

reInsight Mobile Quick Start Guide

Overview

The purpose of this document is to provide an overview of the features in reInsight Mobile. This document will review the process to access reInsight Mobile, perform Quick and Property Searches, email listings, and set up preferences.

Due to the variety of devices in the marketplace, this document will include general references to controls such as “select the enter option” to refer to the control that performs the command.

Accessing reInsight Mobile

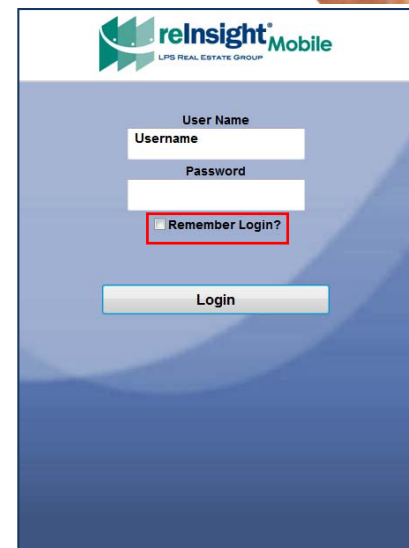
Use the following steps to access the reInsight Mobile MLS site:

1. Enter the URL that was provided by the MLS into the hand held device
2. Select the enter option to go to the URL
3. Enter Username and Password at the login screen (For Paragon users, this will be your Paragon username & password)
4. Click Login

Remember Login

The system can now be configured to display an option for the user to allow Mobile to remember their login and password. A “Remember Login” checkbox will appear below the Password field when configured. It will automatically attempt to log them in when they come to the page.**

****NOTE:** Function availability is determined by your MLS.



Preferences

reInsight Mobile provides the ability for agents to set up defaults for email, search preferences, and the contact information that appears on the Listing Report. This can be done from a mobile device or any web browser. It will be easier to initially set up preferences from I.E., Firefox or Safari on a computer using the full qwerty keyboard. Users will want to set up preferences before they start using the application.



Search Preferences

On the Search Preferences page, agents can configure their default class, status and area(s) for the main search page and enable or disable additional search criteria fields. This gives agents the ability to customize the search screen and display the fields that they most commonly use. The fields that appear in this section are determined by the MLS.

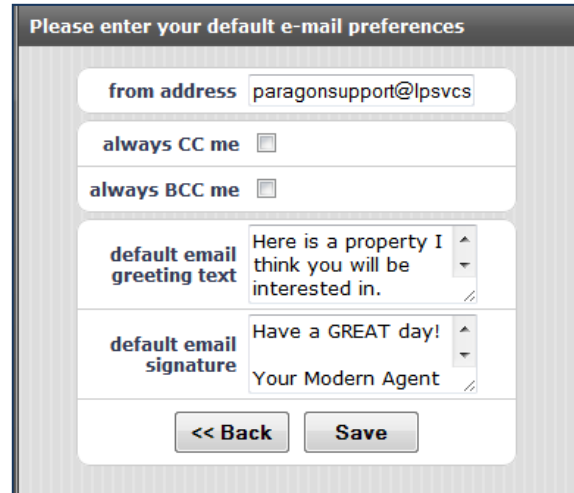
Please select your preferences below	
default class	Multi-Family
default status	ACTIVE
default area	- None - Marshfield Medford Merrill
Select additional criteria from the following options. Keep in mind that selecting too many options can slow the performance of the Property Search form.	
Type	Yes
Area	Yes
Municipality	Yes
Price	Yes
Age	Yes
Style	Yes
Garage Capacity	Yes
Basement	Yes
Sewer/Water	Yes
Number of Units	Yes
County	Yes
Address Number	No

Email Preferences

reInsight Mobile includes a feature which allows agents the ability to set up a default greeting, signature and whether to automatically receive a CC or BCC of each email message.

The “From Address” is automatically populated from the Agent Record in Paragon. It is editable from this page if necessary.

The default greeting and signature will automatically populate above and below the property information for an emailed listing. Agents have the option to “Use Default Greeting & Signature” at the point when they are setting up the listing to be emailed. See the Email Listing section for more information.



