear** to discard search text.

Navigating the Member Search Results List ▼


Stratus displays the first ten members in the Search Results List. If more than ten members result from the search, click **Next** to display the next ten, and so forth...to reveal the entire list.

Next	View next ten members
Prev	View previous ten members
First	View first ten members
Last	View last ten members

To Print the List of Members ▼

1. At the Search Results page, click **Print View**. Stratus displays the list of members in a printable format in a smaller browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print** to print.
5. Close  the browser window to return to the Member Search Results List.

To View and Print a Member Record ▼

1. At the Search Results page, click on the # for your choice of member. Stratus displays the record for that member.
2. To print this information, click **Print View**. Stratus displays the record in a printable format in a smaller browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print** to print.
6. Close  the browser window to return to the original member record.
7. Click **Return to Results** if you want to display the Member Search Results List again.

To Send Email to a Member ▼

1. At the member record, click on the member's email address.
2. A separate browser window displays for your email message. The recipient's address automatically fills.
3. Enter your text.
4. Click **Send**.

Navigating the Member Records ▼

Once you have displayed a record for one member, you can navigate to the records for all other members in your search results:

Next	View next member record
Prev	View previous member record
First	View first member record
Last	View last member record

View or print this information as required. Click **Return to Results** to return to the member search results list.

Tip:


You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Accessing the News


Top MLSLI news headlines are featured at Info Center each day.

In addition to news items, a Current Tip link provides valuable information on an important topic. View and print the Current Tip using the same instructions as noted for headline news (below).

To Access MLSLI Headline News ▼

1. At **Info Center**, click on any headline featured.
2. Stratus displays the news item in a secondary browser window. You can view and/or print the news. To print, see instructions below.
3. Click **Close** or  to close the browser window and return to Info Center.

To Print MLSLI Headline News ▼

1. At the displayed news feature, choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print** to print.
4. Click **Close** or  to close the browser window.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

New Prospect Matches

Stratus has a unique and valuable feature call Prospect Match. You create a prospect profile for a client, containing his home-buying requirements. Stratus automatically searches, daily, for new listings and listings with price changes that match your client's criteria. You can have Stratus send email containing new matches--along with a link to listing reports--to you and your client. (See [Managing Prospects](#).) In addition to email notification, a red *New Prospect Matches* note is posted at your Info Center page.


Stratus keeps track of the prospect matches at Info Center until they are viewed. **Once viewed, either from Info Center or from other prospect match pages, matches are no longer available from Info Center.** They may, however, be accessed from the Prospect Match menu (at Contacts) using either of the Daily Matches functions. The

Daily Matches reports can track records as far back as 14 days. (See [Viewing and Reporting Matches](#)).

To Access New Prospect Matches from Info Center ▼

1. At **Info Center**, click on the red **New Prospect Matches** link. Stratus displays a list of matches by prospect, then date, with the most recent first.
2. To view a broker full report for any listing, click on its **ML#**. You can [print the listing](#), generate a [Street Map](#) and take a [Virtual Tour](#) (if available), and more (see [Viewing Listings](#)). Click **Back** to return to the prospect matches report.

To Print the New Prospect Matches Report ▼

1. Click **Print View**. Stratus displays the report in a printable format in a smaller browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print** to print.
5. Close  the browser window to return to the report.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

MY CALENDAR

About My Calendar

My Calendar provides a convenient format for tracking important events, meetings, and appointments. In addition to offering you the opportunity to *enter* upcoming events, My Calendar is linked to Contacts, and all the activities you enter at each contact record display on your calendar. Track *all* aspects of your schedule, with no duplication of effort, at My Calendar.

- Entries can be date-specific, periodic, or occurring over a specified duration. You can [add](#), [revise](#), and [delete](#) entries and [print](#) Day or Month calendar views.
- Customize your agenda by choosing colors for text and backgrounds. Use borders to highlight events. Create pop-ups for event details and add links to associated Web sites. (An underlined event title indicates it has associated details or it is linked to a Web site. Click on the title to reveal details or go to the Web page.)
- Activities entered in a Stratus Contact record are automatically flagged on your calendar. At Month view, activities display with a distinctive yellow background and gray border. Click on the title to display key information about the contact and activity; click on the name to view the contact record.
- Broker Open Houses in your market areas are automatically flagged on your calendar if you've chosen this option at [Customize My Stratus](#). At Month view, open houses display with a distinctive blue background and gray border. Click Open House to display the time for the open house and other key information about the event; at the detail view click on the ML# to view the [listing report](#).

My Calendar has three key elements; [Month view](#), [Day view](#), and [Event Maintenance view](#).

To Open My Calendar ▼

- At **Info Center** under **My Stratus**, click **My Calendar**. My Calendar opens in Month view, with today's date highlighted.

Month Calendar View

My Calendar opens in Month view, with today's date highlighted. All scheduled events for the month display on the calendar. You can:

- Click on any underlined event title for additional details or to link to a related Web page
- Navigate to any other Month
- [Print](#) any Month

To Display Month View ▼

- At **Info Center** under **My Stratus**, click **My Calendar**. Stratus displays the current Month and highlights today's date for easy identification.
- At Day view, choose **Month View** from the drop-down list at the heading bar.
- At Event Maintenance view and all associated summary pages; choose **Month View**, then click **View Calendar**.

Navigating in Month View ▼

- To view a different month within the same year, click on its month at the top of the calendar.
- To view a month in the previous or next year, click on the month at the top of the calendar, then click on the year.

Changing to Day View ▼

- Click on any date, to access its Day view.
- From the drop-down list (next to your name in the header line), choose **Day View** for today's Day view.

Day Calendar View

Day view provides a summary of the events scheduled for any day. From Day view you can:

- View a summary of the day's scheduled events (including details and linked Web site URLs), contact activities, and broker open houses (if this option is selected)
- Add an event: daily, duration, or periodic
- Edit an event
- Delete an event
- [Print](#) the Day view for any date

CAUTION: From Day view you can edit (and delete) periodic and duration events. Note, however, that *every occurrence* of the event is changed or deleted.

NOTE: Use the Contacts tab to add, edit, or delete a contact activity at My Calendar. See [Managing Contacts](#).

To Display Day View ▼

- At Month view, click on a date; or choose **Day View** from the drop-down list at the heading bar for today's Day view.
- At Event Maintenance view or any of its associated summary pages, choose **Day View**, then click **View Calendar**.

To Change to a Different Day ▼

- At the displayed date, click **Prev** or **Next** to navigate to the previous or next day.
- Click on any date at the small monthly calendars on the left side of the page. If necessary, click **Prev** or **Next** to navigate to other months.
- At **Go To Date**, enter a date (in standard form, e.g., DD/MM/YY, or enter a short-cut: T, for today; T+*number*, for today plus a number of days; or T-*number*, for today minus a number of days). Then click **Go To Date**.

To Add an Event ▼

1. In Day Calendar view, at **Add an event**, choose **Daily** (for an event on the day), **Duration** (for an event spanning several days, or more), or **Periodic** (for a repetitive event) from the drop-down list.
2. Click **Add an Event**. Stratus displays the appropriate data entry page.
3. Enter details for the event (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
4. Click **Save**.

To Edit an Event ▼

1. In Day Calendar view, at the listing of the event you want to revise, click **Edit**. Stratus displays the appropriate edit page.
2. Revise text and/or options as required (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
3. Click **Save**.

To Delete an Event ▼

1. In Day Calendar view, at the listing of the event you want to delete, click **Edit**. Stratus displays the appropriate edit page.
2. Click **Delete**. Click **OK** to confirm deletion.

To Change to Month View ▼

- At Day view's heading, choose **Month View** from the drop-down list.

Event Maintenance View

Event Maintenance displays all [daily](#), [duration](#), and [periodic](#) events affecting a specific date. (Contact activities and open houses do not display in this view.) Event Maintenance view is identified by the title, "Events that affect *day, date*".

At Event Maintenance you can:

- View all daily, duration, and periodic events affecting the date

- Add any event type
- Edit any event type
- Delete any event type

You can also display summaries of *all* your daily, duration, and periodic events for your entire calendar. At the summary views, you can perform the same operations (add, edit, delete) as at Event Maintenance.

NOTE: A periodic event may display in Event Maintenance view on a date for which it is not scheduled. This occurs because the date range for the periodic event spans the date in view.

CAUTION: From Event Maintenance view you can edit and delete periodic and duration events; note, however, that *every occurrence* of the event is changed or deleted.

To Display Event Maintenance View ▼

1. At Day view, click **Event Maintenance**.
2. At any summary page (i.e., ALL Daily Events, ALL Duration Events, or ALL Periodic Events), click **Show Selected Day**.

To Display Summary Pages ▼

- At Event Maintenance view, click **Show all Daily**, **Show all Periodic**, or **Show all Duration**, to display the corresponding summary page. (Click **Show Selected Day**, to return to Event Maintenance view.)

To Change to a Different Day ▼

- For a new day in the same month, click on the date.
- For a day in another month, click on the *previous* or *next* month links to navigate to the appropriate month. Then click on the date.

To Add an Event ▼

1. At the event type (Daily, Duration, or Periodic), click **Add An Event**. Stratus displays the appropriate data entry page.
2. Enter details for the event (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
3. Click **Save**.

To Edit an Event ▼

1. At the event listing, click **Edit**. Stratus displays the appropriate data entry page.
2. Revise text and/or options as required (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
3. Click **Save**.

To Delete an Event ▼

- At the event listing, click **Delete**.

Adding Events to My Calendar

You can schedule [daily](#), [duration](#), and [periodic](#) events.

Adding Events to My Calendar ▼

1. At **Info Center** under **My Stratus**, click **My Calendar**.
2. At Month view, navigate to your choice of date.
3. Click on the date. Stratus displays the Day view for that date, with events listed.
4. At **Add an event**, choose **Daily** (for an event on the day), **Duration** (for an event spanning several days, or more), or **Periodic** (for a repetitive event) from the drop-down list. Click **Add an Event**. Stratus displays the appropriate data entry page.
5. Enter details for the event (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
6. Click **Save**.

Entering Daily Events

A Daily event is a one time, date specific activity. A meeting with Mrs. Smith from ABC Company, on March 23 at 9 AM, is a Daily event. You can set a start time with or without an end time, or the event can be untimed (i.e., no start or end time).

In Day view you can add a new event to your calendar (see [Adding Events to My Calendar](#)). Stratus displays the data entry page specific to the type of event you want to add (Daily, [Duration](#), or [Periodic](#)).

Data Entry for a New Daily Calendar Event ▼

Field	Definition
Event Title	Enter a short title for the event. This title displays on the calendar. Additional information can be added at the Event Details field.
Select Colors	Blue text on a white background is the default for event titles on your calendar. You can choose other colors for text and background for each entry. Click Select Colors to display the available palette. Background choices are shown on the left and text choices on the right. A "Sample Text" box previews your choices. Click Close, when finished, to return to the data entry page.
Border	Select this check box if you want a gray rectangular border to surround the title of this entry on your calendar display.
Event Details or URL Link	<p>Enter any <i>details</i> for the event. This text is stored and displays in a smaller browser window when you click on the event title in Month view. It is also included in Day view.</p> <p>As an alternative, you can enter a <i>URL</i> (Web site address). Once entered, when you click on the event title in Month view, the Web page displays. The URL is listed in Day view.</p> <p>You cannot specify both event details <i>and</i> a URL.</p>
Open link in new window	<p>This option is preselected. As such, when you click on a URL-linked event title the Web page opens in a new browser window. Close the window to return to Stratus.</p> <p>You can cancel this selection. Note, however, that upon clicking the event title you exit Stratus when the Web page displays. (If at the Web page you determine you want to return to Stratus, click the browser's Back button to restore your session. If you close the browser, you are subject to the inactivity "time out" before you can log on to Stratus again, see Starting Stratus and Logging Off.)</p>
Start Time am/pm	Choose the starting time and AM or PM designations from the drop-down lists. This time displays in Month and Day views and is used to sort events in chronological order.
End Time am/pm	Choose the ending time and AM or PM designations from the drop-down lists. This time displays in Month and Day views.

Event Date	Stratus displays the date of the Day view (or Event Maintenance view). The date can be changed. Choose month, day, and year from the drop-down lists.
Save	Click Save to add this entry to your calendar.
Reset	Click Reset to return all fields to their former value.
(Delete)	Available at Edit page only. Click to Delete this event.
Cancel	Click Cancel to clear the fields of entered data and return to the previous page.

Entering Duration Events

A Duration event is one which occurs over a continuous date range. A conference scheduled from November 4 through 7 is a duration event. The event can be timed (having a start time with or without an end time) or untimed (no start or end time). Start and end times are *daily* times, and display at each date of the event.

In Day view you can add a new event to your calendar (see [Adding Events to My Calendar](#)). Stratus displays the data entry page specific to the type of event you want to add ([Daily](#), Duration, or [Periodic](#)).

Data Entry for a New Duration Calendar Event ▼

Field	Definition
Event Title	Enter a short title for the event. This title displays on the calendar at each day of the event duration. Additional information can be added at the Event Details field.
Select Colors	Blue text on a white background is the default for event titles on your calendar. You can choose other colors for text and background for each entry. Click Select Colors to display the available palette. Background choices are shown on the left and text choices on the right. A "Sample Text" box previews your choices. Click Close, when finished, to return to the data entry page.
Border	Select this check box if you want a gray rectangular border to surround the title of this entry on your calendar display.
Event Details or URL Link	Enter any <i>details</i> for the event. This text is stored and displays in a smaller browser window when you click on the event title in Month view. It is also included in Day view. As an alternative, you can enter a <i>URL</i> (Web site address).

	<p>Once entered, when you click on the event title in Month view, the Web page displays. The URL is listed in Day view.</p> <p>You cannot specify both event details <i>and</i> a URL.</p>
Open link in new window	<p>This option is preselected. As such, when you click on a URL-linked event title the Web page opens in a new browser window. Close the window to return to Stratus.</p> <p>You can cancel this selection. Note, however, that upon clicking the event title you exit Stratus when the Web page displays. (If at the Web page you determine you want to return to Stratus, click the browser's Back button to restore your session. If you inadvertently close the browser, you can log on to Stratus again. See Starting Stratus and Logging Off.)</p>
Start Time am/pm	<p>Choose the starting time and AM or PM designations from the drop-down lists. This is the <i>daily</i> start time and is displayed at each date of the event. This time displays in Month and Day views and is used to sort events in chronological order.</p>
End Time am/pm	<p>Choose the ending time and AM or PM designations from the drop-down lists. This is the <i>daily</i> end time and is displayed at each date of the event. This time displays in Month and Day views.</p>
Starting Date	<p>Choose month, day, and year from the drop-down lists for the starting date of the event.</p>
Ending Date	<p>Choose month, day, and year from the drop-down lists for the ending date of the event.</p>
Skip Weekends	<p>Select this option if the event does not occur on the weekend. (E.g., a conference may run Thursday through Tuesday; however, no meetings are scheduled on Saturday or Sunday.)</p>
Save	<p>Click Save to add this entry to your calendar.</p>
Reset	<p>Click Reset to return all fields to their former values.</p>
(Delete)	<p>Available at Edit page only. Click to Delete this event.</p>
Cancel	<p>Click Cancel to clear the fields of entered data and return to the previous page.</p>

Entering Periodic Events

A Periodic event is one which repeats. You may need to prepare a status report on the 1st day of each month, or go to a LIBOR class every Tuesday, Wednesday, and Thursday for a few weeks. These are periodic events.

Periodic events require a start date, end date, and repeat definition. The start and end dates identify the *interval* in which the periodic event occurs. The event does not necessarily fall on the start date or the end date. The event can be timed (having a start time with or without an end time) or untimed (no start or end time).

In Day view you can add a new event to your calendar (see [Adding Events to My Calendar](#)). Stratus displays the data entry page specific to the type of event you want to add ([Daily](#), [Duration](#), or Periodic).

Data Entry for a New Periodic Calendar Event ▼

Field	Definition
Event Title	Enter a short title for the event. This title displays on the calendar at each day the event occurs. Additional information can be added at the Event Details field.
Select Colors	Blue text on a white background is the default for event titles on your calendar. You can choose other colors for text and background for each entry. Click Select Colors to display the available palette. Background choices are shown on the left and text choices on the right. A "Sample Text" box previews your choices. Click Close, when finished, to return to the data entry page.
Border	Select this check box if you want a gray rectangular border to surround the title of this entry on your calendar display.
Event Details or URL Link	<p>Enter any <i>details</i> for the event. This text is stored and displays in a smaller browser window when you click on the event title in Month view. It is also included in Day view.</p> <p>As an alternative, you can enter a <i>URL</i> (Web site address). Once entered, when you click on the event title in Month view, the Web page displays. The URL is listed in Day view.</p> <p>You cannot specify both event details <i>and</i> a URL.</p>

Open link in new window	<p>This option is preselected. As such, when you click on a URL-linked event title the Web page opens in a new browser window. Close the window to return to Stratus.</p> <p>You can cancel this selection. Note, however, that upon clicking the event title you exit Stratus when the Web page displays. (If at the Web page you determine you want to return to Stratus, click the browser's Back button to restore your session. If you inadvertently close the browser, you can log on to Stratus again. See Starting Stratus and Logging Off.)</p>
Start Time am/pm	Choose the starting time and AM or PM designations from the drop-down lists. This time displays in Month and Day views and is used to sort events in chronological order.
End Time am/pm	Choose the ending time and AM or PM designations from the drop-down lists. This time displays in Month and Day views.
Starting Date	Choose month, day, and year from the drop-down lists for the first date of the interval in which the periodic event occurs. (The event does not necessarily occur on the start date. E.g., "Starting January 1, 2007, all progress reports are due on the 5th of each month".)
Ending Date	Choose month, day, and year from the drop-down lists for the last date of the interval in which the periodic event occurs. (The event does not necessarily occur on the end date.)
How to Repeat	Choose: <i>Every Month</i> (if the event occurs one or more days per month, e.g., an event occurring the 1st and 15th of each month); or <i>Every Year</i> (if the event occurs once a year); or <i>Repeat by Day of Week</i> (if the event follows a pattern such as occurring every Monday and Wednesday, or every other Thursday, or every first Friday of each month).
Date(s)	When you repeat by Every Month or Every Year: choose the date or dates (1-31) for the event to occur. If more than one date, press and hold down the Ctrl key while clicking each selection. (For repeat every year: the month is set to match that of the Day view or Event Maintenance view date).
Weekend Hits OK	Select this option if the occurrence of the event on a Saturday or Sunday is acceptable.
Weekends to Monday	Select this option to move the event to the following Monday if the date falls on Saturday or Sunday.

Weekends to Friday	Select this option to move the event to the previous Friday if the date falls on Saturday or Sunday.
Split to Friday/Monday	Select this option to move the event to the previous Friday if the date falls on Saturday and to the following Monday if the date falls on Sunday.
Day of Week	When you repeat by day of week: choose the day or days from the drop-down list. If more than one day, press and hold down the Ctrl key while clicking each selection.
Repeat	When you repeat by day of week: choose the repeat pattern from <i>Day of Week</i> or <i>Repeat</i> . At <i>Day of Week</i> select one or more days from the list. If more than one day, press and hold down the Ctrl key while clicking each selection. At <i>Repeat</i> , choose from the available patterns.
Save	Click Save to add this entry to your calendar.
Reset	Click Reset to return all fields to their former values.
(Delete)	Available at Edit page only. Click to Delete this event.
Cancel	Click Cancel to clear the fields of entered data and return to the previous page.

Editing and Deleting Calendar Entries

You can edit or delete calendar events that *you have entered* at My Calendar; however, contact activities displayed at My Calendar must be changed or deleted at the contact record (see [Managing Contacts](#)).

CAUTION: when you edit or delete a duration or periodic event, *every occurrence* of the event is changed or deleted.

To Edit a Calendar Entry ▼

1. At Monthly view, navigate to the date of the event you want to change. Click on the date. Stratus displays the Day view for that date.
2. At the entry you want to revise, click **Edit**.
3. Revise text and/or options as required (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
4. Click **Save**.


To Delete a Calendar Entry ▼

1. At Monthly view, navigate to the date of the event you want to delete. Click on the date. Stratus displays the Day view for that date.
2. At the entry you want to delete, click **Edit**.
3. At the Edit page, click **Delete**. Click **OK** to confirm deletion.

Printing Calendars

You can print Month and Day views of your calendar.

To Print My Calendar ▼

1. Navigate to the appropriate Month or Day view of My Calendar.
2. Click **Print View**. Stratus displays the calendar in a printable format in a new browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print** to print.
6. Close  the browser window to return to My Calendar.


Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)


MLS/LIBOR Events (Calendar)

MLS/LIBOR events are featured on a dedicated calendar, available to members for viewing only. Click on underlined calendar entries for event details.

Navigating the MLS/LIBOR Events Calendar ▼

- At **Info Center** under **My Stratus**, click **MLS/LIBOR Events**. Stratus displays the current Month view. Today's date is highlighted for easy identification.
- To view a different month within the same year, click on its month link at the top of the calendar.
- To view a month in the previous or next year, click on the month link at the top of the calendar, then click on the year.
- To view additional details for an event (when available), click on its *underlined* description in the calendar. Click **Close** (or ) to return to the calendar.

To Print the MLS/LIBOR Events Calendar ▼

1. Click **Print View**. Stratus displays the calendar in a printable format in a new browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print** to print.
5. Close  the browser window to return to the MLS/LIBOR Events Calendar.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

MESSAGE BOARD

About Message Board

A message board is like a cork board, where you leave notes for others and they do the same for you. Stratus Message Board is a tool for sharing information on subjects relevant to you and your peers. It offers you a forum for presenting ideas, generating discussion, identifying problems, and offering solutions.

Conferences and Threads

MLSLI's message board administrator creates "conference" titles, representing topical issues, to encourage dialog. You and other Message Board users provide the content of the conferences by posting and replying to messages. The list of conferences displays in the left panel of each Message Board page. You can post or reply to a message in any conference.

In a particular conference, several different conversations may occur simultaneously, and some may branch off from one another. Each unique dialog, consisting of an initial posting and all responses, is called a "thread".

See [Navigating Conferences](#) for instructions about choosing a conference, deleting messages, and navigation commands.

You can:

- Read messages in a conference, or messages in a particular thread (see [Reading Messages](#));
- Post a new messages to start a new thread in a conference (see [Creating Messages](#));
- Reply to someone else's message in order to continue a thread (see [Creating Messages](#));
- Search Message Board for messages containing a keyword or phrase (see [Searching Messages](#));
- List messages to or by you (see [Searching Messages](#)).

Navigating Conferences

If you are new to Message Board, see [About Message Board](#) for an overview of concepts.

Choosing a Conference

At any page in Message Board, click on any conference title, listed in the left panel, to display all of its associated messages. Folder icons indicate which conference is open, and the open-conference title appears near the top of the page.

	Conference closed. Click to list conference messages.
	Conference open.

When you choose a conference, all messages in that conference display in reverse chronological order, with the most recent message on top. You can click on any subject to [read](#) or [reply to](#) that message; or if you want to start a new thread, click [Post Message](#). Stratus displays forms for posting and replying to messages.

Once you've selected a message in a conference, use the Next and Previous buttons to navigate to other conference messages, in chronological order. You can display the thread a message is associated with, and navigate back and forth through the thread as well.

Read Message Navigation Commands

Reply	Reply to the message
Previous	View the previous message in the conference, in chronological order
Next	View the next message in the conference, in chronological order
View Conference	Return to the conference's message list
Delete Message	Delete this message
Thread Previous	View the previous message in this thread, in chronological order
Thread Next	View the next message in this thread, in chronological order
Show Thread	For the thread containing this message; display all messages in the same thread


Searching

You can search for specific messages by a word or phrase, or search for messages written by or to you. (See [Searching Messages](#).)

Deleting Messages

You can delete any message you authored. You cannot delete a reply to your message, nor any message authored by another user.

To Delete a Message ▾

1. At any message list, click  at the message you want to delete.
2. Click **OK** to confirm deletion.

Reading Conference Messages

Message Board displays all messages for the current conference (and for the results of a search) in list form, showing Flags, Date/Time, Sender, and Subject. Messages display in chronological order, with the most recent on top. You may need to scroll in order to view the entire list of messages. Subjects starting with "Re:" indicate reply messages.

Flags



Read the message.



Disable email forwarding. Available only for messages you authored.




Delete this message. Available only for messages you authored.

Navigation Commands

Reply	Reply to the message
Previous	View the previous message in the conference, in chronological order
Next	View the next message in the conference, in chronological order
View Conference	Return to the conference's message list
Delete Message	Delete this message
Thread Previous	View the previous message in this thread, in chronological order
Thread Next	View the next message in this thread, in chronological order
Show Thread	For the thread containing this message; display all messages in the same thread

To Read A Message ▼

1. At **Conferences**, click on a conference title. Stratus displays a list of all messages in the conference.
2. Click any **Subject** or  to display a message.
3. Read the message, then select a navigation command.

Creating Messages

You can post a new message or reply to an existing message.

Posting Messages to Start a New Thread

"Post" a message to begin a new thread within a conference.

To Post a Message ▼

1. At **Conferences**, click on a conference title. Stratus displays a list of all messages in the conference.
2. Click **Post Message**. Stratus provides a form for your message, with the conference title and your name included.
3. At **Subject**, enter a descriptive title for your message.
4. Enter your message in the text box provided.
5. Select a **Copy to My E-Mail** option, if desired. (See E-Mail forwarding, below.)
6. Click **Submit Message** to post your message at the conference (or **Cancel Message** to discard the message and return to the conference).


Stratus confirms your message is posted; click **View Conference** if you want to return to this conference.

Replying to Messages to Continue a Thread

When you "reply" to a message, you continue its thread. Ordinarily, your reply should retain the original message's subject. Message Board prefixes your reply's subject with "Re" when displaying it in the conference list.

If you change the subject, Message Board still associates the reply with the thread; however, the new subject name may prevent other readers from recognizing that the reply belongs to the same thread.

To Reply to a Message ▼

1. At **Conferences**, click on a title. Stratus displays a list of all messages in the conference.
2. Click any **Subject** or  to display a message.

3. Click **Reply**. Stratus provides a form for your reply, with the conference title and your name included.
4. Enter your message in the text box.
5. Select a **Copy to My E-Mail** option, if you want replies emailed. (See E-Mail forwarding, below.)
6. Select **Quote Original**, if you want to embed the original message below your reply. (See Quote Original, below).
7. Click **Submit Message** to post your reply at the conference (or **Cancel Message** to discard the message and return to the conference).


Stratus confirms your message is posted; click **View Conference** if you want to return to this conference.

E-Mail Forwarding

Above the Subject, in the message header area, you can specify that you want to receive emailed replies to your messages.

Copy to My E-mail: None Replies Thread

None	Do not email replies.
Replies	Email replies made directly to your message.
Thread	Email replies to all messages in this thread, whether yours or not.

In the conference list, your message displays the email forwarding flag . If you decide later that you no longer want to receive replies via email, click the flag at the conference list to disable this feature.

Quote Original

Above the Subject, in the message header area, you can specify that you want your message to embed a copy of the message to which you are replying.

Click the Quote Original button to embed the original message in your response. If the original message contains more quoted messages, you can delete them, if desired. (Mouse over the text you want to delete in order to select it, then press Delete.)

Searching Messages

Searching by Word or Phrase

You can search for messages containing a particular word, word fragment, or phrase. Message Board searches for the word or phrase in the text of the message, and in its subject.

Word/Phrase:

The "Search Messages" button is available on the Main Menu and at the top of any conference listing.

- To find messages containing the word, "offer", enter that word in the edit box without punctuation of any kind.
- For phrases, Message Board finds matches for the entire phrase. If you enter "purchase offer" (without punctuation), Message Board disregards a message containing the word "purchase" in one sentence and the word "offer" in another. To be recognized as a match, the entire phrase, "purchase offer", must appear in either the message text or the subject.


NOTE: Do not use quotation marks, wildcards, or Boolean operators (e.g., AND, OR) in your search criteria.

To Search Messages ▼

1. At the Main Menu page or in any conference, click **Search Messages**.
2. Enter a word, word fragment, or phrase. Then click **Search Messages**. Stratus displays the search results in list format.

Search Results

The list of search results is similar to the conference message list.

Click  to read a message found by the search (see [Reading Conference Messages](#)).

NOTE: In search results lists, as elsewhere in Message Board, Previous and Next navigation buttons are tied to the conference or thread, navigating you through messages in chronological order, not in search result list order. See [Navigating Conferences](#).

Searching for Your Own Messages and Replies

The "Your Messages" button is available on the Main Menu and at the top of any conference listing.

Click Your Messages to find messages you posted or sent in reply to another author's message - along with other users' replies to your messages. Message Board displays, in search results format, all messages to or by you.

Click  to read one of your messages (see [Reading Conference Messages](#)).

To Find Your Own Messages and Replies ▼

- At the Main Menu page or in any conference, click **Your Messages** to display a list of all messages to or by you.

ADD/EDIT LISTINGS

About Add/Edit

NOTE: For training sessions, to avoid adding or changing actual listings, select the "Training Mode" check box at [Customize My Stratus](#).

Adding Listings

You add a public or private listing of any class at [Add Listing](#). By establishing a link to the property's public record before you begin data entry, Stratus can auto-fill many of the fields describing property characteristics. If you can't complete the entire listing in one session, Stratus saves a listing worksheet (see [Edit Worksheet](#)). Once you complete the worksheet, submit the listing.

Editing

If the listing is still in worksheet form, make additions and changes at [Edit Worksheet](#). Once you complete a worksheet and submit the listing, make changes at [Edit Listing](#). Use Edit Listing to perform Price Changes and Extensions.

Uploading Photos

Use [Upload Photos](#) to upload (from your PC) and store photos for existing listings.

Changing Listing Status

Change the contract status of a previously-added listing at [Status Change](#). For example, you may have a new listing for which the seller has accepted a contract. In this case, you change the listing's status from New to Under Contract.

Use the Status Change option to enter Under Contracts, Closings, Contracts Cancelled, Withdrawn/Releases, and Rented. (Make all other changes - including Price Changes and Extensions - through [Edit Listing](#).)

Cloning Listings

If a property was previously listed, it can be cloned. See [Clone Existing Listing](#). Stratus creates a worksheet using much of the original listing's data (some fields, like Listing Price, are not cloned because they are unique for each listing). Review the cloned information, revise text in any field, and add new data.

CAUTION: You can also use the Clone feature to add a listing for a property that is similar to a previously listed property. Note, however, that if the initial property is linked to a public record, the clone is also linked to the same public record.

Private Listings

Each office can maintain a private database of listings, separate from the public MLS. Private listings are available only to personnel in your office, and to those in branch offices, if any.

- Use [Add Listing](#) to add a private listing just as you do a public one, selecting "Private" for the Listing Type.
- Use [Convert Private Listing to Public Available](#) and [Convert Private Listing to Public Closed](#) to move a private listing to the public MLS database.
- Use [Delete Private Listing](#) to remove a listing from your office's private database.

Ordering Special Services

You are offered a variety of listing services:

- You can order photos/slideshows/virtual tours
- Configure/modify Showing Time
- Order Interactive Photo/Floor Plan

Adding Attachments to Listings

You can attach a variety of documents to a listing (e.g., Agency Disclosure, Floor Plan). You fax the documents to Stratus MLS and the documents are linked to the listing. Use [Print Fax Cover Page](#) at the listing report to create cover pages specific to the listing and type of document you want to attach. (NOTE: After adding (or editing or cloning) a listing, use [ML Number Search](#) to display the listing report with the Print Fax Cover Page option.)

Adding Open House Information

You can add details for broker and/or consumer open houses when adding a Residential or Condo/Co-op/HOA listing. If the listing already exists in the database, use Edit Listing to add open house information.

Add Listing

Use Add Listing to enter public listings in the Multiple Listing Service, and to enter private listings in your office's private database.

The Public Record Link

With the exception of Co-ops, when you create a new listing for a property, that property's public record becomes a starting point, allowing much of the listing information to be pre-filled. In addition to simplifying the listing process, the public record link provides valuable information about the property's listing history.

To establish the link between a new listing and a public record, Add Listing includes a public records search. After you select the appropriate public record from search results, Stratus displays its information. You can revise the information (without affecting the public record itself), or exclude any field.

CAUTION: Make sure that the public record you choose is consistent with the listing class.

Once Stratus transfers the edited public record information to the new listing, you enter the remainder of the listing information.

It is possible to add a listing without a public record link; however, this is not desirable and should only be considered if, after exhausting all search options, a public record cannot be found.

NOTE: Public records are not available for out-of-area listings.

The Listing Worksheet

Because it is not always practical to enter all listing data in a single session, Stratus creates a "worksheet" for each new listing. Using [Edit Worksheet](#), you can add data to this worksheet over a number of sessions. Submit the listing when the worksheet is complete. Stratus assigns an ML# and adds the listing to the MLS database.

NOTE: The worksheet is a temporary document, available only to the user who creates it. Worksheets remain active for seven days and are purged after that time. Even if you create the listing worksheet for another agent's listing, only you can update it. Once you complete the worksheet and save it as a listing, any user in the office can edit it.

When you start a new listing, Stratus assigns a worksheet number and displays it at the bottom left corner of each Add Listing page. As you work, Stratus periodically auto-saves the worksheet. **You must save the worksheet at the end of your work session** to ensure that data entered after the last auto-save is included.

Finalize Services

When the worksheet is accurate and complete, submit the listing. (See [Finalize the Listing](#) for instructions for uploading photos, viewing and printing the listing report, and ordering special services).

Data Entry

The Add Listing screens match the order of input fields in the Listing Contract. Enter an answer (called a "value") for each field name on the screen. For example, for the field name "Listing Price", the value might be "350000".

Move between screens by clicking the Prev and Next buttons, or click each folder tab at the top of the Add Listing screen. You can use the mouse to select the screen you want to work on, and to click fields where you want to make an entry, however, it is faster to move sequentially from field to field with the Tab key.

If you cannot see the entire screen, including navigation buttons, without scrolling, press the F11 key. Stratus compresses your browser's toolbar, allowing the entire Add

screen to display. Once you complete your listing, press F11 to return your browser to its original format with expanded toolbars.

Keyboard Entry:	
Tab	Move to next sequential field.
F11	Compress browser toolbar for increased screen display.

Click the Reset key if you need to restore all fields to the last-loaded defaults.

Popup Help for Data Fields ▼

Click on any field label (e.g., Zone, Skylights, Porch) for a popup explanation of the field and to display information about what kind of value you should enter (e.g., a number; Y for yes, N for no).

Click OK to close popup help.

Required Fields ▼

Stratus indicates required fields with a blue asterisk (*).

If you submit a listing before completing all required fields, Stratus displays a message for the first empty field, flagging the field in red. Enter the data, then resubmit the listing until Stratus accepts it.

Data Entry Errors ▼

Stratus helps prevent incorrect entry in certain fields. For example, at price fields you cannot enter a non-numeric character. Stratus rejects dollar signs, commas, and periods, automatically deleting the character as you enter it.

At other fields, Stratus flags errors when you Tab (or click) away from a field. For example, you enter a listing expiration date which is earlier than the listing date. Stratus indicates the field with a red label and requires that you change the data before proceeding.

Entering Dates ▼

You can enter dates in the following formats:

Date Format	Meaning
1/31/2007 or 1/31/07	January 31, 2007
1-31- 2007 or 1-31-07	January 31, 2007

1/31 or 1-31	assumes current year
T	Today, January 31, 2007
T+1	Tomorrow, February 1, 2007
T-1	Yesterday, January 30, 2007

Responsive Data Fields ▼

Stratus sometimes customizes input fields depending on your entry at an earlier field. For example, if you enter "Y" at Price Range, Stratus displays two text boxes, one for the low price, one for the high price. If you enter "N" at Price Range, Stratus displays one text box for the list price.

