

reInsight™ Mobile Quick Start Guide

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 Fidoogle and Property Searches, email listings, and set up search and email 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 what ever button, wheel, etc. performs the enter command on your device.

Accessing reInsight™ Mobile

Use the following steps to access your **reInsight™ Mobile** MLS site:

1. Enter the URL that you were provided into your hand held device.
2. Select the enter option to go to the URL.
3. Enter your Paragon Username and Password at the login screen.
4. Click Login.



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MLS Board Name: Upper Cumberland
Please select your default search preferences from the following options.

Class: RESIDENTIAL ▼

Class: Refresh Criteria

Status: Active ▼

Additional Search Criteria
Select additional criteria from the following options. Keep in mind that selecting too many options can slow the performance of the Property Search Form.

Square Feet	Yes ▼
Type	Yes ▼
Area	Yes ▼
Price	Yes ▼
Address Number	Yes ▼

Preferences

The first thing agents will want to do when they access **reInsight™ Mobile** is set up their Preferences. **reInsight™ Mobile** provides the ability for agents to set up defaults for search preferences, email and listing report contact information.

Search Preferences

On the Search Preferences page, agents can configure their default class and status for the main search page. In addition, agents can enable or disable additional search criteria as determined by the MLS.

Note: When changing the class to enable/disable fields for additional classes, it is important to click the “Refresh Criteria” button after selecting a different class. The “Refresh Criteria” button refreshes the available fields for the class in the second half of the page.

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 the 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.

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Please enter your e-mail default preferences from the following options.

From Address:

CC: Automatically receive a carbon copy.

BCC: Automatically receive a blind copy.

Default E-mail Greeting Text

Default E-mail Signature

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Please enter your preferred contact information in the following fields which will display at the top of the Listing Report

Organization:

Address:

City:

State:

Zip:

Phone 1 Description:

Phone 1 Number:

Phone 2 Description:

Phone 2 Number:

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Listing Report Contact Info Preferences

Agents can setup their preferred contact information for the PDF Listing Report to include customizing the phone labels. This information appears in the header section of the Listing Report that can be emailed to clients.

Note: This option is configurable by the MLS and will appear under Preferences if activated.

Property Listing Detail Report

Paragon Admin
 Fidelity MLS
 17300 W. 119th St., Olathe, KS, 66061
 Phone: 913 693-0000
 Toll Free: 877 657-4357
 Email: jeff.andereon@fnres.com



Property Information

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:

- Fidoogle Search – works similar to Paragon Online with the exception that it only searches one MLS # at a time. It searches by MLS #, Street Name, Price and Listing Agent Last Name.
- MLS Property Search – this option takes you to the property search page.
- Last Viewed – this option stores the last 20 properties in which the detail results were viewed.
- Preferences – user preferences which were covered above.
- My Listings – this option takes you to all of your own personal listings.
- Membership Search – Allows you to search the MLS membership by Agent or Office.

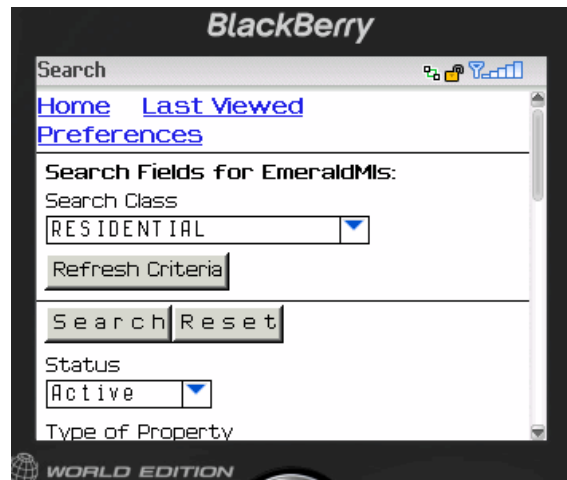


MLS Property Search

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

Reminder—if you selected a different class than the default from the previous screen, you must click the “Refresh Criteria” button to refresh this criteria page, otherwise the default class criteria will appear.