Please enter your default e-mail preferences

from address: paragonsupport@lpsvcs

always CC me:

always BCC me:

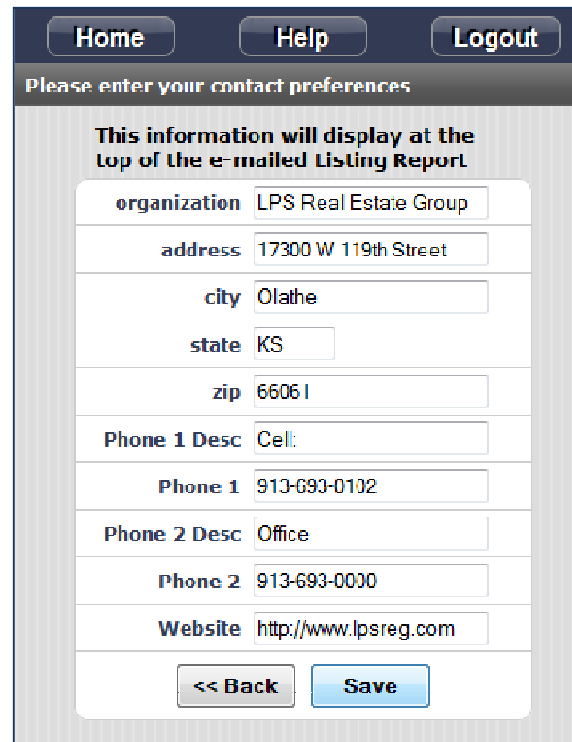
default email greeting text: Here is a property I think you will be interested in.

default email signature: Have a GREAT day!
Your Modern Agent

<< Back Save

Listing Report Contact Info

Users can configure the contact information that appears on the Property Listing PDF Report. This is the report that is attached an email when a listing is sent to a client. The system defaults to the agent contact information (or be blank, based on MLS settings).



Home Help Logout

Please enter your contact preferences

This information will display at the top of the e-mailed Listing Report

organization: LPS Real Estate Group

address: 17300 W 119th Street

city: Olathe

state: KS

zip: 66061

Phone 1 Desc: Cell

Phone 1: 913-693-0102

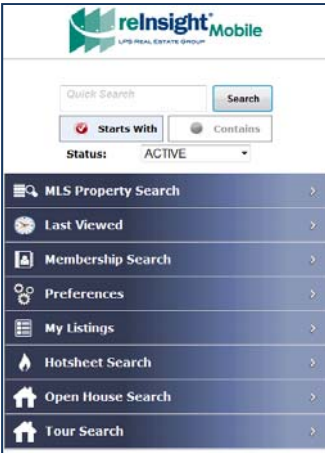
Phone 2 Desc: Office

Phone 2: 913-693-0000

Website: http://www.lpsreg.com

<< Back Save

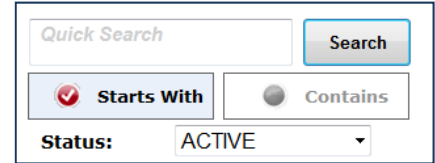
reInsight Mobile Home Page



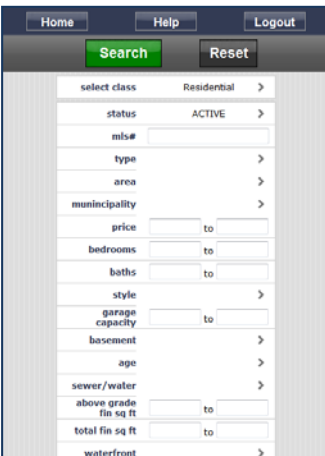
After the preferences are set up, the application is ready to go for the agent. From the main screen, agents can access the following options.

Quick Search

The Quick Search works similar to Paragon Online with the exception that it only searches one MLS # at a time. It searches by MLS #, Address, Zip Code, Price and Listing Agent Last Name. It is configurable by the MLS to appear either at the top or the bottom of the main landing page.



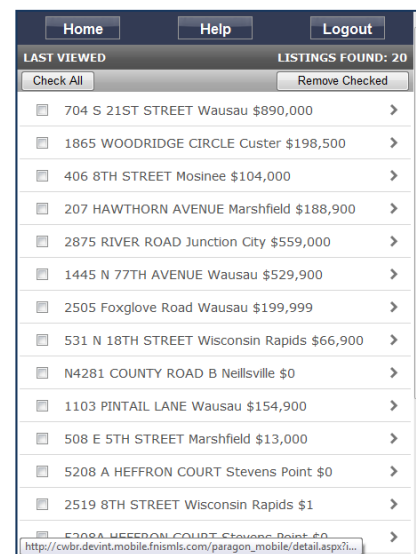
MLS Property Search



Provides full MLS Property Search and is covered in detail within [MLS Property Search](#).