Dependent Data Fields ▼

Some fields are dependent on your entry at another field. For example, if you enter a Town name in the Town field, Stratus allows only valid Zip Codes for that Town, at the Zip Code fields.

Saving Your Work ▼

Stratus auto-saves your worksheet (once every minute) as you prepare it. However, you **must** click Save Worksheet (or Submit Listing) to save your entries when you end your session to ensure that Stratus stores all data, including that entered after the last auto-save.

If you click Reset to clear entries (setting the values back to their loaded defaults) be sure to click Save Worksheet to store the reset.

When your worksheet is complete, click Submit Listing to add the listing.

Adding a Listing

To Add a Listing ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Add Listing**.
3. Select a **Property Class** and **Listing Type**, then click **Continue**.
4. If the listing is a Condo, HOA, or Co-op, select the specific class from the drop-down list, then click **Continue**. If COOP, skip to step 12.

FOR ALL OTHER classes, continue at step 5 to select the public record link.

5. Select a **County**. (If **Other**, click **Continue**, then skip to step 12.)
6. At **Select a Method to Link your listing to a Public Record**, click on the type of lookup you want Stratus to use.
7. Click **Continue**.

8. Enter your criteria for the public records search (click a link below for help):

by [Address](#)
by [Owner's Name](#)
by [Parcel ID](#)

Then click **Submit**.

9. At the search results, click to check the public record (you can only select one). Then click **Link with Listing**.
10. Stratus displays information from the public record available for auto-filling the listing. You can revise any data. If you do not want a field to display at the listing, clear its check box.
11. After confirming the public record data, click **Submit**. Stratus displays the first page of the worksheet, auto-filling any data provided via the public record link.
12. Enter text at the first worksheet page, then click the next tab at the top of the page or **Next** to proceed. Continue to enter data at each worksheet page.
13. If the worksheet is incomplete and you need to add information to it in the future: click **Save Worksheet**. At the confirmation prompt, click **OK**. (See [Edit Worksheet](#) when ready to resume).

If the worksheet is accurate and complete: click **Submit Listing**. (See [Finalize the Listing](#) for instructions for uploading photos, viewing and printing the listing report, and ordering special services).

Add Listing's Startup Screens

Starting screens establish the class, listing type, and public record link. Screen names and field names vary by class.

NOTE: The following links containing screen descriptions are not drop-downs! Each opens another topic:

[Property Class & Listing Type Screen](#)

[County & Link Method Screen](#)

[Link Listing by Address Screen](#)

[Link Listing by Owner's Name Screen](#)

[Link Listing by Parcel ID Screen](#)

[Link Listing to Public Record Screen](#)

[Confirm Public Record Fields Screen](#)

Edit Worksheet

You can add information to a worksheet at any time, or change data added previously. If, after you've made your changes, the worksheet is still incomplete, save it for a future work session. For data entry help, see [Data Entry](#) in the Add Listing topic.

Submit the worksheet when you are satisfied that the data included is accurate and complete. Stratus creates a listing, assigns an ML#, and adds the listing to the database.

If you attempt to submit a listing without all required fields filled, Stratus displays a message for the first empty field. The field label is flagged in red. Enter the data, then resubmit the listing. If another field requires data, Stratus flags it. Continue adding data and submitting the listing until it is accepted, i.e., all data requirements are met.

To Edit a Worksheet ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Edit Worksheet**.
3. Select the worksheet you want to edit, then click **Continue**.
4. Click on any worksheet tab, then add/edit data in any field. Repeat as required.
5. If the worksheet is incomplete and you need to add information to it in the future: click **Save Worksheet**. Stratus confirms the worksheet is saved. Click **OK**.

If the worksheet is accurate and complete: click **Submit Listing**. (See [Finalize the Listing](#) for instructions for uploading photos, viewing and printing the listing report, and ordering special services).

To Delete a Worksheet ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Edit Worksheet**.
3. Select the worksheet you want to delete, then click **Delete**.
4. Click **OK** to confirm deletion.

Popup Help for Data Fields ▼

Click on any field label (e.g., Zone, Skylights, Porch) for a popup explanation of the field and to display information about what kind of value you should enter (e.g., a number; Y for yes, N for no).

Edit Listing

With Edit Listing, you can edit your own offices' listings to make corrections or update remarks. Stratus tracks edit changes in History. Use Edit Listing to make price changes, extend a listing, modify the remarks, enter a broker or consumer open house on the listing, or change the listing's property characteristics.

NOTE: You may not edit the Listing Date or Listing Broker.

Instead of Edit Listing, use [Status Change](#) for Under Contract, Closing, Withdrawn/Released, Contract Cancelled, and Rented.

You can also edit a listing at some listing reports (e.g., full, medium).

To Edit a Listing ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Edit Listing**.
3. At **ML #**, enter the ML# of the existing listing, then click **Continue**.
4. Stratus displays identifying information for the listing. If this is the correct listing to edit, click **Continue**.
5. Stratus displays the listing. Click on any tab, then add/edit data in any field. Repeat as required.
6. Click **Submit Listing**. (See [Finalize the Listing](#) for instructions for uploading photos, viewing and printing the listing report, and ordering special services).

Popup Help for Data Fields ▼

Click on any field label (e.g., Zone, Skylights, Porch) for a popup explanation of the field and to display information about what kind of value you should enter (e.g., a number; Y for yes, N for no).

Upload Photos



Use Upload Photos to upload (from your PC) and store photos for existing listings.

Upload photos in .jpg format with a maximum resolution of 640 x 480. When you save the photo, the system assigns a filename using the ML# followed by the filename extension ".jpg" (for example, 1483002.jpg).

Multiple Photos for One Listing

You can upload up to nine photos for a single listing.

When saved, Stratus names the first (primary) photo with the ML# followed by the filename extension ".jpg". Additional photo filenames are appended with the appropriate position number. For example, for listing 1483002, the system saves the primary photo as 1483002.jpg. The photo for position 2 is named 1483002_2.jpg, and so forth.

- When viewed, the listing displays the primary photo with previous and next   buttons in the bottom right corner. Use the buttons to page forward and back through all the photos. If you *move the cursor* over a photo, its comment (if any) displays. If you *click* on the photo, a page with all photos displays. On the multiple photo page, click on any photo to enlarge it.
- When printed, the *primary* photo prints with the listing report, regardless of that currently-viewed.
- When downloading photos for listings at the search results, only the *primary* photo downloads.

Using Upload Photos

The photo viewer (top left panel)	Displays the saved photo associated with the current position (1-9). NOTE: If you open a photo for position <i>n</i> , then navigate to another photo position without saving the photo, the photo for position <i>n</i> no longer displays when you navigate back.
Comments	Enter a comment, if desired, for the photo at any position. For example, "Kitchen with granite-tiled counter."
Filename	Enter the full path and file name (or click Browse to navigate to and select a file) of the photo you wish to upload.
Browse	Navigate to, and select, a file to upload.
Clear	Clear Comments and Filename fields.
Previous/Next	Navigate to next or previous photo position.
Delete Photo	Delete the photo in the current position.
Save Photo	Save the photo in the current position.
Pictures (top right panel)	As you upload a photo for each photo position (up to 9) it displays in the Pictures panel. Click any picture to view its properties.
Picture Properties (MLS#, Status, Comment)	Status: <i>Primary</i> : the listing's primary photo (for publishing) <i>On Server</i> : photo stored successfully <i>Blank (no status displays)</i> : photo not stored

To Upload Photos ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Upload Photos**.
3. At **MLS #**, enter the MLS# of the listing for which you want to upload photo(s), then click **Continue**.

4. Stratus displays the primary photo for the listing in the top left panel, if one exists. If photos are stored for this listing, click **Next** to navigate to the next available photo position (that is, if 5 photos currently exist, click Next until you see the blank panel labeled Photo Number 6).
5. Click **Browse** and then locate the photo by filename. When the correct path and filename displays, click **Open**. The photo displays in the photo viewer.
6. At **Comments**, if desired, type text to display (in the listing report) when a user moves the mouse over the photo.
7. Click **Save Photo** to save the photo.
8. If uploading another photo, click **Next** to move to the next position. Click **Clear** to remove comments and filename. Then repeat steps 5-7.

To Delete Photos ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Upload Photos**.
3. At **MLS #**, enter the MLS# of the listing for which you want to delete photo(s), then click **Continue**.
4. Stratus displays the primary photo for the listing in the top left panel, if one exists. If necessary, click **Next** to navigate to the photo you want to delete.
5. Click **Delete Photo**.
6. At the confirmation prompt, click **OK**.
7. To delete additional photos, repeat steps 4-6.

The deleted photo is removed from its position in the Pictures panel in the top right corner. The large left-side photo continues to display, in spite of the deletion, until you navigate away from the photo.

Status Change

You can change the contract status of your own offices' listings with Status Change. Stratus tracks status changes in History. Use the Status Change option to enter Under Contracts, Closings, Contracts Cancelled, Withdrawn/Releases, and Rented. (Make all other changes, including Price Changes and Extensions, through [Edit Listing](#).)

To Perform a Status Change ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Status Change**.
3. At **ML #**, enter the ML# of the existing listing, then click **Continue**.
4. Select the new **Status** from the drop-down list and click **Continue**.
5. Enter information at all required fields.

6. Click **Submit Listing**.

Popup Help for Data Fields ▼

Click on any field label for a popup explanation of the field, and to display information about what kind of value you should enter.

Clone Existing Listing

If a property was previously listed, it can be cloned. Both available and unavailable listings can be cloned.

CAUTION: You can also use the Clone feature to add a new listing for a property similar to one previously added to Stratus. Note, however, that if the initial listing is linked to a public record, any clone of the listing is also linked to that public record.

Stratus copies property characteristics from the existing listing to the new listing's worksheet. Carefully review all copied fields, changing information when appropriate. Stratus does not copy listing-specific fields (like Listing Price, Listing Date, Expiration Date, Listing Realtor, and Agent).

NOTE: Public listings can be cloned as public listings only. Private listings can be cloned as private listings only.

To Clone a Listing ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Clone Existing Listing**.
3. At **ML #**, enter the ML# of the existing listing, then click **Continue**.
4. Stratus creates a new worksheet with data filled from the existing listing. Review entries on all pages and make required changes.
5. Enter data at empty fields.
6. If the worksheet is incomplete and you need to add information to it in the future: click **Save Worksheet**. At the confirmation prompt, click **OK**. (See [Edit Worksheet](#) when ready to resume).

If the worksheet is accurate and complete: click **Submit Listing**. (See [Finalize the Listing](#) for instructions for uploading photos, viewing and printing the listing report, and ordering special services).

Finalize the Listing

When you submit a listing, Stratus displays a page offering finalize services.

Finalize services include:


- **Upload Photos:** Upload as many as nine photos from your PC to the listing report.

- View Report: View and Print the listing report.
- A variety of special services (options for services such as virtual tours, showing times, floor plans, and so forth).

To Upload Photos ▼


- See [Finalize-Photos](#).

To View and Print the Listing Report ▼

1. At the Finalize Listing/Optional Settings page, click **View Report**.
2. Click **Continue**.
3. Stratus displays the listing in a printable format in a secondary browser window.
4. Choose **Print** from the browser's **File** menu.
5. Specify the printer options.
6. Click **Print**.
7. Close  the browser window to return to the Finalize Listing/Optional Settings page.
8. If your selection of options is complete, click **Return to Add/Edit**, then **Continue**, to return to the Add/Edit menu.

To Order Special Services ▼

To order/specify any of the special services (e.g., virtual tours, showing times, floor plans):

1. At the Finalize Listing/Optional Settings page, select one of the special services.
2. Click **Continue**.
3. Stratus displays the supplier's page in a secondary browser window. Follow the supplier's on-screen instructions to order/specify your choice of services.
4. Close  the browser window to return to the Finalize Listing/Optional Settings page.
5. Repeat steps 1-4 for another special service, if desired.
6. If your selection of options is complete, click **Return to Add/Edit**, then **Continue**, to return to the Add/Edit menu.

Convert Private Listing to Public Available

You can convert your own offices' available private listings to public MLS available listings.

To Convert a Private Listing to Public Available ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Convert Private Listing to Public Available**.
3. At **ML #**, after the asterisk (*), enter the ML# of the existing available private listing, then click **Continue**.
4. At the identification screen, click **Continue** if the listing is correct. The new ML# displays.

Convert Private Closing to Public Closed

You can convert your own offices' closed private listings to closed public MLS listings.

To Convert a Private Closing to Public Closed ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Convert Private Closing to Public Closed**.
3. At **ML #**, after the asterisk (*), enter the ML# of the existing closed private listing, then click **Continue**.
4. At the identification screen, click **Continue** if the correct listing displays.

Delete Private Listing

You can delete your own offices' private listings. (There is no need to perform a Withdrawn/Release status change for a private listing.)


To Delete a Private Listing ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click **Delete Private Listing**.
3. At **ML #**, following the asterisk (*), enter the ML# of the private listing you want to delete, then click **Continue**.
4. Stratus displays identifying information for the listing. If this is the correct listing to delete, click **Delete**.
5. Click **OK** to confirm deletion.
6. At the confirmation screen, click **Continue** to return to Add/Edit.

Special Services

At the Add/Edit menu you can make arrangements for a variety of listing services. For example, you can order photos, slideshows, and virtual tours, and configure showing times.

To Order Special Services ▼

1. Select the **Add/Edit** tab at the top of any Stratus page.
2. At **Add/Edit Options**, click any special service.
3. At **ML#**, type the listing number.
4. Click **Continue**.
5. A secondary browser window opens. Follow the vendor's on-screen instructions.
6. When finished, close  the browser window to return to Stratus.

SEARCHING LISTINGS

About Stratus Searches

Stratus' Search feature allows you to find listings of any status, in any class, by any search criteria you choose. Although Search is flexible, for the most part you will use it to look for listings meeting a buyer's requirements, or for those comparable to a seller's property. (For information about searching Public Records, see [About Public Records Searches](#).)

The Stratus Search Process

All Stratus listing Searches have three basic components: search criteria, search results, and search reports.

- Search Criteria: Using one of five listing search types, enter your search criteria. The number of search fields you specify influences the quantity of listings resulting from the search. (See [Entering Search Criteria](#).)
- Search Results: Stratus displays all listings matching your search criteria in table format. You can sort, print, and download this list, or an excerpted version of this list. (See [About the Listings Search Results List](#).)
- Search Reports: You can view and print some or all listings presented in the search results list in a choice of formats. (See [Viewing Listings](#) and [Printing Listings](#).)

General Notes on Stratus Searches

Stratus limits the number of listings displayed in Search Results to several hundred, to help avoid performance problems over the Internet. Use enough search fields to ensure your search finds fewer than the maximum number of listings.

Use the Count button, before submitting the search, to display the number of listings the search will find.

You can stop a search by clicking the browser's Stop button. No search results display.

Selecting a Listing Search Type

There are several ways to search listings in Stratus:

[Quick Search](#): A template search for novice and advanced users. Choose among commonly-searched fields for each listing class. Enter (or select) search text for any search field displayed.

[Full Search](#): For advanced users requiring full flexibility. Unlimited access to every field, fields grouped by category (e.g., Location, Home Characteristics, and Price/Taxes & Status). Enter (or select) search text for *any* field across *all* categories. Preview search criteria before submitting the search. You can reference Data Dictionaries for the specific class you want to search.

[Flex Search](#): For advanced users requiring full flexibility. Unlimited access to *every*

field from a single, alphabetized drop-down list; fast, flexible search for users familiar with the names of the search fields. Stratus displays your search criteria as you build it. You can reference Data Dictionaries for the specific class you want to search.

[Pre-Defined Searches](#): An easy template search for novice and advanced users alike. A short-cut method for searching!

[Radius Search](#): A quick and easy *graphical* method for finding listings. Specify a geographic center-point and radius—Stratus finds listings in the defined area.

Selecting a Class

Most searches require that you select a single class of listing: Residential, Condo/Co-op/HOA, Rental, Land, or Commercial/Industrial.

Flex Search, however, allows you to search listings across more than one class.

Selecting Availability

Specify whether your search is for available, unavailable, or both categories of listings.

- [Available](#): Listings available for sale or rent.
- [Unavailable](#): Listings no longer available for sale or rent.
- [Both](#): Available *and* unavailable listings.

Selecting Public or Private Listings

Specify whether your search is for MLS, private, or both categories of listings.

- [MLS](#): Properties listed with the Multiple Listing Service.
- [Private](#): Listings input at your office to be viewed only by your firm.
- [Both](#): MLS *and* private listings.

Selecting Archived Listings

In a limited number of search combinations, you can specify whether your search is to include [Archived Listings](#).

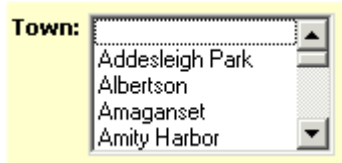
Listings that are off the market for a period of time, such as closed, expired, withdrawn, and rented, are archived.

Value Price Ranges

Some listings include both a high and a low listing price. Listing output forms, in such cases, may therefore show a higher number than the range you specified in your search criteria—this means the listings' *low price is* in your range.

Entering Search Criteria

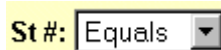
Choosing Items in a List Box



List boxes allow multiple selections. Peruse the list with the scroll buttons on the right side of the box.

- Click to choose the item you want.
- To choose multiple items, press and hold down the CTRL key, then click on each item desired (CTRL+Click).
- To view all current selections, right click in the list box.
- To de-select all options, click the blank option at the top of the list.
- To de-select the last-selected option, CTRL+Click.

Choosing Items in a Drop-Down List



Drop-down lists contain a list of items from which you must choose *only one* option. Peruse the list by clicking the down arrow (or both up and down arrows) on the right side of the box. Click to select the item you want.

Entering Values in a Text Box



Choose "Starts With", "Contains", or "Equals" before entering text values. If you are having trouble obtaining a match while searching a text field like *St Name* with "Equals", choose "Starts w/" from the drop-down list, then enter the first few characters of the street name in the text box. For example, if you entered a street name "Equals HILLSPRING" with no results, try using "Starts w/ HILL"

St Name	Starts w/	HILL
---------	-----------	------

This search finds properties matching "123 HILLSPRING" as well as "123 HILL SPRING".

OR Searches

The screenshot shows a search interface with a main text box containing "St Name: Starts w/ MC". Below this is a button labeled "Or" and a dropdown menu. The dropdown menu is open, showing two options: "starts w/ MAC" and "starts w/ MC". The "starts w/ MC" option is currently selected and highlighted in blue.

Once you enter search text in a text box, click on the OR button, if available, to enter additional criteria in the larger text box, below. Stratus interprets each entry you add with the OR button as another way to search the listings. In the above example, the search finds streets starting with "MC" *or* "MAC".

To delete or edit a value, select it in the OR box; Stratus displays the value in the main text box, on top. Backspace through the value to edit, or erase, the value.

Entering Date Fields

The screenshot shows a search interface for date ranges. It features a label "Listing Date:" followed by two input boxes. The first box is labeled "From" and contains the date "1/15/07". The second box is labeled "To" and contains the date "2/15/07".

Stratus accepts dates in the form of mm/dd/yy, m/d/yy, and mm/dd/ccyy. The following examples are acceptable for March 2, 2002:

03/02/07

3/2/07

3/2/2007

Entering Min/Max Ranges

The screenshot shows a search interface for price ranges. It features a label "Listing Price:" followed by two input boxes. The first box is labeled "Min" and contains the value "250000". The second box is labeled "Max" and contains the value "300000".

Search fields using "Min" and "Max" boxes allow you to search a range of values. Enter the smallest acceptable value in the "Min" box and the largest acceptable value in the "Max" box.

The example above finds properties with a Listing Price greater or equal to \$250,000 and less than or equal to \$300,000. If you specify a value only in the "Min" field, the system finds listings with a list price equal to or greater than the value entered.

Saved Criteria

Stratus allows you to save your search criteria in most listing searches (not Radius Search) and all public record search options. Use the saved criteria (in its original form or modified) for subsequent searches.

Criteria saved for a particular listing search is available for similar listings searches. Likewise, criteria saved for a public records search is available for similar public records searches. Due to the unique nature of the different searches, however, search fields for one search type may not be available for another search type.

Note: Exercise caution when using saved criteria in searches including [archived listings](#). Since archived listing searches require *only one town*, if the saved criteria contains multiple towns Stratus eliminates all but one town from the criteria.

Cross-Class Saved Criteria (for listing searches only)

Criteria saved in one class can be used to search a different class (e.g., criteria saved in the residential class of a Quick Search can be used in the condo/co-op/HOA class of a Full Search). Carefully review the new search before submitting it, to confirm that vital search fields not common to the two classes are properly specified.

If a field is present in the saved search and not in the new search (because either the class or search type is different), that search text is not available in the new search. If the new search has required fields that aren't available in the saved search, you must enter these.

Be sure the search fields and text make sense in the new class before submitting your search.

NOTE for Flex Searches: Stratus displays the saved search fields and corresponding text at the bottom half of the page, in the Search Criteria box. Carefully examine this information in light of the new search. If a field in the saved search is not available in the new search, Stratus deletes it from the criteria. If the new search has required fields that aren't available in the saved search, you must select and enter these. If a field is common to the two searches, but the type of field is different (e.g., drop-down list versus text box), do display it in the criteria.

To Save Search Criteria ▼

1. After entering your search criteria, go to the **Save Criteria As** text box.
2. Enter a name for your search.
3. Click **Save**.
4. Stratus prompts, "Criteria Saved". Click **OK**.

To Use Saved Criteria ▼

1. At **Use Saved Criteria**, select the name of the saved search criteria from the drop-down list.
2. Click **Use**.
3. The text appears in preview format at the new search page. Verify the accuracy of the criteria for the new search. Use the criteria as presented or modify it (see the Help topic for the Search type for instructions).
4. Click **Submit**.

Notes on Modified Saved Criteria ▼

If you modify saved criteria, you can save the modified criteria as a new and unique search, keeping the original search intact. Alternatively, you can replace the original saved search with the modified one.

- To save the modified criteria as a unique search, choose a new name and enter it at the Save Criteria As text box. Then click Save. Stratus prompts, "Criteria Saved". Click OK.
- To replace the original search with the modified version use the same name as the original search. Then click Save. If you use the same name, Stratus asks your permission to overwrite the original search criteria. Click OK. Stratus prompts, "Criteria Saved". Click OK.

To Delete Saved Criteria ▼

1. At any search page, at **Use Saved Criteria**, select the name of the saved search criteria from the drop-down list.
2. Click **Delete**.
3. Stratus prompts, "Are you sure you want to delete 'saved criteria name?'". Click **OK** to delete the saved criteria, or **Cancel** to maintain the saved criteria.
4. Stratus prompts, "Criteria Deleted". Click **OK**.

General Search Tips

Tips on Entering Search Criteria

- *It is not necessary to enter text in each search field.* If your search finds too many (or too few) listings, revise the search criteria. To reduce the number of listings, add additional search criteria. For more listings, broaden your search by eliminating some of the search criteria.
- You can change your search text in a field at any time, before submitting your search.
- If at any time during the data input process you wish to delete all entries and begin again, you can. (See Tip at [Quick](#), [Full](#), [Flex](#), and [Pre-Defined Searches](#) for details.)
- Use the Count button, before submitting the search, to display the number of listings the search will find.
- If your search does not provide suitable results, click Revise Criteria at the search results list. Stratus displays your initial search criteria. Revise, then resubmit the search criteria without starting again from scratch.

Tips on Saved Search Criteria

- In Quick, Full, Flex, and Pre-Defined Searches you can save your search criteria to use in subsequent searches. (See [Saved Criteria](#) for instructions on saving criteria, using saved criteria, and deleting saved criteria.)
- When using saved search criteria, Stratus displays the criteria using the preview format. You can add, edit, or delete any text (see [Quick Searches](#), [Full Searches](#), [Flex Searches](#), or [Pre-Defined Searches](#)). To save modified criteria see "Notes on Modified Saved Criteria" at [Saved Criteria](#).

Tips on Search Results Formats

- You can display the Search Results in your choice of formats. Create a new custom report; use an existing custom report; or use the default report. (See [Creating Custom Search Results Reports](#).)

Tips on Printing Reports

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Searching Archived Listings

Listings that are off the market for a period of time (those that are closed, expired, withdrawn, or rented) are archived. The time frame for archiving listings follows:

Last Status	When Listing Moves to Archives
CL (Closed)	25 months from Title Date
EXP (Expired)	6 months from Expiration Date
UC (Under Contract)	For those UC's that never move to CL, archive 18 months from Contract Date
W/R (Withdrawn/Released)	12 months from W/R Date
RE (Rented)	12 months from Rented Date

The following searches may include archived listings:

Quick Searches	Residential - Unavailable and Both
	Condo - Unavailable and Both
	Rental - Unavailable and Both
	Land - Unavailable and Both
	Commercial - Unavailable and Both

Pre-Defined Searches

Address Search

Residential Closed

Condo/Co-op/HOA Closed

When you choose one of these searches, a check box displays at the Search page, with the option to include archived listings. At any other search, the check box to include archived listings does not display.

NOTE: If you chose to include archived listings in a search, you can only specify *one town* in your search criteria. You cannot choose a zone, zip code, or county. Also, note, that when using a saved search with multiple towns, Status eliminates all but one town in the search criteria.

Quick Searches

Quick Search provides a convenient format to search for listings with commonly-used search criteria. Use Quick Search to search for one class at a time. Tailor your search to include available listings, unavailable listings, or both; and those which are MLS-only, Private-only, or both. When you search unavailables (or both), you can include [Archived Listings](#).

See [General Search Tips](#) for tips about entering search criteria, saved search criteria, and formatting the display of search results.

To Perform a Quick Search ▼

1. Select the **Search** tab at the top of any Stratus page.
2. At **Select a Search Type**, click **Quick Search**.
3. Click to select a **Class**.
4. Click to select **Availability**.

If you choose **Unavailable** or **Both**, you can click to select the **Archived Listings** check box.

5. At **Include**, click to choose **MLS**, **Private** or **Both**.
6. Click **Continue**.
7. At the Quick Search page, enter (or select) search text for one or more fields; see [Entering Search Criteria](#). (To use saved criteria, see [Saved Criteria](#)).
8. Click **Preview** to display the complete search criteria. Carefully review each search field and text. Modify any faulty criteria.
9. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See [Creating Custom Search Results Reports](#)).

10. Click **Submit** to submit the search.
11. View the [search results](#).

To Change Criteria from Preview ▼

1. At the **Preview** page, click on any search field link. Stratus displays the Quick Search page.
2. Edit or delete the existing text or add text in any field you wish.
3. Click **Preview** to confirm your choices before submitting the search.

To View a Count of Listings the Search will Return ▼

1. When search criteria is complete, at the Quick Search page, click **Count**.
2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search. (Note: If the search will not return any listings, a message advises you to revise your criteria, click **OK**.)

Tip:

If at any time during the data input process you wish to delete all entries and begin again, click Clear.

Full Searches

Full Search provides the advanced user a powerful tool for custom searching. You have unlimited access to *every search field*. Search fields are organized by category. Enter (or select) search text for *any* field in any category. Use Full Search to search for one class at a time. Tailor your search to include available listings, unavailable listings, or both; and those which are MLS-only, Private-only, or both.

See [General Search Tips](#) for tips about entering search criteria, saved search criteria, and formatting the display of search results.

NOTE: See Help's Data Dictionaries for the specific class you want to search.

Navigating Search Field Categories ▼

Over three hundred search fields are available in Full Search. Fields are grouped into screens by categories selected from a drop-down list at the top of the Full Search page.

When entering search criteria you can choose any category, in any order. It is not necessary to enter search text in each category. You can revisit a category to add or modify the text within.

Previewing Criteria

Before submitting a Full Search *always* click Preview to view all criteria you've selected—from all screens—in a single page. This is essential because your criteria is hidden from view as you navigate from category to category.

Clearing Criteria

Click Clear to delete all search text on the current screen. Click Clear All to discard all search text on all screens.

To Perform a Full Search ▼

1. Select the **Search** tab at the top of any Stratus page.
2. At **Select a Search Type**, click **Full Search**.
3. Click to select a **Class**.
4. Click to select **Availability**.
5. At **Include**, click to choose **MLS**, **Private** or **Both**.
6. Click **Continue**.
7. At the Full Search page, at **Select a Category**, select a category from the drop-down list to view its screen.
8. Enter (or select) text in any search field. See [Entering Search Criteria](#).
9. Repeat steps 7 and 8 until you've specified search criteria for all necessary categories.
10. Click **Preview** to display the complete search criteria for all categories. Review and, if necessary, modify any faulty criteria.
11. At **Select Search Results Format**, choose the default or an existing custom report, OR click **Custom Reports** to create a new report format. (See [Creating Custom Search Results Reports](#)).
12. Click **Submit** to submit the search.
13. View the [search results](#).

To Change Criteria from Preview ▼

1. At the **Preview** page, click on any search field link. Stratus displays the corresponding category screen.
2. Edit or delete existing text or add text in any field you wish.
3. To edit criteria in a different category: at **Select a Category**, choose a category. Edit or delete existing text or add text into the appropriate search field(s).
4. Click **Preview** to confirm your choices before submitting the search.

To View a Count of Listings the Search will Return ▼

1. When search criteria is complete, at the Full Search page, click **Count**.
2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search. (Note: If the search will not return any listings, a message advises you to revise your criteria, click **OK**.)

Tip:

If at any time during the data input process you wish to delete all search text on the current page, click Clear. To clear the entire search criteria and start over, click Clear All at the preview page.

Flex Searches

Flex Search provides full flexibility in a streamlined format for advanced users familiar with field names. Flex Search offers quick, unlimited access to more than three hundred search fields. In Flex Search you can search for listings across more than one class at a time. Tailor your search to include available listings, unavailable listings, or both; and those which are MLS-only, Private-only, or both.

You create a custom search by choosing search fields, one at a time, from a drop-down list. You then enter (or select) search text for the field, as required. Stratus displays your search criteria as you build it.

Flex Search offers the ability to specify exclusionary ("not equal to") criteria. For example, you can perform a search for all house styles *except* Colonial.

See [General Search Tips](#) for tips about entering search criteria, saved search criteria, and formatting the display of search results.

NOTE: See Help's Data Dictionaries for the specific class you want to search.

Searching Across Multiple Classes

Flex Search allows you to search across more than one class. Note, however, that a particular search field in one class may differ from the same search field in another class in terms of text choices or search field format (i.e., drop-down list, text box, etc.). Stratus combines the search fields for the classes in a meaningful way. Some search fields require special attention:

- When a search field contains a list of choices in each class (e.g., Style), Stratus combines the choices from both classes into a single list. *Either don't choose any, or specify one or more **that apply to each class**.*
- When a search field is a drop-down list of choices in *one* class—and a text box in *another* class (e.g., fuel)—Stratus offers the search field in the form of a text box. Choose Starts/w from the drop-down list and enter the first few characters of the value. See the data dictionary for acceptable values for that search field.

Searching Using "Not Equal To" Criteria

Flex Search allows you to specify criteria that you **don't want** in your search results. For example, you may want to search for all house styles *except* (or "not equal to") Colonial.

- After you select a search field from the drop-down list, click the **Not** check box, then click on the choice (or CTRL+Click to select multiple choices) you want to exclude from your search at the corresponding list box.

The screenshot shows a search interface with a yellow background. On the left, there is a text input field labeled 'Style' with a dropdown arrow. To its right is a checkbox labeled 'Not' which is checked. Further right is a dropdown menu with the following options: Cape, Colonial (highlighted), Contemporary, and Cottage.

To Perform a Flex Search ▼

1. Select the **Search** tab at the top of any Stratus page.
2. At **Select a Search Type**, click **Flex Search**.
3. Click to select *one (or more)* **Class**.
4. Click to select **Availability**.
5. At **Include**, click to choose **MLS**, **Private** or **Both**.
6. Click **Continue**.
7. At the Flex Search page, at **Select an item from the list below**, select a search field from the drop-down list.
8. Enter (or select) search text as required. (See [Entering Search Criteria](#).) Note: To specify "not equal to" criteria, click the **Not** check box, then select search text you *do not* want to include in search results.
9. Repeat steps 7 and 8 until the search criteria is completely defined.
10. Preview the information in the **Search Criteria** box. Modify any faulty criteria.
11. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See [Creating Custom Search Results Reports](#)).
12. Click **Submit** to submit the search.
13. View the [search results](#).

To Change Criteria ▼

1. Click on any search field link in the **Search Criteria** box.

Stratus displays the criteria in the appropriate format (drop-down list, text box, etc.) above the Search Criteria box.

2. Edit or delete the search text.

3. To add a new search field, choose a field from the drop-down list at **Select an item from the list below**.
4. Confirm your choices before submitting the search.

To View a Count of Listings the Search will Return ▼

1. When search criteria is complete, at the Flex Search page, click **Count**.
2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search. (Note: If the search will not return any listings, a message advises you to revise your criteria, click **OK**.)

Tip:

If at any time during the data input process you wish to delete a search field, select the field in the Search Criteria box and click Delete. To clear the entire search criteria and start over, click Delete All.

Pre-Defined Searches

Pre-Defined Search provides the framework for the most commonly-used searches, requiring minimal data entry. Tailor your search to include those which are MLS-only, Private-only, or both. If you select certain pre-defined searches, you can include [Archived Listings](#).

NOTE: One Pre-Defined Search, *Address Search*, finds matching listings among all statuses - both available and unavailable. Sort search results by LSC (Latest Status Change) for clarity. (See [Sorting Search Results](#).)

See [General Search Tips](#) for tips about entering search criteria, saved search criteria, and formatting the display of search results.

To Perform a Pre-Defined Search ▼

1. Select the **Search** tab at the top of any Stratus page.
2. At **Select a Search Type**, click **Pre-Defined Searches**.
3. At the **Select a Pre-Defined Search** list box, click to choose a Pre-Defined Search.

If allowed for your choice of search, you can click to select the **Archived Listings** check box.

4. At **Include**, click to choose **MLS**, **Private** or **Both**.
5. Click **Continue**.
6. At the Pre-Defined Search page, enter (or select) search text for any field. See [Entering Search Criteria](#). (To use saved criteria, see [Saved Criteria](#).)
7. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See [Creating](#)

[Custom Search Results Reports](#)).

8. Click **Submit** to submit the search.
9. View the [search results](#).

To Preview and Modify Pre-Defined Search Criteria ▼

1. Click **Preview**.
2. At the **Preview** page, click on any search field link. Stratus displays the Pre-Defined Search page.
3. Edit or delete the existing text or add new text in any field you wish.
4. Click **Preview** to confirm your choices before submitting the search.

To View a Count of Listings a Search will Return ▼

1. When search criteria is complete, at the Pre-Defined Search page, click **Count**.
2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search. (Note: If the search will not return any listings, a message advises you to revise your criteria, click **OK**.)

Tip:

If at any time during the data input process you wish to delete all entries and begin again, click Clear.

Radius Searches

Radius Search offers a quick and easy *graphical* method for finding listings. You map a center-point for the search and then select a radius (e.g., 1/4 mile, 1/2 mile). You can limit the search results by including additional search criteria (e.g., listing price range or number of bedrooms). Stratus finds listings within the defined geographical area.

You can adjust the view of the map using the zoom and direction buttons; see below.

