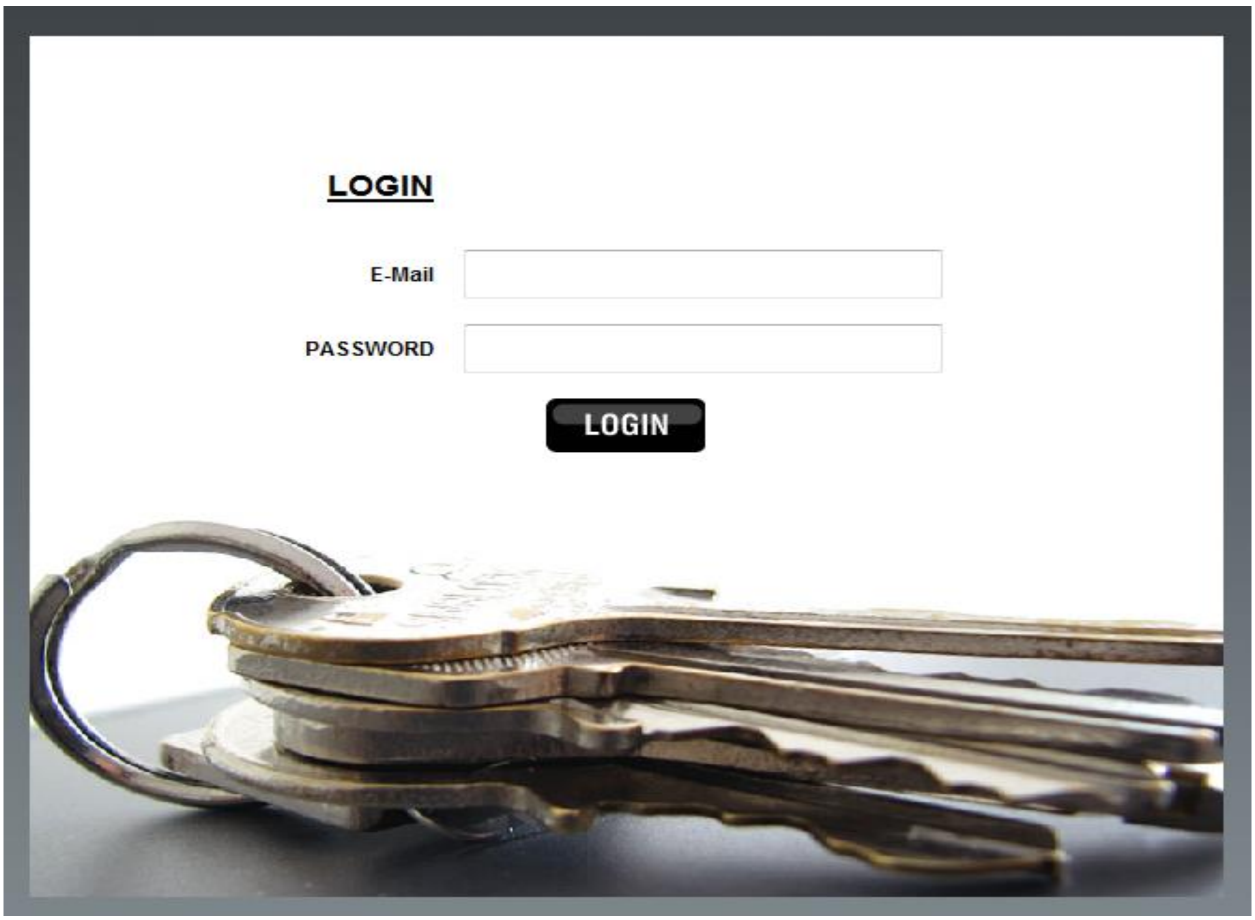
New Associate Resources

The New Associate Resources has some similarities to the old version, but we have strived to make it easy to search for documents, find help and most of all, make it your own personal site. Welcome to the New Associate Resources.

To Log into Associate Resources:

1. Go to realtysouth.com homepage
2. Agent Login
3. **You must use your EMAIL address and PASSWORD to log into Associate Resources now.**



Overview

1. The Left Navigation:

A. New Associate Resources: These are your Quick Tools

2. The Header:

A. Essentials Page:
1. New Agent Necessities: This will help the new agents ease into the business and find "Necessities" when starting their real estate business.
2. Need to Know Basics : Helpful documents
3. Just Listed: A list of documents that most agents need when preparing to list a house.
4. Contract Documents: A list of documents needed when writing a contract.

B. Money Savers Page: Discounts provided to employees and agents of RealtySouth

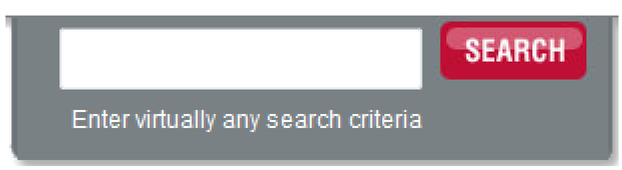
C. Human Resources Page: Contains Employee Policies documents, forms, and Agent Documents.

D. Family of Services Page: One stop shop to find everything you will need or need to know about our Family of Services.

E. Need Help? Page: Never wonder who you should contact about what! Just click on this page to find the contact information for the appreciate person you need to contact who within the Family of Services.

F. My Favorites: Old Associate Resources listed these as My Links….now it is My Favorites. A list of all your favorite links which you can now add to and personalize. Example: Add MSN.Com to the dropdown list

3. Search Feature:



Just like on RealtySouth homepage…enter a word in the search box to search:

Example: Smith

All Agents/Staff with the name Smith

Offices with the name Smith

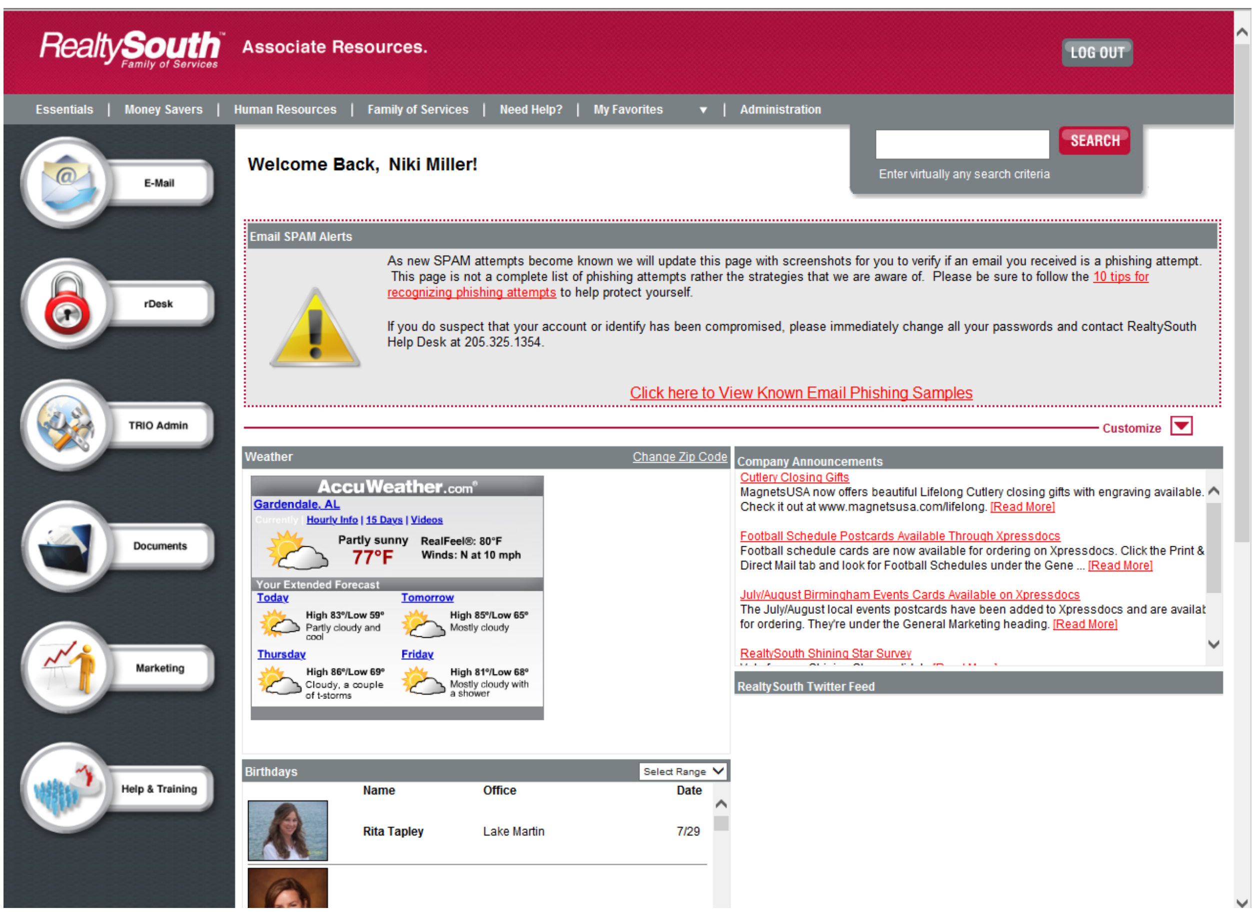
Calendar/Company related items with Smith in the name