Last Viewed

Last Viewed is an option that stores the last 20 properties in which the detail results were viewed. Users can quickly access the most recently viewed properties.

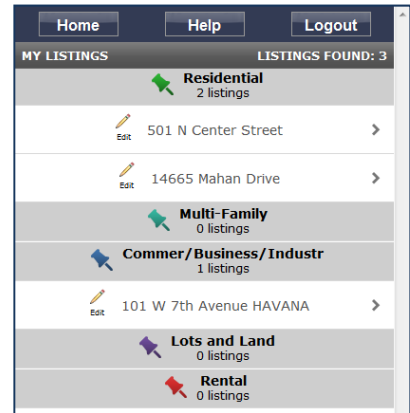


Preferences

This section allows users to configure their preferences and is covered in the [Preferences](#) section of this document.

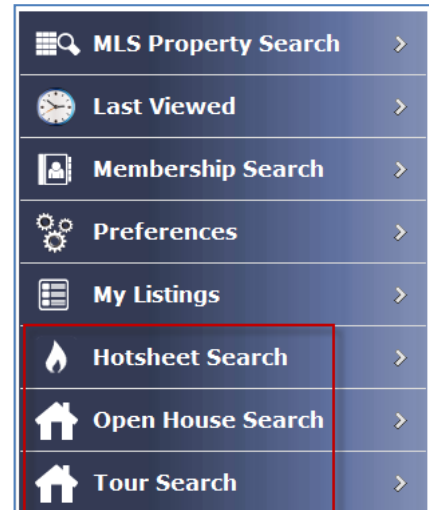
My Listings

My Listings displays all of the agent's current inventory grouped by class.



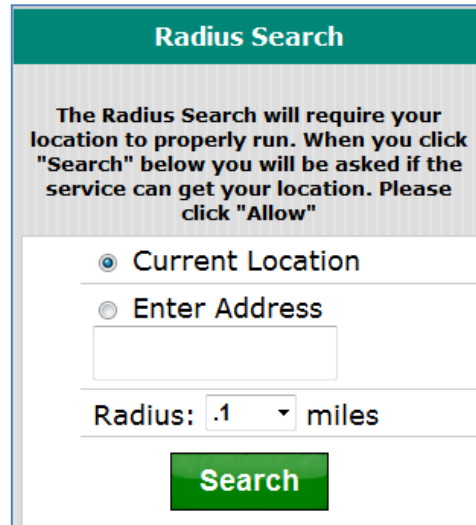
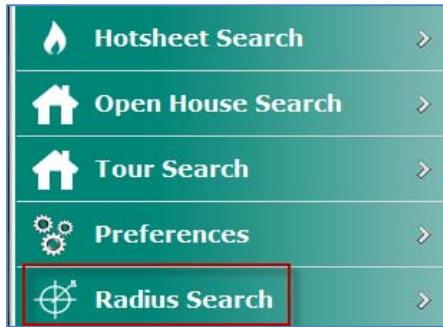
Hotsheet, Tour and Open House Searches

Hotsheet, Tour and Open House Searches are available in Mobile if your MLS has elected to display these options. Each section will have the standard set of search fields available: Status, Date Range, Area and Price.



Radius Search

If enabled by your MLS Radius allows you to search a defined Radius distance based on either their current location or a specific property address.



The 'Radius Search' form has a title bar 'Radius Search'. Below the title bar is a grey box with the text: 'The Radius Search will require your location to properly run. When you click "Search" below you will be asked if the service can get your location. Please click "Allow"'. Below this is a white form area with two radio button options: 'Current Location' (selected) and 'Enter Address'. Under 'Enter Address' is a text input field. Below the input field is a 'Radius:' label followed by a dropdown menu showing '.1' and the word 'miles'. At the bottom of the form is a green 'Search' button.