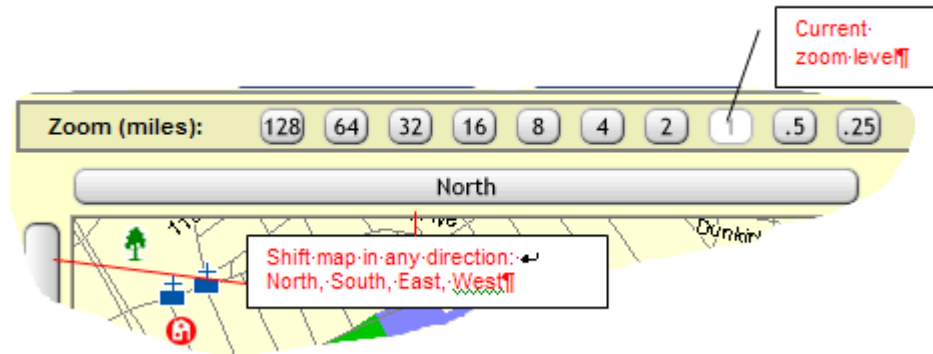
To choose the center-point for your search:

- click on the map (use the zoom and direction buttons to accurately define the map view); or
- enter a zip code, then click Locate
- Continue to click on the map to fine-tune the position, if necessary

Stratus indicates your chosen center-point on the map with cross hairs. You can choose a radius—from 1/8 mile to four miles.

Like other listing searches, Radius Search generates a search results list. From search results, click Street Map if you want to map all, or selected listings. (See [Mapping Listing Search Results](#).)

Using Zoom and Direction Buttons ▾



- The white (lightened) button indicates the current zoom setting. For greater magnification, click on a zoom button to the right. To view a larger geographic area, click on a zoom button to the left.
- You can also use the direction buttons (labeled North, East, South, West) to adjust the map view. Click on a direction button to shift the map in the chosen direction.

To Perform a Radius Search ▾

1. Select the **Search** tab at the top of any Stratus page.
2. At **Select a Search Type**, click **Radius Search**.
3. Click to select a **Class**.
4. Click to select **Availability**.
5. At **Include**, click to choose **MLS**, **Private** or **Both**.
6. Click **Continue**.
7. At **Limit Search**, enter (or select) appropriate search text for any desired field. (See [Entering Search Criteria](#).)
8. At **Select Radius**, choose the radius for your search.
9. To enter the center-point for your search you can:

Click on its location on the map (use the zoom and direction buttons, as required, to find the view most appropriate for choosing your center-point); or

Enter a zip code and click **Locate**. Stratus displays the map with your center-point indicated with cross hairs. (You can then click on the map to fine-tune the center-point location if necessary.)

10. Click **Submit**. The search results list displays.
11. Select listings as needed, and then click **Street Map** if you want to map the search results. (See [Mapping Listing Search Results](#).)

Tip:

It is not necessary to enter text in each search field. If your search finds too many (or too few) listings, revise the search criteria. To reduce the number of listings, add additional search criteria. For more listings, broaden your search by eliminating some of the search criteria.

SEARCH RESULTS LIST

About the Listings Search Results List

When you submit a search, Stratus compares your criteria with that in each appropriate listing, then generates the Search Results. Only those listings matching all specified search text are included. Stratus displays the Search Results List in a simple one line format offering key listing information. Alternatively, you can display the list with a "thumbnail" size photo for each listing by choosing this option at [Customize My Stratus](#).

Stratus limits the numbers of listings in the Search Results to help avoid performance problems over the Internet.

- You can [custom create the report for your Search Results List](#) or use the default report format.
- To revise and resubmit the search criteria without starting again from scratch, click Revise Criteria.
- To start a new search, select the Search tab.
- You can choose the number of displayed listings per page. (See [Navigating the Search Results List](#), below.)
- You can view, narrow, [sort](#), or [print](#) the Search Results List.
- You can [download](#) search results, all listing data, Pocket Real Estate fields, or listing photos.
- You can plot any or all listings on a street map. (See [Mapping Listing Search Results](#).)
- The Search Results List does not necessarily reflect all your search criteria. Full, medium, thumbnail, and additional report formats provide varying levels of detail. (See [Viewing Listings](#).)
- You can email listings directly to your clients. (See [Emailing Listings](#).)
- Save listings to [My Favorites](#). (See [Saving Listings to My Favorites](#).)
- You can analyze statistical and grouping information about the search results. (See [Statistics and Counts](#).)

Navigating the Search Results List

You can choose the number of listings to display on each page of the Search Results (from the drop down list below the listings). The default is 10 listings per page.



Display Records / Page

Stratus displays the first page of listings in the Search Results List. Click Next to display the next page, and so forth...to reveal the entire list. If the list is long and you have chosen to display "All" on one page, scroll to view the entire list.

Next	View next group of listings
Prev	View previous group of listings
First	View first group of listings
Last	View last group of listings

Narrowing the Search Results List

You can select specific listings from search results to display as a subset. At the Search Results List, check the box next to the sequence number for each listing you wish to include in the narrowed Search Results List. Then click Narrow Results.

#	<input checked="" type="checkbox"/>	Town
1	<input type="checkbox"/>	Addesleigh Park 11
2	<input checked="" type="checkbox"/>	Addesleigh Park 1
3	<input checked="" type="checkbox"/>	Addesleigh Park
4	<input type="checkbox"/>	Addesleigh Park

After you narrow the Search Results List, click Original Results if you want to return to the original results list.

NOTE: In some report formats, you can select (or de-select) a listing for the subset while viewing it. At the top of the listing report, check the box next to the current listing's sequence number (or clear the box to de-select):



Creating Custom Search Results Reports

When your listings or public records search is completed, Stratus displays the search results in your choice of report formats. If you want to view information that is not included in the default report, you can:

- Use an existing custom report
- Create your own custom report
- Edit an existing custom report

To Use An Existing Custom Search Results Report ▼

After you enter your search criteria at the search page:

1. At **Select Search Results Format**, click on the down arrow to display the list of custom reports.
2. Click on the report you want to use.

When you submit your search criteria, the search results appear in the selected custom report format.

To Create a New Custom Search Results Report ▼

After you enter your search criteria at the search page:

1. Click **Custom Reports**.
2. Proceed to the column format table.
3. At Col # 1, click on the down arrow in the **Field** box.
4. Scroll through the choices, then click on the field you want to appear in column # 1.
5. The field name automatically displays in the **Heading** column. You can use this name or change the name.
6. The **Width** column automatically displays to the maximum length for the current field. You can change the length. (If you enter a length that is less than the maximum width for the field, any values exceeding your specified length are truncated to your specified length.)
7. The **Justification** column is automatically specified: L is left justified, R is right justified, C is centered and \$ is right justified with dollar sign and comma. Numeric fields are typically right-justified. You can change the justification by clicking on your choice.
8. Repeat Steps 3 through 7 for each column you want to include in your Custom Report.
9. If your custom report exceeds 20 columns, click **More Columns** for an additional column definition screen.
10. At **Save this report as** (in the top section of the screen), enter the name for your report.
11. Click **Save**.
12. Stratus displays your search page. The name of the newly created report appears, already selected, at **Select Search Results Format**.

To Edit a Custom Report ▼

After you enter your search criteria at the search page:

1. Click **Custom Reports**.
2. The screen splits into two sections. The top section is for editing and saving reports as well as moving up and down and deleting fields you selected in the bottom half of the screen. The bottom section enables you to select the fields and display format you want in your custom report.
3. At **Select a report to edit**, click on the down arrow.
4. Click on the report you want to edit.
5. Click **Edit**. The report definition displays in the bottom section.
6. Edit the columns you want to change.

7. At **Save this report as**, enter the name of your report. Choose the same name as the original report to replace the original with the update, or type a new name to create a unique report.
8. Click **Save**.
9. If you are replacing the original report with an update, Stratus prompts: "This report already exists. Okay to overwrite?". Click **OK** to replace the original report; or **Cancel** to return to the edit page.
10. Stratus displays your search page. The name of the newly edited report appears, already selected, at **Select Search Results Format**.

To Delete a Custom Report ▼

1. At any search page, click **Custom Reports**.
2. At **Select a report to edit**, click on the down arrow to reveal the choices.
3. Click on the report to you want to delete.
4. Click **Delete**.
5. Stratus prompts, "Are you sure you want to Delete 'report name'?". Click **OK**.
6. Stratus prompts that the report is deleted. Click **OK**.

Tips:

- To move a column up in the custom report sequence, click on the column number then click Move Up. To move a column down, click on the column number then click Move Down.
- To delete a field, click on the column number, then click Delete Item. Click Delete All, to discard all the fields in your report.
- If you click Custom Reports at a search page and then at the custom report page decide you do not want a custom report, click the browser Back arrow to return to the search page. If you choose to edit an existing report then decide it does not require modification, resave it without edits to return to the search page. Confirm your choice of report format at Select Search Results Format on the search page before submitting your search.
- All custom reports created in your office are available to you.
- See the Data Dictionaries for information about field names, widths, etc.

Sorting Search Results

Stratus displays the listings or public records found by your search in a simple one line format.

- You can sort the list by any column; e.g., by Style.
- You can also perform a multi-level sort, by up to three columns; e.g., by Town; within Town by Style; within Style by List Price.

- You can sort in either Ascending (Increasing) order **A↓**, or in Descending (Decreasing) order **Z↓**.

The objective of a multi-level sort is to group listings or public records *logically*. An example of good sorting structure for a listings search is: first sort by Town, then by Style, then List Price. Your search results are organized in a few large groups (by town). A poor example of multi-level sorting is: first sort by List Price, then by Style, then Town. Although List Price may be the highest priority to the buyer, the organization of your search results list using price as the first sort field, results in almost as many groups as there are listings.

To Sort by Any Single Column ▼

- Click on any column heading to sort it in ascending order. Click it again to sort in descending order.

To Sort by Multiple Columns ▼

You can sort by up to three columns. The first sort is the broadest category, within which the other columns are sorted. The second sort is the next-broadest category, within which the narrowest category is sorted.

1. Click **Multi-Level Sort**.
2. At **First, sort by**, choose the column that represents the broadest category of interest. Then choose **Increasing** or **Decreasing** order.
3. At **Then, sort by**, choose the column that represents the next-broadest category of interest. Then choose **Increasing** or **Decreasing** order.
4. At **Finally, sort by**, choose the narrowest category you want to sort by. Then choose **Increasing** or **Decreasing** order.
5. Choose **Sort** to sort search results; or choose **Clear** to discard your choices.

Printing Search Results

After you view the Search Results List for your [listings](#) or [public records](#) search, you can narrow the list (if necessary) and [sort the results](#) to meet your needs. Then you can print this information in one convenient table. Stratus displays the table for you to preview, prior to printing.

The Search Results List may be wider than a standard sheet of paper, depending on your choice of report format. If necessary, set your printer to print in landscape mode, see below. (Landscape mode means the page is oriented sideways.)

To Print the Search Results List ▼


1. At the Search Results List, click **Print View**.
2. At **Include Criteria with Search Results?**, click **Yes** or **No**. The list displays in a printable format in a secondary browser window.
3. Stratus reminds you that it may be necessary to print the page in landscape mode, click **OK**.

4. At the browser's menu bar, click **File**, then **Print**.
5. To print in Landscape mode:

At the **Print** dialog box, click **Preferences**.

At the **Printing Preferences** dialog box (at the **Layout, Basics, or Paper** tab), at **Orientation**, click **Landscape**.

At the bottom of the **Printing Preferences** dialog box, click **OK**.

6. At the bottom of the **Print** dialog box, click **Apply** and then, **Print**.
7. Close  the browser window to return to the Search Results List.

Tips:

- For versions of Internet Explorer prior to v6, you must reset your printer to Portrait mode after you print the Search Results List. IE6 resets the orientation automatically.
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Special Printing Format

When you print any browser page, it generally includes certain extraneous reference information at the top (header) and the bottom (footer) of the page. This includes the name of the document, printed page number, the URL, and date. Occasionally, you may want to print a document without this information. To do this, change the browser print controls. **Restore these codes after printing to ensure they are available for subsequent browser print applications.** You can copy and paste header/footer codes from the topic below (To Restore Header and Footer Printing).

To Eliminate Header and Footer Printing ▼

1. With the printable format displayed in a small window, choose **Page Setup** from the browser's **File** menu.
2. At **Header**, delete the codes in the text box.
3. At **Footer**, delete the codes in the text box.
4. At the bottom of the **Page Setup** dialog box, click **OK**.
5. Choose **Print** from the browser's **File** menu.
6. Specify the printer options.
7. Click **Print** to print.

To Restore Header and Footer Printing ▾

1. Copy the code below to the header text box. Left click and mouse over the header code (to select it); type **CTRL+C** to copy the code (hold down the CTRL key and type C after selecting the text):

&w&bPage &p of &P

2. Choose **Page Setup** from the browser's **File** menu.
3. At **Header**, position the cursor at the beginning of the text box, then type **CTRL+V** to paste the header code (hold down the CTRL key and type V).
4. At the bottom of the **Page Setup** dialog box, click **OK**, then return to this Help topic.
5. Copy the code below to the footer text box. Left click and mouse over the footer code (to select it); type **CTRL+C** to copy the code (hold down the CTRL key and type C after selecting the text).


&u&b&d

6. Choose **Page Setup** from the browser's **File** menu.
7. At **Footer**, position the cursor at the beginning of the text box, then type **CTRL+V** to paste the footer code (hold down the CTRL key and type V).
8. At the bottom of the **Page Setup** dialog box, click **OK**.

Tip: You don't need to close the Page Setup box at Step 4 if you know how to position both windows side by side. See Windows Help for instructions.

Mapping Listing Search Results

At the Search Results List, you can display any property on a street map. You can map one or several properties.


Color-coded markers  indicate the listing status (e.g., available, closed) and the location of each listing on the map. (Refer to the key at the bottom of the map.)

Move the mouse pointer over any listing marker to display its details at the right side of the page. (Stratus imposes a black square around the selected marker for clarity.) Click on any listing marker to display its broker report. You can print the map and the listing report for any mapped property.

Listing markers may overlap at certain zoom levels. Markers always overlap if the properties have identical map coordinates (e.g., condo units). Stratus lists overlapped listings at the bottom of the right-hand panel. Tip: Click to center the cross hairs near overlapped markers, then choose a closer zoom level.

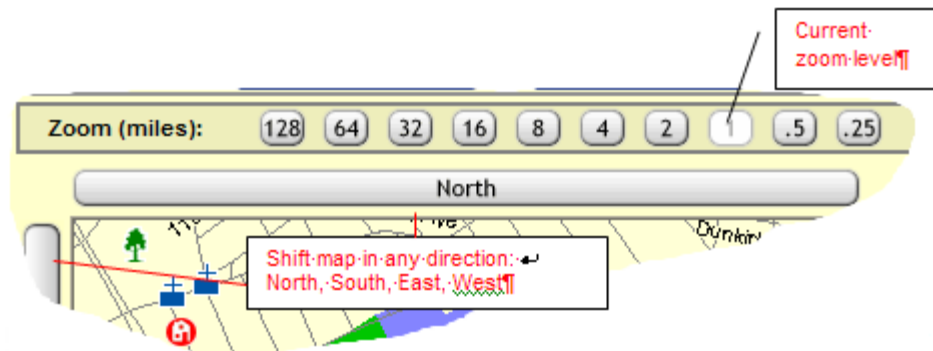
You can adjust the view of the street map using the zoom and direction buttons; see "Using Zoom and Direction Buttons", below.

Stratus offers three additional features at the map view:

Feature	Details
Points of interest	Points of Interest automatically display at the 2-mile and closer zoom levels. Each site is flagged with a descriptive marker (e.g.,  indicates a school). See the key for definitions of the marker symbols. Move the mouse pointer over any marker to display the name of the point of interest. Click on the marker for details. Close the details window when finished.
Driving directions	At any zoom level, you can generate driving directions to a listing from any starting point. Point without clicking at the listing marker to "enable" the Driving Directions link. (See Driving Directions .)
Radius Search from this location	You can perform a Radius Search from the center point of the displayed map. (See Radius Searches .)

NOTE: Certain listings cannot be geocoded, and therefore will not display on the street map. If the listing was entered with any of the following fields incorrect or missing: address, city, state, or zip; or the street name or number doesn't exist in the database (it may be a new house on an old street or a brand new street) the listing may not display on the map. The ML#s for these listings display at the right under the heading "Could not be located". Click on any ML# in this list to display the listing detail view; click on the ML# at the detail view to display the listing.

Using Zoom and Direction Buttons ▾




- The white (lightened) button indicates the current zoom setting. For greater magnification, click on a zoom button to the right. To view a larger geographic area, click on a zoom button to the left.
- You can also use the direction buttons (labeled North, East, South, West) to adjust the map view. Click on a direction button to shift the map in the chosen direction.


To Map the Search Results ▼

1. At the Search Results List, click to check the search results you want to display on the map. NOTE: If you want to display the entire list, do not check any.
2. Click **Street Map**. Stratus displays the map, with the listings flagged.
3. At the map, point (without clicking) to any listing marker. A black square identifies the selected marker. A detail view of the listing with a picture (when available) displays at the right side of the page.
4. If desired, zoom in and out and move the map in any direction.
5. Click **Return to Results** to return to the Search Results List.




To Print the Map ▼

1. At the map view, click **Print View**. Stratus displays the map in a new browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print** to print.
5. Click  to close the browser window and return to the street map.
6. At the street map, click **Return to Results** if you want to return to the Search Results List.

To View and Print a Listing from the Search Results Street Map ▼

1. At the map view, click on any listing marker. The corresponding broker report displays.
2. To print the listing report, click **Print View**. Stratus displays the report in a new browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print** to print.
6. Click  to close the browser window and return to the listing report.
7. Click **Return to Map** if you want to return to the street map, or **Return to Results** return to the Search Results List.

Tips:

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)
- When generating [Driving Directions](#) you may "lock-in" a listing. The listing's detail view is locked in at the right side of the page and  displays to indicate the lock-in. You must click  to unlock the detail view, so you can display views for other listings. Click  to clear a listing from the detail view.

Downloading Listing Data and Photos

After you view the [Listings Search Results List](#) (and [narrow the results](#) to a specific subset, if desired) you can download some or all of the listing information for use in external reports, or for use with a front-end program like Top Producer.

You can download data *for all* or *some* of the listings presented in the search results list. Download options include:

- only the fields presented in the search results list
- all database fields for the found listings
- photos for each listing

Downloading Data


Stratus downloads data in .csv (comma separated value) file format. This is compatible with a number of database programs:

- Real Estate front-end programs (e.g., Top Producer)
- database programs (e.g., Microsoft Access)
- spreadsheet programs (e.g., Microsoft Excel)

If you do not want to download all the listings in the Search Results List, either narrow the list (see [About the Listings Search Results List](#)) or simply check the listings you require. You can [sort the results](#) prior to downloading.

If the default search results list does not contain all the fields required for a particular application (e.g., a mailing list or presentation), but the full database provides many more fields than you need, create a [custom search results report](#).

To Download the Listings Search Results List ▼

1. At the Search Results List, click to check the search results you want to download. NOTE: If you want to download the entire list, do not check any.
2. Click **Download**.
3. At **Include field names as first record of download file?**, clear the check box if you do not want to include field names for use in column headings.
4. Click **Download Search Results Fields**.
5. When prompted, click **Save**.
6. Designate a location to save this file.
7. At **File name**, you can rename the file, or use the default.
8. Click **Save**.
9. Your system may prompt that the download is complete. If it does, click  or **Close**.

To Download All Database Fields ▼

1. At the Search Results List, click to check the search results you want to download. NOTE: If you want to download the entire list, do not check any.
2. Click **Download**.
3. At **Include field names as first record of download file?**, clear the check box if you do not want to include field names for use in column headings.
4. Click **Download All Database Fields**.
5. When prompted, click **Save**.
6. Designate a location to save this file.
7. At **File name**, you can rename the file, or use the default.
8. Click **Save**.
9. Your system may prompt that the download is complete. If it does, click or **Close**.

Downloading Pocket Real Estate Fields

You may download listings to Pocket Real Estate: an application for handheld computers that enables you to download listings to your hand held device. The distributed database product provides transfer and synchronization of MLS data from Stratus MLS to your Pocket PC.

NOTE: For more information about this product, visit www.pocketrealestate.com, call MLSLI at 631-661-4800 extension 15, or email mlsmem@mlsli.com.

To Download Pocket Real Estate Fields ▼

1. At the Search Results List, click to check the search results you want to download. NOTE: If you want to download the entire list, do not check any.
2. Click **Download**.
3. Select **Download Pocket Real Estate Fields**.
4. When prompted, click **Save**.
5. Without changing the default file name (PocketRE.csv), navigate to the appropriate folder and click **Save**.
6. Your system may prompt that the download is complete. If it does, click or **Close**.

Tip:

The option, Include field names as first record of download file?, does not apply to Pocket RE downloading. No action is required at this check box. Pocket RE fields download regardless of the check box selection.



Downloading Photos

Photos are downloaded in a single, compressed file, in .zip format. Use PKZIP, WinZip, or a similar program to unzip the file.

Unzipped, each photo is an individual file in .jpg format. The file name is the same as the ML#. Use a browser, graphics, or desktop-publishing program to open these files.

When a listing has multiple photos, only the *primary* photo downloads.

To Download Photos ▼

1. At the Search Results List, click to check the search results for which you want to download photos. NOTE: If you want to download photos for the entire list, do not check any.
2. Click **Download**.
3. Click **Download Photos**.
4. When prompted, click **Save**.
5. Designate a location to save this file.
6. At **File name**, you can rename the file, or use the default.
7. Click **Save**.
8. Your system may prompt that the download is complete. If it does, click  or **Close**.
9. Close  the small browser window.

Tip:

The option, Include field names as first record of download file?, does not apply to photo downloading. No action is required at this check box. Photos download regardless of the check box selection.


Statistics and Counts

Stratus offers summary statistics and information about categories of listings found by your search.


- The *Statistical table* displays the highs, lows, and statistical values (e.g., mean) for listing price, taxes, rooms, etc.
- The *Counts table* groups listings by categories, such as town, style, etc., and provides the total number of listings for each.

If you do not want to include the entire Search Results List in these analyses, either narrow the list (see [About the Listings Search Results List](#)) or simply check the listings you want to include.

To View Statistics and Counts ▼

1. At the Listings Search Results List, click to check the listings to include in your Statistics and Counts analysis. NOTE: To include the entire list, do not check any.
2. Click **Statistics & Counts**.
3. Stratus displays the Statistics table and the Counts table in a smaller browser window. You can view and/or print this information. See printing instructions below.
4. Click **Close**, or , to close the browser window and return to the search results list.

To Print Statistics and Counts ▼

1. At the Statistics and Counts page, choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print** to print.
4. Click **Close**, or , to close the browser window and return to the search results list.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)


Saving Listings to My Favorites

Select listings to be saved in My Favorites from a Search Results List. You can also add listings by ML# (see [My Favorites](#)).

- My Favorites accommodates up to twenty-one listings.
- Listings can be Available or Unavailable.
- If you already have listings saved at My Favorites and then attempt to add a number of listings that would amount to more than a total of twenty-one, the system alerts you that you must select fewer listings.

NOTE: If the results list is short and you want to save the entire list, do not check any.

To Save Listings to My Favorites ▼

1. At the Search Results List, click to check one or more listings that you want to appear in My Favorites. NOTE: If the list is short and you want to save the entire list, do not check any.
2. Click **Save To My Favorites**.
3. A message displays in a smaller browser window.
4. Click **Close** or  to close the message window.

FOUND LISTINGS

Viewing Listings

The [Search Results List](#) contains all listings matching your search criteria. You can use this list in its entirety or [narrow the list](#). You can view detailed reports for one or more listings in the full or abbreviated Search Results List, in any one of a variety of formats. Stratus provides several standard formats, available to every office (see "Report Formats", below), and custom reports designed by your office (see [Creating Reports with Report Designer](#)). At the report format list, standard forms display in black type, and your office reports display in red.

At the listing report you can [print the listing](#). Some report formats also offer additional features: view the listing's [history](#), display a [street map](#), generate [driving directions](#), and view a [virtual tour](#) (if available).

From most listing reports (not thumbnails or flyers) you can link to the property's public record (full format), if the listing contains a parcel ID. A Public Record button displays at the listing report when a public record is linked to the listing.

You can [print fax cover pages](#) for sending documents to Stratus MLS for attachment to the listing. If documents are attached to the listing you can view, print, and email them (see [View Fax Attachments](#)).

At any listing report, click Return to Results to return to the Search Results List.

NOTE: You can select (or de-select) a listing for the current search-results subset while viewing it. At the top of the full listing report, check the box next to the current listing's sequence number:



Viewing Listings with Multiple Photos

A single listing may have as many as nine photos. When viewed, the listing displays the primary photo with previous and next buttons in the bottom right corner. Use the buttons to page forward and back through all the photos. If you *move the cursor* over a photo, its comment (if any) displays. If you *click* on the photo, a page with all photos displays. On the multiple photo page, click on any photo to enlarge it.

NOTE: When printed, the *primary* photo prints with the listing report, regardless of that currently-viewed.

Report Formats ▼

Report Format	Description
Broker Full	The most comprehensive of all the report formats. Includes: picture; full details for house, property, location; details on layout (1st floor, etc.); agent remarks; personal property exclusions; open house details; listing details; owner information; broker information and commissions.

Broker Medium	Similar to the broker full report but contains fewer details. No picture. Includes some listing and owner information. Contains broker and commission details. (Click on ML# for broker full report.)
Broker Open House	Includes picture and basic details, owner name, broker name and phone, and broker open house details. (Click on ML# for broker full report.)
Broker Thumbnail	Includes picture and basic information on property (style, age, rooms, property, school district, taxes, etc.) Includes owner name. Includes listing broker name and phone, but no commission information. (Click on ML# for broker full report.)
Comparison	Includes picture and many property details for all selected listings in a side-by-side format. No broker or owner information. No open house details.
Comparison - No Address	Same as Comparison without: address information.
Consumer Open House	Includes picture and basic details, owner name, broker name and phone, and consumer open house details. (Click on ML# for broker full report.)
Consumer Full	Same as Broker Full without: remarks and personal property exclusion, open house information, listing details, owner identification. No broker details or commission included.
Consumer Full - No Address	Same as Consumer Full without: address information.
Consumer Medium	Same as Broker Medium without: listing details, owner information, broker information and commissions. (Click on ML# for consumer full report.)
Consumer Thumbnail	Same as Broker Thumbnail without: owner and broker information. (Click on ML# for consumer full report.)
Flyer	Includes picture of property (as well as company logo and agent photo , if available) and basic details. Provides information for contacting the logged-on agent. (Click on Multiple Listing # for broker full report.)
Flyer - No Address	Same as Flyer without: address information.
Custom Reports	The report list may include custom reports designed by you or others in your office.

To View Listings ▼

1. At the Search Results List, click to check the listings you want to view.
NOTE: if you want to view all listings, do not check any.
2. At **Select a Report Format**, choose an output form from the drop-down list.
3. Click **View**. Stratus displays the report for the first listing you've chosen. If you checked more than one, navigate through the listings to view all reports. (Click Print View if you want to print the listing report. See [Printing Listings](#).)

NOTE: From the *medium*, *thumbnail*, *flyer*, or *open house* formats, you can click **ML#** to view the *full* report.

Navigating The Displayed Listings

If more than one listing is chosen (see [Narrowing the Search Results](#)), navigate to view each:

Next	View next report page
Prev	View previous report page
First	View first report page
Last	View last report page

To View a Listings' Public Record ▼

1. At any listing report for which there is an associated parcel ID, click **Public Record**. Stratus displays the record.
2. You can view and [print](#) the public record.
3. Click **Back** to return to the listing report.

Tips:


- Broker and Client thumbnail reports are displayed in groups of five per page. The side-by-side comparison format displays up to four listings on each page.
- To display the report for one listing in the search results list: choose a report format, then move the mouse pointer over the desired listing to select it. Click anywhere on the selected listing to display the report. At the report, you can navigate to another listing report, or click Return to Results to display the search results list.

Printing Listings

[Viewing Listings](#) provides the procedure for displaying listings that your search finds, in your choice of formats. The listings can also be printed.

- One report is printed per page for all formats except the Thumbnails and Comparisons (see below for printing Thumbnails and Comparisons). You have the option to print individual listing reports as you navigate through them, or have Stratus print reports for all listings you've selected. Note: If you want to print more than one listing but not all the selected listings, [navigate among the listings](#), and print each as needed.
- When you choose any of the Thumbnail or Comparison formats, Stratus prints all selected.

To Print Listings ▼

1. At your choice of listing report, click **Print View** if you want to print the displayed listing report, or click **Print All Selected** to print all the selected listing reports. Stratus displays your listing(s) in a printable format in a smaller browser window. (NOTE: when choosing any of the Thumbnail or Comparison report options you must print all selected).
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print** to print.
5. Close  the browser window to return to the displayed listing.

Tip:


You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Emailing Listings

You can email listings directly from the search results. Enter an email address for your client or retrieve this information from Contacts.


To Email Listings ▼

1. At the search results list, click to check the listings you want to email. NOTE: If you want to email the entire list, do not check any.
2. Click **Email Listings**. Stratus displays an email form in a smaller browser window.
3. At **Mail To**, enter an email address or click **Contacts**.

4. If you chose Contacts, Stratus displays a list of your contacts with email addresses indicated. Click to check the appropriate contact(s). Then click **Add to Mail To** to enter the address(es) on the email form; or click **Cancel** to return to the Mail Listings page.
5. Stratus automatically fills the email Subject and Message. You can use these or edit them as necessary.
6. At **Select a Report Format**, click on the drop-down arrow to reveal the choices. Select a format. The email recipient views the listings in your choice of format.
7. If you want a copy of this transaction for your records, click **Also email me a copy**.
8. Click **Send** to send the email message with listings; or **Cancel** to discard the email.
9. Stratus displays a confirmation that your email was sent. Click **Close** or  to return to the search results list.


Street Map

Using Stratus Map you can display a street map for any individual listing or public record. (Additional street map functions are available for [Mapping Listing Search Results](#) and [Mapping Public Records Search Results](#).)

A marker  flags the location of the listing or public record property on the map. For listings, the color of the marker indicates the listing status (e.g., available, closed). See the key at the bottom of the map. All public record markers are red.

You can adjust the view of the street map using the zoom and direction buttons; see below.

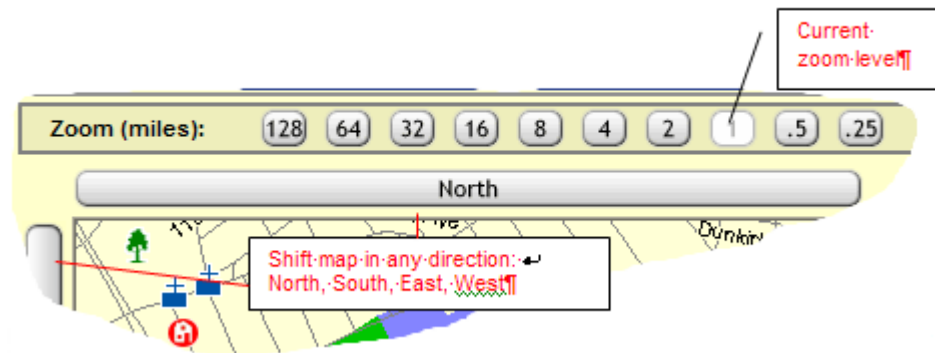
Stratus offers additional features at the map view:

Feature	Details
Points of interest	Points of Interest automatically display at the 2-mile and closer zoom levels. Each site is flagged with a descriptive marker (e.g.,  indicates a school). See the key for definitions of the marker symbols. Move the mouse pointer over any marker to display the name of the point of interest. Click on the marker for details. Close the details window when finished.
Driving directions	At any zoom level, you can generate driving directions to a listing or public record address from any starting point. (See Driving Directions .)

<p>Radius Search from this location <i>(available for listings only)</i></p>	<p>You can perform a Radius Search from the center point of the displayed map. (See Radius Searches.)</p>
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NOTE: Certain listings and public records cannot be geocoded, and therefore will not display on the street map. If any of the following fields are incorrect or missing: address, city, state, or zip; or the street name or number doesn't exist in the database (it may be a new house on an old street or a brand new street) the property may not display on the map. The ML# (or in the case of a public record, the parcel ID#) displays at the right under the heading "Could not be located".

Using Zoom and Direction Buttons ▼



- The white (lightened) button indicates the current zoom setting. For greater magnification, click on a zoom button to the right. To view a larger geographic area, click on a zoom button to the left.
- You can also use the direction buttons (labeled North, East, South, West) to adjust the map view. Click on a direction button to shift the map in the chosen direction.


To View and Print a Street Map from Listing or Public Record Report ▼

1. At the Listing or Public Record report, click **Street Map**.
2. Use the Zoom and Direction buttons, if necessary, to maximize the usefulness of the map.
3. To print the map, click **Print View**. Stratus displays the map in a new browser window.

Choose **Print** from the browser's **File** menu.




Specify the printer options.

Click **Print** to print.

Click  to close the browser window and return to the map.

4. Click **Return to Results** to return to the Listing or Public Record search results list.

Tips:



- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)
- When generating [Driving Directions](#) you may "lock-in" a listing or public record. The detail view for the listing or record is locked in at the right side of the page and  displays to indicate the lock-in. You must click  to unlock the detail view, so you can display views for other listings or records. Click  to clear a listing or record from the detail view.

Driving Directions

You can generate driving directions from any starting point to a listing or public record address. This feature is available at a listing report (all types except Thumbnail and Comparison), or a street map (e.g., a map produced from a radius search, a listing search results list, a public record search results list, a listing report, or a public record). Stratus uses Yahoo! Maps to supply driving directions and maps.

Whether you access this feature from a listing report or map view, Stratus enters the address of the listing or public record as the destination. You enter the starting location.

At a street map, the driving directions feature is available at any zoom level. Since there may be more than one listing or record identified on a street map, you must designate a listing or record for directions. (If the map is generated from a listing report there is only one listing; therefore, Stratus automatically selects it for you). To designate a listing or record, **move the mouse pointer over its marker**. Its detail view displays at the right side of the page and the Driving Directions link activates.



When moving the mouse pointer to the directions link, do not pass the pointer over other listing or record markers, as this changes the listing or record in the detail view, and thus the destination of the directions. On a map crowded with markers, you can "lock in" the detail view for a listing or public record, by right-clicking on its marker, before you navigate the mouse pointer to Driving Directions. A lock-in icon  appears at the detail view. You must unlock the detail view (i.e., click on ) to display details for other listings or records.

To Generate and Print Driving Directions ▼



1. *At a street map*, move the mouse pointer over the marker for the listing or record you want directions to. (If you want you can right click on the marker to "lock in" the listing or record.) Then, click **Driving Directions**.

At a listing report simply click **Driving Directions**.

2. The Yahoo! Maps page displays in a new browser window. The address of the

- listing or record appears as the destination (Point B)..
3. Enter the starting address (Point A). Then click **Go**.
 4. Yahoo! Maps displays driving directions, a map, a link for reverse directions, and more.
 5. To print the directions, click **Printable Version**. The printable version of the driving directions and map displays in a secondary browser window.
 6. Choose **Print** from the browser's **File** menu.
 7. Specify the printer options.
 8. Click **Print** to print.
 9. Click  to close the print version browser window.
 10. Click  to close the Yahoo! Maps browser window and return to Stratus.