4. The Main Page: The Widgets

   Customize your page to see only the widgets you want. Choose from the list of Widgets to have on your main page.

Home Screen

When you log into Associate Resources, you will see this screen.



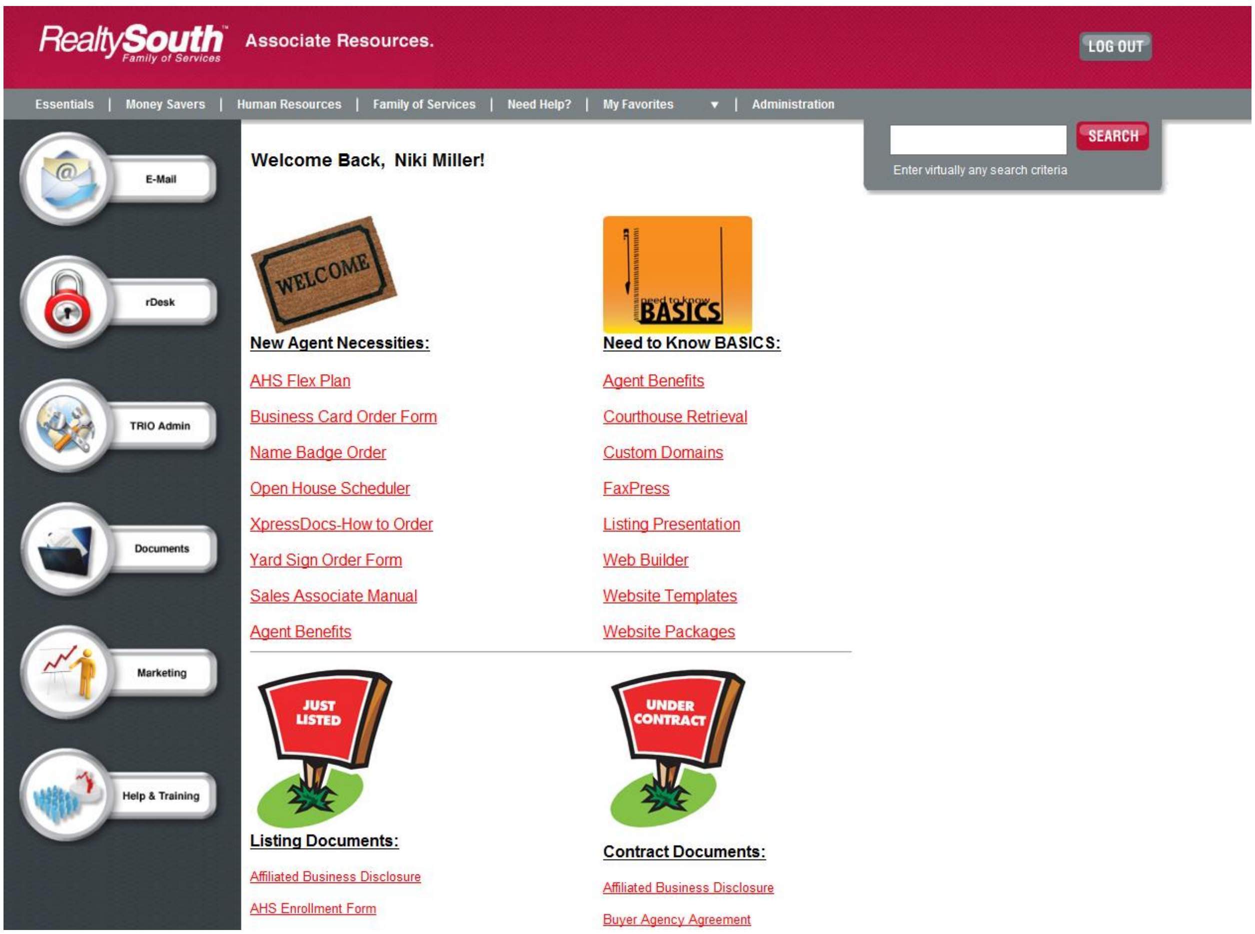
From the Home screen you will navigate where you need to go or what you want to see.

1. Top Navigation:

A. Essentials:

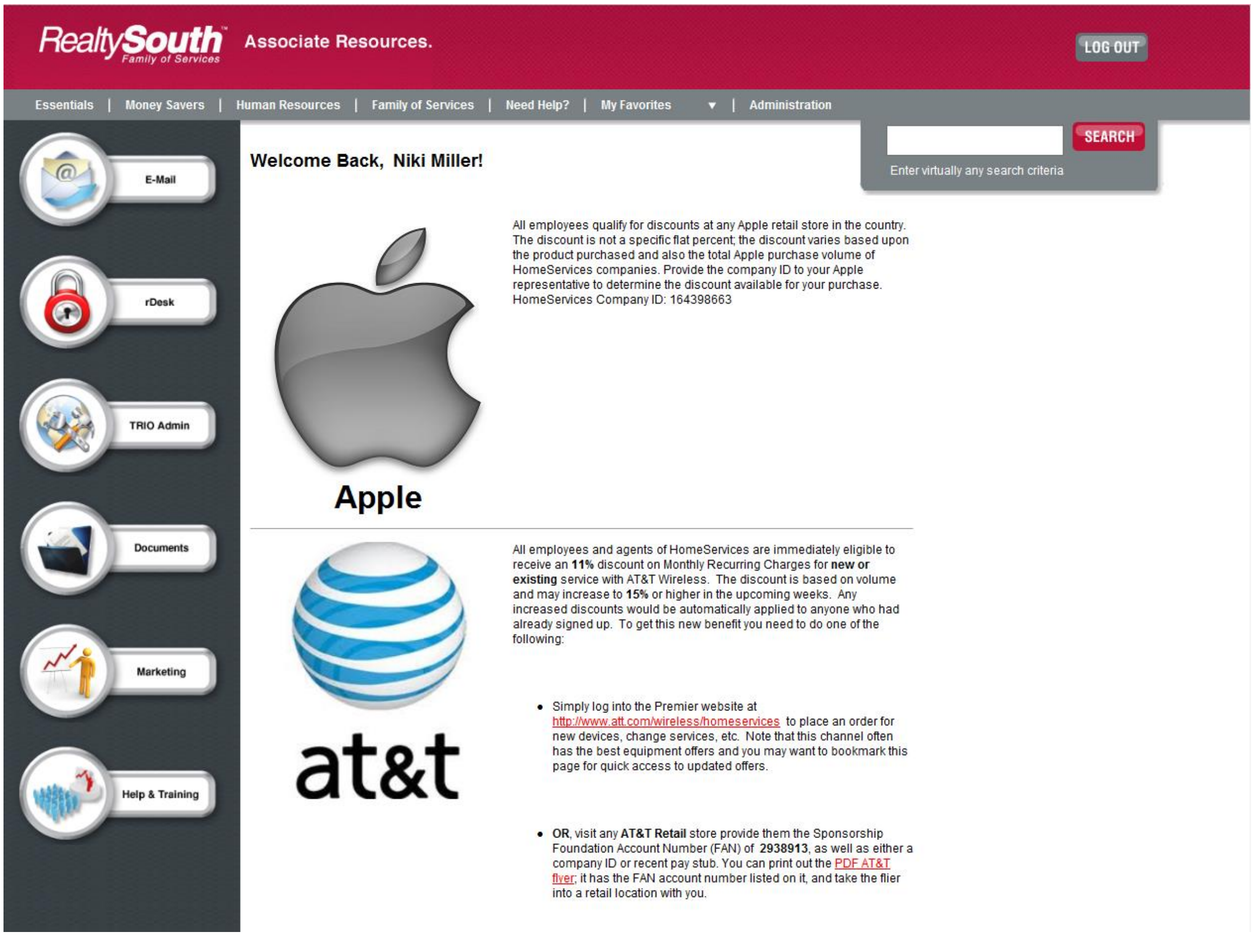
The Essentials page is to help you find Documents and Essentials that you use frequently.

