How to Use the Comparables Database:

1. Click on list, show comparables list or on the task bar comparables icon.

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Γ	đ	-			Show <u>R</u> eports	List				
Ī	8	Shov	v Onlin		Show <u>N</u> eighbo	orhoods Lis	st			
	8	Shov	v <u>⊂</u> lien		Show Comparables List					
	8	Shov	v <u>R</u> epoi	rts List						
	8	<u>S</u> hov	v Comp	arable	s List					
	٨	Shov	Show Neighborhoods List							

2. The comparables database will open to the list tab.

💦 List of Comparables										
Database Records Photos List Options Maintenance										
Search	List	Detail	Export/P	rint	Preference	es				
Drag a column header here to group by that column										
StreetNumber 💌	StreetName 🛛 🔺 💌	City 💌	Zip 💌	Tot 💌	BedR 💌	BathR 💌	≣			
175	BLUE CREEK DR.	VICKSBURG	39180	5	3	2	-1			
314	COOPER DRIVE	VICKSBURG	39180	6	4	2				
7428	Del Monte Avenue	Yucca Valley	92284	8	3	2				
102	E Centennial St	Rapid City	57701	8	3	2				
716	E ELK	RAPID CITY	57701	8	4	2				
230	E TEXAS	Rapid City	57701	8	4	2				
6463	E. Dannsmore Dr.	Nampa	83687	7	4	2.5	~			
<						>				

2. Click on the detail tab to display the details of the record you have selected in the list display.

List of Comparables										
atabase Records Photos List Options Maintenance										
Search		List	Deta	i Ex	oort/Print	Preferences				
k<	< >	>>I	New	Edit Save	Delete	Grid: URAR	*	Record No: Created:	16 01/09/2007	
St. No.	7428		Total Rms	8	County	San Bernardino		Modified:	01/09/2007	
St. Name	Del Monte Ave	nue	Bed Rms	3	Census					
Unit. No.			Bath Rms	2	Parcel No.					
City	Yucca Valley		G. Liv Area	1736	Neigh'bhd			-		
State	CA		Age	3	MapRef	178-C1		WEEKS	1 alle	
Zip Code	92284		No. Stories		MLS#			aliter and the	Children Children	
Front										
Date	Sale Price	Sale Dat	a Source	User Specifie	d	Value				
6/16/2006	288000	MLS/Real	Quest Data	Untitled1						
03/19/2004	\$200,000	RealQuest	Data	Untitled2						

3. The preferences tab allows you to change and display your preference settings. By checking or un-checking each item, you are selecting whether that item will be displayed in the list tab by column.

Search	List	Detail	Export/Print	Preferences			
Double click on the Show. Drag the R	e Column you wis ow to re-order Lis	sh to Hide or st view.			Restore Defaults		
Column		Visible	-When Loading (Comparables			
StreetNumber			🗹 Make Com	parable State = Subjec	ct State if missing		
StreetName 🗸		Image: A start and a start	Make Comparable Zip Code – Subject Zip Code if missing				
City		Image: A start and a start	Make Comparable County = Subject County if missing Make Comparable County = Subject County if missing Make Comparable Neighborhood = Subject Neighborhood				
Census 🔺		Image: A start and a start					
Zip 👇		~					
TotalRooms		Image: A start and a start					
CompsID		Image: A start and a start	💌 Make Com	parable Map Ref = Sul	bject Map Ref		
BedRooms		Image: A start and a start					
BathRooms		Image: A start and a start					
GrossLivArea		Image: A start and a start	Remember List View groupings and sorts (may take longer to load				
SiteArea			- Homombor Els	e nom groupings and s	sonte (may tante longer to load		

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How to Swap, Copy or Clear Comparables in a Report:

1. In the report, right click on a comp you wish to work with. You will see a Window Open with the Options to Copy, Paste, Clear or Swap this Comparable.

COMPARAB	COMPARA	
251 Buttern	nut Ridge Rd	12202
Undo	Ctrl+Z	San Jos
Cut	Ctrl+X	
Сору	Ctrl+C	
Paste	Ctrl+V	; 97.55
Clear	Ctrl+Del	Real Q
Cell Preference	s Shift+Ctrl+I	strei
Copy Sala		DESCRIPTIC
Cupy Sale Dasta Sala		conventior
Paste Sale		none note
Clear Sale		00000
 Swap Sale with 		Sale 2 🦷
Save as Respor	nse	Sale 3
1		1 00 acre

- 2. To swap with another comparable, click on swap sale with... and select the comparable you wish to swap this one with. It will transfer all the text and also swap the comparables photos for you.
- 3. To copy this comparable to another, click on "Copy", and then right click on the comparable you wish to paste this information to and click on "Paste".
- 4. To clear the information in this comparable, click on "Clear".