Tips:

- At the Street Map, click  to unlock a detail view. Click  to clear a listing or record from the detail view.
- Yahoo! Maps has dedicated Help. Click Help at the upper right corner of the page for details.
- If you have a frequently used starting address (e.g., your home or office) you can set this as the default starting address. At Point A, enter the address and then click Make this my default Yahoo! location. When a default starting address is stored, driving directions from that address to the destination address display directly when you click Driving Directions.

Virtual Tour

When a virtual tour is available for a listing, Stratus provides a button on the listing report (all formats except Thumbnails and Comparisons) for viewing the tour.

You can pan and move around the rooms with navigation buttons provided.


Comprehensive navigation information is available at the virtual tour.

Print Fax Cover Page

You can fax documents to Stratus MLS for attachment to a listing. Stratus creates customized fax cover pages specific to your listing. Each cover page contains a bar code identifying the ML# and the category (e.g., Agency Disclosure, Survey) of the accompanying document(s). A separate cover page is required for each document category. The fax cover page feature is available at the listing report (most formats) of your office's listings. After printing the cover page(s) follow the instructions on the page.

When documents are attached to a listing a **View Fax Attachments** button displays at the listing report. You can view and print the attachments, as well as email them. (See [View Fax Attachments](#).)

To Print a Fax Cover Page ▼

1. At the appropriate listing report, click **Print Fax Cover Page**. Stratus displays a list of document categories.
2. Click to check one or more categories.
3. Click **Continue**.
4. Stratus displays the fax cover page(s) in a new browser window.
5. Choose **Print** from the browser's File menu.
6. Specify the printer options.
7. Click **Print**.
8. Close  the browser window to return to the listing report.


View Fax Attachments

You can view, print, and email faxed documents that are attached to a listing. If a listing has attachments, a **View Fax Attachments** button displays at the listing report (most formats).



When emailing documents you can view them first, but this is not required. Stratus pre-selects the last document you view as the attachment for the email. You can clear the check box to exclude this document if desired, and/or select other documents for attachment. When only one document is available at a listing, Stratus automatically selects that document to attach to the email. You can include the listing report in the email, if desired.

Anyone with edit rights can delete documents that are attached to a listing.



To View Fax Attachments ▼

1. At the appropriate listing report, click **View Fax Attachments**. Stratus displays a list of categories identifying the documents attached to the listing.
2. Click on a document category. The corresponding document displays. NOTE: You must have Adobe® Reader® installed on your computer to view the attachments. Click on the link to download this software if necessary.
3. Click on another category to view its related document. Repeat as necessary.
4. Click  to close the browser window and return to the listing report.

To Print Fax Attachments ▼

1. Display the desired document (see To View Fax Attachments, above).
2. At the Adobe Reader toolbar, click .
3. Specify the printer options.
4. Click **OK**.
5. Repeat steps 1-4 as necessary for each document you want to print.
6. Click  to close the browser window and return to the listing report.

To Email Fax Attachments ▼

1. At the appropriate listing report, click **View Fax Attachments**.
2. Click **Email Documents**.
3. At **Mail To**, enter an email address or click **Contacts**.
4. If you choose Contacts, Stratus displays a list of your contacts with email addresses indicated. Click to check the appropriate contact(s). Then click **Add to Mail To** to enter the address(es) on the email form; or click **Cancel** to return to the Mail Listings page.
5. If you want a copy of this transaction for your records, click **Also email me a copy**.
6. Stratus automatically fills the email Subject and Message. You can use these or edit them as necessary.
7. At **Select Attachments to Include**, click to check your choices. Note: Stratus may pre-select a document category. If you do not want to include that category as an attachment, click to clear the check box.
8. At **Select a Report Format**, select **None** if you do not want to include the listing report in the email. If you wish to send the listing report with the attachment(s), choose a report format from the drop-down.
9. Click **Send** to send the email message with documents; or **Cancel** to discard the email.
10. Stratus displays a confirmation that your email was sent.
11. Click **Close** or  to return to the documents page. Then click  to close the browser window and return to the listing report.

GENERAL REPORTS

ML Number Search

When you know the ML#(s) for the listings you want to view, ML# Search allows quick retrieval. Stratus allows entry of up to twenty-one ML#'s.

Stratus displays the results of ML# Search in the same one-line format as the Search Results List. As with the Search Results, you can opt to view, narrow, sort, print or download this list. You can plot any or all search results on a street map and more. (See [About the Listings Search Results List](#).)

You can also choose to view or print any or all listings in one of a variety of report formats or email listings to a client. (See [Viewing Listings](#), [Printing Listings](#) and [Emailing Listings](#).)

See [Viewing Listings](#) for a discussion of all options available at the listing report.

To Perform an ML# Search ▼

1. Select the **Reports** tab at the top of any Stratus page.
2. At **Search by ML#**, enter the ML# for each listing you want to retrieve.
3. Click **Submit** to submit the search, or **Clear** to discard your search text.
4. View the [search results](#).

Update

Update provides a report of all new and changed listings in your market areas.

- Customize Update by selecting your desired property class(es) and town(s). Select a time frame for your Update. Choose to view or print the updated listings, with or without notes and revisions.
- Once you create your Update settings, you can save them for future Update reports. You can revise your Update settings at any time.
- Stratus keeps track of the date of your last Update report. After you've established your initial Update report, select "Since Last Update" at the Days Back field for a report representing all new and changed listings since your last update. Alternatively, you can run an Update for any one of a list (up to 14) of "days back" from the present.
- You can rerun your last Update by choosing "Rerun Last Update" at the Days Back field.
- The Update report contains thumbnails for each appropriate listing and is organized by type of update (e.g., new listing, price change). You can scroll through all types or go directly to a specific type, by clicking on its corresponding link at the top of the Update report.
- To view a full broker report for a listing, click on the ML# at the displayed

thumbnail. (See [Viewing Listings](#).) You can print the listing report. Click **Back** to return to the Update report.

- To print the Update report, specify "Print" view (the default is "Display") before running the Update. The Update displays in a printable format. Note: If initially you select "Display" (at View) before running the Update, you can elect to print the Update at the displayed report. Click **Print View**.

To Create (or Change) Your Update Settings ▼

1. Select the **Reports** tab at the top of any Stratus page.
2. At **Report Tools**, click **Update**.
3. Click to check *one (or more)* **Class**.
4. Select *one (or more)* **Town**. (Using the scroll buttons on the right side of the box, peruse the town choices. Click to choose a town. To choose multiple towns, press and hold down the Ctrl key, then click on each town).
5. At **Days Back**, choose the time frame for the Update.
6. At **View**, choose **Display** or **Print**.
7. Check **Notes & Revisions**, if desired.
8. Click **Save Update**.
9. Click **Update Now** to run the Update report; or click **Cancel** to return to the Reports page.

To Run Update With Saved Settings ▼

1. Select the **Reports** tab at the top of any Stratus page.
2. At **Report Tools**, click **Update**.
3. Click **Update Now** to run the Update report; or click **Cancel** to return to the Reports page.

Displaying the Update Report ▼


When the Update report displays, listings are categorized by type. You can:

- Scroll through all Update types to view all new and changed listings.
- Click on the Update class or status at the top of the Update report to go directly to listings of that specific type.
- Click on the ML# for any Update listing to view the full broker report. At the report click **Back** to return to the Update.


To Print the Update Report ▼

If your Update settings require the report to be printed, Stratus displays your Update report in a printable format in a secondary browser window. To print:


1. Choose **Print** from the browser's **File** menu.
2. Specify the printer options.

3. Click **Print** to print.
4. Close  the browser window to return to the Update page.

To View and Print a Listing Report ▼

1. Click on the ML# for any Update listing to view the full broker report.
2. At the listing report, click **Print View**. Stratus displays your listing in a printable format in a secondary browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print** to print.
6. Close  the browser window to return to the displayed listing. Click **Back** to return to the Update.

Tips:

- If you make changes to the class or town settings or the notes & revisions check box, Stratus requires you to save this as your new format before running Update. Other changes can be made (e.g., Days Back or View) without saving them.
- To delete temporary changes made to settings and restore the saved settings, click Reset.
- You can click Show Selected to view the entire list of towns included in the Update report. You can also view this list by right clicking on the Select Town(s) list box. Stratus displays the list in a smaller browser window. Click Close or  to return to the Update page.
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)
- When navigating through the Update report, you can click Top at the beginning of each category to return to the beginning of the report.

History

History enables you to track a listing from its original entry to its present state. Stratus displays the original input, all edits, and status changes in chronological order, with the date and time stamp of the change and the user who made it. You can view or print the entire history, or just transactions made after listing entry.


Include up to twenty-one listings in the history report.

You can also view and print an individual listing's history at some reports (e.g., full, medium).

To Run a History Report ▼

1. Select the **Reports** tab at the top of any Stratus page.
2. At **Report Tools**, click **History**.
3. At **Enter ML#**, enter the ML# for each listing for which you want to obtain a history.
4. At **Transactions Only?**, choose N if to want to view the full broker report as well as all changes, or Y if you only want the changes.
5. Click **Submit** to submit the search.
6. Stratus displays a single report that includes a history for each listings you have chosen. Scroll through the reports to view changes to the listings.

To Print a History Report ▼

1. At the History report, click **Print View**. Stratus displays the entire History report in a printable format in a secondary browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options
4. Click **Print** to print.
5. Close  the browser window to return to the History report.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Office Inventory

You can create a variety of reports summarizing office inventory. You may want to know how many listings are under contract to determine upcoming closings and anticipated commissions. You may want to view each agent's inventory including total volume, average price, and, when appropriate, average DOM (days on market).

You can generate inventory reports for your office or any other office within your firm. Include listings of one status or more. The listings can be MLS, private, or both. Sort your inventory by status or agent:

- **By Status** displays all listings for the chosen office, grouped by status (i.e., Available, Closed, Expired, and/or Under Contract). Key information, appropriate for each status, displays for each listing. Listing agent's name is not included.
- **By Agent** displays the name of each agent in the chosen office followed by the agent's listings, grouped by status.

Stratus provides summary information at the end of each status group (for an office or agent) which includes: the number of listings, total volume, and average price. Also,

the average DOM displays for under contract and closed status groups.

Click on any ML# to view the corresponding listing report. Print the listing report if desired.

The office inventory report is printable.


To Run an Office Inventory Report ▼

1. Select the **Reports** tab at the top of any Stratus page.
2. At **Report Tools**, click **Office Inventory**.
3. Choose **Inventory by Office** if you want a report for your office only; or choose **Inventory by Firm** to generate a report for any one or more offices in your firm.


If you choose Inventory by Firm, select one (or more) offices from the list. To choose multiple offices, CTRL+Click each office desired.

4. At **Status' to Include**, select one or more from the list. (CTRL+Click for multiple selections.)
5. For all status' except Available, at **Enter Date Range** enter dates (e.g., using MM/DD/YY format) if you want the report to reflect a particular time frame. Leave the To box blank to include the current date.
6. At **Sort By**, choose **Status** or **Agent** for your primary grouping.
7. Choose **MLS**, **Private**, or **Both**.
8. Click **Submit**.

To Print an Inventory Report ▼

1. At the Office Inventory report, click **Print View**. Stratus displays the report in a printable format in a separate browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options
4. Click **Print** to print.
5. Close  the browser window to return to the Inventory report.

To View/Print Listing Reports ▼

1. At the Office Inventory results list, click on any ML# to view the full broker report.
2. At the listing report, click **Print View**. Stratus displays your listing in a printable format in a secondary browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print** to print.
6. Close  the browser window to return to the displayed listing.

7. Click **Back** to return to the Office Inventory report.

Tips:

- At the inventory report you can click on a listing's ML# (private listings are preceded with an asterisk) to link to its listing report (see [Viewing Listings](#)).
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

REPORT DESIGNER

Creating Report Designs

You can build custom reports and flyers for use with listing searches. The design might include your own photo, name, phone, and address; as well as information about the brokerage firm. When you select report formats from the drop-down list at Search Results, your custom reports display in red, and are available to all Stratus users in your office.

While creating your report, there may be a period when you are not entering any information via your keyboard or mouse. After a period of inactivity, your browser will "time out". To avoid the possibility of losing work due to an inactivity time out, **save your report periodically when creating it.** See "To Save a Report" (below).


Page Orientation and the Design Panel


The design panel is the white area (or white with blue grid lines) in the Report Designer window. This is where you place items to be included in your custom report.

The panel represents an area 7" by 9" (for portrait mode) or 9" by 7" (for landscape). On actual reports, a 3-pixel border displays and prints at this margin. To avoid butting items against the border, allow additional margins of at least one quarter inch all around. (See [Positioning By Eye.](#))



As you select and define items for your report, Stratus displays a preview of the item in the yellow border above the design panel. Use this as a guide when choosing font type, size, color, and so forth.


Before you begin, choose portrait or landscape orientation for your report. (A custom page option is coming soon.) Once you start adding items to your report you cannot change the page orientation.


Portrait Mode:  (7" x 9" text area on a 8-1/2" x 11" page). The center point for portrait orientation displays as a magenta notch on the ruler at 3.5". Designs in portrait orientation are taller than the browser window, and when first opened, reports are scrolled to the top. If you want to work with your report centered vertically (between the top and bottom margins), double-click on the side ruler to reposition the report at the center of the ruler.

Landscape Mode:  (9" x 7" text area on a 11" x 8-1/2" page). The center point for landscape orientation displays as a magenta notch at 4.5". Designs in landscape orientation are both wider and taller than the browser window, and when first opened, reports are scrolled to the top left corner. If you want to work with your report centered horizontally (between the left and right margins), double-click on the top ruler to reposition the report at the center of the ruler. Double-click on the side ruler to center the report vertically.

Background Grid

You can use a small, medium, or large background grid to help you arrange items on your report. Select the grid tool  Grid, and then, if desired, click to decrease  or

increase  the grid size. The grid is a design aid and does not display when you view or print the custom report.

Snap Items to Grid  is a convenient tool for quick placement. Rather than requiring you to precisely locate the item, Snap Items to Grid automatically positions the item at the closest grid intersection to the left and down from your set location. Place the item "in the ball park" and Report Designer does the rest.





Adding and Positioning Report Items

The key design items are labels, values, and images.

Labels are text items. A label can be associated with a value (e.g., "Listing Price" followed by the Listing Price value); or can be stand-alone text (e.g., a banner, or office information).

Values are items from the Stratus data dictionaries (e.g., listing price, address, # of families). Choose from a list of values. NOTE: A grey shaded space holder displays on the design panel to represent each value. It is set for the maximum width of the value. The actual data for that value is provided by the search. (See "[Values Aren't Always as Wide as They Seem](#)")

Images are: listing photos (full or thumbnail size), agent photos, and company logos.




To add an item, select Label , Value , or Image , then enter the label's text or select the value's name. Assign the font type, size, color, and other font attributes. Click  to activate the item, then move it onto the design panel. You can place an item anywhere in the panel. Click to set its position.



If you want to move an item after you set its position, place the mouse pointer over the item, hold down the mouse button, and then drag the item to the preferred location.


- See [Aligning Items](#) for guidance on aligning and justifying items in your design.
- See [Positioning Items](#) for guidance on setting and changing the location of items in your report.
- See [Layout Basics](#) for guidance on making changes to items on the design panel, and for formatting instructions.

Creating the Design

To Create a Report Design ▼


1. Select the **Reports** tab at the top of any Stratus page.
2. At **Report Tools**, click **Report Designer**.
3. At **Page**, click portrait  or landscape .
4. If you want to display a background grid to help you position items on your report, select the **Grid** tool  **Grid**.

Click  to decrease grid size, or  to increase grid size.


If you use a grid, you may click  to choose Snap Items to Grid. You can turn this feature on or off any time while creating your design.

5. Add labels, values, and images to your report:


To add a label ▼







- a. Click  and then type text for the label at the text box.
- b. Assign the font type, color, and size. You can italicize, underline, or make any text bold. Stratus previews the label above the design panel.
- c. Go to step 6.

To add a value ▼



- a. Click  and then choose the value from the drop-down list.
- b. Assign the font type, color, and size. You can italicize, underline, or make any text bold. Stratus previews the value above the design panel.
- c. Go to step 6.

To add an image ▼

- a. Click  and then choose the image type from the drop-down list.
- b. Go to step 6.


6. Click . The mouse pointer  transforms into a crosshair .
7. Using the mouse, move the crosshair onto the design panel (do not click or hold down the mouse button, just move it). The item (label, value, or image) appears. Position the item on the design panel, then click to set its location.
8. Continue adding items. See [Aligning Items](#), [Positioning Items](#), and [Layout Basics](#) for guidance.
9. Click  to preview your report. (See "To Preview a Report", below.) Make corrections as needed.
10. When your report design is complete, click . At **Save this report as**, enter a name for the report. Then click **Save**. Click **OK** at the confirmation message. Then click  to close the Report Designer window.

To Preview a Report ▼

1. Click .
2. Enter an ML# (or leave the text box blank - Stratus will choose an ML# for you) and then click **OK**.
3. Stratus displays the listing using your report design in a separate browser window, presenting the ML# in the title bar.
4. Click  to close the preview window when you are finished previewing the report.

To Save a Report ▼













It is a good practice to periodically save your report while creating (or editing) it. After saving the report you can continue working on it or close the Report Designer window and navigate to other Stratus functions.




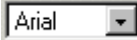

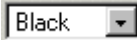











1. To save your report, click .
2. If this is the first time you're saving the report: At **Save this report as**, enter a name for the report. Then click **Save**. Click **OK** at the confirmation message.



If the report was previously saved: Stratus displays the report's name. Click **Save**. Click **OK** to overwrite the previous report, then click **OK** at the confirmation message.

Report Designer Toolbar

These functions are available at the Report Designer.

File Management	
	Open an existing report to edit or delete.
	Save a report with a unique name to preserve the original—or with the same name to overwrite a saved report.
	Preview the current report design with a listing.
Page Orientation	
	Standard portrait orientation.
	Landscape orientation.
	Custom page size...coming soon.
Grid	
 Grid	Select or clear background grid.
	Decrease grid size.
	Increase grid size.
	Snap Items to Grid.
Alignment	
	Align all selected items with the leftmost edge of the reference item.
	Center all selected items in relation to the reference item.

	Align all selected items with the rightmost edge of the reference item.
	Align all selected items with the top edge of the reference item.
	Align all selected items with the bottom edge of the reference item.
Font Characteristics	
	Font type, applied to the label or value you're creating, or to all selected labels and values.
	Font size, applied to the label or value you're creating, or to all selected labels and values.
	Font color, applied to the label or value you're creating, or to all selected labels and values.
	Bold.
	Italic.
	Underlined.
Add Items	
	Create a Label. Enter text at the box provided, then choose font characteristics.
	Select a Value. Choose the value from the drop-down list, then choose font characteristics.
	Select an Image. Choose the image from the drop-down list.
	Add the item to the design panel.
Selection	
	Select All items. (To select individual items see Layout Basics .)
	Select Next. Selects each item in the design panel, one at a time, in the order they were added. This tool allows you to verify that no item is hidden behind another. CAUTION: Stratus clears currently-selected items when you click this tool.
	Cancel the selection of: all selected items on the design panel, or the addition of a new item.
Delete	
	Delete all selected items from the design panel.

Undo	
	Undo the <i>last</i> action. (You can only undo one action.)
Help	
	Help on using Report Designer


Tips:

The Report Designer toolbar also displays a count of selected items (see below). Be sure to verify this count before applying formatting or alignment, because revisions are made simultaneously to **all** selected items.


Items Selected: 9 Operations will affect all selected items!

Positioning Items

Positioning New Items

After clicking  Add Item, move the crosshair onto the design panel by moving the mouse downward **without pressing the mouse button**. As the crosshair moves onto the design panel, the label, value, or image becomes visible, with the crosshair at its bottom left corner. Continue moving the mouse to position the item, and then click to set its location.

The crosshair, representing the bottom left corner of the item, helps you to position items along grid lines. You can accurately line up the crosshair with a vertical and horizontal line on the grid. Crosshair positioning is ideal for items you intend to left-align.

While positioning, if you decide to cancel the new item, click  (before clicking to set the item's location).

Re-Positioning Placed Items

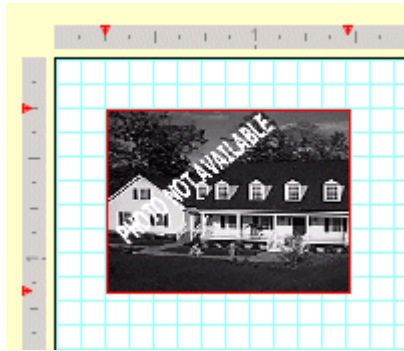
To re-position a label, value, or image, click on the item, hold the mouse button down, and move the mouse pointer. The item moves with the mouse pointer. When you are satisfied with its placement, release the mouse button to set the new position.

Positioning by Eye

Using the grid, the ruler bar - and "Snap Items to Grid" when desired (see below) - you can accurately position items by eye. Red notches on the top and side rulers reflect the items's location as you move it. (Report Designer displays a center notch on the top ruler bar in both portrait and landscape orientations.)

The red notches on the ruler bar help you to position items, especially helpful for


setting quarter inch (or wider) margins:



Once positioned by eye, you can align groups of items in precise rows and columns. See [Aligning Items](#).

NOTE: There is no need to center items by eye; instead, right click and then select a centering option from the popup menu.

Snap-To Positioning

Snap Items to Grid  is a convenient tool for quick placement of items along a particular gridline. Move the item into approximate position along grid lines. When you set the approximate position, the item snaps down and left to the next grid intersection.

Values Aren't Always as Wide as They Seem

The number of characters contained in a value varies widely between listings. For example, the value for the Style field may be 5 characters for one listing (split) but 11 characters for another (mobile home). Every field in the Stratus database has a maximum width. For Style, the maximum width is 12. (See Residential Data Dictionary.)

When you add a value to the design panel, the placeholder you move into position is sized to approximate that value's **maximum** width, adjusted for the specified typeface and size. (NOTE: Because browser fonts are proportional - M's and W's take more space than I's, for example - Stratus can only estimate the width for each value.) For layout purposes, value placeholders show maximum width to ensure that you don't position values too close to other items on the page.

Stratus does not know ahead of time which listings you'll view with the report. Your custom report, therefore, must accommodate maximum widths. Don't be concerned if, when you run a search and view your custom report, extra space appears when a listing's value is much shorter than the maximum.

Example - Value Widths ▼

In the report design below, the placeholder for the Section/Area value shows the maximum width for that field. The School District label to its right cannot be positioned any closer without danger of an overlap.

Lot Size:	Lot Size Lot	Taxes:	\$99,999,999,999
Section Area:	Section/Area Sec	School District:	999

Listings viewed using this custom report vary in the amount of space taken by Section/Area:

For Listing A, the Section/Area value takes less space than allowed:

Lot Size:	50X100	Taxes:	\$1,478
Section Area:	Queens	School District:	30

For Listing B, the Section/Area value takes most of the space allowed:

Lot Size:	28X100	Taxes:	\$1,023
Section Area:	Addesleigh Park	School District:	30

Layout Basics

Selecting Items

After an item is positioned on the design panel it can be changed. You must select an item before you can:


- change font characteristics;
- revise label text;
- change the value selection from the drop-down list;
- re-align items.

There are two ways to select an item:

- Hold down the ALT key and click (ALT+Click).
- Right click on the item and choose "Select/Unselect Item" from the popup menu.

A border appears around the item when selected.


You can make as many changes as you want while an item is selected. For example, you can change a label name (at the text box), increase its font size or color, and underline it. You can make changes to more than one item at a time.

After making all changes, you **must** cancel the selection. Click  to cancel the selection of all items.

Selecting Multiple Items

If the type of edit is common to more than one item, you can edit them all at the same time (e.g., you can change the font size of all labels simultaneously). Click each item while holding down the ALT key (ALT+Click).


When selecting multiple items, the one you select first is significant. This is the item Stratus uses as a reference for aligning the others. The border surrounding the first selected item has a black overlay to identify it. Select all remaining items in any order. All selected items, except the first, have a red border.

To select all items on your design panel click Select All . When using Select All, if you need to re-assign the reference item, use the popup menu.

ALT+Click selection	Be sure your first selection is the reference item; select other items in any order.
Popup Menu selection	Choose "Set as Reference Item" to select the reference item; choose "Select/Unselect Item" to select other items, in any order.


The number of currently-selected items displays, in red, on the toolbar. Because all selected items are changed simultaneously, always check this number to prevent your actions from affecting more items than you had planned.

If you realize that you don't want to revise one or more of the items you've selected, you can cancel individual selections. Use ALT+Click to cancel the selection of an item. When you have multiple items selected, you cannot cancel the selection of the *reference* item. (However, using the popup menu you can assign a new reference item, then you can cancel the selection of the former reference item.)


After making all changes, you **must** cancel the selection. Click  to cancel the selection of all items.

Canceling a Selection

After completing changes to a selected item or items, you **must** cancel the selection. If you neglect to cancel the selection, and you then go on to select other items, your original selection (or selections) is affected by any action you take. Always check the number of items selected, displayed on the toolbar.

- Click , or
- Right click on the item and choose "Select/Unselect Item" from the popup menu.

Avoiding Hidden Items

While designing, if you cover an item with another without realizing it, your finished report may show overlapping items when viewed or printed. To ensure that your report has no hidden items, use the  Select Next tool to select each item in turn. The Select Next tool brings hidden items to the foreground.







Caution: Select Next causes Stratus to clear currently-selected items.

Assigning Font Characteristics


After entering text for a label or selecting a value, assign the font type, size, and other font attributes. You can independently choose font characteristics for each label and


value, but it is efficient to specify these before adding the new item.

NOTE: You may need to re-adjust alignment or re-center an item after a font size change.

	Choose a font type from the drop-down list. Font type is applied to the label or value you're creating, or to all selected labels and values.
	Choose a font size from the drop-down list. Font size is applied to the label or value you're creating, or to all selected labels and values.
	Choose a font color from the drop-down list. Font color is applied to the label or value you're creating, or to all selected labels and values.
	Bold.
	Italic.
	Underlined.



Undoing an Action

Click  to undo the *last* action. (You can only undo one action.)

If you click  to add an item to the design panel, then decide to abandon the item, click  to cancel.

Deleting Items

There are two ways to delete an item:

- ALT+Click to select the item, or click  to select all items, and then click  to delete.
- Right click on the item and choose "Delete Item" from the popup menu.

Aligning Items

The Popup Menu

From the popup menu, one item at a time, you can center items on the page and select, unselect, or delete them. You can also justify a value within its maximum width.


Right click on any item to view the popup menu, then select the option you want.

Justifying Single Items

From the popup menu, you can center any single item on the page; or left-justify, right-justify, or center a value within its maximum width. For a discussion of value widths, see [Values Aren't Always as Wide as They Seem](#).






Examples - Justifying within a Value's Maximum Width ▾

Listing Agent Listing Ag , of Listing Broker Listing Broker Li

- The value, "Listing Agent" is right justified within its maximum width (use popup menu option Right Justify).
- The label, ", of" is [positioned by eye](#).
- The value, "Listing Broker" is left justified within its maximum width (use popup menu option Left Justify).
- All three items are bottom aligned (use alignment tool .

Aligning Items as a Group with Alignment Tools

You align selected items as a group in relation to one already-positioned "reference" item. Items can be right, left, top, or bottom aligned - or centered - in relation to the reference item. After selecting the items you want to align, click the appropriate alignment tool on the toolbar:

	Align all selected items with the leftmost edge of the reference item.
	Center all selected items in relation to the reference item.
	Align all selected items with the rightmost edge of the reference item.
	Align all selected items with the top edge of the reference item.
	Align all selected items with the bottom edge of the reference item.


When aligning multiple items, select only items that you want arranged in a row or a column:

- A column of items to be left- or right-aligned
- A column of items to be centered
- A row of items to be top- or bottom-aligned

You can re-position an aligned group of items without disturbing their alignment. See [Report Designer Tips](#).


CAUTION: If you select an item from a separate row or column, unexpected overlapping - or apparent loss - of items may occur when aligning.

To Align a Group of Items ▼

1. Position the first item, and then ALT+Click to [select](#) the first item.
2. ALT+Click to select each additional item in the group.
3. Click the appropriate alignment tool.
4. Once the alignment is complete, use the Cancel Selection tool  to cancel selected items.


Examples - Centering a Group of Items ▼

To See This Property, Call:
Listing Agent Listing Ag
Listing Broker Listing Broker Li
Broker Phone

- Select (ALT+Click) the reference item, already properly positioned
- Select all additional items to be centered in the column
- Click the Centering alignment tool 


Examples - A Row of Items Bottom-Aligned ▼

Baths: 999999 **Section Area: Section/Area Sec** **School District: 999**

- Select (ALT+Click) the reference item, already properly positioned
- Select all additional items to be bottom-aligned
- Click the bottom-alignment  tool



Examples - A Column of Prices Right-Aligned ▼

List Price: \$99,999,999
Contract Price: \$99,999,999
Sold Price: \$99,999,999
Taxes: \$99,999,999,999

- Select (ALT+Click) the reference item (in this case, the value for Taxes because it is the widest value)
- Select all additional items to be right-aligned
- Click the right-alignment  tool

Examples - Aligning Columns of Labels and Values ▼



- Select (ALT+Click) the reference item for the column of labels, already in position
- Select all additional labels to be right-aligned in the same column
- Click the right-alignment  tool
- Select (ALT+Click) the reference item for the column of values, already in position
- Select all additional values to be left-aligned in the same column
- Click the left-alignment  tool

Editing and Deleting Report Designs

Use the edit feature to improve upon one of your office's custom reports, or develop a new report from an existing one.



You can reposition or re-align existing items, change font characteristic, add new items, or delete unwanted ones. See [Layout Basics](#), [Positioning Items](#), and [Aligning Items](#). When revising labels, correct the text at the text box.

NOTE: You may need to re-adjust alignment or re-center an item after a font size change.


You can edit a report created by someone else; however, when saving the report, Stratus requires you to give it a new name. The original report remains intact, without edits, and the edited version belongs to you.

You can only delete your own reports.



To Edit a Report Design ▼

1. Select the **Reports** tab at the top of any Stratus page.
2. At **Report Tools**, click **Report Designer**.
3. Click .
4. At **Select a report to edit**, choose from the drop-down list (your own reports display in red). Then click **Edit**. Revise any items in the report. See [Layout Basics](#), [Positioning Items](#), and [Aligning Items](#).
5. When your report is complete, click . At **Save this report as**, Stratus displays the current name for the report. You can use this name or enter a new

one. Then click **Save**. If you use the same report name, Stratus asks your permission to overwrite the previous version. Click **OK** to overwrite, then click **OK** at the confirmation message.

6. Click  to close the Report Designer.

To Delete a Report Design ▼

1. Select the **Reports** tab at the top of any Stratus page.
2. At **Report Tools**, click **Report Designer**.
3. Click .
4. At **Select a report to edit**, choose from the drop-down list. Then click **Delete**.
5. Click **OK** to confirm deletion. Stratus indicates the report is deleted. Click **OK**.
6. Click  to close the Report Designer.

Report Designer Tips

Re-Positioning an Aligned Group of Items






You can use the mouse or the numeric keypad's cursor movement keys (with Num Lock turned on) to shift a row or column of previously-aligned items. Using the mouse you can move the aligned group to any location. The keypad option allows you to shift the group one pixel (i.e., a small increment on the screen) at a time to fine-tune its position. If Snap Item to Grid is turned on, the group is shifted one grid intersection at a time instead of one pixel.

Select (always use ALT+Click) the aligned items that you want to fine-tune; in this case, the reference item has no importance.


The following applies to the keypad option:

Keypad Key	Action
8	Shift the group up
2	Shift the group down
4	Shift the group left
6	Shift the group right

Caution: Be careful not to click anywhere outside of the design panel (not even on the popup menu or toolbar buttons) while you press Num Lock and begin using the cursor keys. If you click anywhere outside of the design panel, fine-tune positioning will not work properly. To avoid clicking outside of the design panel, use keypad keys instead of toolbar buttons for the following:

Keypad Key	Tool Replaced	Action
5		Turns on/off "Snap-Items-to-Grid"
+		Increase grid size
-		Decrease grid size
*		Turn grid on/off
Esc		Cancel selections



To Re-Position an Aligned Group of Items ▼

1. ALT+Click to select each item in the group.
2. Depress the left mouse button and drag the group to its new position; or press Num Lock and use cursor-movement keys on the numeric keypad.
3. Once the adjustment is complete, use the Cancel Selection tool  to cancel selected items.
4. If you switched Num Lock on at step 2, press it again to switch it off.

Creating a Horizontal Rule


To See This Property, Call:

To create a horizontal rule of any length ▼

1. Create a label **A**.
2. At the Label edit box, press the underline key on the keyboard until the line is as long as you want (check the line's length in the preview area above the design panel).
3. To increase the line's weight (thickness), select a larger font size and click the Bold tool **B**.
4. Add  the label to the design panel.
5. Once positioned, you can center the line between the left and right margins (right click to view the popup menu, then select "Center Horiz. on Page"); or center-align  the rule in a column with other items.

Creating a Ruled Section Heading

The Lot	
School District:	999
Taxes:	\$99,999,999,999
Lot Size:	Lot Size Lot
Lot Sq. Ft.:	999999999
Section:	Section
Lot:	Lot Lot L
Block:	Block Bl
District:	District

To create a ruled section head label ▾

1. Create a label **A**.
2. Set the size and other font characteristics.
3. Click the Underline tool **U**.
4. At the Label edit box, type the heading text. Underlining appears.
5. To extend underlining to the left of the heading text, position the cursor at the left of the heading text and then press the spacebar as many times as you wish in order to insert underlined spaces.
6. To extend underlining to the right of the heading text, position the cursor at the right of the heading text and then press the spacebar as many times as you wish in order to add underlined spaces.
7. Add **+** the label to the design panel.

Speeding Up Report Creation

Instead of creating a new design from scratch, it may be simpler to modify an existing custom report and save it with a new name. See [Editing and Deleting Report Designs](#).

Multiple Listings Per Page Requires Standard Thumbnail Reports

Custom reports allow only one listing per page. If you want to display several listings on a page, use Stratus' standard thumbnail report formats.

Minimizing Report Designer

Report Designer displays in a separate browser window. You can minimize the window (click **_**), navigate to other Stratus functions, then return to Report Designer. Click the Report Designer icon at the Windows task bar (at the bottom of the screen), to re-open the Report Designer window.

Agent Photos and Company Logos

You can place your photo and/or office logo in a report design if you have sent them to MLS to be stored in the Stratus system.

Agent Photos: Have your photo taken with a digital camera then email the image (in jpg or bmp format, resized to 90X120 pixels) to photos@mlslirealtor.com. Include your LIBOR member number, name, and phone number.


Or, send a 3X4 print to be scanned. Print your LIBOR member number, name, and phone number on the back.

Office Logos: Send MLS a photo in jpg format at 200X200 pixels; or a square print to be scanned. Print your office name and address, along with your LIBOR office member number, on the back.

Troubleshooting Report Designer

If Items on your Custom Report Overlap ▼

If when viewing or printing a listing in a custom report format you notice overlapping text, it may be because you positioned an item on top of another. Open the report in Report Designer and check the items in the vicinity of the problem. Move values or images to ensure that another item is not *underneath* it. If you find an item beneath, move or delete it.

Hint: You can select each item in turn, bringing hidden items to the foreground, by clicking the  Select Next tool repeatedly.

If You Can't Find the Report Designer Window ▼

If you are working with the Report Designer and "lose" the window, it may be minimized. Check the Windows task bar (at the bottom of the screen), for the Report Designer icon. Click the icon to open Report Designer.