1. New Agent Necessities
2. Need to Know Basics
3. Listing Documents
4. Contract Documents



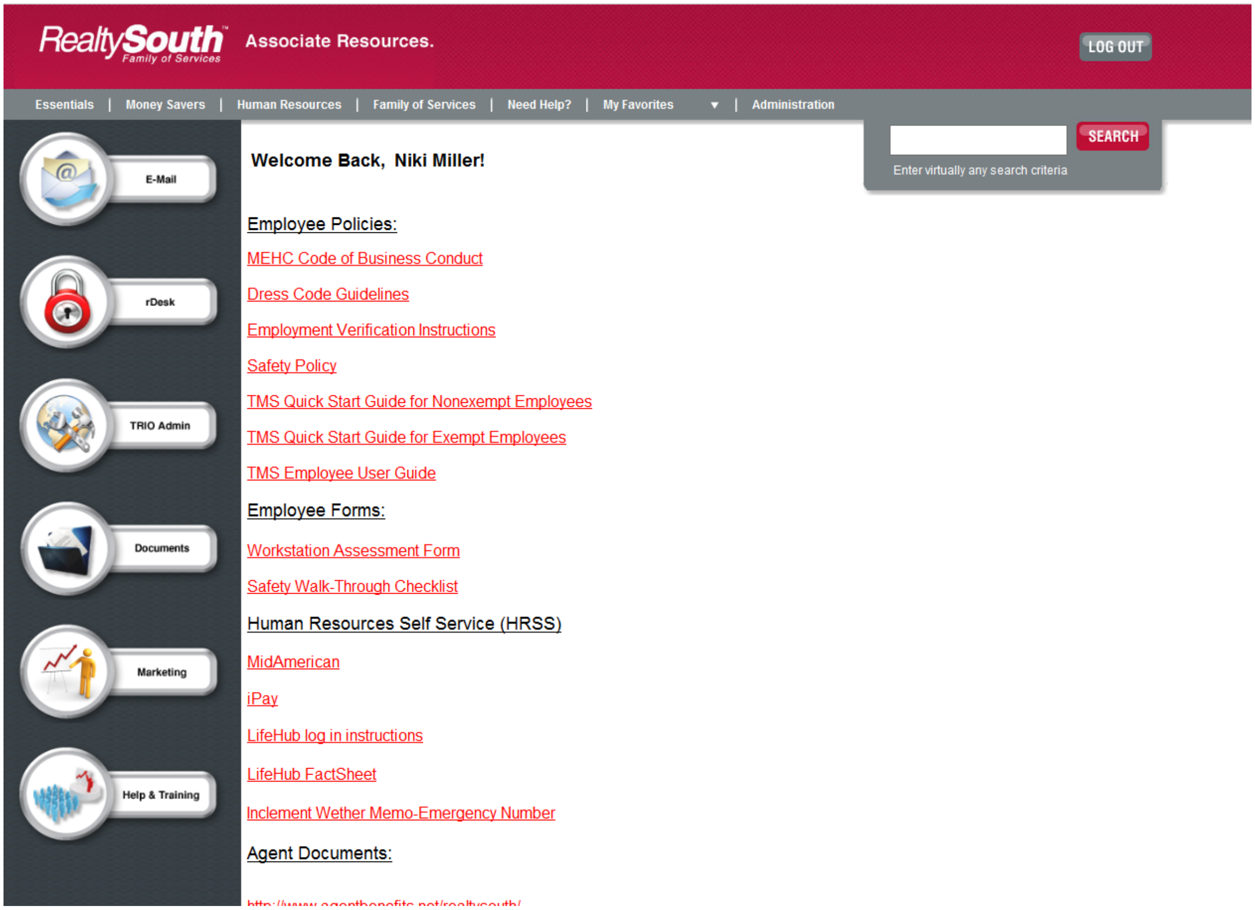
B. Money Savers:

Discounts provided by different vendors for RealtySouth employees and agents.

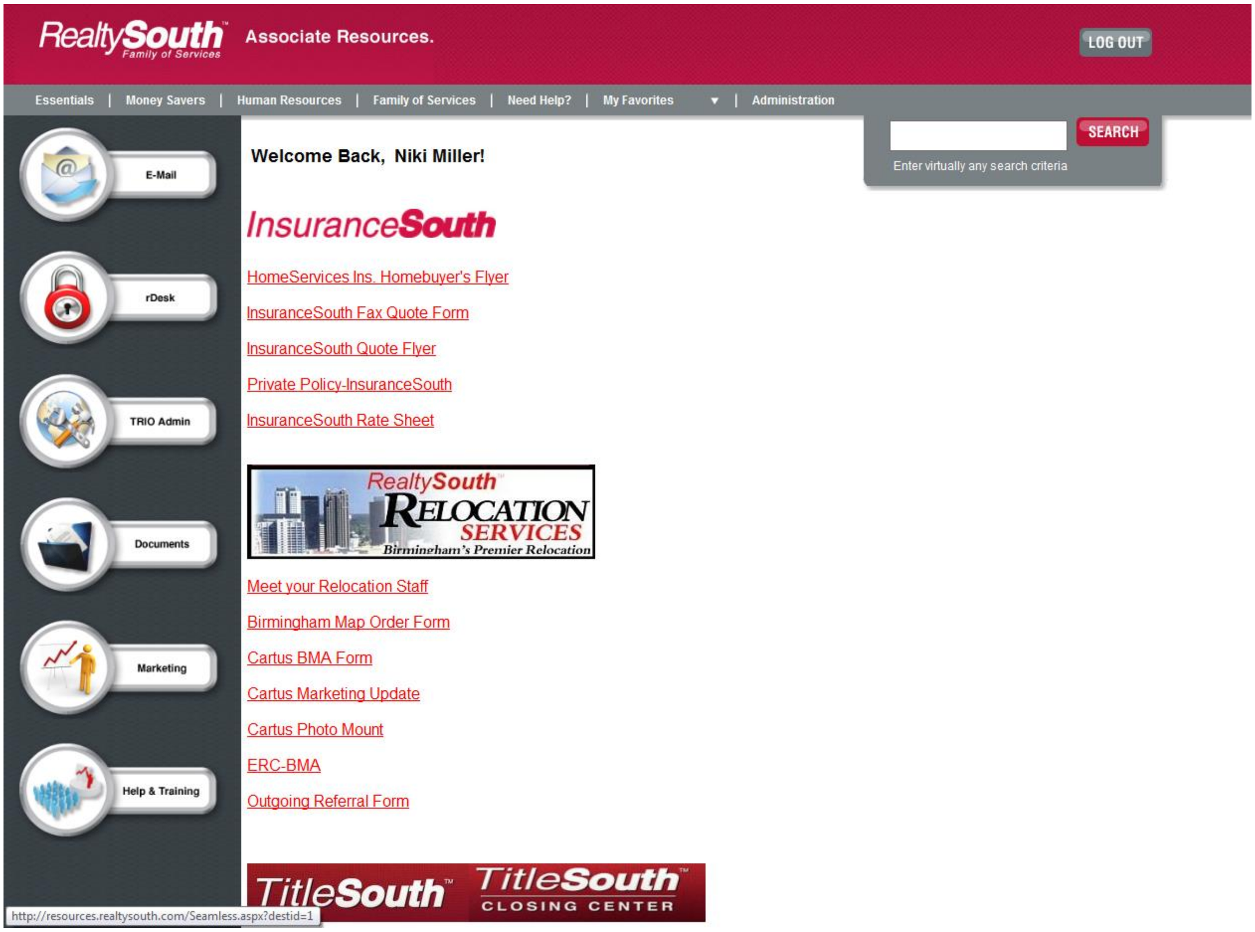


C. Human Resources:

Easy access to our basic Human Resources questions and answers. Includes all policies or forms associated with Human Resources.