After entering your criteria, click the “Search” button that is either at the top or bottom of the page. At anytime you can clear the search criteria by clicking the “Reset” button.



Note: You are allowed multiple selections 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.

Listing Details

The data displayed in the Listing Details is determined by the MLS and varies from MLS to MLS. In addition, data will vary based on class.

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 displays up to 6 listing photos. The primary image and the following 5 images in the order that they are set up in Paragon Online.



The **Live Maps** link will land you directly the listings location.

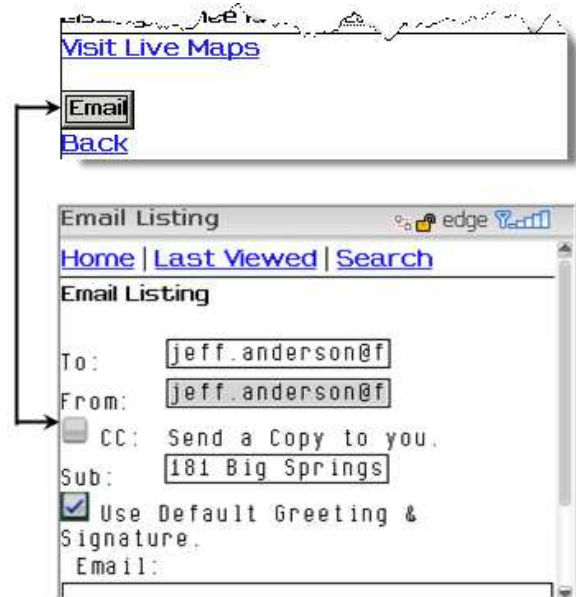
Email Listing

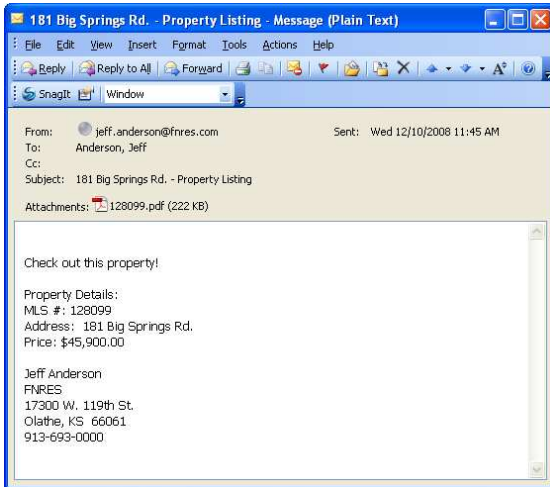
To email a listing, click on the “Email” button at the bottom of the Listing Details page. This will launch the email feature.

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!”





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.



As with the Listing Details in the application, the PDF Report View will display the first 6 images from Paragon Online—the Primary Photo will display in the top half of the report and the next 5 photos at the bottom of the page in the order that they are organized in Paragon Online.



Last Viewed

The Last Viewed option in reInsight™ Mobile simply provides a quick reference to listings that were previously viewed (Listing Details page) by the agent without having to try to remember the search criteria or how they got to the listing.

Last Viewed will store up to 20 listings. After it reaches the 20 listing limit, as new listings are added to the top of the list, older listings will drop off the bottom of the list. In addition, agents can delete listings from the list by placing a check in the checkbox next to the listing and clicking the Delete Selected button.

Fidooogle Search

While this was briefly covered above in the Home Page section, the Fidooogle Search in **reInsight™ Mobile** does contain a feature that is not in Paragon Online and deserves mention here—the ability to change the search type from a “Starts with” to an “Includes” search.

As mentioned previously, the **reInsight™ Mobile** Fidooogle Search works similar to Paragon Online with the exception that it only searches one MLS # at a time. It searches by MLS #, Street Name, Price and Listing Agent Last Name.