If Report Designer Won't Open and a Message Appears ▼

If you attempt to open Report Designer at the Report menu page and receive a message asking you if you're sure you want to navigate away from this page, this indicates that Report Designer is already open (and minimized) from a previous work session and that changes have not been saved.

To return to the previously-open Report Designer window, click Cancel to close the message, and then click the Report Designer icon on the Windows task bar (at the bottom of the screen).

To abandon the previously-open design without saving the changes, click OK, and then click the Report Designer icon on the Windows task bar to restore Report Designer.

If Report Designer Won't Open and No Message Appears ▼

If you attempt to open Report Designer at the Report menu page but nothing happens, this may indicate that Report Designer is already open and either minimized or hidden behind another open window. Click the Report Designer icon on the Windows task bar to restore Report Designer.


If You Experience Font Problems ▼

The Font drop-down list may include fonts that are not installed on your PC. If you select a font that does not appear as you expect it to, this is because the browser has substituted an available font. Select a font that you are certain is installed on your system.

Similarly, if a font you select for a custom report is not installed on another user's computer, and that user attempts to view or print a listing using your custom report, an available font will be substituted.

NOTE: Because Report Designer is a browser application, its font list is preset. (The system cannot access information about the fonts installed on your own computer, as Windows applications do.)

If Unexpected Repositioning Occurs When Aligning Items as Group ▼

If, when you select a group of items and then align them with the toolbar alignment buttons, you find that an item overlaps another or disappears altogether, this is because you have selected an item that should be aligned separately from this group. Click Undo  to undo your action.

When aligning multiple items, select only items that that you want arranged in a row or column:

- A column of items to be left- or right-aligned
- A column of items to be centered
- A row of items to be top- or bottom-aligned

If You Lose your Report Design Because Stratus "Times-Out" ▼

While creating your report, there may be a period when you are not entering any information via your keyboard or mouse. After a period of inactivity, your browser will "time out". To avoid the possibility of losing work due to an inactivity time out, save your report periodically when creating it.

If an Item Shifts from the Location You Want It In ▼

If you position an item to a precise location that you want, but it shifts from that position when you click to set it, turn Snap Items to Grid off. Although a valuable tool when designing a report, this feature may interfere with precise positioning. You can turn Snap Items to Grid on and off at any time. Turning this option off does not change the position of items previously set.

MARKET SHARE

About Market Share

Market Share provides a ranked analysis of listing inventory by office, for the location you specify. You can rank offices by number of units or dollar volume, and group them by office or firm. The analysis can include all MLS offices; the top 5, 10, 25, 50, or 100; your office versus the entire MLS; or offices you specify by name. All reports may be limited to a particular price range, and some may be limited to particular dates.

Stratus provides market share reports for *current* availables and under-contracts; as well as for listings taken, under-contracts, and closings transacted *within a date range you specify*.

- See [Setting Up and Saving Criteria](#) for a discussion of data entry.
- Customize the market share report by specifying a price range or a date range (for date-specific transactions).
- You may view, print, and [graph](#) the report.
- Once you create your Market Share criteria settings, you can [save](#) them to run again.
- To view all the relevant listings for an office displayed on the report, click on the office link. Listings display in search result format.
- Sort the report by clicking on any column heading. Click once to sort from low-to-high; click again to sort from high-to-low.
- Download Market Share search results.
- Specify "Print" view before printing the report.

Setting Up Criteria

Stratus indicates required fields with a blue asterisk *****. Enter data at all required fields.

Selecting the Geographic Area

Click to select (CTRL+Click for multiple selections) Town, Zone, or County from the list boxes. To de-select all options in a list, click on the white (blank) area at the top of the list.

Selecting Transactions

Click to select listings transacted within a particular date range (Listings Taken, Contracts, or Closings); or current listings (Availables or Under-Contracts). The choices are:

Available Inventory: listings currently available

Listings Taken During a Specified Period: listings of any status, listed during a date range you specify

All Listings Currently Under Contract: listings currently under contract

Under Contracts During a Specified Period: listings going under-contract during a date range you specify

Closings During a Specified Period: listings closed during a date range you specify

Selecting the Side of the Transaction

For closings and under-contracts, you must specify which side of the transaction (listing or selling) you want to rank:

- the Listing Side only
- the Sales Side only
- Both Sides (if an office lists and sells the same listing it counts as two units on the report)

Selecting Classes of Property

Click to check one or more property classes.

Selecting Offices

Top Offices: Only the top 5, 10, 25, 50, or 100 offices are displayed. "Totals Shown" sums the volume for the displayed offices. "Totals Entire Report" sums the volume for all offices meeting the search criteria, including those not displayed.

All: All offices meeting the search criteria are ranked, displayed, and totaled.

Your office vs. the entire MLS: Only your office displays in the report, but it is ranked against all offices meeting the search criteria. "Totals Shown" repeats your office's total volume. "Totals Entire Report" sums the volume for all offices meeting the search criteria.

Select specific offices: Only offices you specify display in the report, but they are ranked against all offices meeting the search criteria. "Totals Shown" sums the volume for the displayed offices. "Totals Entire Report" sums the volume for all offices meeting the search criteria.

To select offices ▼

1. At **Starts With**, type the first character(s) of the office name.
2. Click (or tab) away from Starts With in order to fill the list box with offices matching your lookup text.
3. Scroll through the choices and select one or more offices from the list.
4. When selecting multiple offices from the same list (CTRL+Click to select more than one); click **Add** to move current selections to the lower list box, then make additional selections. Repeat as necessary.

To add an office to the list starting with different characters, repeat steps 1-3, clicking **Add** to move the new selection(s) to the lower list box.

Entering Price and Date Ranges

Type a minimum and a maximum price. Reasons to enter a price range include:

- to ensure that the analysis isn't skewed by a few very high-priced (or low-priced) listings;
- to rank offices according to listings that fall only within the price range your office handles;
- to customize a report for a particular range of prices.

Enter Price Range, if desired:

Min	Max
<input type="text" value="150000"/>	<input type="text" value="500000"/>

Stratus allows date ranges if (at "Select Transactions to Include") you select Listings, Under Contracts, or Closings "During a Specified Period".

Enter Date Range for Analysis: *

From	To
<input type="text" value="1/1/07"/>	<input type="text" value="3/31/07"/>

Rank By

Units: Rank offices by quantity of listings.

\$ Volume: Rank offices by dollar volume of listings.

Group By

Office: Rank offices only.

Firm: Rank firms and offices, grouping offices within each firm. In the Rank column, firm rankings display on the left, office rankings display on the right.

Sort By

Sort By affects the report's initial sort order (the report can be sorted by any field once you display it). It does not affect the ranking assigned to each office.

Highest to Lowest: Firms and/or offices display from high (1) to low (*n*) ranking.

Alphabetical: Firms and/or offices display in alphabetical order, regardless of rank.

Saved Market Share Criteria

Stratus allows you to save Market Share search criteria so that you can run the report whenever you want. Use the saved criteria (in its original form or modified) for subsequent searches.

To Save Search Criteria ▼

1. After entering criteria, go to the **Save Criteria As** text box.
2. Enter a name for the Market Share search.
3. Click **Save**.
4. Stratus prompts, "Criteria Saved". Click **OK**.

To Use Saved Criteria ▼

1. At **Use Saved Criteria**, select the name of the saved search criteria from the drop-down list.
2. Click **Use**.
3. The form fills with the saved criteria. Verify the accuracy of the criteria for the new search. Use the criteria as presented or modify it.
4. Click **Submit**.

To Delete Saved Criteria ▼

1. At **Use Saved Criteria**, select the name of the saved market share criteria from the drop-down list.
2. Click **Delete**.
3. Stratus prompts, "Are you sure you want to delete 'saved criteria name?'". Click **OK** to delete the saved criteria, or **Cancel** to maintain the saved criteria.
4. Stratus prompts, "Criteria Deleted". Click **OK**.

Modifying Saved Criteria

If you modify saved criteria, you can save the modified criteria as a new and unique search, keeping the original search intact. Alternatively, you can replace the original saved search with the modified one.

To Modify Saved Criteria ▼

- To save the modified criteria as a unique search, choose a new name and enter it at the Save Criteria As text box. Then click Save. Stratus prompts, "Criteria Saved". Click OK.
- To replace the original search with the modified version use the same name as the original search. Then click Save. If you use the same name, Stratus asks your permission to overwrite the original search criteria. Click OK. Stratus prompts, "Criteria Saved". Click OK.

The Report

The Market Share report *ranks all* offices with listings matching your submitted search criteria, and *displays only* offices you specified in criteria (Top, All, Yours, or specific selections).

Clues to interpreting the report are offered in its text. Headings and report summaries include the following information:

- The date the report was run (just under the office name and phone number);
- The type of listing inventory, and the side of the transaction, are stated in the heading; for example, "Market Share for Available Inventory By Listing Broker", or "Market Share for Listings Closed by Selling Office".
- The number of offices included; the class(es) of listings included; the date range if any; and the geographic location (stated in summary lines, at the bottom left).

With the Chart FX plug in, you can automatically create full color charts and graphs of your report, customizing them with visual effects. See [Graphing the Analysis](#).

Understanding Ranking

You choose the field by which offices are ranked on the criteria page (see [Rank By](#)). No matter how you re-sort the report, the rank numbers do not change, although their order may change. The lower the rank *number*, the "higher" the *ranking*. The office ranked "1" in a report has either the largest number of units, or the largest dollar volume, depending on which field you ranked by.

If two or more offices (or firms) share the same rank number, this indicates that they hold equal market share (for this particular search criteria). If two offices share rank 5, the next rank displayed is 7; no office is assigned rank 6.

If you grouped offices by firm (see [Group By](#)), the report's Rank column displays both the firm rank, on the left, and within the firm the office rank, on the right. When you sort such a grouping "Highest to Lowest", Stratus lists the firms in consecutive rank order from 1 to *n*.

Understanding Totals

"Totals Shown" provides each column's total for displayed offices only.

"Totals Entire Report" provides each column's total for *all* offices matching your submitted search criteria. The report indicates the number of offices represented by these totals at the bottom left, at "Report represents ___ Offices".

Sorting the Report


Changing the sort order does not affect the office rankings, it only affects the sequence in which offices appear. You can re-sort the offices by any column heading. (Original sort order is determined on the criteria page, see [Sort By](#).)

Click once on a column heading to sort from low to high. Click again to sort from high to low.

Printing the Report

Use Print View, displayed in a secondary browser window, specially formatted for improved printing.

To Print the Market Share Report ▼

1. At the Report page, click **Print View**. The report displays in a printable format in a secondary browser window.
2. At the browser's menu bar, click **File**, then **Print**.
3. At the bottom of the **Print** dialog box, click **Print**.
4. Close  the browser window to return to the Market Share Report.

TIP: You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Viewing an Office's Listings

To view any office's listings (that is, those listings matching Market Share search criteria), click on the underlined office name link.

Listings display in search result format. You can view, narrow, [sort](#), or [print](#) the Search Results List; [download](#) search results, all listing data, Pocket Real Estate fields, or listing photos; plot any or all listings on a street map (see [Mapping Listing Search Results](#)); view full, medium, thumbnail or other report formats; email listings; or analyze statistical information about the search results (see [Statistics and Counts](#)).

Click Return to Market Share to re-display the report page.

Downloading Market Share Listing Data

You can download all the listing data matching the market share criteria. Stratus downloads data in .csv (comma separated value) file format. This is compatible with a number of database programs:

- Real Estate front-end programs (e.g., Top Producer)
- database programs (e.g., Microsoft Access)
- spreadsheet programs (e.g., Microsoft Excel)

To Download Market Share Listing Data ▼

1. Click **Download**.
2. At the message box, at **Include Field Names as first record of Download file?**, clear the check box if you do not want to include field names for use in column headings, then click **Download**.
3. When prompted, click **Save**.
4. Designate a location to save this file.
5. At **File Name**, you can rename the file, or use the default, MarketShare.csv.
6. Click **Save**.

7. Your system may prompt that the download is complete. If it does, click  or **Close**.

CAUTION: The download file may be very large. While your report may display only the top 5 offices in Suffolk County, for example, the total listings considered for analysis is represented by the "Totals Entire Report" figure for the "#Units" column. This number may represent thousands of listings.

The following fields are downloaded for each listing: ML#, Address, Town, Zip, Zone, County, Listing Date, Contract Date, Title Date, Days on Market, Last Status Change, Original Price, Listing Price, Sold Price, Listing Broker Code, Listing Broker Branch, Listing Agent, Selling Broker Code, Selling Broker Branch, Selling Broker Commission, Buyer Broker Commission, and Class.

Graphing the Analysis

Full-color, customizable graphs and charts are available through the Chart FX plug in, by Software FX, Inc. This plug in resides on your hard drive and runs on your PC, but it is designed to interact with Stratus Market Share.

First Time Use

The first time you click the Charts and Graphs button at the report page, you are prompted to install and run "ChartFX" control by Software FX, Inc. Click **Yes** in order to download the plug in; that is all you need to do to set it up.

Creating Charts and Graphs

To create charts and graphs from your Market Share report, at the Report page, click Charts and Graphs. Chart FX automatically generates a line graph and pie chart from your report.

Chart FX provides a menu for changing visual attributes above each graph. Experiment with customization options as desired. You can change the graph type, or use three dimensional effects.

Printing Charts and Graphs

To print a chart or graph, choose File, Print **from the menu that appears immediately above the chart or graph**. This reformats the chart, allowing you to print it without browser menu bars, toolbars, headers, or footers.

NOTE: Printing without the header/footer and other browser page contents is possible because Chart FX resides on your PC, unlike Stratus MLS which runs on the MLS Web server.

CMA

About the CMA

The Comparative Market Analysis (CMA) is one of the most valuable tools available to real estate agents. By offering prospective sellers a comprehensive analysis of market activity for comparable homes, you provide them with the information they need to understand and feel comfortable with a pricing strategy and with you as their agent.

Stratus streamlines the process of generating the CMA report and provides a professional looking document for presentation to the client.

Stratus also recognizes that you are a vital component in creating the CMA and offers you the opportunity to choose your comparables. You can:

- Choose your comparables from a list generated by searching listings and public records
- Add your choice of listings to those found through searching
- Bypass the search option and specify all listings to be used as comparables

The listing search can include private, as well as MLS, listings.

Stratus allows you to make edits and adjustments to listing and public record information, as needed, for inclusion in the report.

The Stratus CMA can be crafted with or without a subject property, making it useful for a variety of presentation needs. You can include a marketing plan and financial analyses in your presentation.

After completing the CMA you can save it for reference, or to be revised and recreated in the future. Each CMA is available to you for 190 days from the date of creation or last edit and is purge when that time is expired. The number of days until expiration is noted at the lists of your existing CMAs.

You can print the CMA presentation, specifying the components you want included in the document.

To Build a CMA ▼

1. Select the **CMA** tab at the top of any Stratus page.
2. To create a new CMA: At **CMA Options**, click **Create a New CMA**. At **CMA Name** enter the name you want to assign this CMA. At **Select a Class**, click **Residential** or **Condo/Co-op/HOA**. Click **Create New CMA**.

To use an existing CMA: At **CMA Options**, click **Use Existing CMA**. Select the CMA you want to use from the list. Click **Use Existing CMA**.

3. Stratus displays the Client Information page. This is the first of nine data entry pages for the CMA.
4. Enter data on the Client Information page (see [CMA Client Information](#)), then navigate through the CMA by either clicking the page buttons at the top, or the Next or Prev(ious) buttons at the bottom, of each page. Follow the order

that the pages are listed at the top of the CMA (i.e., Client Information, Subject Property, Agent Information, etc.). See Help topics for each CMA page.

5. At the final CMA page, Presentation Contents, specify the components you want to include in your presentation. You can print the CMA, and save it. You can also send the CMA via email. (See [CMA Presentation Contents](#)).

To Delete a CMA ▼

1. Select the **CMA** tab at the top of any Stratus page.
2. At **CMA Options**, click **Delete CMA**.
3. Select the report you want to delete.
4. Click **Delete CMA**.
5. Click **OK** at the delete confirmation prompt.
6. Click **OK** at the confirmation message.

Tips:

- Click Save CMA, available on every page, frequently while developing the CMA so you don't time out and lose your work.
- At the CMA list boxes, CMA names are listed alphabetically. You can click on any underlined heading to sort CMAs by that type (e.g., click on Created to sort by date of creation). Click on that heading a second time to reverse the order of the sort.

CMA Client Information

Stratus allows you to enter client information in the CMA, or import this data from Contacts.

To Enter Client Information ▼

1. To import client information from your Contacts: At **Select Client from existing Contacts?**, click on the drop-down arrow to reveal the alphabetical list of contacts. Click on the appropriate contact, then click **Use**. Stratus autofills the client information data fields.

To enter client information not stored in contacts: enter text in the fields provided. If you want to save this new client data, click **Save Contact**. Click **OK** at the confirmation message.

2. When Client Information is complete, click **Next**, or **Subject Property**, to proceed to that page. (See [CMA Subject Property](#)).

Tips:

- Click **Clear** if you want to discard all entered Client Information and restore fields to their default values.
- Enter phone numbers with area codes as: "999-555-0000". Do not use parentheses.
- You can save new contact information at the Client Information page; however, you cannot overwrite existing contact data at this page. If you want to make additions or revisions to existing contact information, do this at [Contacts](#).

CMA Subject Property

Stratus creates CMA presentations with or without subject properties. The subject property is the new listing for which you're preparing this CMA presentation. If a subject property is currently in the Multiple Listing System (even if expired), enter the ML#. Stratus automatically transfers the appropriate information to the Subject Property data entry page.

Stratus accepts a photo image of the subject property for inclusion in the CMA. *For best results*, the file should be in JPEG format with dimensions of approximately 320x240 and less than 30k in size.

To Enter Subject Property Information ▼

1. At **Do you want to include a Subject Property in this CMA?**, click **No** or **Yes**.
2. If **No**, click **Next**, or **Agent Information**, to proceed to that page. (See [CMA Agent Information](#)).

If **Yes**, and the Subject Property has an ML#: at **Use an Existing ML# as the Subject Property?**, enter the ML#, then click **Use**. Stratus autofills the subject property data fields.

If **Yes**, and the Subject Property is new to MLS: enter text in the data fields.


3. To upload a photo of the subject property, see instructions below.
4. When Subject Property information is complete, click **Next**, or **Agent Information**, to proceed to that page. (See [CMA Agent Information](#)).

To Upload a Photo for the Subject Property ▼

Note: If you are creating a new CMA, click **Save CMA**, before uploading the photo.

1. At the bottom of the Subject Property page, click **Browse**.
2. Locate the folder containing the image and select the file name. Then click **Open**.
3. Click **Upload**. Click **OK** at the confirmation message.

Tips:

- To view the subject property page as it appears in the CMA presentation, click Preview. The subject property page displays in a separate browser window. Close  the window to return to the Subject Property input page.
- Click Clear if you want to discard all subject property information.

CMA Agent Information

This data entry page in the CMA contains information about the primary agent and co-agent (if another agent in your company is acting as co-agent).

To Enter Agent Information ▼

1. Stratus automatically fills the Primary Agent Name and Email fields. This data is determined through your log on.
2. At **Designations**, enter your designations (e.g., GRI, CRP).
3. At **License Type**, enter your type (e.g., Licensed Sales Person).
4. If there is no co-agent: proceed to step 9.

If there is a co-agent: at **Show List of Agents from Branch#**, click on the branch number for the office of the co-agent, or select **all** to access agent information from all offices in your company.

5. At **Select Co-Agent**, choose the name of the co-agent from the drop-down list, then click **Use**.
6. Stratus autofills the Co-Agent Name and Email address.
7. At **Designations**, enter the co-agent's designations (e.g., GRI, CRP).
8. At **License Type**, enter the co-agent's type (e.g., Licensed Sales Person).
9. Click **Next**, or **Title Page**, to proceed to that page. (See [CMA Title Page](#)).

Tip:

Click Reset to discard all your entered text, and restore default values for primary agent name and email information.

CMA Title Page


Stratus automatically creates a title page for your CMA presentation. You can use this, or customize the page and store it as your own personal default format. You can reset to the original default title page at any time.

At the title page you can include your company logo, subject property photo, and photos of yourself and co-agent. You can opt to include a border around the entire page.

To Use the Title Page ▼

1. The first time you create a CMA, Stratus displays its own default title page. You can use the default or edit it.
2. If you want to save the edited version as your own personal default title page, click **Set As Default**. Click **OK** at the confirmation message. Stratus then displays your personal default title page whenever you create a new CMA.
3. Click **Next**, or **Cover Letter**, to proceed to that page. (See [CMA Cover Letter](#)).

Tips:

- To view the title page as it appears in the CMA presentation, click Preview. The title page displays in a separate browser window. Close  the window to return to the Title Page screen.
- If you want to delete your edits and restore the title page to the original default, click Reset.
- You can at any time make changes to your personal default title page. After revising the text, click Set As Default if you want the edited page to be your new default. Click OK at the confirmation message.
- If after creating your personal default title page, you want to use this new format for a pre-existing CMA, click Use Default at the title page screen for that CMA. Stratus replaces the former title page with your new default. Likewise, if you are editing your personal default title page in a CMA and then decide you want to restore it to your current personal default structure, click Use Default.
- If you make changes to the title page but do not click Set As Default, the changed title page is saved when you save the CMA, however, your default title page remains unchanged.

CMA Cover Letter

Stratus automatically creates a cover letter for your CMA presentation. You can use this, or customize the letter and store it as your own personal default format. You can reset to the original default cover letter at any time.


To Use the Cover Letter ▼

1. The first time you create a CMA, Stratus displays its own default cover letter. You can use the default or edit it.
2. If you want to save the edited version as your own personal default cover letter, click **Set As Default**. Click **OK** at the confirmation message. Stratus

then displays your personal default cover letter whenever you create a new CMA.

3. Click **Next**, or **Search Criteria**, to proceed to that page. (See [CMA Search Criteria](#)).

Tips:

- To view the cover letter as it appears in the CMA presentation, click Preview. The cover letter displays in a separate browser window. Close  the window to return to the Cover Letter page.
- If you want to delete your edits and restore the cover letter to the original default, click Reset.
- You can at any time make changes to your personal default cover letter. After revising the text, click Set As Default if you want the edited letter to be your new default. Click OK at the confirmation message.
- If after creating your personal default cover letter, you want to use this new format for a pre-existing CMA, click Use Default at the cover letter screen for that CMA. Stratus replaces the former cover letter with your new default. Likewise, if you are editing your personal default cover letter in a CMA and then decide you want to restore it to your current personal default, click Use Default.
- If you make changes to the cover letter but do not click Set As Default, the changed cover letter is saved when you save the CMA, however, your default cover letter remains unchanged.

CMA Search Criteria

You define the basis for comparables in the Search Criteria function in the CMA.

- Choose your search criteria. You can search public records as well as listings. Include private listings if you want. Stratus searches for properties that meet your criteria, then displays the results for you to review. You choose which listing and public record properties you want to include in the CMA presentation.
- If you want to include listings that may not be found through the search, you can pre-specify these to be included with your search results. They appear at the top of the search results list. Their check boxes are automatically selected by Stratus.
- Alternatively, you may bypass the search feature entirely and use only your specified listings as your Comparables.

To Search for Comparables for the CMA ▼

1. At **Select the Statuses you want to include in your CMA**, click to include **Available, Under Contract, Closed, and/or Expired**. You must choose at least one status.
2. At **Enter Price Range** enter the dollar values (no dollar signs or commas). These fields are optional.
3. At **Enter Date Range** enter dates if you want the results to reflect a particular time frame. Leave the To box blank to include the current date. Entering a date range is optional.
4. Select *one (or more)* **Town(s)**. You must choose at least one town. (Using the scroll buttons on the right side of the box, peruse the town choices. Click to choose a town. To choose multiple towns, press and hold down the Ctrl key, then click on each town).
5. Click **Enter/Edit Additional Search Criteria** if you want to refine your search. Stratus displays additional search fields. Enter your search text (see [Entering Search Criteria](#)). It is not necessary to enter data for each field; specify those fields key to defining the comparables. Click **Prev** to return to the CMA Search Criteria page.
6. At **Include Private Listings in the Search Results?**, click **Yes** or **No**.
7. At **Do you want to include Public Records in your CMA?**, click **No** or **Yes**.
8. If you elect to include public records and you enter (optional) values for listing Price Range and Date Range, these values are automatically copied to the public records search criteria (as Sold Price and Deed Date). To add additional criteria or revise existing criteria, click **Enter/Edit Public Record Criteria**. Enter text at any search field, then click **Prev** to return to the CMA Search Criteria page.
9. To add pre-selected listings to the list of comparables determined by searching: at **ML#** enter the ML# for the first listing you want to include. Then click **Add to List**. Repeat for all other listings. To remove a listing added in error, click on the ML# in the list box, then click **Remove from List**.

NOTE: DO NOT click Use Only These ML#s In My CMA, this is used only when you are bypassing the search feature.


10. At **Select Search Results Format**, select a report format or accept the default.
11. Click **Submit**.
12. Comparable properties found by the *listing* search display. If you also included a *Public Records* search, click the tab above the results list to view the public records results. Choose any properties you want to include in your CMA from both lists (see [CMA Comparables List](#)).

To Specify the List of Comparables without Search

If you want to specify all listings in your Comparables, without searching listings and public records:

1. At the Search Criteria page, proceed to step 8.
2. At **ML#**, enter the ML# for the first listing you want to include in your Comparables. Then click **Add to List**. Repeat for all listings you want to include. To remove a listing added in error, click on the ML# in the list box, then click **Remove from List**.
3. Click **Use Only These ML#s In My CMA**. Stratus automatically displays the Edits and Adjustments page (See [CMA Edits and Adjustments](#)).

Tips:

- To view the entire list of towns you've included in your search criteria, click Show Selected or right click on the Select Town(s) list box. Stratus displays the list in a smaller browser window. Click Close or  to return to the Search Criteria page.
- Click Clear to discard all entered text.
- When adding private listings to your list of comparables: at ML#, include an asterisk (*) at the beginning of each number.

CMA Comparables List

Review the comparables found by the search. If you search public records as well as listings, the results display on two different pages. Click on a tab above the results list to display the other list.

Using the techniques described in the topics for the Listing Search Results List you can:

- [navigate](#) through the comparables
- [print](#) the comparables list
- [sort](#) the comparables list
- [narrow](#) the comparables list
- [download](#) the comparables list
- [view](#) the comparable listings (in your choice of report format)
- [print](#) the comparable listings
- [email](#) the comparable listings
- view [statistics and counts](#) for the comparable listings

A similar array of features are available at the [public records results](#).

While viewing the listings comparables list, refer to the column heading identified as

LSC (last status change) for guidance on the status of each listing.

If you included a public records search, after viewing the listing search results, click on the Public Records tab (above the results list) to view the public records search results.

Click the check box at any listing or public records property you want to include in your comparables. If you want to include *all* the *listing* properties you can check each one or do not check any, making sure you've cleared any pre-selected check boxes. The system interprets no choices at the listing search results the same as choosing *all*. For *public record* properties, you must click the check box for each property you want to include. If you do not check any, the system interprets this to mean you do not want to include any public record properties.

NOTE: If your search did not provide properties appropriate for your CMA, click **Return to CMA Without Selecting Comparables**. Stratus displays the search criteria for you to revise and resubmit.

To Select Comparables for the CMA Presentation ▼

1. At the listing search results, click on the check box for each listing you want to include in your CMA presentation. If you pre-specify listings to be included in the list of comparables, Stratus displays these at the top of the list with the check box selected. To include all listings, either check each or do not check any (making sure that you clear the check boxes at all pre-specified listings).
2. If you did not include a public records search, proceed to step 3. Otherwise, click the Public Records tab above the results list. The public records results list displays. Select any properties you want to include in the CMA.
3. Scroll to the bottom of the page and click **Use Selected As CMA Comparables**.

Stratus automatically displays the Edits and Adjustments page. (See [CMA Edits and Adjustments](#)).

CMA Edits and Adjustments

Once you choose the comparables for your CMA, Status gives you the opportunity to revise property details to reflect the most recent and accurate information.

The Edits and Adjustments page displays each comparable in a single line record. You can view the full format at any time to review property details and confirm your changes.

The first column of the comparables table contains the status code (A is Available, UC is Under Contract, CL is Closed, EXP is Expired, and Pub is a public record property). The number of comparables, by type, is indicated below the table. Public Record properties are included in the Closed count.

Use the edit function to change information you know to be different from that on the current report. Stratus flags values you have edited on the CMA listing report in red, with an asterisk (*).

Public records provide limited information for a property. Use the edit feature to manually add any information you want, to make the CMA more valuable.




Use the adjustment function to make price comparisons between the subject property and another property more equitable. Adjustments are not displayed in the listing report, as edits are, but are included in the side-by-side comparison. Adjustments are made to the Listing Price or Sold Price, depending on the status of the property.

NOTE: Edits and adjustments are only reflected in the CMA presentation, the MLS listing is not changed.

To Edit and/or Adjust Listings ▼

1. Select the property record from the list.
2. To Edit any field in the listing report: at **Select the item you wish to edit**, click on the drop-down arrow to display the choices.
3. Scroll through the list and select any field.
4. Stratus displays the current value for that field at **MLS Value and CMA Value**. Change the text in the CMA Value box if required.
5. Repeat steps 2 through 4 for all fields to be edited for that property.
6. If the price requires adjustment: at **Enter the Total Adjustment for This Property**, click on **Add** or **Subtract**. Then enter the dollar amount of the adjustment to the listing or sold price (do not include a dollar sign or comma). At **Enter the Reason/Description for this Adjustment** document the adjustment.
7. Repeat steps 1 through 6 for each property requiring changes.
8. After you complete all edits and adjustments, click **Next**, or **Marketing Plan**, to proceed to that page. (See [CMA Marketing Plan](#)).

Tips:

- To view the full client report for any comparable at any time: select the record at the comparables table, then click Show Full Format. Edits are displayed in red, highlighted with an asterisk (*). Close  the listing report window to return to the Edits and Adjustments page.
- To confirm all changes to a property, you can click on Show List of Edits. Stratus displays all edits and adjustments in a smaller browser window. If all edits and adjustments are correct, click Close or  to return to the Edits and Adjustments page. If an edit or adjustment is in error, click on its link (i.e., the blue highlighted heading) and Stratus returns you to the corresponding field for that property. Revise the text in the field.
- To confirm all changes to all comparables, you can click Show List of Edits for All Comps. Stratus displays all edits and adjustments for each property in a smaller browser window. If all edits and adjustments are correct, click Close or  to return to the Edits and Adjustments page. If an edit or adjustment is in error, click on its link (i.e., the blue highlighted heading) and Stratus returns you to the corresponding field for that property. Revise the text in that field.

CMA Marketing Plan

Stratus offers you the opportunity to create a marketing plan to include in your CMA presentation. Develop a timetable of activities to demonstrate to the prospective clients your plan for marketing their property.

After you prepare a marketing plan you can save this as your personal default plan. Each time you prepare a CMA report you start with your default plan. Make changes as required for the new presentation.

To Create A Marketing Plan ▼

1. At **Tentative Date**, enter the date you anticipate for an activity.
2. At **Activity**, enter a description of the activity.
3. If you have more than one activity, click **Add Another Activity**. Stratus displays an additional set of input fields. Enter text. Repeat as necessary until all activities are defined.
4. If you want to save this marketing plan for use as a default in subsequent CMAs, click **Set As Default**. Click **OK** at the confirmation message.
5. Click **Next**, or **Financial Information**, to proceed to that page. (See [CMA Financial Information](#)).


To Use a Default Marketing Plan ▼

Once you create a marketing plan and save it as the default, Stratus displays this at all subsequent CMAs. Review the plan and edit where necessary (e.g., the dates):

1. At **Tentative Date**, edit the date if required.
2. At **Activity**, edit the description if necessary.
3. Repeat steps 1 and 2 for all activities listed.
4. To add an additional activity, click **Add Another Activity**. Stratus displays an additional set of input fields. Enter text. Repeat as necessary until all activities are defined.
5. To remove any activity from the plan, click **Delete This Activity**.
6. If you want to save this marketing plan for use as your new default in subsequent CMAs, click **Set As Default**. Click **OK** at the confirmation message.
7. Click **Next**, or **Financial Information**, to proceed to that page. (See [CMA Financial Information](#)).

Tips:

- Enter activities in any order. Click Sort Activities By Date, to arrange them in chronological order.
- Click Delete This Activity, to remove an item from your marketing plan.
- Click Clear if you want to discard all marketing plan information.

- To view the marketing plan as it appears in the CMA presentation, click Preview. The marketing plan displays in a separate browser window. Close  the window to return to the Marketing Plan page.
- You can at any time make changes to your default marketing plan. After revising the text, click Set As Default if you want the edited page to be your new default. Click OK at the confirmation message.
- If after creating your personal default marketing plan, you want to use this new format for a pre-existing CMA, click Use Default at the marketing plan page for that CMA. Stratus replaces the former plan with your new default. Likewise, if you are editing your personal default marketing plan in a CMA and then decide you want to restore it to your current personal default, click Use Default.

CMA Financial Information

Stratus offers financial tools for use in the CMA presentation. You can include either or both of the following financial analyses.

- [Seller Net Proceeds](#)
- [Buyer Closing Costs](#)

To Create Financial Analyses ▼

1. Choose the first financial analysis you want to prepare. Click on the underlined report type (e.g., under the heading Seller Net Proceeds, click on Conventional).
2. Stratus displays the data input page for your choice of financial report. Enter all appropriate data. Then click **Submit**.

NOTE: If after choosing a report, you determine that you do not want to include this financial function, scroll to the bottom of the data input page and click **Return to the CMA without entering/editing the above data**.
3. Stratus displays the financial calculation output. Scroll to the page bottom and click **Return to CMA**. (NOTE: Do not click Back).
4. Repeat steps 1 through 3 for the other financial function if you want to include it in the CMA.
5. Click **Next**, or **Presentation Contents**, to proceed to that page. (See [CMA Presentation Contents](#)).

Tips:

- At the financial calculation output page, click Back to return to the data input page if you want to change your financial data and resubmit the calculation.
- At the data input page, you can click Clear to delete all entered data and restore default values.

- Preset values in data fields (e.g., credit report or appraisal fees) are estimates and can be changed.

CMA Presentation Contents

Stratus displays a list of all the possible components for the CMA presentation. Choose those you want to include in your report. You can preview any item.

You can save the CMA and print the presentation. Revise the page margins and remove extraneous reference information from page headers and footers before printing the CMA (see instructions below). **Restore page header and footer printing** (see [Special Printing Format](#)) **and margin settings (to 0.75")** after you've printed the CMA report.

You can email the CMA presentation to your customer in PDF format.


To Create the CMA Presentation ▼

1. Click to select any component for inclusion in the CMA presentation.
2. Click **Save CMA**. Click **OK** at the confirmation message.

To Print the CMA Presentation ▼

1. Click **Print View**. Stratus displays the CMA Presentation in a printable format in a smaller browser window.

(Occasionally, the print view window is hidden behind the Stratus window. To view it, minimize Stratus.)

2. Choose **Page Setup** from the browser's **File** menu.
3. At **Header**, delete the codes in the text box.
4. At **Footer**, delete the codes in the text box.
5. At **Margins**, change all settings to 0.5".
6. At the bottom of the **Page Setup** dialog box, click **OK**.
7. Choose **Print** from the browser's **File** menu.
8. Specify the printer options.
9. Click **Print** to print.
10. Close  the browser window to return to the CMA.