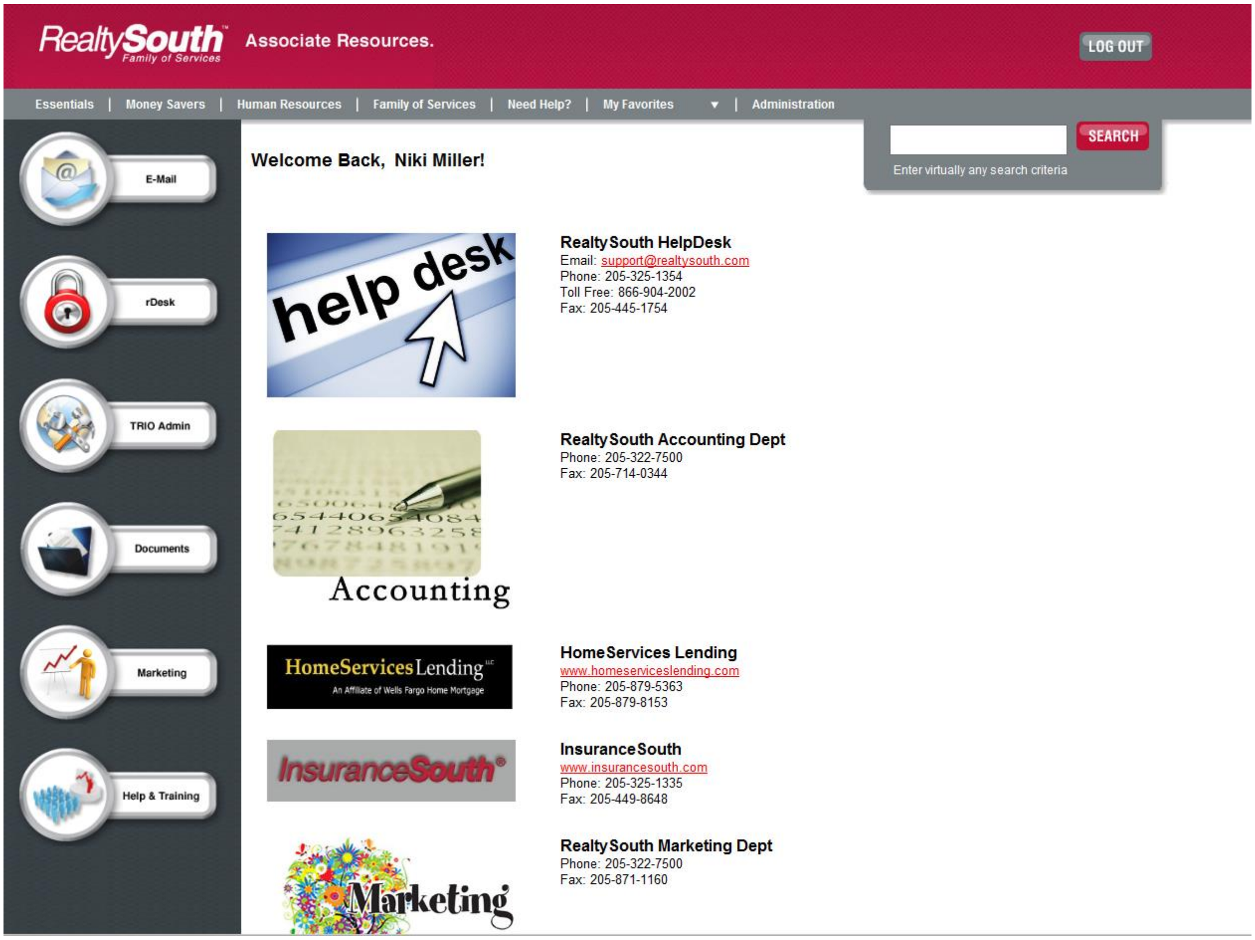
D. Family of Services:
   Find Family of Services documents here. InsuranceSouth, Relocation, and TitleSouth/Title Closing Center.



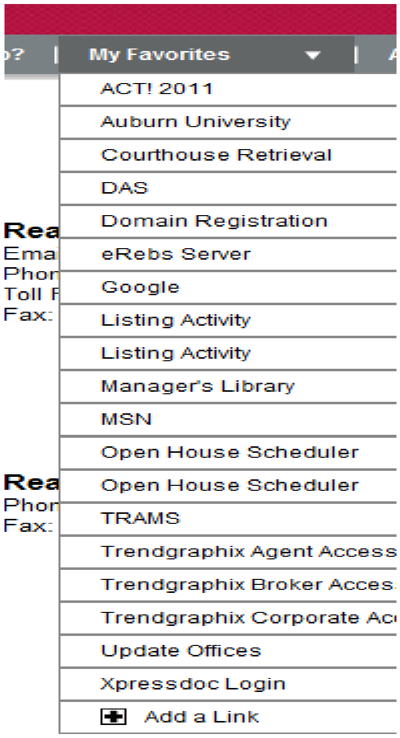
E. Need Help?:

Need to know who to contact? Here is a central location to find phone, fax, email, or web address for all of our Family of Services and corporate staff.

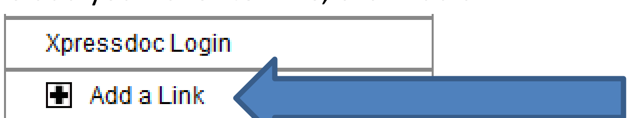
1. RealtySouth HelpDesk
2. RealtySouth Accounting Dept
3. HomeServices Lending
4. InsuranceSouth
5. RealtySouth Marketing Dept
6. RealtySouth U
7. RealtySouth Relocation Dept
8. TitleSouth
9. TitleSouth Closing Center



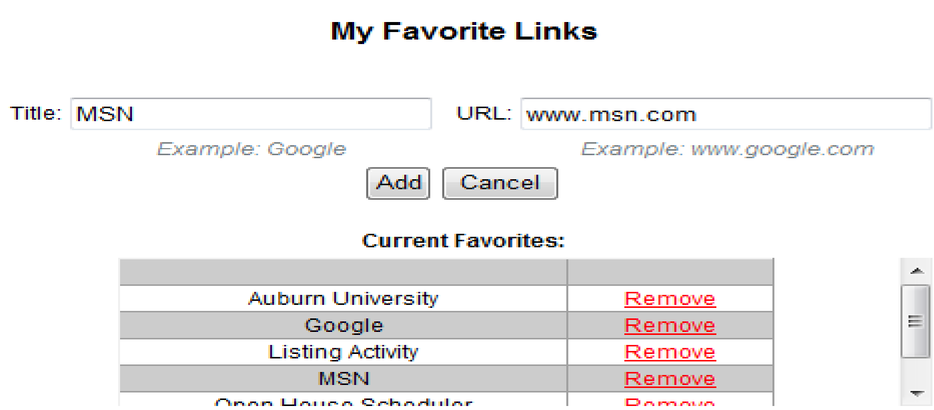
F. My Favorites:
My Favorites has taken the place of My Links from the Old Associate Resources. All of your My Links are listed here. And now, you can add your own links to your favorite websites. Example MSN.Com