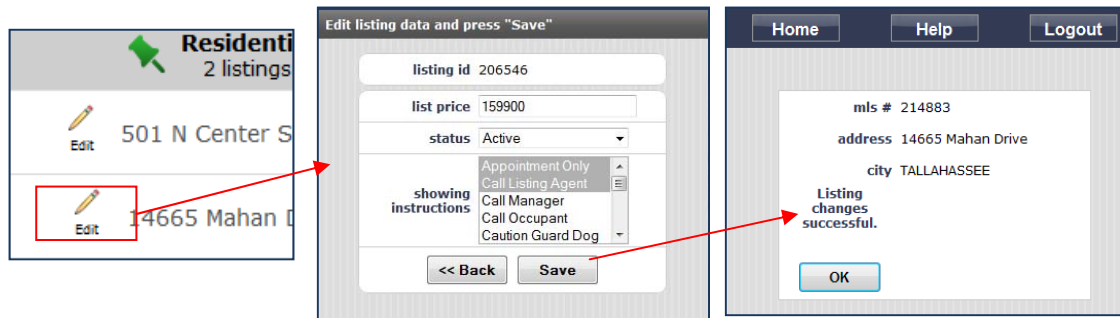
Listing Maintenance

Mobile allows users to maintain a select set of fields via their mobile phone. This option is configurable per MLS Association.

When listings are updated via mobile a hotsheet comment will be generated on Paragon Online that denotes that the change was made from reInsight Mobile.

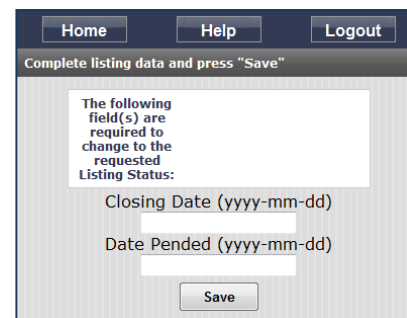
Users can update List Price and Status fields or additional fields allowed by your MLS.

To maintain listings in reInsight Mobile:



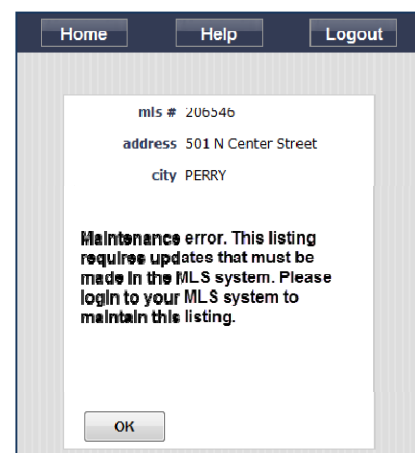
1. Select My Listings.
2. Select Edit
3. You will be presented with the screen to maintain List Price and Status (and additional fields)
4. Select Save to apply the changes to the fields.
5. A confirmation of the changes will appear, select OK to complete.

When modifying a Status (Pending) you may be prompted to enter additional date information as required by your MLS.



If the listing is missing information or requires an update that is not available via reInsight Mobile, an error will display directing you to complete the listing update in the MLS system.**

****NOTE:** Function availability is determined by your MLS.

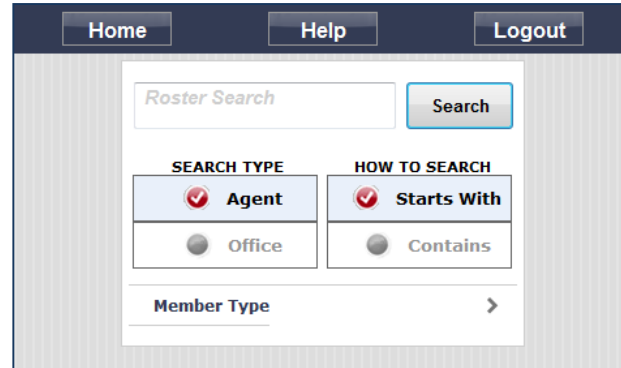


Membership Search

Membership Search allows users to search by Agent or Office using the “Starts With” and “Includes” functionality that can be found in the Quick search.

Member search also allows filtering results by Member Type or Office Type.**

****NOTE:** Function availability is determined by your MLS.



The screenshot shows a mobile application interface for membership search. At the top are navigation buttons for 'Home', 'Help', and 'Logout'. Below is a search bar labeled 'Roster Search' with a 'Search' button. Underneath, there are two columns of search options: 'SEARCH TYPE' with radio buttons for 'Agent' (selected) and 'Office', and 'HOW TO SEARCH' with radio buttons for 'Starts With' (selected) and 'Contains'. At the bottom, there is a 'Member Type' dropdown menu with a right-pointing arrow.