To Email the CMA Presentation ▼

1. Click **Email CMA**.
2. At **Mail this CMA to**, either click **Contacts** to select a contact (then select the contact and click **Add to Mail To**;

or type the email address of the person to whom the system should send the CMA report.

3. If desired, select the **Also email me a copy** checkbox.
4. Modify the subject and the message, if desired.
5. When satisfied with the email information, click **Send**.
6. At **Your mail was sent**, click **Close**.

Tip:

To preview any component of the CMA click on its underlined title in the list of choices. Stratus displays the CMA topic in a separate window. Close  the window to return to the CMA Presentation page.

CONTACTS

Managing Contacts

Stratus provides a convenient format to maintain information about your contacts. More than just an address book, Stratus allows you to store financial information, contact requirements, and activities related to the contact.

Stratus automatically displays each contact activity at [My Calendar](#), allowing you to manage all aspects of your schedule at one location. You must add (or change) activity information related to a contact at the contact record (see "To Add, Edit, and Delete Contact Activities", below).

You can [search](#) your list of contacts using a variety of criterion. The results of your search can be viewed or printed. The contact list can be downloaded and exported for use in mailing labels and external reports. The .csv (comma separated value) file format is compatible with Excel and other programs.

When a Prospect profile is created for a client for which a Contacts record exists, Stratus automatically adds a link to this Prospect from the Contacts record. See Prospects Stored under the Requirements/Notes heading in a Contact record for this link.

To Add a New Contact ▼

1. Select the **Contacts** tab at the top of any Stratus page.
2. Click **Add Contact**.
3. At the **General Information** page enter contact text. (First name and last name are required fields.)
4. Click **Next** to proceed to the Financial Information page, or click **Save Contact** if you have no further information to enter for the contact.
5. At the **Financial Information** page enter appropriate data. (All fields are optional.)
6. Click **Next** to proceed to the **Requirements/Notes** page, or click **Save Contact** if you have no further information to enter for that contact.
7. At the **Requirements/Notes** page enter appropriate text. All fields are optional.
8. Click **Next** to proceed to the **Activity** page, or click **Save Contact** if you have no further information to enter for that contact.
9. At the **Activity** page enter appropriate text for the first activity. If you choose to add an activity, the date and title is required. If there is more than one activity, click **Add Another Activity**. Stratus displays another set of activity input fields. Enter data. Repeat as necessary for all activities. To arrange activities chronologically, click **Sort Activities by Date**. (See [To Add, Edit, and Delete Contact Activities](#), below.)
10. Click **Save Contact**.

NOTE: Click Cancel at any Contacts page to delete all text and return to the Contacts menu.

To Edit a Contact ▼

1. Select the **Contacts** tab at the top of any Stratus page.
2. Click **Edit or Delete Contact**.
3. At **Contact to Edit/Delete** click on the drop-down arrow to reveal the alphabetical list of contacts. Select the name of the contact.
4. Click **Continue**. Stratus displays the contact profile.
5. To edit contact information, use the navigation buttons to go to each page requiring changes. Replace existing text or add new text as necessary.
6. After making changes on all pages, click **Save Contact**.

NOTE: Click Cancel at any Contacts page to delete all edits and return to the Contacts menu.

To Delete a Contact ▼

1. Select the **Contacts** tab at the top of any Stratus page.
2. Click **Edit or Delete Contact**.
3. At **Contact to Edit/Delete** click on the drop-down arrow to reveal the alphabetical list of contacts. Select the name of the contact.
4. Click **Continue**. Stratus displays the contact profile.
5. Click **Delete Contact** to remove the contact name and all corresponding information. At the confirmation prompt, click **OK**; or **Cancel** to return to the contact profile.

To Add, Edit, and Delete Contact Activities ▼

1. Select the **Contacts** tab at the top of any Stratus page.
2. Click Edit or Delete Contact.
3. At **Contact to Edit/Delete** click on the drop-down arrow to reveal the alphabetical list of contacts. Select the name of the contact.
4. Click **Continue**. Stratus displays the contact profile.
5. Click **Activity**.
6. To add a new activity: If this is the first activity, enter text in the displayed fields. If this is an additional activity, click **Add Another Activity**. Stratus displays another set of activity input fields. Enter data. Date and title are required. Repeat as necessary for all new activities.

To edit an existing activity: Revise existing text or add new text as necessary.

To delete an activity: At the activity, click **Delete This Activity**.

7. Click **Save Contact**.

Tip:

Enter phone numbers with area codes as: "999-555-0000". Do not use parentheses.

Searching and Displaying Contacts

To Search Contacts ▼

1. Select the **Contacts** tab at the top of any Stratus page.
2. Click **Search Contacts**.
3. Enter search text at any search field(s). (See [Entering Search Criteria](#)). To generate a list of all contacts, do not enter any search criteria.
4. Click **Submit**, to submit the search; **Clear**, to discard the search text; or **Cancel** to return to the Contacts page.


After reviewing the contact information, click New Search if you want to return to the Search Contacts page.

Navigating the Contact Search Results List ▼

Stratus displays the first ten contacts in the Search Results List. If more than ten contacts result from the search, click Next to display the next ten, and so forth...to reveal the entire list.


Next	View next ten contacts
Prev	View previous ten contacts
First	View first ten contacts
Last	View last ten contacts

To Print the List of Contacts ▼


1. At the Search Results page, click **Print View**. Stratus displays the list of contacts in a printable format in a smaller browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print** to print.
5. Close  the browser window to return to the Contacts Search Results List.

To Download the List of Contacts ▼

1. At the Contacts Search Results List, click **Download**.
2. At the prompt, click **Save**.
3. Designate a location to save this file.

4. Rename the file, or use the default.
5. Click **Save**.
6. Your system may prompt that the download is complete. If it does, click  or **Close**.

To View and Print a Contact Record ▼

1. At the Search Results page, click on the # for your choice of contact. Stratus displays the record for that contact. You can print this record or click **Return to Results** to return to the search results list.
2. To print the contact record, click **Print View**. Stratus displays the record in a printable format in a smaller browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print** to print.
6. Close  the browser window to return to the original contact record.
7. Click **Return to Results** to return to the search results list.

Navigating the Contact Records ▼

Once you have displayed a record for one contact, you can navigate to the records for all other contacts in your search results:

Next	View next contact record
Prev	View previous contact record
First	View first contact record
Last	View last contact record

View or print this information as required.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

PROSPECTS

Managing Prospects

With Prospect Match, you store your prospective buyer's home requirements, allowing Stratus to automatically track new listings and listings with price changes that match your prospect's search criteria. Prospect Match is agent-specific. Only you have access to your prospects.

You create a prospect profile, entering search criteria using the Quick Search, Full Search, or Flex Search formats. You can have Stratus perform a search to determine all current matching listings for the prospect. After this initial search, Stratus makes daily checks for new and changed listings matching your prospects' needs.

NOTE: The Flex Search option offers the unique ability to specify exclusionary ("not equal to") criteria.

If you know a prospect is unable to check email for a while (e.g., vacation or hospitalization), you can suspend the prospect. Use Edit Prospect to suspend the prospect and later to resume the prospect.

New Matches


When Stratus finds new matches, the following things occur:

- You receive a list, by email, with a link containing each listing's full broker report. Stratus can also send new matches via email to the prospect, with a link to the listings (in your choice of client report formats).
- At Info Center, an alert to New Prospect Matches displays, with a link to a list of the matches. (See [New Prospect Matches](#).)

Prospects are Linked to Contacts

When you create a prospect profile for an existing Contact, you can access that Contact in order to pre-fill part of the Prospect record. Conversely, Stratus adds a "Prospects Stored" link in the Requirements/Notes section in that client's Contacts record (available via a [Contacts Search](#) or from details of a Contact Activity at My Calendar).

To Add a New Prospect ▼

1. Select the **Contacts** tab at the top of any Stratus page. Then click **Add Prospect**.
2. You can choose to add client information from Contacts or enter new text directly. To use information from Contacts: At **For Existing Contact**, click the option button . Then select the contact from the drop-down list.

To add new client information: At **For Client**, click the option button . Then, enter the client name in the text box.

3. At **Enter a unique Prospect Name**, enter the prospect's name. The prospect name can contain alphabetic and numeric characters, as well as spaces. No

punctuation, dashes, underscores or other characters are permitted. Each prospect requires a unique name. The prospect name is referenced in email to the client.

4. Click to check the recipients to whom you wish to send email notification of prospect matches:

At **Email me**, Stratus automatically selects you to receive email, and your email address is indicated.

If you choose **Email Client**, Stratus autofills the email address if one is specified in Contacts. If you are adding new client information or an email address is not in Contacts, enter it in the box provided.

At **Email Other(s)**, click to check if you want to send email to others. Enter Address(es) in the box provided. If multiple addresses, separate each with a comma and do not include spaces.

5. At **Select a Report Format to Send to Client**, choose a format from the drop-down list.
6. At **Enter an Expiration Date**, enter an expiration date for the prospect (or accept the default), then click **Continue**.
7. At the opening Search page, select a **Search Type** and **Class** (if using Flex Search you can select more than one class).
8. At **Include**, click to choose **MLS**, **Private** or **Both**, then click **Continue**.
9. At the Search page, enter your criteria or use a saved search. See [Quick Searches](#), [Full Searches](#), or [Flex Searches](#). NOTE: The Flex Search option offers the unique ability to specify exclusionary ("not equal to") criteria.
10. After entering and verifying your search criteria, click **Save Prospect** to save the prospect. Stratus prompts, "Your Prospect is now being saved."

If you want to search for matching listings at this time, click **OK**. If you do not want to search, click **Cancel** (your prospect is still saved).

To Edit a Prospect ▼

1. Select the **Contacts** tab at the top of any Stratus page. Then click **Edit or Delete Prospect**.
2. At **Prospect to Edit/Delete**, select the prospect.
3. Click **Continue**. Stratus displays the prospect profile.
4. At the Edit Prospect page, make revisions as required. (You cannot edit a Prospect title.)

If you *do not* want to make changes to the search criteria, click **Save Prospect**. If you *do* want to make revisions to the search criteria, click **Continue**.

5. To edit search criteria see [Quick Searches](#), [Full Searches](#), or [Flex Searches](#).
6. Click **Save Prospect**.

7. Stratus prompts, "Your Prospect is now being saved." If you want to search for matching listings at this time, click **OK**. If you do not want to search, click **Cancel** (your prospect is still saved).

NOTE: If you search listings you can email any or all the listing reports to your client directly from the search results list (see [Emailing Listings](#)). Stratus autofills the email form using the information from Prospect. You can also print the search results list, view listings, and more. See [About the Search Results List](#).

Click Cancel at any Prospect edit page if you want to delete all edits and return to the Contacts/Prospect Match menu.

To Suspend (Resume) a Prospect ▼

1. To suspend a prospect: Select the **Contacts** tab at the top of any Stratus page. Then click **Edit or Delete Prospect**.
2. At **Prospect to Edit/Delete**, select the prospect you want to suspend.
3. Click **Continue**. The system displays the prospect profile.
4. At **Check to Suspend Prospect**, select the check box.
5. Click **Save Prospect**.

Note: to resume the prospect, repeat instructions above, clearing the check box.


To Delete a Prospect ▼

1. Select the **Contacts** tab at the top of any Stratus page. Then click **Edit or Delete Prospect**.
2. At **Prospect to Edit/Delete** select the name of the prospect you want to delete.
3. Click **Continue**. Stratus displays the prospect profile.
4. At the Edit Prospect page, click **Delete Prospect**.
5. When prompted, click **OK** to confirm the deletion, or **Cancel** to return to the Edit Prospect page.

Reviewing and Searching Prospects

To Review and Print a Prospect Profile▼

1. Select the **Contacts** tab at the top of any Stratus page. Then click **Review Prospects**.
2. At **Prospects to Review** select a prospect name, then click **Continue**. Stratus displays the prospect profile.
3. To print this information, click **Print View**. Stratus displays the record in a printable format in a smaller browser window.

4. Choose **Print** from the browser's **File** menu.
5. Specify the printer options.
6. Click **Print** to print.
7. Close  the browser window to return to the Prospects Review page.
8. Click **Cancel** to return to the Contacts/Prospect Match menu.

To Search Listings for a Prospect ▼

You can at any time search for all listings meeting a Prospect profile.

1. Select the **Contacts** tab at the top of any Stratus page. Then click **Search Listings for Prospect**.
2. At **Prospect to Search**, choose a prospect from the drop-down list. Then click **Continue**. Stratus displays the prospect profile. (Or click **Cancel** to return to the Contacts/Prospect Match menu.)
3. At **Search Result Format**, select a format from the drop-down list or use the default report format.
4. Click **Search Now** to search the listings or **Cancel** to return to the Contacts/Prospect Match menu.
5. You can email any or all the listing reports to your client directly from the search results list (see [Emailing Listings](#)). Stratus autofills the email form using information from Prospect. You can also print the search results list, view listings, and more. (See [About the Search Results List](#).)

Viewing & Reporting Matches

When Stratus finds matches for any of your prospects, the system communicates this information to you in a variety of formats:

- Stratus sends you daily email identifying prospects and corresponding matches.
- Stratus displays a notice at your Info Center page, with a link to a prospect match report.
- You can run a Daily Matches Summary Report (see below).
- You can run Daily Matches w/Report and Email Options (see below).

Prospect Match Reporting

The system looks for prospect matches every night at midnight; at that time it reports all new listings and listings for which a price change was run in the past twenty-four hours.

To Run a Daily Matches Summary Report ▼

1. Select the **Contacts** tab at the top of any Stratus page. Then click **Daily Matches Summary Report**.
2. You can choose to review all prospects or select one or more from your list of prospects. To review all, click **Check to Review All My Prospects for Matches**.


For reviewing selective prospects, click **Check to Select Prospect(s) from below to Review Matches**. At the list of prospects, click on the prospect name. For more than one prospect, hold down the Ctrl key and continue to click on all prospects you want to include in this report.

3. At **Days Back** choose the timeframe you want the report to cover. You can go back up to 14 days.

NOTE: The choice, Today, includes all matches determined when the Prospect Match program last ran (approximately midnight the night before. It does not include matches for listings changed or added today.

4. Click **Continue**. Stratus displays a list of matches for each prospect.
5. To view a broker full report for any listing, click on its **ML#**. You can [print the listing](#), generate a [Street Map](#), take a [Virtual Tour](#) (if available) and more (see Viewing Listings). Click **Back** to return to the prospect matches summary report.

To Print a Daily Matches Summary Report ▼

1. Click **Print View**. Stratus displays the report in a printable format in a smaller browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print** to print.
5. Close  the browser window to return to the summary report.

When using the Daily Matches w/Report and Email Options, your matches are displayed in a list identical in function to the Search Results List that displays after any other Stratus search. Using the techniques described in the topics for the Search Results List you can:

- [navigate](#) through the matches
- [print](#) the list of matches
- [sort](#) the list of matches
- [narrow](#) the list of matches
- [download](#) the list of matches
- [view](#) the matching listings (in your choice of report format)
- [print](#) the matching listings

- [email](#) the matching listings
- analyze Statistics and Counts

To Run Daily Matches w/Report and Email Options ▼

1. Select the **Contacts** tab at the top of any Stratus page. Then click **Daily Matches w/Report & Email Options**.
2. At **Prospect to Review Matches**, click on the down arrow to reveal the list of prospects. Select one.
3. At **Days Back** choose the timeframe you want the report to cover. You can go back up to 14 days.

NOTE: The choice, Today, includes all matches determined when the Prospect Match program was run (approximately midnight the night before). It does not include matches which become available today.

4. At **Search Result Format**, choose a custom format for your prospect match summary, or use the default.
5. Click **Continue**. Stratus displays your prospect match report in a format similar to the search results list.

NOTE: Refer to [About the Search Results List](#) and associated topics for information regarding printing, sorting, downloading, and emailing the prospect match results.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

FINANCIAL TOOLS

About Financial Tools

Stratus offers several financial tools and more than a dozen home financing calculators.

- Prepare estimates of proceeds to sellers from the sale of their home through [Seller Net Proceeds](#)
- Prepare estimates of buyers' costs at the time of closing through [Buyer Closing Costs](#)
- Help a buyer understand what mortgage amount they may qualify for through [Buyer Qualification](#)
- Prepare a mortgage amortization schedule determining monthly payments, or what price home the buyer can afford, through [Mortgage Calculator](#)
- Analyze a buyer's purchasing advantage through [Buy vs. Rent Analysis](#)

Each Financial Tool can be used in two ways:

- To create a single report based on actual figures
- To explore "What-If" scenarios, producing multiple reports with trial figures for sale price, down payment, interest rate, etc.

Home Financing Calculators:

- The Financial menu page also displays a short list of home financing calculators. Click on 'Complete list in English' (or 'Calculadora en espanol') for a list of all available calculators. Click on any link to open the corresponding calculator in a secondary browser window. Each calculator has a Help tab. Close the calculator browser window to return to Stratus.

Seller Net Proceeds

Seller Net Proceeds estimates the proceeds a seller receives at the time of closing, including a proration of prepaid and unpaid expenses. Choose from Conventional, Assumption, FHA and VA. Stratus displays a data entry form appropriate to that choice.

Some data fields are required, others are optional. Required fields are noted with an asterisk (*). Not every field described in the data entry table below is included in each Seller Net Proceeds calculation. Therefore, on some of the data input pages (e.g., conventional, assumption) data fields are intentionally omitted, and the numbering of the data input fields reflects this.

Click Clear, then enter new values, to test different "what-if" scenarios. You might explore proceeds based on higher or lower sale price, interest rate, seller-paid points, and so forth.

Data Entry for Seller Net Proceeds ▼

Field	Definition	Value
Prepare For	Seller's name	Enter client's name
1. Sale Price	Sale price of house	Enter dollar amount (no \$ or ,)
2. Existing Balance	Balance due on seller's existing first mortgage	Enter dollar amount (no \$ or ,)
3. Interest Rate on Existing 1st Trust	Interest rate on seller's existing first mortgage	Enter percent (no %)
3.5 Is Existing 1st Trust FHA?	If seller's first mortgage is FHA, choose Y. Otherwise N.	Select Y if 1st trust to be paid off is FHA, or else, select N
4. Existing Balance Additional Trusts	Balance due on seller's additional existing mortgages	Enter total dollar amount of all other existing trusts
5. Interest Rate on Existing Additional Trusts	Interest rate on seller's existing additional mortgages	Enter percent (no %)
5.5 Sale of Escrow	For Assumptions and VA, enter dollar amount if escrow is sold to buyer	Enter dollar amount (no \$ or ,)
6. Broker's Compensation	Broker and co-broker fees (total) as dollar amount or a percent.	Enter dollar amount or percent (no \$ or %)
7. New Base Loan Amount	Buyer's new first mortgage amount.	Enter dollar amount of buyers 1st trust per the contract
8. Condo ?	For FHA and VA, select Y if condo, or else, select N	Y if condo, or else, select N
9. Points Paid By Seller	Number of points (if any) seller has agreed to pay for buyer's mortgage.	Enter number of points, if any
10. Lender Fees/Misc.	Miscellaneous fees seller must pay.	Enter dollar amount (no \$ or ,)


11. Total Yearly Taxes	Annual total for all property taxes.	Enter dollar amount for property taxes (no \$ or ,)
11.5 Taxes Paid Semi-Annually?	Payment period for taxes. Y if 2x/yr; otherwise N.	Select Y if taxes paid twice a year, or else, select N
12. Monthly Condo/HOA Fees	Monthly condo or home owner's association fees.	Enter dollar amount (no \$ or ,)
13. Settlement Fee	Settlement fee to title co. or attorney, if seller is to pay any.	Enter dollar amount (no \$ or ,)
14. Pest Inspection	Fee for pest inspection, if seller is to pay any.	Enter dollar amount (no \$ or ,)
15. Buyer's Closing Costs	Dollar amount of closing costs seller has agreed to pay for buyer.	Enter dollar amount, if any, for purchaser costs paid by seller (no \$ or ,)
16. Condo/HOA Disclosures	Condo or home owner's association disclosures.	Enter dollar amount (no \$ or ,)
17. Other Misc. Charges	Additional miscellaneous charges seller must pay	Enter dollar amount (no \$ or ,)
18. Closing Month #	Expected month for closing.	Enter 1-12 (e.g. 7 for July)
19. Closing Day #	Expected day of the month for closing.	Enter 1-31

To Calculate Seller Net Proceeds ▼

1. Select the **Financial** tab at the top of any Stratus page.
2. At **Financial Tools**, click **Seller Net Proceeds**.
3. The form for Conventional mortgage displays. (For other mortgage types, scroll to the bottom of the page and click on the mortgage type).
4. At **Prepare For**, enter the name of the client for whom you're preparing the report.
5. Enter data. (See Data Entry for Seller Net Proceeds, above.)
6. At **View**, click **Display** or **Print**.
7. Click **Submit**, to calculate; or **Clear** to discard all data. If you chose Print in step 6, Stratus displays the information in a printable format in a secondary browser window. (See To Print the Seller Net Proceeds Report, below.)

To Print the Seller Net Proceeds Report ▼

If your settings require the Seller Net Proceeds report to be printed, Stratus displays the report in a printable format in a secondary browser window. To print:

1. Choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print** to print.
4. Close  the browser window to return to Seller Net Proceeds.

Tips:

- For further guidance on data-entry of financial information, see [Financial Data Formats](#).
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)
- Some data fields have pre-set values. These values can be changed when necessary.
- At the Seller Net Proceeds results display, click Back to return to the input page.

Buyer Closing Costs

Buyer Closing Costs estimates the amount a buyer of residential property owes at the time of the closing. Choose from Conventional, Assumption, FHA, and VA. Stratus displays a data entry form appropriate to that choice.

Some data fields are required, others are optional. Required fields are noted with an asterisk (*). Not every field described in the data entry table below is required for each Buyer Closing Costs calculation. Therefore, on some of the data input pages (e.g., assumption) data fields are intentionally omitted, and the numbering of the data input fields reflects this.

Click Clear, then enter new values, to test different "what-if" scenarios. You might explore costs based on higher or lower sale price, interest rate, down-payment, points, and so forth.

Data Entry for Buyer Closing Costs ▼

Field	Definition	Value
Prepare For	Buyer's name	Enter buyer's name
1. Sale Price	Purchase price of house	Enter dollar amount (no \$ or ,)
2. Deposit Or Earnest Money	Total of all deposits paid in escrow	Enter dollar amount (no \$ or ,)
3. New Base Loan Amount	Dollar amount of loan (as per contract). For FHA, estimate of max. loan amount provided.	Enter dollar amount (no \$ or ,)
4. Interest Rate of New 1st Trust	Percent interest rate of first mortgage.	Enter percent (no %)
5. Loan Origination Fees	Fee or % to be paid for loan origination.	Enter dollar amount or percent (no \$ or %)
6. Discount Pts. 1st Trust	Discount points applied to first mortgage.	Enter dollar amount or percent (no \$ or %)
6.5 PMI/MIP	Private Mortgage Insurance	If appropriate estimate is provided for PMI premium
7. Loan Amount Additional Trusts	Dollar amount of additional mortgages.	Enter dollar amount of additional trusts (no \$ or ,)
7.5 Assume Additional Trusts?	For Assumption only. Y if additional trusts are assumed, N if additional trusts are originated.	Enter Y if additional trusts are assumed. Enter N if additional trusts are originated.
7.6 Interest Rate Additional Trusts	For Assumption only. Percent interest rate of additional trusts.	Enter percent (no %)
7.8 Purchase of Escrows	For Assumption only. Dollar cost of escrows, if any.	Enter dollar cost of escrows (no \$ or,) if any.
8. Lender	Miscellaneous lender fees	Enter dollar amount

Fees/Misc.		(no \$ or ,)
9. Credit Reports	Fee for credit report.	Enter dollar amount (no \$ or ,)
10. Settlement Fee	Amount owed to Title Co. or Attorney for settlement.	Enter estimated dollar amount (no \$ or ,)
11. Total Yearly Taxes	Annual property taxes	Enter dollar amount for property taxes (no \$ or ,)
11.5 Paid Semi-Annually?	Payment period for taxes (Y=2x/yr; otherwise, N)	Select Y if taxes paid twice a year, or else, select N
12. Monthly Condo/HOA Fees	Monthly fees assessed for condo or home owner's association fees.	Enter dollar amount (no \$ or ,)
12.5 Condo?	FHA only. Y if condo, N otherwise.	For FHA, select Y if condo, or else, select N
13. Hazard Insurance Premium	Homeowner's insurance premium amount.	Enter dollar amount (no \$ or ,)
14. Number of Month to Escrow	Number of months required for tax escrow.	Enter number of months to be escrowed at settlement table
15. Appraisal	Lender appraisal fee.	Enter dollar amount (no \$ or ,)
16. Incl Owner's Title Insurance?	Include owner's title insurance in this estimate? Y, if purchasing owner's coverage. N if purchasing for lender only.	Select Y if purchasing Owner's coverage, select N for Lender's only
17. Survey	Survey expense.	Enter dollar amount (no \$ or ,)
18. Other Misc. Charges	Miscellaneous fees may include loan assumption fees, personal property purchase fees, etc.	Enter dollar amount (no \$ or ,)
19. Closing Month #	Expected month of closing.	Enter 1-12 (e.g. 7 for July)


20. Closing Day #	Expected day of the month for closing.	Enter 1-31
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To Calculate Buyer Closing Costs ▼

1. Select the **Financial** tab at the top of any Stratus page.
2. At **Financial Tools**, click **Buyer Closing Costs**.
3. The form for Conventional mortgage displays. (For other mortgage types, scroll to the bottom of the page and click on the mortgage type).
4. At **Prepare For**, enter the name of the client for whom you're preparing the report.
5. Enter data. (See Data Entry for Buyer Closing Costs, above.)
6. At **View**, click **Display** or **Print**.
7. Click **Submit**, to calculate; or **Clear** to discard all data. If you chose **Print** in step 6, Stratus displays the information in a printable format in a secondary browser window. (See To Print the Buyer Closing Costs Report, below.)

To Print the Buyer Closing Costs Report ▼

If your settings require the Buyer Closing Costs report to be printed, Stratus displays the report in a printable format in a secondary browser window. To print:

1. Choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print** to print.
4. Close  the browser window to return to Buyer Closing Costs.

Tips:

- For further guidance on data-entry of financial information, see [Financial Data Formats](#).
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)
- Some data fields have pre-set values. These values can be changed when necessary.
- At the Buyer Closing Costs results display, click **Back** to return to the input page.

Buyer Qualification

Buyer Qualification helps buyers to understand what mortgage amount they may qualify for. The Stratus Buyer Qualification program does not certify a buyer is eligible for a particular loan amount; the lender must provide such certification. You can estimate a buyer's qualification by determining:

- Maximum Principal and Interest Payment (Standard)
- Minimum Income
- Maximum Debt

Stratus displays a data entry form appropriate to your choice. Some data fields are required, others are optional. Required fields are noted with an asterisk (*).

Data Entry for Standard Buyer Qualification ▼

Field	Definition	Value
Prepare For	Buyer's name	Enter buyer's name
1. Yearly Income:		
Salary 1-4	Buyers' principal salaries (up to four yearly salaries)	Enter dollar values (no \$ or ,)
Rental Income	Total yearly income from rental properties (if any). (Program assumes a 25% vacancy factor).	Enter dollar value (no \$ or ,)
Other Income 1-4	Dollar values for up to four additional annual incomes	Enter dollar values (no \$ or ,)
2. Monthly Debt:		
Automobile Loans	Monthly auto loan payment	Enter dollar value (no \$ or ,)
Credit Cards	Monthly credit card payment	Enter dollar value (no \$ or ,)
Child Support/Alimony	Monthly child support or alimony payment	Enter dollar value (no \$ or ,)
Installment Loans	Monthly payment on installment loans	Enter dollar value (no \$ or ,)
Other Debts	Other monthly payments	Enter dollar value (no \$ or ,)
3. Ratio		

Information:		
Front Ratio (%)	PIT maximum % (e.g., 28% of gross annual household income)	Enter percent (no %)
Back Ratio (%)	PIT minimum % (e.g., 36% of gross annual household income)	Enter percent (no %)
4. Additional Monthly Payment Expense Items:		
Taxes	Annual property taxes	Enter dollar value (no \$ or ,)
Insurance	Home owner's insurance premium	Enter dollar value (no \$ or ,)
HOA/Condo Fees	Condo or home owner's association fees	Enter dollar value (no \$ or ,)
PMI/MIP	Private Mortgage Insurance	Enter dollar value (no \$ or ,)
Other	Miscellaneous expenses not covered above	Enter dollar value (no \$ or ,)

Data Entry for Minimum Income Buyer Qualification ▼

Field	Description	Value
Prepare For	Buyer's name	Enter buyer's name
1. Maximum Total Monthly Payment	The maximum amount the purchaser is willing to pay per month for mortgage principal and interest and additional monthly expenses (taxes, insurance, etc.) Does not include monthly debt.	Enter dollar amount (no \$ or ,)
2. Monthly Debt:		
Automobile Loans	Monthly auto loan payment	Enter dollar value (no \$ or ,)
Installment Loans	Monthly payment on installment loans	Enter dollar value (no \$ or ,)
Credit Cards	Monthly credit card payment	Enter dollar value

		(no \$ or ,)
Child Support/Alimony	Monthly child support or alimony payment	Enter dollar value (no \$ or ,)
Other Debts	Other monthly payments	Enter dollar value (no \$ or ,)
3. Ratio Information:		
Front Ratio (%)	PIT maximum % (e.g., 28% of gross annual household income)	Enter percent (no %)
Back Ratio (%)	PIT minimum % (e.g., 36% of gross annual household income)	Enter percent (no %)
4. Additional Monthly Payment Expense Items:		
Taxes	Annual property taxes	Enter dollar value (no \$ or ,)
PMI/MIP	Private Mortgage Insurance	Enter dollar value (no \$ or ,)
Insurance	Home owner's insurance premium	Enter dollar value (no \$ or ,)
HOA/Condo Fees	Condo or home owner's association fees	Enter dollar value (no \$ or ,)
Other	Miscellaneous expenses not covered above	Enter dollar value (no \$ or ,)

Data Entry for Maximum Debt Buyer Qualification ▼

Field	Description	Value
Prepare For	Buyer's name	Enter buyer's name
1. Maximum Total Monthly Payment	The maximum amount the purchaser is willing to pay per month for mortgage principal and interest and additional monthly expenses (taxes, insurance, etc.) Does not include monthly debt.	Enter dollar amount (no \$ or ,)

2. Yearly Income:		
Salary 1-4	Buyers' principal salaries (up to four yearly salaries)	Enter dollar value (no \$ or ,)
Rental Income	Total yearly income from rental properties (if any). (Program assumes a 25% vacancy factor).	Enter dollar value (no \$ or ,)
Other Income 1-4	Dollar values for up to four additional annual incomes	Enter dollar value (no \$ or ,)
3. Ratio Information:		
Front Ratio (%)	PIT maximum % (e.g., 28% of gross annual household income)	Enter percent (no %)
Back Ratio (%)	PIT minimum % (e.g., 36% of gross annual household income)	Enter percent (no %)
4. Additional Monthly Payment Expense Items:		
Taxes	Annual property taxes	Enter dollar value (no \$ or ,)
PMI/MIP	Private Mortgage Insurance	Enter dollar value (no \$ or ,)
Insurance	Home owner's insurance premium	Enter dollar value (no \$ or ,)
HOA/Condo Fees	Condo or home owner's association fees	Enter dollar value (no \$ or ,)
Other	Miscellaneous expenses not covered above	Enter dollar value (no \$ or ,)


To Calculate Buyer Qualification ▼

1. Select the **Financial** tab at the top of any Stratus page.
2. At **Financial Tools**, click **Buyer Qualification**.
3. The form for the Standard method displays. (For other calculation types, scroll to the bottom of the page. Click on **Minimum Income** or **Maximum Debt**).

4. At **Prepare For**, enter the name of the client for whom you're preparing the report.
5. Enter data. (See Data Entry for the chosen Buyer Qualification calculation, above.)
6. At **View**, click **Display** or **Print**.
7. Click **Submit**, to calculate; or **Clear** to discard all data. If you chose Print in step 6, Stratus displays the information in a printable format in a secondary browser window. (See To Print the Buyer Qualification Report, below.)

To Print the Buyer Qualification Report ▼

If your settings require the Buyer Qualification report to be printed, Stratus displays the report in a printable format in a secondary browser window. To print:

1. Choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print** to print.
4. Close  the browser window to return to Buyer Qualification.

Tips:

- For further guidance on data-entry of financial information, see [Financial Data Formats](#).
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)
- Some data fields have pre-set values. These values can be changed when necessary.
- At the Buyer Qualification results display, click Back to return to the input page.

Mortgage Calculator

The mortgage calculator determines the monthly payments for a given mortgage. It can also calculate how much home the buyer can afford.

Click Clear, then enter new values, to test different "what-if" scenarios. These might explore monthly payments based on higher or lower mortgages—or mortgages based on higher or lower monthly payments.

All required data fields are indicated with an asterisk (*).

Mortgage Calculator also prepares a payment schedule for loan amortization.

Data Entry for "How Much Will My Payment Be" ▼

Field	Definition	Value
Prepare for	Client's name	Enter client's name
1. Home Price	Purchase price of house	Enter dollar amount (no \$ or ,)
2. Down Payment	Amount of down payment; or the percentage down required by the loan	Enter dollar amount (no \$ or ,); or at Calculate Down Payment At, enter percent, then press Calculate.
3. Rate (%)	Interest rate of mortgage (e.g., 8)	Enter interest percent (no %)
4. Period (Years)	Term of mortgage (e.g., 30, 15)	Enter number of years

To Calculate "How Much Will My Monthly Payments Be?" ▼

1. Select the **Financial** tab at the top of any Stratus page.
2. At **Financial Tools**, click **Mortgage Calculator**.
3. The form to calculate monthly payments displays.
4. At **Prepare For**, enter buyer's name.
5. At **Home Price**, enter the dollar amount.
6. At **Down Payment**, enter a dollar amount OR ask Stratus to calculate it as a percentage of the home price (enter percentage, then click **Calculate**).
7. At **Rate**, enter the loan percentage.
8. At **Period**, enter the life of the loan in years.
9. Click **Compute**. Scroll to **Payment Information** to view the results.
10. At **View**, select **Display** or **Print**, depending on whether you want to view or print the calculation results and amortization schedule.
11. At **Payment**, select **Monthly** if you want the amortization schedule to include each month of the life of the loan, or select **Yearly** if you want the schedule to include only annual figures.
12. Click **Show Schedule** to view the amortization schedule. If you chose Print in step 10, Stratus displays the mortgage details in a printable format in a secondary browser window. (See To Print the Mortgage Calculation and Amortization Schedule, below.)