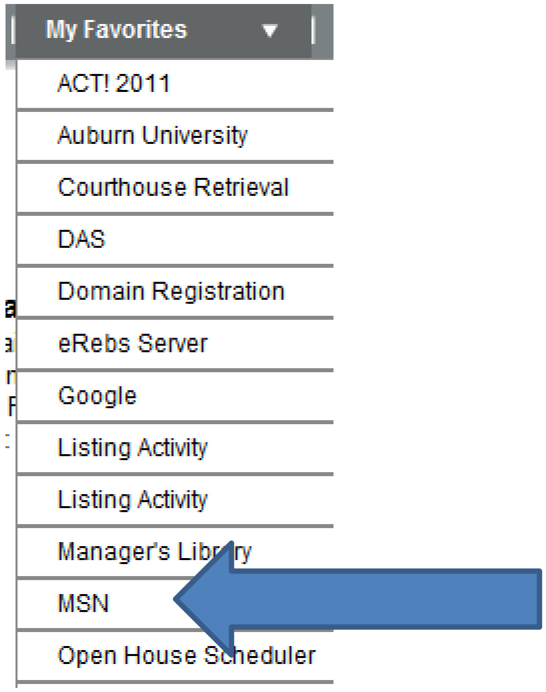
1. To add your favorite links, click Add a Link



2. Enter the title of the link and the URL. Click Add



3. The link will then be added to your My Favorites list:



2. Quick Tools:

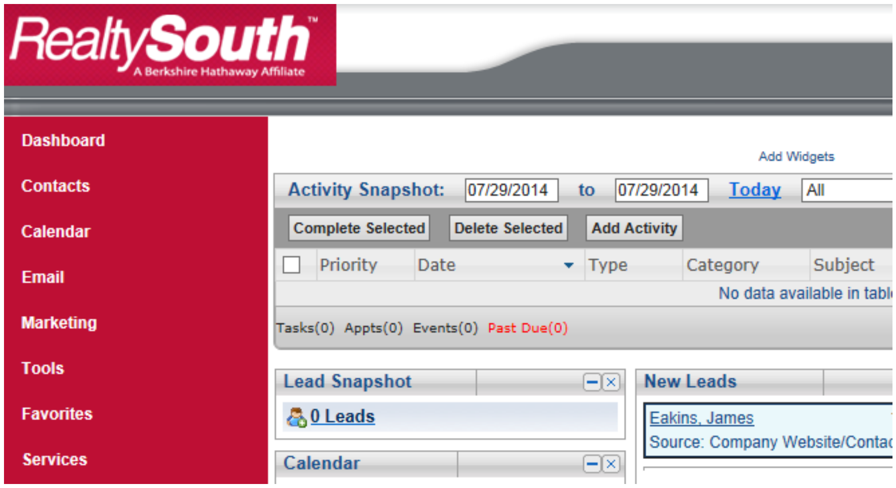
A. Email:
    1. Click the Email key.

2. You are now on the Web Mail login screen.

B. Agent Admin:

1. Click the rDesk key.

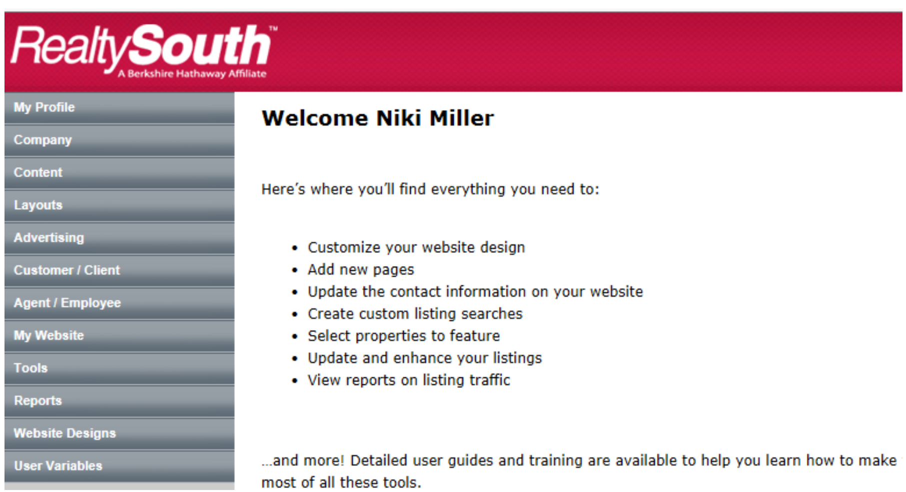
2. It is a seamless log in and will take you directly to your dashboard.



C. Trio Admin:

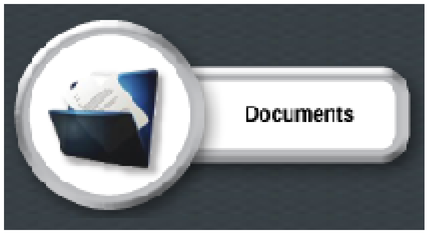
1. Click the Trio Admin key.

2. Trio Admin will automatically log you in.

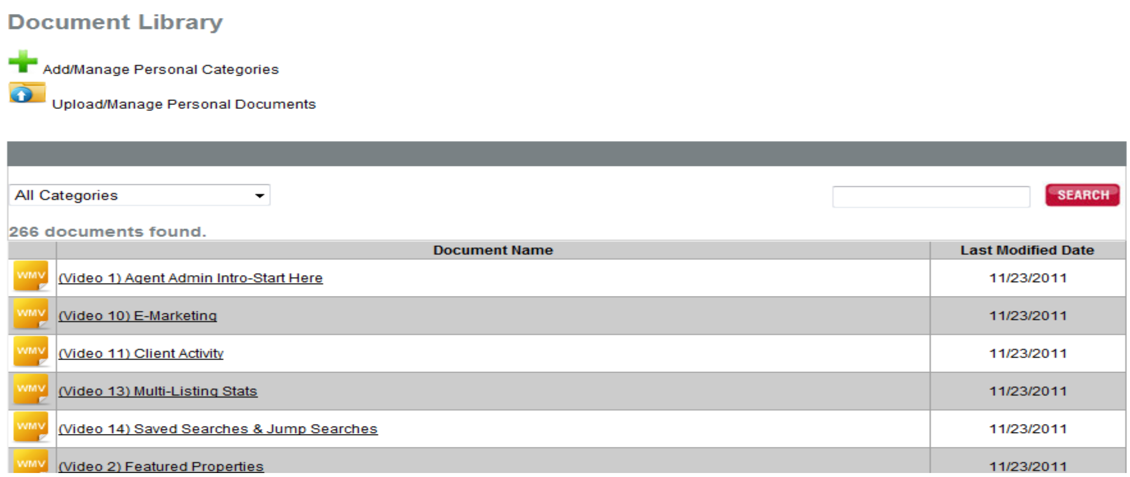


D. Document Library:

1. Click on the Documents key.

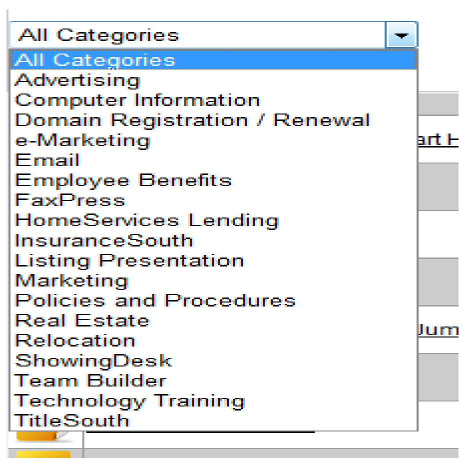


2. You are now at the Documents Library screen.

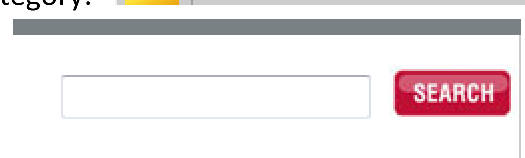


3. Now to find the Document that you need….There are two ways to search for Documents.

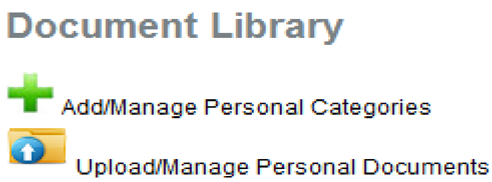
A. Search by Category:



B. Search Tab:

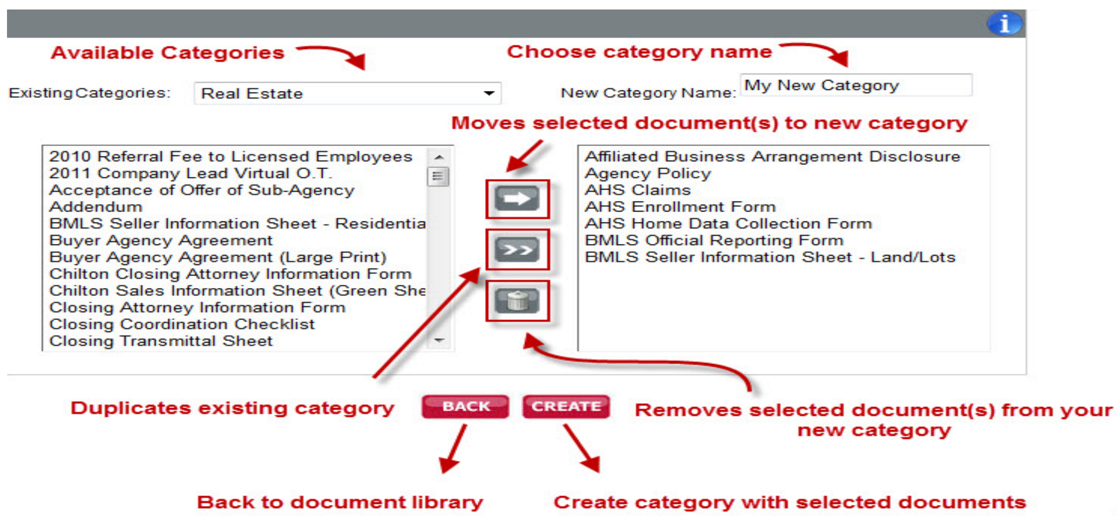


4. Make it personal:



5. Click 

.
6. Create Category



A. Available Categories: These are categories that already exist.
B. New Category Name: Create a specific category name. For example: My Listing Documents
C. Choose each Document from the Existing Category that you wish to move into your personal category, click . To remove a selected document (s) from your new category, click .
D. To Duplicate all the existing documents to your new category, click .

This will add all the documents to your category.

E. To go back to the Document Library, click 

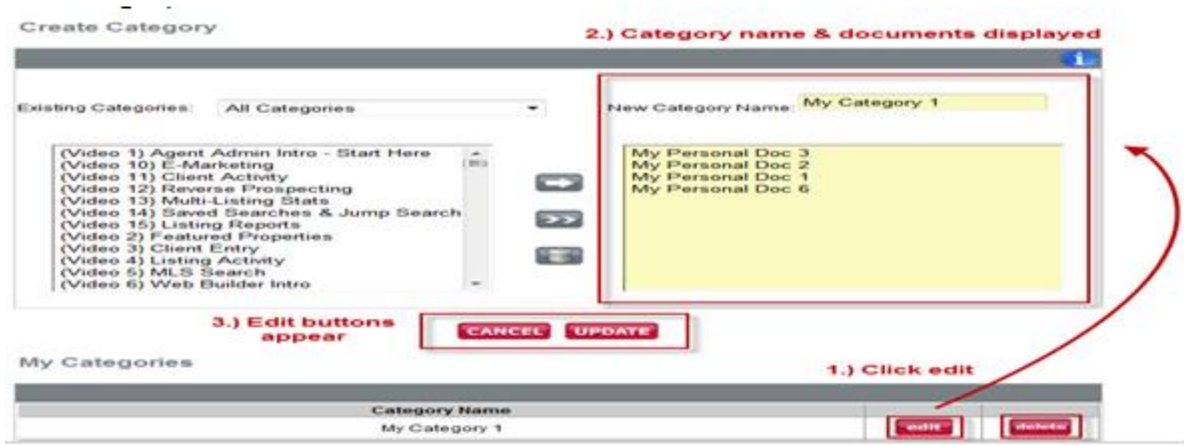
.

F. Once you have your category name created and documents moved over to go into your new category, click 

.

G. Your new category will now appear under My Categories:

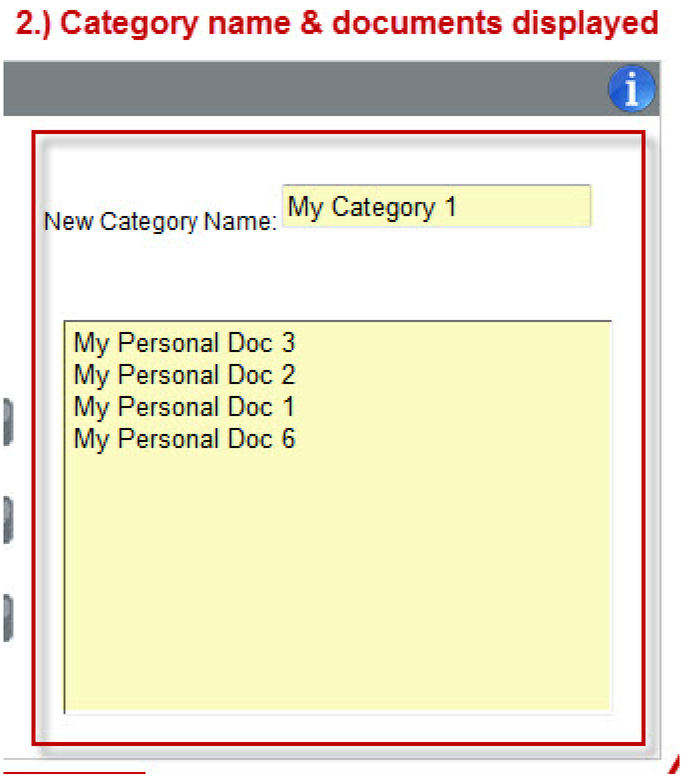
7. Edit Category



A. Click 

.

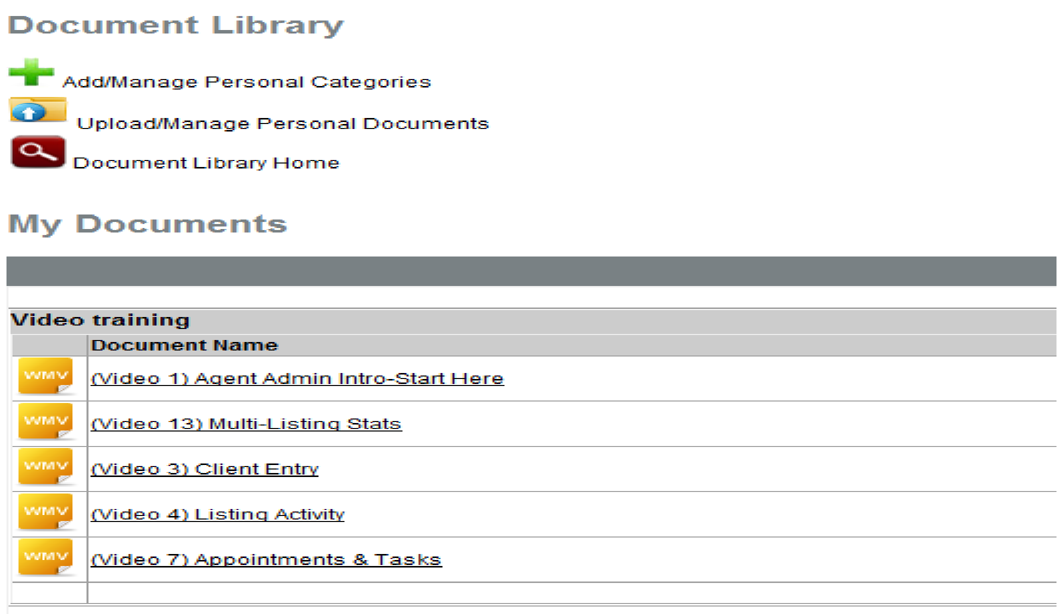
B. The screen will display category name and documents.



C. The Edit buttons will appear 

.

8. Once you have created your own categories, you will see this new screen when you log into Document Library.



9. To get back to the regular document library, simply click:

Document Library Home

BUTTONS

The single arrow button moves any selected document(s) from an existing category to the new category document area.

The double arrow button moves all documents belonging to an existing category to the new category document area. This "duplication" of an existing category allows for a quicker category creation process.

The trash button removes any selected document(s) from your new category document area. You can select any number of documents to remove at one time.