MLS Property Search



The screenshot displays a mobile application interface for MLS property search criteria. It features a 'Search' button at the top left and a 'Reset' button at the top right. The main area contains a list of search criteria, each with a dropdown arrow: 'select class' (Residential), 'status' (Active), 'mis#' (empty), 'type' (empty), 'area' (empty), 'subdivision' (empty), 'city' (empty), 'tax item #' (empty), 'price' (empty to empty), '# of bedrooms' (empty to empty), '# of total bathrooms' (empty to empty), '# of full baths' (empty to empty), '# of half baths' (empty to empty), 'year built' (empty to empty), 'square feet' (empty to empty), '# of acres' (empty to empty), 'owners pool' (empty), 'address number' (empty), 'address street' (empty), and 'listing date' (empty to empty). A 'Search' button is at the bottom left and a 'Reset' button is at the bottom right.

After clicking the MLS Property Search link, users will land on the search criteria page. The available search options are determined by the MLS. Some fields are displayed by default. Others, as determined by the MLS, can be enabled or disabled by the agent (as covered previously in Preferences).

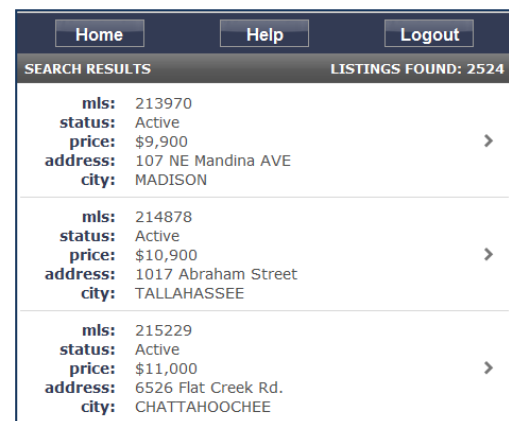
After entering criteria, generate the search by clicking on the “Search” button that is either at the top or bottom of the page. The search criteria can be cleared by clicking the “Reset” button.

Note: Multiple selections are allowed in list boxes. Example: Area, Type of Property, etc.

Search Results

reInsight Mobile will display how many listings were found in the search along with the MLS #, the street address and the list price.

Clicking on the MLS # link will take the agent to the listing detail.



The screenshot shows the search results page with navigation buttons for 'Home', 'Help', and 'Logout'. The header indicates 'SEARCH RESULTS' and 'LISTINGS FOUND: 2524'. The results are displayed as a list of three items, each with a right-pointing arrow:

mls:	213970
status:	Active
price:	\$9,900
address:	107 NE Mandina AVE
city:	MADISON
mls:	214878
status:	Active
price:	\$10,900
address:	1017 Abraham Street
city:	TALLAHASSEE
mls:	215229
status:	Active
price:	\$11,000
address:	6526 Flat Creek Rd.
city:	CHATTAHOOCHEE

Listing Details

The data displayed in the Listing Details is determined by the MLS and varies from MLS to MLS. The Detail Page will display the primary property photo and additional images via a photo spinner.


From the Listing Detail, agents can access listing photos, listing data, and Live Maps by MS Virtual Earth.

In addition, depending upon the hand-held device, the agent email address and phone number will appear as interactive links.

Listing Photo Note: reInsight Mobile detail displays all listing photos in the order that they are set up in Paragon Online. If no listing images are available, the Bing Map view will display.

Home
Help
Logout

Return to Results



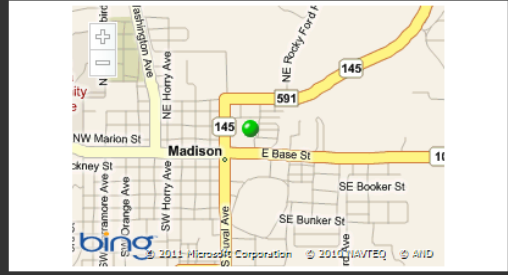
<< Prev Photo 1 of 8 Next Photo >>

View Map

Schedule a Showing

mls#: 1102368
 status: Active
 type: Duplex
 price: \$109,000

Return to Results



0 of 0

View: Road

mls#: 213970
 status: Active
 type: Detached Single Family
 price: \$9,900
 address: 107 NE Mandina AVE
 zip: 32340
 subdivision: Bryan Field
 tax item#: 4116-001-008
 year built: 1940
 # of bedrooms: 2
 square feet: 728