To Edit Comparables in a Report:

 There are several ways of opening the editor in order to edit the comparables, (a) Go to Edit, Edit Comparables. (b) Go to Tools, Comparables Editor. (c) Click on the Comparables editor icon on the Tool bar. (d) Or press Ctrl + E keys on your keyboard.

						<u>T</u> ools	<u>S</u> ervices	O <u>r</u> ders	<u>W</u> indows
						RBE	<u>S</u> pelling		•
<u>E</u> dit	<u>V</u> iew	Forms	⊆ells	Lists	Insert		<u>T</u> hesaurus,		
	<u>U</u> ndo				Ctrl+Z	2	Signatures.		
Ж	Cu <u>t</u>				Ctrl+X	<u>I</u>	PhotoSheet		
P	⊆ору				Ctrl+C	₹	<u>R</u> eviewer		
C.	Paste				Ctrl+V	6	I <u>m</u> age Edito	or	
	Clear			C	itrl+Del	.	<u>C</u> lickNOTES		
	Edit C	<u>o</u> mparab	les		Ctrl+E		Comparable	es Editor	
\$	Edit <u>A</u> e	djustmer	its	Shift+	-Ctrl+A	\$	<u>A</u> utomatic A	Adjustmer	its
	<u>S</u> elect	All			Ctrl+A		Ar <u>e</u> aSketch	I	
#\$	<u>F</u> ind a	nd Repla	се		Ctrl+F	1	Sketcher		
₿Ξ	Prefer	ences			Ctrl+K		<u>G</u> eoLocator		

2. In the edit comparables window you have many ways to edit your comps such as sort, copy, edit and re-arrange your comparables.

To Sort Comparables: Click on the "Sort By" down arrow and selecting the sort method you wish to use.

🚯 Comparables Editor									
Sort by:	Origina	al Order	-		 Sort by options 				
	Adj Sa	le Price		Comp 1	Comp 2	Comp 3			
	Net Ac	t Adjustment		-	-	-			
Sales Date Gross Liv Area Property Proximity		Date Liv Area iity		- and					
Ac	ddress	165 BULLCREEK	DR	175 BELL CREEK DF	131 PEPPER RIDGE	516 REDWOOD DRIN			
	City	VICKSBURG, MS	391	VICKSBURG, MISS	VICKSBURG, MISS.	VICKSBURG, MISS			
Pro	oximity			.5 MILES	2 MILES	2.5 MILES			
Sales	Price			275,000	250,900	270,910			
Sale	e Date			06/06	04/06	05/06			

3. You can copy, clear, transfer text and photos by clicking on a comparables drop down menu arrow and selecting the action you wish to take.

🚯 Comparables Editor										
Sort by:										
	Subject	Comp 1	Comp 2	Comp 3						
Action		•		•						
Property Photo			No Action Clear Everything Clear Adjustments Only Copy Subject desc.							
Address	165 BULLCREEK DR	175 BELL CREEK DF	Copy desc from	6 REDWOOD DRI [®]						
City	VICKSBURG, MS 391	VICKSBURG, MISS	Copy all from	CKSBURG, MISS						
Proximity		.5 MILES	2 MILES	2.5 MILES						
Sales Price		275,000	250,900	270,910						
Sale Date		06/06	04/06	05/06						
Gross Liv, Area	1,838	1,568	1,620	1,568						
Net Adjustment		-4,526	2,180	500						
Adj. Sales Price		270,474	253,080	271,410						

4. To drag and drop a comparable to a different position hover your mouse over the header of the comparable you wish to drag and drop until it turns into a down arrow, click and the entire comparable will be highlighted

🚯 Comparables Editor 📃 🗖 🔯									
Sort by: Ok Cancel									
	Subject	Comp 1	Comp 2	Comp 3 🔻					
Action		ht -	-						
Property Photo		- Okas							
Address	165 BULLCREEK DR	175 BELL CREEK DF	131 PEPPER RIDGE	516 REDWOOD DRIN					
City	VICKSBURG, MS 391	VICKSBURG, MISS	VICKSBURG, MISS.	VICKSBURG, MISS					
Proximity		.5 MILES	2 MILES	2.5 MILES					
Sales Price		275,000	250,900	270,910					
Sale Date		06/06	04/06	05/06					
Gross Liv. Area	1,838	1,568	1,620	1,568					
Net Adjustment		-4,526	2,180	500					
Adj. Sales Price		270,474	253,080	271,410					
To Deerder Com	es. Click on a some and	desa it to ita sou socit	ion, To Douorso Sorta	wass Chil Kay while sale					
To Reorder Comp	ps: Click on a comp and	aragic to its new posit	ion; To Reverse Sort: F	ress con key while sele					

5. You should note that this <u>does not</u> "Swap" the comp, but actually moves it and shifts all others one position to the left.