Data Entry for "How Much Home Can I Afford?" ▼


Field	Definition	Value
Prepare for	Client's name	Enter client's name
1. Monthly Payment	Monthly payment buyer can afford for the mortgage principal and interest	Enter dollar amount (no \$ or ,)
2. Down Payment	Amount of down payment	Enter dollar amount (no \$ or ,)
3. Rate (%)	Interest rate of mortgage (e.g., 8)	Enter interest percent (no %)
4. Period (Years)	Term of mortgage (e.g., 30, 15)	Enter number of years

To Calculate "How Much Home Can I Afford?" ▼

1. Select the **Financial** tab at the top of any Stratus page.
2. At **Financial Tools**, click **Mortgage Calculator**.
3. The form to calculate monthly payments displays. Scroll to the bottom of the page and click "**How Much Home Can I Afford?**"
4. At **Prepare For**, enter buyer's name.
5. At **Monthly Payment**, enter the dollar amount the buyer is willing to pay per month for mortgage principal and interest.
6. At **Down Payment**, enter the dollar amount.
7. At **Rate**, enter the loan percentage.
8. At **Period**, enter the life of the loan in years.
9. Click **Compute**. Scroll to **Payment Information** to view the results.
10. At **View**, select **Display** or **Print**, depending on whether you want to view or print the calculation results and amortization schedule.
11. At **Payment**, select **Monthly** if you want the amortization schedule to include each month of the life of the loan, or select **Yearly** if you want the schedule to include only annual figures.
12. Click **Show Schedule** to view the amortization schedule. If you chose Print in step 10, Stratus displays the mortgage details in a printable format in a secondary browser window. (See To Print the Mortgage Calculation and Amortization Schedule, below.)

To Print the Mortgage Calculation and Amortization Schedule ▼

If your settings require the Mortgage Calculator results to be printed, Stratus displays the report in a printable format in a secondary browser window. To print:

1. Choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print** to print.
4. Close  the browser window to return to the mortgage calculation page.

Tips:

- For an amortization schedule, click Show Schedule after the calculation summary.
- For further guidance on data-entry of financial information, see [Financial Data Formats](#).
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)
- Some data fields have pre-set values. These values can be changed when necessary.
- At the displayed amortization schedule, click Back to return to the data input page.

Buy vs. Rent

Buy versus Rent analysis presents the investment advantage in purchasing a home versus renting a home. This financial tool calculates a buyer's increase in equity in the home, and savings on income tax and rent.

All required data fields are indicated with an asterisk (*).

Data Entry for Buy vs. Rent ▼

Field	Definition	Value
Prepare for	Client's name	Enter buyer's name
1. Purchase Price	Purchase price of house	Enter dollar amount (no \$ or ,)
2. Mortgage Amount	Amount of mortgage	Enter dollar amount (no \$ or ,)
3. Desired Term of Mortgage (years)	Term of mortgage (e.g., 15, 30)	Enter number of years
4. Mortgage Rate	Interest rate of mortgage	Enter interest

(Fixed Full Term)		percent (no %)
5. Home Appreciation Rate	Avg. annual rate of appreciation for home of this type in this locale	Enter average annual percent (no %)
6. Purchaser's Tax Bracket	Purchaser's income tax bracket (State & Fed combined)	Enter percent (no %)
7. Annual Real Estate Taxes	Dollar amount of the property's estimated annual real estate taxes	Enter estimated dollar amount (no \$ or ,)
8. Real Estate Taxes Appreciation Rate	Average annual rate of appreciation in real estate tax	Enter average percent (no %)
9. Monthly Rental Payments	Buyer's present or projected monthly rental payment	Enter dollar amount of the buyer's present or projected monthly rent (no \$ or ,)
10. Five Year Increment Starting With	Enter a number representing the year for which you want to begin the 5-year analysis. "1" means start with first year.	Enter number


To Calculate Buy vs. Rent ▼

1. Select the **Financial** tab at the top of any Stratus page.
2. At **Financial Tools**, click **Buy V Rent**.
3. At **Prepare For**, enter the name of the client for whom you're preparing the report.
4. Enter data. (See Data Entry for Buy vs. Rent, above.)
5. At **View**, click **Display** or **Print**.
6. Click **Submit**, to calculate; or **Clear** to discard all data. If you chose **Print** in step 5, Stratus displays the information in a printable format in a secondary browser window. (See To Print the Buy vs. Rent Report, below.)

To Print the Buy vs. Rent Report ▼

If your settings require the Buy vs. Rent report to be printed, Stratus displays the report in a printable format in a secondary browser window. To print:

1. Choose **Print** from the browser's **File** menu.
2. Specify the printer options.

3. Click **Print** to print.
4. Close  the browser window to return to Buy V Rent .

Tips:

- For further guidance on data-entry of financial information, see [Financial Data Formats](#).
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)
- Some data fields have pre-set values. These values can be changed when necessary.
- At the Buy vs. Rent results display, click Back to return to the input page.

Financial Data Formats

The following financial tools in Stratus require the input of numerical data in specific formats to be recognized.

- Seller Net Proceeds
- Buyer Closing Costs
- Buyer Qualification
- Mortgage Calculator
- Buy V Rent

Key	Example	Data Type	Restrictions
\$	300000	dollar amount	no \$ in entry no commas in entry decimals allowed
%	7.85	percentage	no % in entry decimals allowed
\$ or %	15000	dollar amount or percentage	no \$ or % in entry no commas in entry decimals allowed

#	2	number	integer or decimal depending on application
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PUBLIC RECORDS

About Public Records Searches

Stratus' Public Records function offers you comprehensive searches of tax record, mortgage, deed, and related information for over 1.6 million properties in Nassau, Suffolk, Queens and Kings/Brooklyn Counties. Searching Public Records is very similar to searching Listings. (See [About Stratus Searches](#) for searching details.)

Organized by County, you can search Public Records using any of five search types:

Owner's Name: Template search by owner's name, town, and/or zip. (Note: Town is not a search field for Kings/Brooklyn). Search one County at a time.

Property Address & Parcel ID: This template search is useful when you know the property address, section/block/lot information, or other address related data. Search one County at a time.

Property Characteristics: In addition to property characteristics fields, this template search includes fields from other searches, such as: owner's name, property address & parcel ID, deeds & mortgages. You can also search for Lis Pendens. Search one County at a time.

Deeds & Mortgages: This template search allows you to retrieve a property's last deed and the past two historical deeds, if any, dating back to 1987. Search one County at a time.

Flex Search: This flexible search allows you to retrieve public records in more than one County at a time. You build a custom search by choosing search fields, one at a time, from a drop-down list of search fields. Flex Search offers the unique ability to specify exclusionary ("not equal to") criteria. (See [Flex Search](#).)

Some search types have more than one search template (or format). Search templates may vary by County, because each County includes slightly different information in its public record files. These differences are reflected in the search fields on the templates, choices at drop-down boxes, and public record reports.

In addition to furnishing valuable tax and deed related data, you can use Public Records for mailing lists and other "farming" functions. You can [print mailing labels directly from search results](#) or download results for use in other programs. The Public Records function has two features for downloading data:

Download Search Results: At the search results list you can choose to download the search results fields, or property and/or mailing address data for the resulting records. (See [Downloading Public Records Search Results](#).) The number of records that can be downloaded via this method is limited to the maximum number of search results displayed by the system.

Bulk Farming Download: Use this feature to bypass the search results list, and download to disk up to 15,000 public records matching your search criteria. You can download property address fields, mailing address fields, or both property and mailing address fields. (See [Bulk Farming Download](#).)

At any public record you can [Locate Surrounding Properties](#), a valuable tool for creating "Just Listed" and "Just Sold" mailings.

Note: you can access the Queens/Brooklyn interactive tax map search from the Public Records search menu page. Additionally, at most public records you can link to third-party tax maps.

General Notes on Public Records Searches

Stratus limits the number of public records displayed in Search Results, to help avoid performance problems over the Internet. Use adequate search criteria to ensure your search finds fewer than the maximum number of listings.


Use the Count button, before submitting the search, to display the number of listings the search will find.

You can stop a search by clicking the browser's Stop button. No search results display.



If your search does not provide suitable results, click Revise Criteria at the search results list. Stratus displays your initial search criteria. Revise, then resubmit the search criteria without starting again from scratch.

The property addresses and mailing addresses for the parcels in the Public Records database are CASS (Coding Accuracy Support System) certified. This certification is required for bulk mailing discounts. You can print the forms required for the Post Office.

To Print CASS Forms for Bulk Mailing ▼

1. Select the **Public Records** tab at the top of any Stratus page.
2. Click **CASS Forms for Bulk Mailing**. The CASS information page displays. NOTE: You must have Adobe Acrobat Reader installed on your computer to view and print the CASS forms. Click on the link to download this software if necessary.
3. Click to select the appropriate address database. The corresponding CASS form displays.
4. To print the form, choose **Print** from the browser's **File** menu.
5. Specify the printer options.
6. Click **OK**.
7. Close  the two browser windows to return to the Public Record page.

To Use the Interactive Tax Map Search for Queens and Brooklyn ▼

1. Select the **Public Records** tab at the top of any Stratus page.
2. At the lower left corner of the Public Records search page, click **Queens/Brooklyn Tax Map Search**. The interactive tax map displays in a secondary browser window.
3. Click the Help button, , for information on the use of the tax map.
4. Close  the secondary browser window to return to Stratus.

Searching Public Records

Search public records one county at a time; Flex search allows cross-county searches. Since counties vary in the extent of information available in their public record files, search templates sometimes vary from county to county. The search fields and drop-down choices are a function of the chosen county—either Nassau, Suffolk, Queens, or Kings/Brooklyn. (See Public Records Dictionary.)

Bulk Farming Download

The bulk farming download option is a powerful feature of Public Records searches. Specify your search criteria, and then download address information for up to 15,000 matching records. You can download property addresses and/or mailing addresses. Save the records directly to disk, bypassing the creation of a search results list. (See [Bulk Farming Download](#).)

To Search Public Records ▼

1. Select the **Public Records** tab at the top of any Stratus page.
2. At **Search By**, click on your choice of searches.
3. Click to select a **County**. For [Flex Search](#) you may choose more than one county.
4. Click **Continue**.
5. At the search page, enter (or select) [search text](#) for any field. You can also use [Saved Criteria](#).

NOTES:

Owner's Name ▼

When you enter an owner's name, Stratus checks public records for that name as owner, additional owner, or owner company.

Property Address & Parcel ID ▼

EXAMPLE: Search by street name or carrier route, for farming searches. For a specific property, use street number as well as name, or enter section, block, and lot. (Include any preceding zeros.)

Property Characteristics ▼

EXAMPLE: Search for single family, residential properties in Nassau or Suffolk: Property Class = "210".

Deeds & Mortgages▼

Current deed information displays under the heading Deed Info. Previous deeds list under Historical Deed 1 and Historical Deed 2 headings. When your search includes deed date, grantor, grantee, or selling price, Stratus checks all stored deeds for matches.

6. For large search templates (e.g., Property Characteristics), click **Preview** to display all the search criteria. Carefully review each search field and text. Modify any faulty criteria.
7. Click **Count** to view the number of public records the search will find.
8. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See [Creating Custom Search Results Reports](#)).
9. Click **Submit** to submit the search (or **Clear** to discard your search text); or

To download bulk address information for farming, see [Bulk Farming Download](#).

10. View the [search results](#).

To Preview and Modify Search Criteria ▼

1. At the **Preview** page, click on any search field link. Stratus displays the corresponding search page.
2. Edit or delete the existing text or add new text in any field you wish.
3. Click **Preview** to confirm your choices before submitting the search.

Tips:

- *It is not necessary to enter text in each search field.* If your search finds too many (or too few) records, revise the search criteria. To reduce the number of records, tighten the search criteria by adding additional fields. For more records, broaden your search by eliminating some of the search criteria.
- If at any time during the data input process you wish to delete all entries and begin again, click Clear.
- You can change your search text in a field at any time, before submitting your search.
- You can save your search criteria to use in subsequent searches. See [Saved Criteria](#) for instructions on saving criteria, using saved criteria, and deleting saved criteria.
- When using saved search criteria, Stratus displays the criteria using the preview format. You can add, edit, or delete any text using the instructions in To Preview and Modify Search Criteria, above. To save modified criteria see "Notes on Modified Saved Criteria" at [Saved Criteria](#).
- You can display the Search Results in your choice of formats. Create a new custom report; use an existing custom report; or use the default report. (See [Creating Custom Search Results Reports](#).)
- Flex Search offers the ability to specify exclusionary ("not equal to") criteria. (See [Flex Searches](#).)

Public Records Search Results List

When you submit a search, Stratus compares your criteria with that in each appropriate public record, then generates the Search Results List. Only those public records matching all specified search text are included. Stratus displays the Search Results List in a simple one line format offering key public record information. Stratus limits the numbers of records in the search results, to help avoid performance problems over the Internet.

- You can [custom create the report for your Search Results List](#) or use the default report.
- To revise and resubmit the search criteria without starting again from scratch, click Revise Criteria.
- You can choose the number of displayed properties per page. (See [Navigating the Search Results List](#), below.)
- You can view, narrow, [sort](#), or [print](#) the Search Results List.
- You can [download](#) the search results, or the corresponding property and/or mailing addresses for the resulting records, or [print mailing labels](#) directly from the search results without downloading.
- You can plot any or all public record properties on a Street Map. (See [Mapping Public Records Search Results](#).)
- The Search Results List does not necessarily reflect all your search criteria. The following additional report formats provide varying levels of detail: Deeds & Mortgages, Full, Full w/Photo, Lis Pendens, Owner, and Thumbnail. (See [Viewing Public Records](#).)

Navigating the Search Results List

You can choose the number of records to display in search results (from the drop down list below the records). The default is 10 records per page.

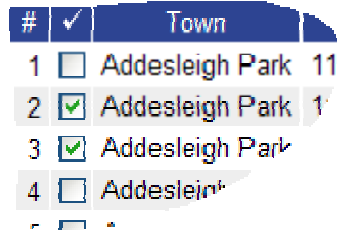
A screenshot of a web interface showing a dropdown menu. The text 'Display' is on the left, followed by a dropdown box containing the number '10', and then the text 'Records / Page'.

Stratus displays the first page of properties in the Search Results List. Click Next to display the next page, and so forth...to reveal the entire list. If the list is long and you have chosen to display "All" on one page, scroll to view the entire list.

Next	View next group of public records
Prev	View previous group of public records
First	View first group of public records
Last	View last group of public records

Narrowing the Search Results List

You can select specific properties from Search Results to display as a subset. At the Search Results List, check the box next to the sequence number for each property you wish to include in the narrowed Search Results List. Then click Narrow Results.




After you narrow the Search Results List, click Original Results if you want to return to the original results list.

You can select a property for the subset while viewing it. At the top of the full public records report, check the box next to the current property's sequence number:



Mapping Public Records Search Results


At the Public Records Search Results List, you can display any property on a street map. You can map one or several properties.

At the map view, markers  flag each property. Move the mouse pointer over any property marker to display a detail view of its public record at the right side of the page. (Stratus imposes a black square around the selected marker for clarity.) Click on any marker to display the corresponding public record. You can print the map, and the public record for any mapped property.

Markers may overlap at certain zoom levels. Markers always overlap if the properties have identical map coordinates (e.g., condo units). Stratus lists overlapped records at the bottom of the right-hand panel. Tip: Click to center the cross hairs near overlapped markers, then choose a closer zoom level.

You can adjust the view of the street map using the zoom and direction buttons; see below.

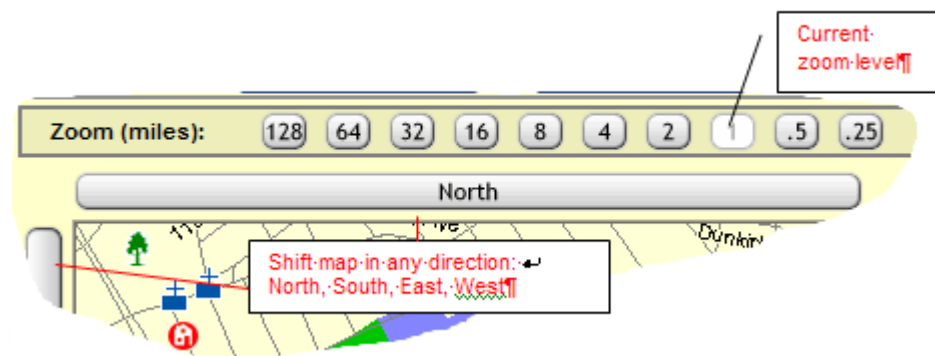
Stratus offers two additional features at the map view:

Feature	Details
Points of interest	Points of Interest automatically display at the 2-mile and closer zoom levels. Each site is flagged with a descriptive marker (e.g.,  indicates a school). See the key for definitions of the marker symbols. Move the mouse pointer over any marker to display the name of the point of interest. Click on the marker for details. Close the details window when finished.

Driving directions	At any zoom level, you can generate driving directions to a public record address from any starting point. Point without clicking at the record's marker to "enable" the Driving Directions link. (See Driving Directions .)
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NOTE: Certain public records cannot be geocoded, and therefore will not display on the street map. If any of the following fields in the public record are incorrect or missing: address, city, state, or zip; or the street name or number doesn't exist in the database (it may be a new house on an old street or a brand new street) the corresponding property may not display on the map. The Parcel ID#s for these public records display at the right under the heading "Could not be located". Click on any ID# in this list to display the public record detail view; click on the parcel ID# at the detail view to display the public record.

Using Zoom and Direction Buttons ▼




- The white (lightened) button indicates the current zoom setting. For greater magnification, click on a zoom button to the right. To view a larger geographic area, click on a zoom button to the left.
- You can also use the direction buttons (labeled North, East, South, West) to adjust the map view. Click on a direction button to shift the map in the chosen direction.


To Map the Public Records Search Results ▼

1. At the Public Records Search Results List, click to check the search results you want to display on the map. NOTE: If you want to display the entire list, do not check any.
2. Click **Street Map**. Stratus displays the map, with the properties flagged.
3. At the map, point (without clicking) to any property marker. A black square identifies the selected marker. A detail view of the public record displays at the right side of the page.
4. If desired, zoom in and out and move the map in any direction.
5. Click **Return to Results** to return to the Search Results list.




To Print the Map ▼

1. At the map view, click **Print View**. Stratus displays the map in a new browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print** to print.
5. Click  to close the browser window and return to the street map.
6. At the street map, click **Return to Results** if you want to return to the Search Results List.

To View and Print a Public Record from the Street Map ▼

1. At the map view, click on any property marker. The corresponding public record displays.
2. To print the record, click **Print View**. Stratus displays the record in a new browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print** to print.
6. Click  to close the browser window and return to the public record.
7. Click **Back** to return to the street map.
8. At the street map, click **Return to Results** if you want to return to the Search Results List.

Tips:

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)
- When generating Driving Directions you may "lock-in" a public record. The record's detail view is locked in at the right side of the page and  displays to indicate the lock-in. You must click  to unlock the detail view, so you can display views for other records. Click  to clear a record from the detail view.

Printing Labels from Public Records Results

At the Public Record search results list, you can print mailing labels for your choice of some or all the results.

- Create labels for Avery style 5160 (three across the page) or Avery style 5161 (two across the page).
- Elect to use the Property address or Mailing address.

- You can optionally replace the owner's name with your text (e.g., Dear Neighbor or Occupant).

To avoid printing extraneous browser information at the top (header) and the bottom (footer) of the label sheets you must change the browser print controls before printing the mailing labels. Also, adjust the margin settings to ensure the text fits the labels properly.

Note: after printing the labels, restore the header and footer codes to ensure they are available for subsequent browser print applications. Also, reset the margins.

To Print Mailing Labels ▼

1. At the Search Results List, click to check the public records for which you want mailing labels. NOTE: if you want labels for all the public records displayed, do not check any.
2. Click **Labels**. The labels dialog box displays.
3. At **Which labels are you using?**, click **Avery 5160** or **Avery 5161**.
4. At **Which address should be used?**, click **Property** or **Mailing**.
5. If you want to use a generic salutation, for example, "Dear Neighbor", instead of the owner's name: select the check box at **Replace the owner's name with**, then type your text in the box.
6. Click **Continue**.
7. The labels display in a secondary browser window. At the browser's **File** menu, choose **Page Setup**.
8. At **Header**, delete the codes in the text box.
9. At **Footer**, delete the codes in the text box.
10. Under **Margins**, at **Left**, left-click and mouse over the current value (to select it), then type **0.25**. Repeat at the fields labeled **Right**, **Top**, and **Bottom**.
11. At the bottom of the **Page Setup** dialog box, click **OK**.
12. Choose **Print** from the browser's **File** menu.
13. Specify the printer options.
14. Click **Print** to print.
15. Before you close the browser window, restore margins and header and footer codes. See below.

To Restore Margins and Header & Footer Codes ▼


1. Copy the code below to the header text box. Left click and mouse over the header code (to select it); type **CTRL+C** to copy the code (hold down the CTRL key and type C after selecting the text).

&w&bPage &p of &P

2. Choose **Page Setup** from the browser's **File** menu.

3. At **Header**, position the cursor at the beginning of the text box, then type **CTRL+V** to paste the header code (hold down the CTRL key and type V).
4. At the bottom of the **Page Setup** dialog box, click **OK**, then return to this Help topic.
5. Copy the code below to the footer text box. Left click and mouse over the footer code (to select it); type **CTRL+C** to copy the code (hold down the CTRL key and type C after selecting the text).

&u&b&d

6. Choose **Page Setup** from the browser's **File** menu.
7. At **Footer**, position the cursor at the beginning of the text box, then type **CTRL+V** to paste the footer code (hold down the CTRL key and type V).
8. Under **Margins**, at **Left**, left-click and mouse over the current value (to select it), then type **0.75**, or your preferred margin value. Repeat at the fields labeled **Right**, **Top**, and **Bottom**.
9. At the bottom of the **Page Setup** dialog box, click **OK**.
10. Close  the browser window to return to the results list.

Tip: You don't need to close the Page Setup box at Step 4 if you know how to position both windows side by side. See Windows Help for instructions.

Downloading Public Records Search Results

After you view the [Public Records Search Results List](#) you can download some or all of the information for mailing lists or other uses.

A variety of options are available. You can download data *for all the records* presented in the search results list, *or for any selection* of the found records.

Download options include:

- fields presented in the search results list
- property addresses for the search results
- mailing addresses for the search results
- both property and mailing addresses


Stratus downloads data in .csv (comma separated value) file format. This is compatible with a variety of database programs (e.g., Microsoft Excel, Microsoft Access).

If you do not want to download all the records in the Search Results List, either narrow the list (see [Public Records Search Results List](#)) or simply check the listings you require. You can [sort the results](#) prior to downloading (property and mailing address data is not sorted).

If the default search results list format does not contain all the fields required for a particular application, you can create a [custom search results report](#).

You can download up to 500 records at the search results list. To download larger numbers of records for bulk mailings, etc., see [Bulk Farming Download](#).

To Download the Public Records Search Results List ▼

1. At the Search Results List, click to check the search results you want to download. NOTE: If you want to download the entire list, do not check any.
2. Click **Download**.
3. At **Include Field Names as first record of Download file?**, clear the check box if you do not want to include field names for use in column headings.
4. Click to choose the type of information you want to download (**Download Search Results Fields, Download Property Address Fields, Download Mailing Address Fields, or Download Prop. & Mail Fields**).
5. At the prompt, click **Save**.
6. Designate a location to save this file.
7. At **File Name**, you can rename the file, or use the default, DataFileTax.csv.
8. Click **Save**.
9. Your system may prompt that the download is complete. If it does, click  or **Close**.


Bulk Farming Download

Once you specify your search criteria in a Public Records search, you can download address information for use with spreadsheet or database applications (for mailing labels, etc.) with the bulk farming download option. You can choose property addresses and/or mailing addresses. The Bulk Farming Download saves the records directly to disk, bypassing the creation of a search results list.

Stratus downloads data in .csv (comma separated value) file format.

To Download Bulk Farming Address Information ▼

1. Enter search criteria at your choice of public record search, but *Do Not* submit the search.
2. Click **Bulk Farming Download**.
3. At **Include Field Names as first record of Download file?**, clear the check box if you do not want to include field names for use in column headings.
4. Click to choose the type of information to download: **Download Property Address Fields, Download Mailing Address Fields, or Download Property & Mail Fields**.
5. At the prompt, click **Save**.
6. Designate a location to save this file.

7. At **File Name**, you can rename the file, or use the default, DataFileTax.csv.
8. Click **Save**.
9. Your system may prompt that the download is complete. If it does, click  or **Close**.

Viewing Public Records

The [Search Results List](#) contains all public records matching your search criteria. Stratus offers the option of using this list in its entirety or [narrowing the list](#). You can view detailed reports for one or more public records in the full or abbreviated Search Results List, in any one of a variety of formats.

The actual report for a chosen format varies both by county and the public record itself. Up to three deeds on record since 1987 display.

At the public record report you can [print the public record](#) or generate a [Street Map](#).

If one or more listings (current or historical) are associated with a property, this information displays at the full public record under Listing History. If no corresponding listings are identified, the Listing History section is absent from the report. You can view the full listing reports.

A valuable tool for farming and preparing "Just Listed" and "Just Sold" mailings, you can search for properties surrounding the one in the viewed public record (see [Locating Surrounding Properties from Public Records](#)). Depending on the number of properties identified, you can either download them in bulk (see [Bulk Farming Download](#)) for use in another program or [print mailing labels](#) directly at the results.

At most public records you can access a tax map from the full public record.

At any public record report, click Return to Results to return to the Search Results List.

Report Formats ▼

Report Format	Description
Deeds & Mortgages	Includes: property address & ID (with school district), owner information (with non-owner occupied), and deed & mortgage data. (Click on Parcel ID for full report.)
Full	The most comprehensive of all the report formats. No photo. Includes: property address & ID (with carrier route), owner information (with non-owner occupied), mailing address (with carrier route), taxes, assessments, appraisal, lot description, school information, property characteristics, commercial information (when available), deed & mortgage information, and Lis Pendens details (if applicable).
Full W/Photo	Includes photo(s) from the listing to which it is linked (if available). Otherwise, same as Full, described above.

Lis Pendens	Includes: property address & ID (with school district), owner information (with non-owner occupied), and Lis Pendens details. (Click on Parcel ID for full report.)
Owner	Includes: property address & ID (with carrier route), owner information (with non-owner occupied), and mailing address (with carrier route). (Click on Parcel ID for full report.)
Thumbnail	This report provides a synopsis of key information derived from the full report. It includes: property address & ID (with school district), owner information (with non-owner occupied), property class, assessment information, taxes & exemptions, property acreage, deed date, and sold price. (Click on Parcel ID for full report.)

To View Public Records ▼

1. At the Search Results List, click to check the public records you want to view. NOTE: if you want to view all public records, do not check any.
2. At **Select a Report Format**, choose an output form from the drop-down list.
3. Click **View**. Stratus displays the report for the first public record you chose. If viewing more than one, navigate through the public records to view all reports.

NOTE: From the *deeds & mortgages*, *Lis Pendens*, *owner*, and *thumbnail* formats, you can click **Parcel ID** to view the *full* report.

Navigating The Displayed Public Records


If more than one public record is chosen (see [Narrowing the Search Results](#)), navigate to view each:

Next	View next public record
Prev	View previous public record
First	View first public record
Last	View last public record

To View a Public Records' Listing History ▼

1. At the full public record, scroll to the end of the report. Stratus displays any listings for this property under Listing History. (If the report does not have a Listing History section, then none exists for this property.)
2. To view the full broker report for a listing, click on its **ML#**. (You can [print](#) the listing.)
3. Click **Back** to return to the public record.

To Access Third-Party Tax Maps ▼

1. At the top of the full public record, click **Tax Map**. A secondary browser window opens.
2. Consult the dedicated Help system for information on the use of the tax map.
3. Close  the secondary browser window to return to Stratus.

Photos in Public Records

View full public records with or without photo(s). To view a report with photo(s), select Full W/Photo. To view a report without photos, select Full.

NOTE: There are approximately 1.6 million public records, and currently the listing photos only go back to 1999. Many of the public records do not have photos, although over time, more public records will include them.

Tips:

- Public records in thumbnail format are displayed in groups of five per page.
- To display the report for a particular public record in the search results list: choose a report format, then move the mouse pointer over the desired listing to select it. Click anywhere on the selected listing to display the report. At the report, you can navigate to another public record report, or click Return to Results to display the search results list.


Printing Public Records

[Viewing Public Records](#) provides the procedure for displaying public records found by your search, in your choice of formats. The public records can also be printed.

- One record is printed per page for all formats except Thumbnail (see below for printing Thumbnails). You have the option to print individual records as you navigate through them, or have Stratus print reports for all records you've selected. Note: If you want to print more than one record but not all the selected records, [navigate among the listings](#), and print each as needed.
- When you choose the Thumbnail format, Stratus prints all selected.

To Print Public Records ▼

1. At your choice of public record report, click **Print View** if you want to print the displayed public record report, or click **Print All Selected** to print all the selected public record reports. Stratus displays your public record(s) in a printable format in a smaller browser window. (When choosing the Thumbnail report option you must print all selected).
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.

4. Click **Print** to print.
5. Close  the browser window to return to the displayed record.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Locating Surrounding Properties from Public Records

Use the Locate Surrounding Properties feature at a public record for farming or to prepare your "Just Listed" and "Just Sold" mailings.

- Use a Public Records search to locate the property that you just listed or sold. (See [Searching Public Records](#).)
- When viewing the public record (not the thumbnail format), elect to Locate Surrounding Properties.
- Choose the radius for your search, from 1/8 of a mile up to 4 miles, and specify if non-owner occupied properties should be included.

Stratus displays all residential and condo properties in the area defined by your radius. You can [print mailing labels](#) directly from the search results or [download](#) the results for use in another program. Note: The number of records that display in the Public Record search results is limited. If your search produces more than the maximum number of properties allowed to display at search results, and you want to include all in your mailing, use [Bulk Farming Download](#) to download addresses directly to disk.

Click the Count button to determine, in advance, the number of properties your search will produce. You can change the radius and retry if your initial value produces too few or too many addresses.

To Locate Surrounding Properties ▼

1. Use any [Public Records search](#). At the results list, click on the record for the property that you just listed or sold.
2. Confirm the displayed record is appropriate.
3. Click **Locate Surrounding Properties**.
4. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See [Creating Custom Search Results Reports](#) if you need a custom format.)
5. At **Select Radius**, click to select your choice.
6. At **Include Non-Owner Occupied Properties?**, leave blank to include all properties, or choose **Y** or **N**.
7. If you want, click **Count** to determine the number of properties your search

Help for Stratus MLS - MLSLI Edition

will return. Then click **OK**, to perform the search, or **Cancel** to return to the search page; or

Click **Submit** to generate a search results list; or

Click **Bulk Farming Download** to bypass the results list and save the address information to disk. (See [Bulk Farming Download](#) to save the data to disk).

AGENT-OFFICE WEB PAGES

About Agent-Office Web Pages

The Agent-Office Web Page function features an easy to use editor that allows you to create, within minutes, a personalized Web site, without coding or programming. Public consumers can view your Web site with Internet Explorer (or Netscape 4 or higher).

To access Agent/Office Web Pages, click the link from Info Center.

You select a site layout from a library of professionally-designed graphical template styles. Template styles include pleasing page layouts, customizable font and color schemes, and navigation buttons with dynamic mouse-over effects. You add your company name and logo, tag line, photos, text, and button labels. Your Web site can even include information forms, and a search template for home buyers to use for searching MLS listings through the Broker Reciprocity program. You can "frame" another Web page (i.e., display the Web page within your site).

The editor provides toolbar icons, similar to a Word Processor, with which you select and format pasted or typed-in text. Likewise, you can set up a variety of links, such as email (Mail-To) or links to other pages (HTTP) without HTML coding. You can also enter or paste basic HTML code, which Agent-Office Web Pages interprets.

At any time, you can change the style, images, text, color, and so forth of your Web pages. Preview your Web site as you build it to see how it will look to others. You can even change content after publishing.

As you work, be sure to Save (or Save & Preview) your selections and changes, so that when you return to the editor (to change content, style, or color scheme) you won't lose your titles, font settings, page text, and so on.

Navigation Commands

Prev	Move to previous configuration screen.
Next	Move to next configuration screen.
Save & Preview	Save and preview changes.
Save	Save changes.
Publish	Publish saved pages to MLSLI's domain.

Getting Started with the Agent-Office Web Page Program

At Info Center, click Agent/Office Web Pages. The Agent/Office Web screen offers information about pricing and optional domain name registering and hosting. Click Start the Agent/Office Web Page Builder to design your site.

At the Select Web page, specify whether you want to create an "agent" or an "office" Web site, and then click Continue to open the tabbed Agent/Office Web Page screens.

See [About Agent-Office Web Pages](#) for an overview.

See [Choosing Template Style, Colors, and Image](#) for further instructions.

Choosing Template Style, Colors, & Image

At the Template Style/Color tab, select a style, image, and color scheme.

Template styles include a basic page layout, customizable font and color schemes, and navigation buttons with dynamic mouse-over effects. Templates have default color schemes and font settings, selected to work well with the design and to please the eye. You may use the selected Style's default settings, or customize them to your own taste.

Selecting a Template Style

The template style thumbnails display, with scroll bars, in the left panel of the Template Style/Color tab. You can select one style now, then try out others before (or even after) publishing your Web site.

Template styles marked with an asterisk (*) are BRS compatible. The Broker Reciprocity Search form fits best on these template styles.

To Select a Template Style ▼

1. Scroll through the template style thumbnails displayed in the left-hand panel.
2. Click on any style to select it.
3. At the message, **Use the default colors for this template?:**

click **OK** to use the colors displayed on the thumbnail image; or

click **Cancel** to use previously-selected (or to select new) colors.

4. At the message, **Use the default font settings for this template?:**

click **OK** to use the typeface, size, style, alignment, and color displayed on the thumbnail image, or

click **Cancel** to use previous (or select new) font settings.

5. Click **Save** (or click **Save & Preview** to save and view your changes).

Selecting Images

The template style you choose for the Web site provides a selection of photos for the template design, but you can also upload your own photos, logos, or other images. You can choose among the suggested images (some with a Real-Estate theme); choose "None" if you want only uploaded custom images; or combine a template image with uploaded custom images.

See [Uploading and Placing Images](#) to learn about uploading and placing your own template image(s).

To Select a Template Image ▼

1. At **Image**, select an image from the drop-down list; or

select **None** if you don't want to use a template image and plan to upload custom image(s).

2. Click **Save** (or click **Save & Preview** to save and view your changes).

Tip: Your template design can include both a template image *as well as your own image(s)*. Select a template image, click Save, then upload an image at the Images tab (see [Uploading and Placing Images](#)). You will be able to place the uploaded image wherever you wish in the template framework; however, the template image has a fixed position and can't be moved.

To Remove a Template Image ▼

1. At **Image**, select **None** from the drop-down list.

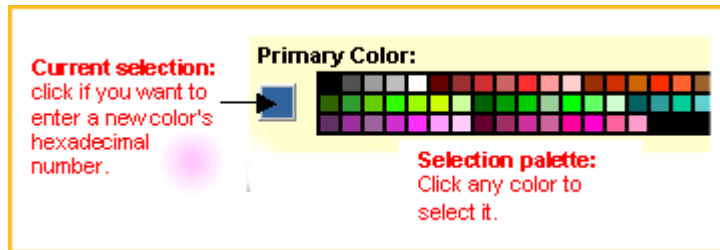
2. Click **Save** (or click **Save & Preview** to save and view your changes).

Selecting a Color Scheme

If you want to change the color scheme from the template style's default settings, select a Primary and Secondary Color for large objects on the page, a Background Color, and a Mouse-Over Color.

Primary Color	Applies to the largest object on the page (available with some Template styles, e.g., "Keys").
Secondary Color	Applies to any other object on the page that may have its color changed (available with some Template styles, e.g., "Keys").
Background Color	Applies to the background. Depending on the template style, this color may or may not appear behind Body Text.
Mouse-Over Color	Applies to the image (or highlighting) that appears on or by the viewers' current menu button selection as they select a page to view.