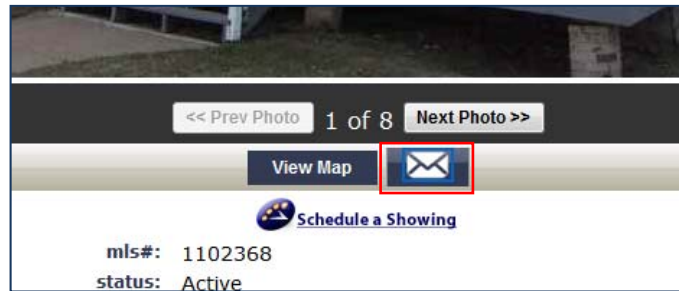
Email Listing

To email a listing, click on the “Email” button below the listing image. This will launch the email feature.

From here, agents can enter the “To” address, change the Subject Line (Address info defaults), select whether to receive CC, whether to use Default Greeting and Signature, or type in their own message.

After making all necessary entries or selections, scroll to the bottom of the page and click the Send button. Upon completion, the following message will appear:

“Email Listing Email sent successfully!”



A screenshot of the 'E-mail Listing' form in the mobile application. The form has a dark header with 'Home', 'Help', and 'Logout' buttons. The title 'E-mail Listing' is below the header. The form contains several fields and options:

- 'to': An empty text input field.
- 'from': A text input field containing 'paragonsupport@lpsvcs.com'.
- 'CC me': A checkbox that is unchecked.
- 'BCC me': A checkbox that is unchecked.
- 'subject': A text input field containing '271 Skate Drive - Property Listing'.
- 'use default greeting and signature': A checkbox that is checked.
- 'email': A large text area for entering a custom message.
- At the bottom, there are two buttons: '<< Back' and 'Send'.


Email & Report View

The email will contain the property address in the subject line (if not edited) and property information in the body of the email to include the MLS #, the Street Address and the List Price (the same data that appears on the Search Results page).

In addition, the email will include an attached Listing Detail Report in PDF format for the client. The fields that appear under Additional Property Information are configurable by the MLS.

The PDF Report View will display the first 5 images from Paragon Online—the Primary Photo will display in the top half of the report and the next 4 photos at the bottom of the page in the order that they are organized in Paragon Online.

From: paragonsupport@lpsvcs.com
 To: Koehrsen, Bernal
 Cc:
 Subject: 738-740 S 1ST AVENUE - Property Listing

Message |  1102368.pdf (236 KB)

Here is a property I think you will be interested in.

Let me know when you want to visit this property.

Property Details:
 MLS #: 1102368
 Address: 738-740 S 1ST AVENUE
 Price: \$109,000.00

Have a GREAT day!

Your Modern Agent
 MLS Trainer
 LPS Real Estate Group
 17300 W 119th Street
 Olathe, KS 66061

Property Listing Detail Report



LPS Real Estate Group
 17300 W 119th Street, Olathe, KS, 66061
 Cell: 913-693-0192
 Office: 913-693-0000
 Email: paragonsupport@lpsvcs.com
 Website: <http://www.lpsreg.com>

Property Information

Price:	\$109,000.00
Status:	ACTIVE
Street Address:	738-740 S 1ST AVENUE
City ST, ZIP:	Wesau WI, 54401
Class:	Multi-Family
Area:	Wesau
MLS#:	1102368



Additional Property Information

Type	Duplex	Municipality	Wesau West
County	Marathon County	Number of Units	2
Age Range	51+	Age	50+
Style	2 Story	Garage Capacity	2
Basement	Yes	Sewer/Water	Pb Sewer/Pb Water
Waterfront	No	Parking	Separate driveways
Appliances	Refrigerator, Range	Interior	Ceiling Fan(s), Smoke Detector, Cable Hookup, Walk-In Closets
Laundry	Available On Site, Hook-up in All	Heat Type	Hot Water, Steam
Fuel Type	Natural Gas	Gas	Separate Meter
Water	Meter (s)	Electricity	Separate Meter

Remarks 2 story side by side duplex. Formal dining room, living room, and kitchen on main floor. 2 bedrooms and a large bonus room and bath on upper. Wall between basements. Newer vinyl siding and insulation. All windows were replaced 10 years ago.

Additional Photos



Disclaimer

This information is deemed reliable but not guaranteed.