This button creates your document category and attaches all the documents you have chosen to it. You can create as many categories as you would like with the documents of your choice. No other users will see your personal categories.

This button will take you back to the document library home screen.

This button will update your currently edited category. You can edit the name of your category and you can also add additional documents or remove documents from your category that you no longer want there.

This button will cancel the editing process of your category and will discard any changes that you have made to category name or your documents.

Note: The Update and Cancel buttons show only when you click on the "edit" button from your personal categories listed at the bottom of your page.

This button will allow you to edit a personal category that you have created. You can change the category's name and the documents that belong to this category. When clicked, the category is displayed above, showing all documents that belong to the category.

This button will delete your personal category. If personal documents are attached to the category being deleted, the personal documents will still be available for future categories that you might create.

E. Marketing:

1. Click the Marketing key.

2. You are now in the Marketing Department. Marketing is divided into portals to help you search for specific needs. Simply click on the button you wish to view.

A. Click 

1. You are now at the Contact Management screen.

Agent Management Database, How-To Export Lists

Exporting Lists

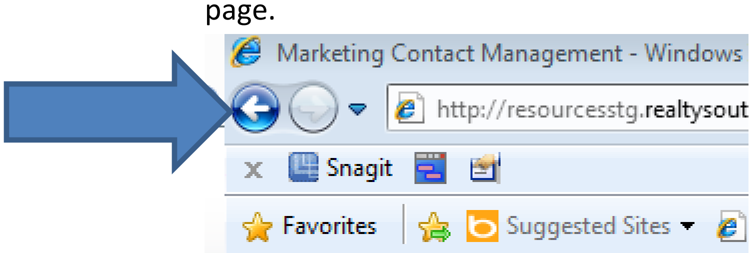
Mail List Template

Mail Merge/Labels, How To

-MS Office 2007

-MS Office 97-03

2. To go back to the Marketing main screen, click the back arrow at the top of page.

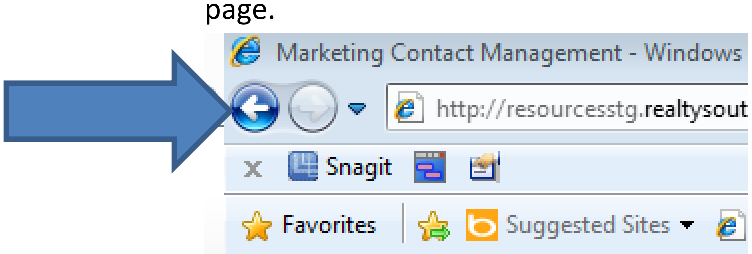


B. Click 

1. Latest and Greatest page displays any new marketing tool, promotion or special you need to know about.

Latest and Greatest

2. To go back to the Marketing main screen, click the back arrow at the top of page.



C. Click 

1. All Listing Presentation documents are located here.

2012 Listing Presentation

AL.Com Iformation Sheet

CraigsList Information Sheet

Facebook Information Sheet

Front Door Informtion Sheet

HomeServices Insurance Homebuyer Flyer

HomeServices of America Companies

LinkedIn Information Sheet

Marketing Share Charts

MySpace Information Sheet

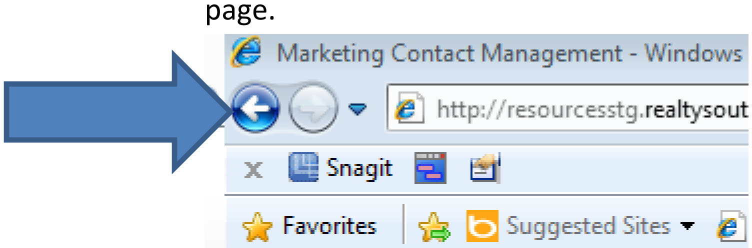
RealtySouth.com Information Sheet

Seller Advantages

Twitter Information Sheet

YouTube Information Sheet

2. To go back to the Marketing main screen, click the back arrow at the top of page.



D. Click 

1. Get caught up on Marketing Moments and Observer!

Marketing Moment
January 2012
December 2011
November 2011
October 2011
September 2011
August 2011
July 2011
June 2011
May 2011
April 2011
March 2011
February 2011
January 2011
December 2010
November 2010
October 2010
September 2010
August 2010
July 2010
June 2010
May 2010
April 2010

Observer
September 2011
2011 Second Quarter
2011 First Quarter
January 2011
2010 Second Quarter
2010 first Quarter
2009 Fourth Quarter
2009 Third Quarter
2009 Second Quarter
2009 First Quarter