Each color palette works the same way. Click a color on the palette to select it. The currently selected color displays in the large color swatch to the left of the palette. Note: you can click the color swatch in order to enter a color by its HTML notation (that is, the hexadecimal code for an RGB color).



You can choose any color for each of the Primary, Secondary, Background, and Mouse-Over designations. If uncertain about a pleasing combination, you can rely on Stratus to guide your color selection. In response to your choice of a Primary Color, Stratus offers a few selection choices in the other three palettes that are similar in color tone and coordinate well with your primary color. Using these, you can easily achieve a pleasing blend of colors. See the color choices at the right side of the lowest row in the three non-primary color palettes.

Color selection is not limited to the displayed palettes. By clicking any of the current color selections, you can enter any color by HTML notation. To find a color's HTML notation, you may want to use a quick reference color chart on the Web, like the one at http://hotwired.lycos.com/webmonkey/reference/color_codes/.

Entering Title and Slogan

At the Title tab, you enter your company name or other brief phrase for your "banner" title, and a subtitle (tag line).

Template styles have default font and title color settings, selected to work well with the design and to please the eye. You may use your template's default settings for font, size, style, alignment, and color - or customize them to your own taste.

Choose Save & Preview to view your titles and font settings. If the font size specified for your title is too large, the title may appear truncated on the page or overlap the subtitle. If this occurs, select a smaller font size, or a different font.

If you want to provide exact screen coordinates for the placement and height of your title and slogan (subtitle), see [Other Options](#).

Titles

The title you assign is prominently displayed on all of your Web site's pages (except pages which you specify should open in a full window). Type the title text exactly as it should appear. (Logos must be uploaded and placed separately, as images. See [Uploading and Placing Images](#).)

Subtitles

Subtitles appear, in a smaller font size, beneath the company name (or other title text). The entry can be a tag line, slogan, phone number, promotional message, or other phrase; or you can leave it blank.

To Change Font, Size, Style, Alignment, or Color ▼

1. At **Font**, select an available typeface from the drop-down list.
2. At **Size**, select an available font size from the drop-down list.
3. At **Style**, select an option from the drop-down list.
4. At **Align**, select **Left**, **Center**, or **Right** alignment from the drop-down list.

5. At **Color**:

accept the current selection, indicated in the larger swatch; or

click one of the three suggested color selections; or

click on the current selection (in the color swatch) to open the prompt where you can enter a color's HTML Notation for an RGB color.

6. Click **Save** (or click **Save & Preview** to save and view your changes).

Setting Text Attributes

At the Menu/Body tab you select text attributes (e.g., font type, size, color) for menu text, body text, and headings. You can also adjust body text margins and set mouse-over characteristics.

Template styles have default font and title color settings, selected to work well with the design and to please the eye. You may use your template's default settings for font, size, style, alignment, and color - or customize them to your own taste.

Menu Text and Mouse Over Settings

As you create your Web site's pages and assign menu button labels for each page, the system builds a menu, like a table of contents, to display on each page. Viewers can navigate between your site's pages by clicking on a menu button.

Menu Text settings specify how the button labels appear.

Mouse-Over settings specify the change in an individual button's appearance when a user points to (mouses over) it. You can change the mouse-over style (examples of mouse-over styles include bold, italic, underline, uppercase, parenthesis, and curly brackets). You can also change the text color of the button labels upon mouse-over.

To Change Font, Size, Style, Alignment, or Color ▾

1. At **Menu Font**, select an available typeface from the drop-down list.
2. At **Size**, select an available font size from the drop-down list.
3. At **Style**, select an option from the drop-down list.
4. At **Align**, select **Left**, **Center**, or **Right** alignment from the drop-down list.
5. At **Color**:
 - accept the current selection, indicated in the larger swatch; or
 - click one of the three suggested color selections; or
 - click on the current selection swatch to open the prompt where you can enter a color's HTML Notation for an RGB color. Enter the color code in the text box, then click **OK**.
6. Click **Save** (or click **Save & Preview** to save and view your changes).

Body Text

For consistency's sake, your Web site uses the same body text settings on all pages. Your selected template has default text settings. To change font or size, select from the appropriate drop-down list. To change color, select from the suggested colors, or enter a code for an RBG color.

Heading Text

You can customize heading text attributes. To change font type, size, or style, select from the appropriate drop-down list. To change color, select from the suggested colors, or enter a code for an RBG color.

Margins

Each template has an area designated for Body Text. Body Left Margin and Body Top Margin settings are defined in pixels. The default for the Left Margin, for example 20 pixels, provides some space on both the left and the right, between body text and other elements on the page (like titles, or images). The default for Top Margin differs depending on the template.

You can increase or decrease a margin by typing the preferred number of pixels in the appropriate box.

Creating Pages

At the Pages tab you create and format text, headings, images, links, and so forth for each page of your Web site. When you click on the Pages tab, a secondary set of tabs displays (Page 1, Page 2, Page 3...Page 8), allowing you to specify the page you want to create.

Before you add page content, click on each page tab in turn to create up to eight pages. At each page, select a page type and assign the page's menu button text. You should also specify whether the page will open as a full page (allowing extra room for text) or as a standard page with menu buttons and template graphics.

NOTE: The first page of your Web site must be a custom page.

Page Type

Your pages can contain custom text, search forms for the general public, details about your own listings, information request forms, a "framed" Web page (i.e., you can display another Web page within your site), or a mortgage calculator.

Page Type	Description
<u>Custom</u>	To display your text and images.
<u>Broker Reciprocity</u>	To display a search form for the general public to use for searching any property that is supported by Broker Reciprocity.
<u>My Personal Listings</u> <u>My Office's (or Our Firm's) Listings</u>	To display details about your listings. To display details about your office's (or our firm's) listings.
<u>Information Request</u>	To display an information request form allowing potential buyers or sellers to request information from you.
<u>Frame Another Web Page</u>	To display another web page within your web site.
<u>Mortgage Calculator</u>	To display a mortgage calculation program.

Menu Button Text

At the Menu Button Text box, type a short label for the page's button. Depending on the selected template style, font, and font size selected at the Menu/Body tab, a long label may not fit properly. Preview to test menu button text.

Full Window Option

By default, the pages you create display text in a Body Text area, along with menu buttons and the graphical layout determined by template style. If a particular page's content requires more space than allowed by the Body Text area, select the "Open this page in full window" check box. With this option selected, Body Text can spread over the whole page.

Pages that open in a full window offer limited navigation (Back button only, no menu buttons); so use this option only when necessary.

Custom Pages

Most of your Web site is likely to be composed of Custom pages, containing text and images. To create a custom page, select the appropriate Page # tab, then choose "Custom" from the Page Type drop-down list.

NOTE: The first page of your Web site must be a Custom page.

For Custom pages you can:

- enter or paste body text
- format and align text and headings
- add http:, file:, mailto:, news:, or other hyperlinks
- add horizontal lines to break up the page
- add bullet or numbered lists
- add basic HTML code
- add images

See [Formatting Custom Page Text](#) for procedures.

Formatting Custom Page Text

After you select a Page # tab and specify its [starting page options](#), you can add and format text and headings.

Adding Body Text

To add text to your page, simply type it. If the text already exists in electronic form, you can copy (CTRL+C) and paste (CTRL+V) text onto the page. As you enter paragraph text, do *not* press Enter at the end of each line; instead, allow the words to wrap around. At the end of each paragraph, press Enter (or press Shift+Enter if you don't want space between paragraphs).

Selecting Text for Formatting or Aligning

To format text as a **Heading**; as **bold**, *italic*, or underlined; or as a numbered or bullet list; first drag your mouse through the text to select it, and then click the appropriate formatting tool from the toolbar.

Formatting Toolbar

After selecting text, click the appropriate tool to apply formatting as desired.




NOTE: to remove formatting from selected text, click the tool again to toggle formatting off.

Adding Hyperlinks

Typically, your hyperlinks are http: links to another Web page. However, Agent/Office Web Pages supports mail and other links for custom pages:

Link Type	Description
file:	Accesses a file on a contained site, not appropriate over networks.
ftp:	FTP link, used to link directly to a file on an FTP server. When a user clicks on the link, the file automatically downloads using the browser's FTP functions, and is saved on the user's PC.
gopher:	Accesses a document on a gopher server.
http:	Accesses a Web page at another URL; internal or external to the current site.
https:	Accesses a Web page at a <i>secure</i> URL; external to the current site.
mailto:	Mail link, used to automatically send an email message to the assigned recipient from within the browser.
news:	Accesses a message or entire newsgroup within the Usenet system.
telnet:	Opens a telnet session with a desired server.

To Create a Hyperlink ▼

1. Select the text or image that you want to become a hyperlink.
2. Click the link tool . The Hyperlink dialog box opens.
3. At the **Type** prompt, select a link type from the drop-down list (usually "http:").
4. At the **URL** prompt, type the appropriate destination URL.

Internal HTTP: Hyperlinks ▼

You can add a text link to another page in your own Web site.

The following examples assume hosting at MLSLI.com domain. Supply the URL as follows:

Agents:

http://www.mlsli.com/realtor/your_name/page_yourbuttontext.htm

Offices:


http://www.mlsli.com/office/office_name/page_yourbuttontext.htm

NOTE: If the page's menu button text is more than one word, replace all spaces with underscores.



Adding Horizontal Lines

Place a horizontal line wherever you want to break up text on the page.

To Add a Horizontal Line ▾

1. Press **Enter** to create space where you want to insert the line.
2. Click the horizontal line tool .

Bullet and Numbered Lists

Click the bullet list tool  or the numbered list tool  after selecting the list text to which you want to apply bullets or numbers.

Alternatively, you can apply bullet or number formatting to the first element in the list, then press Enter to open a new list item with a bullet or number.

Adding Basic HTML Code to the Page

While most formatting and font attributes can be more easily applied by using tools on the toolbar or by selecting font attributes at the Menu/Body tab, Stratus can interpret HTML code that you paste or type directly on the page.

Stratus interprets HTML (instead of displaying the code itself) if it finds the <html> tag on the page, so you must enter this tag on any page that contains HTML code. (Of course, if you paste an entire page of source code, the <html> tag is already part of that source.) After entering HTML code, click Save & Preview to test the resulting change.

Adding Images to the Page

If you want to add an image to the current page's Body Text area, upload it for that page at the Images tab. (See [Uploading and Placing Images](#).)

Uploading and Placing Images

You can upload images for two purposes:

- To use on every page as part of the template design of your Web site.
- To use in the Body Text area of a particular page.

When uploading an image into the body text of a particular page, select that page number at the Images tab. When uploading an image for the *template*, select a page number at the Images tab for *any page* that does not contain an image in the body text.

NOTE: Determine the size you want an image to appear on your Web page, then adjust the image size before uploading it.

Uploading and Placing Images for the Template Design

The template style you choose for the Web site offers a selection of photos. However, if you want to maximize your site's uniqueness, you can upload your own photo, logo, or other image in .GIF or .JPG format.

Once uploaded, place the image as needed.

To Upload and Place Template Design Images ▼

1. Select the **Images** tab.
2. At the Page 1 Image row, click **Upload Image**. (NOTE: If you plan to upload an image into the body text of Page 1 select an Image row for another page, e.g., Page 4)
3. At the **Choose an image to upload** dialog box, click **Browse**.
4. Navigate to the folder containing the image file. Select the appropriate file for **File Name**, then click **Open**.
5. When the correct filename and path displays, click **Upload Image**.
6. When the screen refreshes, **Remove** replaces the **Upload Image** button at the Images tab. **Select the "Use image in template design (Outside body)" check box.**
7. Click **Place Image**.
8. On the template, drag the image to the desired location.
9. Click **Accept Placement**.
10. Click **Save** (or click **Save & Preview** to save and view your changes).

Uploading and Placing Multiple Template Design Images ▼

You can upload up to eight images for the entire Web site: one per page. However, it is possible to add more than one image to the template design.

If you want both a photo and a logo in the template design, for example, upload the photo as Page 1's image; then upload the logo as Page 2's image. For both images, select the "Use image in template design" check box; then for each, click the Place Images button to position them as desired.

To add a third image, use Page 3's image. And so forth.


Uploading & Placing Images for a Particular Page

You can upload an image for the Body Text area of any page. You can upload up to eight images for the entire Web site: one per page.

To Upload and Add an Image to a Page ▼

1. Select the **Images** tab.
2. At the appropriate Image row, click **Upload Image**.
3. At the **Choose an image to upload** dialog box, click **Browse**.
4. Navigate to the folder containing the image file. Select the appropriate file for **File Name**, then click **Open**.
5. When the correct filename and path displays, click **Upload Image**.
6. When the screen refreshes, **Remove** replaces the **Upload Image** button at the Images tab.

Leave the **Use image in template design** check box blank unless you plan to use the image in both the template design and in body text.

7. Click the Pages tab.
8. Open the page you want to add the image to.
9. Position the cursor in the location you want to place the image.
10. Click the image tool  to place the image object at the cursor location. (Ignore the image object's size and proportions. The image will properly display when previewed.)
11. Click **Save** (or click **Save & Preview** to save and view your changes).

Removing Uploaded and Placed Images**At the Images tab**

- Remove an uploaded image from the template design and eliminate the image from the Web site.
- Remove an image from the template design but keep it available for reuse. (You can place the image in a new location on the template or use it in the page's body text.)

To Remove Uploaded Template Design Images ▼

1. Select the **Images** tab.
2. At the appropriate Image row, click **Remove**.
3. Click **Save** (or click **Save & Preview** to save and view your changes).

To Remove Placed Template Design Images ▼

1. Select the **Images** tab.
2. At the appropriate Image row de-select the "Use image in template design" check box.
3. Click **Save** (or click **Save & Preview** to save and view your changes).

At the Pages tab

- Remove a page's placed image.

To Remove Placed Images in a Page's Body Text ▼

1. Select the **Pages** tab and open the appropriate page.
2. Click to select the image object on the page ("handles" appear around the object when selected) and press **Delete** to delete the image object.
3. Click **Save** (or click **Save & Preview** to save and view your changes).

NOTE: If you do not intend to reuse the image on that page you can eliminate it from the Web site: at the Images tab, click Remove at the corresponding Image row.

Broker Reciprocity Pages

To provide a Property Search form for buyers and sellers, create a Broker Reciprocity page. All listings by agents or offices that are part of the Broker Reciprocity Program of the Multiple Listing Service of Long Island, Inc. are available for searches.

- To learn more about Broker Reciprocity functions, see [About Broker Reciprocity](#).
- To learn about customizing the Property Search form for buyers and sellers, see [Customizing the Property Search Form](#).

To Create a Broker Reciprocity Search Page ▼

1. Select the appropriate Page # tab.
2. At **Page Type**, choose **Broker Reciprocity** from the drop-down list.
3. At **Menu Button Text**, enter a brief label for the page.
4. Click **Save & Preview** to save and view your Web site. Click the associated menu button to view the Property Search form.

My Listings Pages

You can create a page that displays a list of your available properties. The list shows ML#, Town, Price, Style, BR, BTH, and Lot Size. Viewers can click on the ML# to view details and the listing photo.

To Create a "My Listings" Page ▼

1. Select the appropriate Page # tab.
2. At **Page Type**, choose **My Listings** from the drop-down list.
3. At **Menu Button Text**, enter a brief label for the page.

4. Click **Save & Preview** to save and view your Web site. Click on the associated menu button to view the My Available Properties list.

My Office/Firm Listings Pages

You can create a page that displays a list of your office's or firm's available properties. The list shows ML#, Town, Price, Style, BR, BTH, and Lot Size. If using the firm's listings, firm name and phone numbers also displays. Viewers can click on the ML# to view details and the listing photo.

To Create an "Office/Firm Listings" Page ▼

1. Select the appropriate Page # tab.
2. At **Page Type**, choose **My Office's Listings** or **Our Firm's Listings** from the drop-down list.
3. At **Menu Button Text**, enter a brief label for the page.
4. Click **Save & Preview** to save and view your Web site. Click the associated menu button to view the list of available Office/Firm Listings.

Information Request Pages

To generate leads, you can make a page with an information form that allows a viewer to request information from you.

Submitted forms provide you with information about the leads, such as whether they are Buyers or Sellers, the timeframe in which they want to buy or sell, and their property criteria or specifications. Enter your email address at the Other tab so that Stratus can mail the information form to you.

To Create an Information Request Page ▼

1. Select the appropriate Page # tab.
2. At **Page Type**, choose **Information Request** from the drop-down list.
3. At **Menu Button Text**, enter a brief label for the page.
4. Click the **Other** tab. Enter your email address.
5. Click **Save & Preview** to save and view your Web site. Click the associated menu button to view the Information Request form.

Frame Another Web Page

You can create a page that "frames" another Web page. The designated Web page opens within your web page.

To Frame Another Web Page ▼

1. Select the appropriate Page # tab.
2. At **Page Type**, choose **Frame Another Web Page** from the drop-down list.
3. At **Menu Button Text**, enter a brief label for the page.
4. At **URL of Page to Link**, type the appropriate URL, including `http://` or `https://`
(for example: `http://www.stratusdata.com`).
5. Click **Save & Preview** to save and view your Web site. Click on the associated menu button to view the framed Web page.

Mortgage Calculator Pages

You can create a page that displays a Mortgage Calculator with which viewers can determine:

- Monthly Principal and Interest payments
- Monthly Tax
- Monthly Insurance
- Total Payment

To Create a Mortgage Calculator Page ▼

1. Select the appropriate Page # tab.
2. At **Page Type**, choose **Mortgage Calculator** from the drop-down list.
3. At **Menu Button Text**, enter a brief label for the page.
4. Click **Save & Preview** to save and view your Web site. Click the associated menu button to view the mortgage calculator.

Other Options

At the Other tab, you can specify exact screen coordinates for the horizontal and vertical placement of title text, subtitle text, and menu buttons. This allows you to fine-tune the position of these elements pixel-by-pixel.

Email Address

If one of your pages is an Information Request type, supply your email address so that Stratus can forward the information form to you.

Search Terms

Enter keywords that may help people locate your web site. Stratus adds these words as

meta tags, which may be used by some search engines to classify your web site.

Text Placement Coordinates

The default coordinates for title text, slogan text, and menu buttons are determined by the Template Style you select. If you want to change or fine-tune text and button placement, change coordinates as follows.

Title Text Horizontal Position: **Left Coordinate** determines banner area start pixel, and **Width** determines banner area end pixel. Together, the coordinates determine the width of the banner area from left to right in the browser window. Actual placement of title text within the horizontal banner area depends on the Alignment you specify for the Title at the Title tab.

Title Text Vertical Position: **Top Coordinate** determines banner area start pixel, and **Height** determines banner area end pixel. Together, the coordinates determine the height and start position of the banner area from the top of the browser window. Actual placement of title text within the vertical banner area depends on the Font and Size you specify for the Title at the Title tab.

Sub-Title Text Horizontal Position: **Left Coordinate** determines slogan area start pixel, and **Width** determines slogan area end pixel. Together, the coordinates determine the width of the slogan area from left to right in the browser window. Actual placement of title text within the horizontal slogan area depends on the Alignment you specify for the Sub-Title at the Title tab.

Sub-Title Text Vertical Position: **Top Coordinate** determines slogan area start pixel, and **Height** determines slogan area end pixel. Together, the coordinates determine the height and start position of the slogan area from the top of the browser window. Actual placement of slogan text within the vertical slogan area depends on the Font and Size you specify for the Sub-Title at the Title tab.

Menu Text Horizontal Position: **Left Coordinate** determines menu area start pixel, and **Width** determines menu area end pixel. Together, the coordinates determine the width of the menu button area from left to right in the browser window. Actual placement of menu button text within the horizontal menu area depends on the Alignment you specify for the Menu text at the Menu/Body tab.

Publishing the Web Site

"Publish" copies the working version of your site to a permanent location on the Web server, making your site available to any Internet user with a Web browser.

Publish your pages after purchasing the Agent-Office Web Page service. If you have not previously done so, click Purchase to order the service.

When you have tested the site with Save & Preview to ensure that there are no broken links or other problems, and are satisfied with the appearance and content of your Web site, click Publish to upload the pages to the Web.

You have two options for publishing your site:

Help for Stratus MLS - MLSLI Edition

- MLS hosting using the MLSLI.com domain name in the URL.
- MLS hosting using a custom domain name in the URL.

If you want the MLS to register (if required) and host your custom domain name, complete and submit the form available at the Agent/Office Web screen (click Agent/Office Web Pages at Info Center, then follow the on-screen instructions).

Publishing to the MLSLI Domain

At the Publish Agent/Office Web screen, provide a name for the site if you don't like the one assigned. Stratus displays the site's URL. The URL varies depending on whether the site is for an agent or an office. Record the URL assigned to your Web site. Click Complete when you are ready to publish. Then click Continue at the confirmation page.

BROKER RECIPROCITY

About Broker Reciprocity

The Broker Reciprocity (BRS) program provides a subset of available listings, separate from the MLS database, for consumer searches at a participating agent or office's Web site.

Consumers have access to BRS listings - via a property-search template - on sites created by participating agents and offices. Participation in the BRS program works two ways:

- Your listings are retrievable by visitors to the Web sites of participating agents and offices.
- The listings of participating agents and offices are retrievable by visitors to your own Web site.

You can define, for your own site's property search template, which classes of listings and which geographic areas to make available for consumer searches. You can exclude one or more office's listings from those available for searches at your site. Furthermore, you can customize the fields and appearance of the search template, and for the output report (search results page).

Viewers performing a search on your Web site enter their search criteria in the property search template, submit the search, and view search results from which they can open a listing report. Listings held by firms other than your own are marked with the Broker Reciprocity logo, and detailed information about them includes the name of the listing brokers.

Creating a Page on Your Web Site to Contain the Search Form

You can add a property search form to a Web site created with [Agent-Office Web Pages](#), by adding a [Broker Reciprocity Page](#) which displays the Property Search form you create using Stratus' Broker Reciprocity program (see [Getting Started](#)).

If you have created a custom Web site, without using Stratus' Agent/Office Web Pages program, contact the MLS to discuss obtaining access to the BRS shared listings. You have two options for accessing the shared listings:

- Link directly to BRS information on the MLS server, from a property search form you customize using Stratus' Broker Reciprocity program (see [Getting Started](#)).
- Download the listings and create your own search engine and a form for users to enter and submit search criteria. In this case do not use Stratus' Broker Reciprocity program.

Getting Started with the Broker Reciprocity Program

To create a property search form for consumers to use on your Web site, click the Broker Reciprocity link from Info Center. (See [About Broker Reciprocity](#) for an overview.)

At the Select Web page, specify whether you want to create an "agent" or an "office" Web site, and then click Continue to open the tabbed Broker Reciprocity screens.

See [Customizing the Property Search Template](#) for further instructions.

Customizing the Property Search Template

When the tabbed Broker Reciprocity screen displays, navigate through the pages by clicking on the appropriate tabs. Start with the General tab, in order to assign property class and geographic area, and to customize the appearance of your site's property search form.

After you've made one or more selections at any of the BRS tabs, save your changes. You can also test the display of the property search form at any point (click Test).

Customize four ways:

- Limit searches on your site to specific classes and geographic areas, and exclude one or more office's listings.
- Limit searches on your site to properties that meet your pre-defined search criteria.
- Define the template's appearance (text, background, borders, fields, text messages, lines, and columns).
- Define the fields and columns displayed on the output report (search results list).

Broker Reciprocity provides tabbed access to the following pages that allow you to customize the viewer experience at your site:

Primary Tab	Secondary Tab	What you can do at this page
General tab	BRS Search Criteria	Assign property class, geographic area, and excluded offices.
	Search Templates: Title, Font, Colors	Assign search template width, alignment, and title. Also text, background, and border font and color attributes.
Class tabs	BRS Additional Search Criteria	Pre-select a subset of BRS listings for each class, by entering search criteria.

	Search Template: Fields	Customize the appearance of, and fields for, your site's property search template.
	Output Reports	Customize the fields and columns on your site's search results list.

General BRS Search Criteria

At this screen, limit the searches on your site to specific classes and geographic areas; and, if desired, exclude one or more office's listings. (See [About Broker Reciprocity](#), and [Customizing the Property Search Template](#), for an overview.)

Class

Viewer searches on your site will be limited to property classes you select at this page. By default, all classes are selected. You can de-select one or more classes. De-selected classes are removed from the tab set on the Broker Reciprocity pages.

Geographic Area

If you want to limit the geographic area for searches on your site, select one or more towns, zones, and/or counties. If you skip geographic area selection, the system allows searches through all areas.

Using the Geographic Area List Boxes ▼

- Click to choose the item you want.
- To choose multiple items, press and hold down the CTRL key, then click on each item desired (CTRL+Click).
- To view all current selections, right click in the list box.
- To de-select all options, click the blank option at the top of the list.
- To de-select the last-selected option, CTRL+Click.

Excluding Selected Office's Listings

If you want to prevent retrieval of one or more office's listings from viewer searches at your own site, exclude those offices at this page.

To Exclude Selected Office's Listings ▼

1. At **Starts With**, enter the first character(s) of the office name, and then click **Look Up**.
2. At **Select From**, click to select an office from the list displayed. (CTRL+Click for multiples.) Then click **Add**.
3. Click **Save & Continue** to complete BRS customizing, or click **Save & Exit**

if this is your last BRS change.

To Reinstate Excluded Office's Listings ▼

1. At **Current Selections**, select the office you want to reinstate.
2. Click **Remove** to remove that office from the list of excluded offices.
3. Click **Save & Continue** to complete BRS customizing, or click **Save & Exit** if this is your last BRS change.

General Search Template Attributes

At this screen, define the appearance of text, background, and borders for your site's property search template.

- For Text (and for Title Text) you can specify font, size, alignment, style, and color.
- For Background (and for Title Background) you can specify color only.
- For Border you can specify size and color.

To Assign Text, Background, & Border Attributes ▼

1. At **Select Item**, select the element you want to assign attributes to (e.g., Text, Background, Border).
2. At **Font**, select an available typeface from the drop-down list.
3. At **Size**, select an available font size from the drop-down list.
4. At **Style**, select an option from the drop-down list. (Options include: None, Bold, Italic, Bold Italic, Underline, Uppercase, Uppercase Italic.)
5. At **Align**, select Left, Center, or Right alignment from the drop-down list.
6. At **Color**:

select "Use Agent/Office Web Page Colors, if available" if you want colors consistent with a site created with Stratus' Agent/Office program; or

click one of the available color selections; or

click on the current selection (in the large color box to the left of the palette) in order to open the prompt where you can enter a color's HTML Notation.

7. Click **Save & Continue** to complete BRS customizing, or click **Save & Exit** if this is your last BRS change.
8. Click **Test** to display the property search form as currently defined.

Additional Search Criteria by Class

At this screen, you may optionally create a subset of BRS listings for your site's property searches, by entering search criteria. Complete this screen for each class for which you want to restrict searches on your site.

NOTE: If you do not enter criteria for each class' BRS Additional Search Criteria screen, visitors to your site will be able to retrieve all BRS properties; limited only by your selections (at the [General BRS Search Criteria](#) tab) of class, geographic area, and excluded offices.

Criteria Selection

Criteria selection at this screen works just like [Flex Search](#).

To Enter Restrictive Search Criteria

1. Select the Class tab for which you want to restrict searching.
2. Select the **BRS Additional Search Criteria** tab.
3. At **Select an item**, select a search field from the drop-down list.
4. Enter (or select) search text as required. See [Entering Search Criteria](#).
5. Repeat steps 3-4 until the search criteria is completely defined for the current class.
6. Repeat steps 1-5 for each class for which you want to restrict searching.
7. Click **Save & Continue** to complete BRS customizing, or click **Save & Exit** if this is your last BRS change.

Search Template Fields by Class

This screen allows you to design a custom search template for each class. The screen is a simplified form designer, since it allows you to choose and arrange the order of fields, to break columns, and to add horizontal lines and text messages between groups of fields.

NOTE: If you do not customize a search template for each class, the system uses MLS-defined templates.

Available Fields: Displays fields not yet selected for the search template. Also displays options for column break, horizontal line, and text message; these markers can be used more than once.

Current Selection: Displays fields currently added to the template. Also displays added column breaks, lines, and text message markers. All elements display in the order they will appear in the search template, and can be moved up or down as needed.

Customize: Displays options for customizing the current field label, width,

data-entry prompt labels; and (in some cases) the number of times to repeat the field on the template, for "OR" searches. For the current text element, displays an edit box for entering message text.

Adding, Removing, and Moving Fields and Markers

Between the Available Fields and Current Selections lists are commands to add, remove, move, and preview fields and markers.

Add =>	Adds the field or marker to Current Selection list.
<= Remove	Removes the field or marker from Current Selection list.
Move Up	Moves selected field or marker up one row.
Move Down	Moves selected field or marker down one row.
Preview	Displays the form as currently defined at Current Selection. (Unlike Test, does not allow data entry or search).

Customizing Fields

As you add fields, customization options appear at "Customize". At Customize you can enter a field label; and, depending on the type of field, to specify entry field size, list box height, prompt labels, and so forth. (See [Customized Template Illustrated.](#))

Label	Field label on template
Size of Entry Field	Size for text entry box (# of characters)
Prompts	Field label(s) for min/max fields. You can change both labels, or leave the first blank & enter "thru", to appear between boxes.
Repeat This Entry	# of possible values for "OR" searches
# List Entries Visible	# rows visible in scroll-able, multi-select list box (determines height of box)

Column Breaks

The Available Fields list includes a column break element: -- New Column --

Without adding column breaks, fields and other elements display vertically in what may (if you add many fields) become a tall, skinny, search form. If your Web site can support a wider template, you can improve the property search form's appearance by adding one or more column breaks.

Preview the search form frequently as you add fields and column breaks, in order to achieve a pleasing columnar arrangement. Move the -- New Column -- marker up or

down in the Current Selection list, or remove it as needed.

Customizing Column Breaks

You can assign the width (in pixels) between columns; this is called a "gutter". You can also select a vertical line separating the columns. (See [Customized Template Illustrated.](#))

Column Separation Width: number of pixels for the column gutter.

Visible Separator Line: select for vertical line separating columns.

Text Messages

The Available Fields list includes a text message element:

-- Text Message --

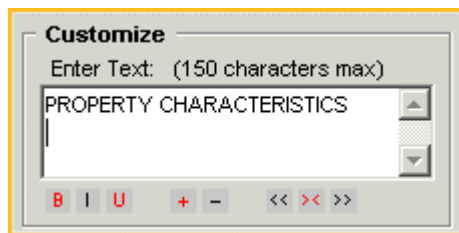
Text messages are useful, with or without horizontal lines, for labeling (or providing instructions for) a group of fields. Preview the template frequently as you add fields and text messages, in order to achieve a pleasing arrangement. Move the -- Text Message -- marker up or down in the Current Selection list, or remove it as needed.

Customizing Text Messages

With the -- Text Message -- marker highlighted in the Currently Selected list, at Customize, you can enter text, and change its size or font attributes (Bold, Italic, Underlined) and alignment (left, center, right) with buttons along the bottom. (See [Customized Template Illustrated.](#))

NOTE: Attributes affect the entire message, not just selected portions of it. Alignment is for the current column only.

Unselected buttons are **black**. When you click to select a button it turns **red**, remaining red unless you de-select it.



B	Bold
I	Italic
U	Underline
+	Large text
-	Small text
<<	Left align
><	Center
>>	Right align

Horizontal Lines

The Available Fields list includes a horizontal line element:

-- Horizontal Line --

Lines are useful, with or without text messages, for separating groups of fields. Preview the template frequently as you add fields and horizontal lines, in order to achieve a pleasing arrangement. Move the -- Horizontal Line -- marker up or down in the Current Selection list, or remove it as needed.

Previewing and Testing the Template

Preview: Click Preview any time you want to view the results of adding a field or marker.

Test: Click Test (after saving) any time you want to run a test search of the template in its current state.

Customized Template Illustrated

Property Search

Location

School Dist # } "Repeat this Entry" = 4 times
 or
 or
 or

School Dist Name: Amagansett, Amityville, Babylon, Baldwin
 "# List Entries Visible" = 4

Section/Area: starts w/ } "Repeat this Entry" = 4 times
 or starts w/
 or starts w/
 or starts w/

New Column with "Visible Separator Line" selected.

Price & Taxes Message Text

Listing Price thru
 Taxes thru

Home Characteristics Horizontal Line

Style: 2 Story, Cape, Colonial, Contemporary

Rooms thru } * "Prompts", replace "min" with blank & replace "max" with "thru".
 Bedrooms thru
 Baths thru
 Year Built thru
 Listing Date thru

Reset Search

Output Reports by Class

For each class your site's search supports, you can create a custom search results list (just as you can create a Custom Search Results Report for a regular Stratus search). If you do not design a custom report, Stratus displays the class' default output report.

To Create a Custom Output Report ▼

After you enter your search criteria at the search page:

1. Select the Class tab for which you want to create a custom output report.
2. Click the **Output Reports** tab.
3. At Col # 1, click on the down arrow in the **Field** box.
4. Scroll through the choices, then click on the field you want to appear in column # 1.
5. The field name automatically displays in the **Heading** column. You can use this name or change the name.
6. The **Width** column automatically displays to the maximum width for the current field. You can change the width. (If you enter a width that is less than the maximum width for the field, any values exceeding your specified width are truncated to your specified width.)
7. The **Justification** column is automatically specified: L is left justified, R is right justified, C is centered and \$ is right justified with dollar sign and comma. Numeric fields are typically right-justified. You can change the justification by clicking on your choice.
8. Repeat Steps 3 through 7 for each column you want to include in your custom output report.
9. Click **Save & Continue** to complete BRS customizing, or click **Save & Exit** if this is your last BRS change.
10. Click **Test** to display the property search form as currently defined.

Rearranging Column Order

To move a column up in the custom report sequence, click on the column number then click Move Up. To move a column down, click on the column number then click Move Down.

Deleting Fields

- To delete a field, click on the column number, then click Delete Item.
- Click Delete All, to discard all the fields in your report. If no fields display, Stratus reverts to the class' default output report.

GLOSSARY

Stratus Glossary

agency

Exclusive Agency Listing; no commission due if sold privately.

archived listings

Listings that are off the market for a period of time, such as closed, expired, withdrawn, and rented, are archived.

available

Listings available for sale or rent.

buyer exclusions

Specific potential buyers for whom (if they purchase the property) the seller will not be liable to pay a commission to the listing broker.

CMA

Comparable Market Analysis or Comparative Market Analysis.

contacts

Clients and vendors for whom you'd like to store phone, address, email, and appointment information.

history

Listing, displayed as it was originally entered, along with a list of all status and edit changes made subsequent to input.

HOA

Home Owner's Association.

MLS

Properties listed with the Multiple Listing Service.

MLSLIREALTOR.com

LIBOR/MLS web site for consumers and Realtors.

PIT

Mortgage principal, interest and taxes.

PMI

Private Mortgage Insurance.

private

Listings input at your office to be viewed only by your company.

prospect match

Matches your buyer's requirements to new MLS listings, as they become available, and listings that have had price changes.

public records

Tax records for all properties in Nassau, Suffolk, Queens, and Kings/Brooklyn.

SA/BA

Is the broker offering a Sub Agency (SA) or Brokers Agency (BA) relationship to a selling broker?

template search

Search form in which you enter search text where desired (e.g., Quick Search or Owner's Name Search) as opposed to Flex Search, where no template is provided.

unavailable

Listings no longer available for sale or rent.

update

Report of all new and changed listings in your market areas.

virtual tour

360° panoramic virtual tour of a listing, posted on the Internet.

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