2. To go back to the Marketing main screen, click the back arrow at the top of page.

E. Click 

1. Easy to find helpful need-to-know tools.

Credit Card Charge Request

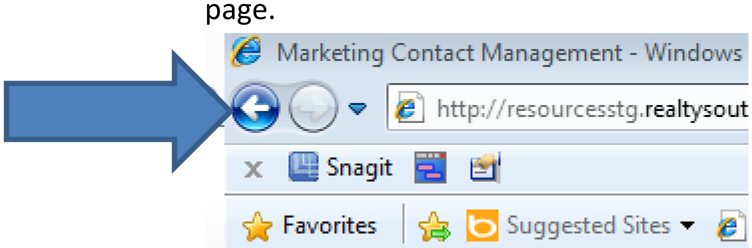
Free Stock Photography Slick

Lead Base Paint Order Form

Press Release Request

QR Code How-To

2. To go back to the Marketing main screen, click the back arrow at the top of page.



F. Click 

1. One stop shop for promotional items!

MagnetsUSA

XpressDocs

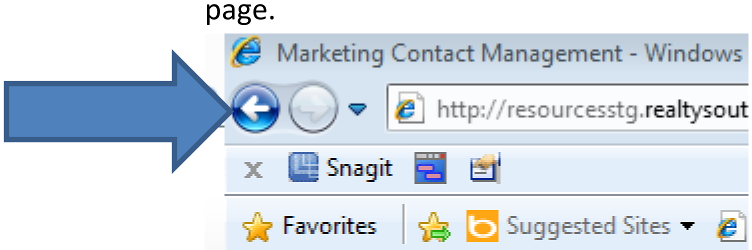
VUE Maketing

-Online Store

-Yard Signs

VUE Marketing Credit Card Form

2. To go back to the Marketing main screen, click the back arrow at the top of page.



G. Click 

1. One stop shop for Advertising documents and how-to-instructions!

10K Program

2012 Advertising Commitment to Seller

Circlepix

Classified Line Ad

Craigslist Ad Builder

Craigslist Video Training

Do Not Call

Find Our Property Here Slick

New Home Information Sheet

New Home Web Templates

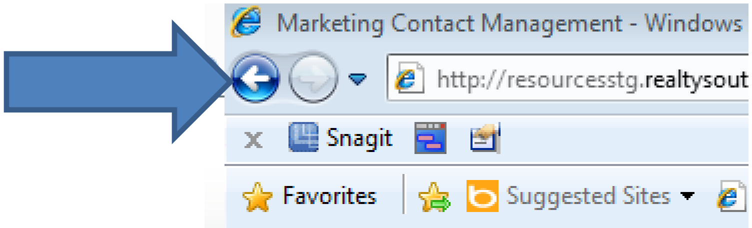
Open House Guest List

VUE Marketing Credit Card Form

Yard Sign Order Form - Agent

Yard Sign Order Form - Office

2. To go back to the Marketing main screen, click the back arrow at the top of page.



H. Click 

1. Get all the Social Media information here.

Facebook Information Sheet

LinkedIn Information Sheet

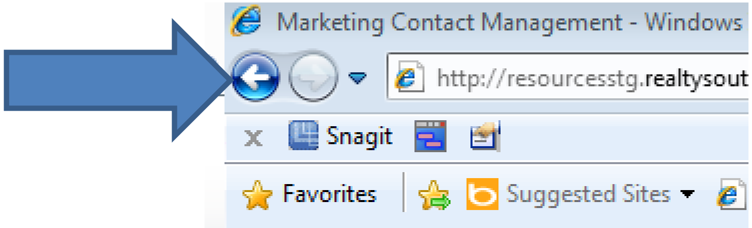
MySpace Information Sheet

Social Media Guidelines - RealtySouth

Twitter Information Sheet

YouTube Information Sheet

2. To go back to the Marketing main screen, click the back arrow at the top of page.



I. Click 

1. Find your Xpressdocs login link here, along with other Xpressdocs information and forms from Pete's Print.

XpressDocs & Printing

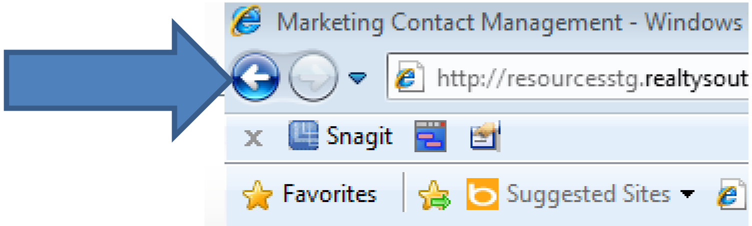
Pete's Printing Business Card Form

Pete's Printing Order Form

XpressDocs How to Order

XpressDocs Just Sold Rewards Program

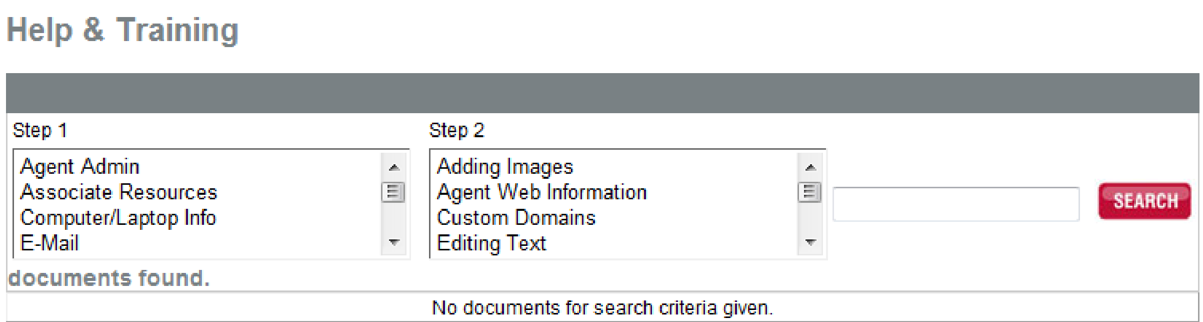
2. To go back to the Marketing main screen, click the back arrow at the top of page.



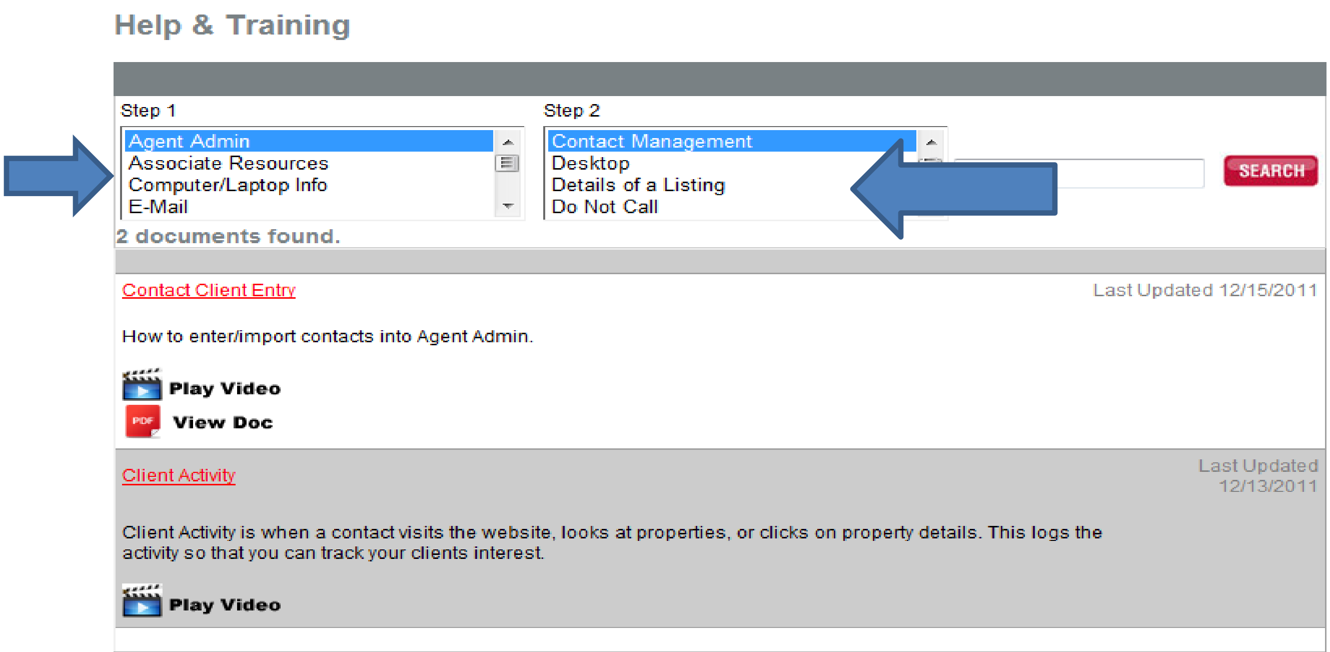
F. Help and Training:

1. Click on the Help and Training key.

2. Welcome to the Help and Training section:



3. Any document or video associated with training or helpful tips is located here.
   Step 1. Category
   Step 2. Documents or videos
4. Select the category first and then find the sub category for a list of documents and videos.



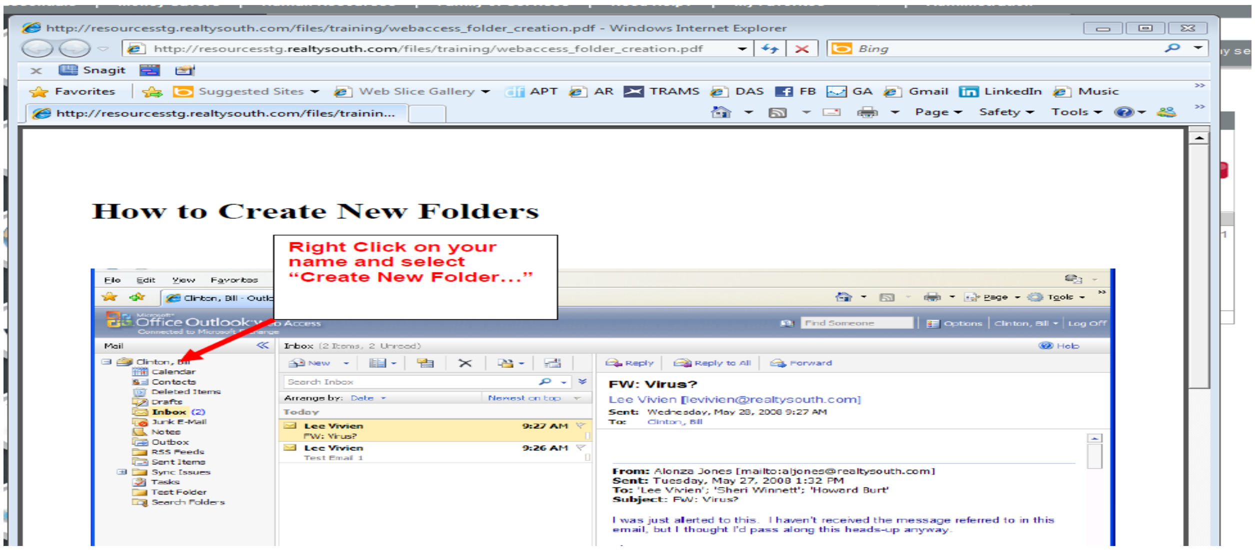
5. When the documents appear, select Play Video or View Doc.
   A. When you select Play Video, a video will begin to play on your screen.

Contact Client Entry

How to enter/import contacts into Agent Admin.

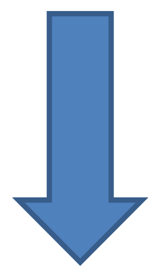
Supporting Document: Client Contact Entry correct.pdf

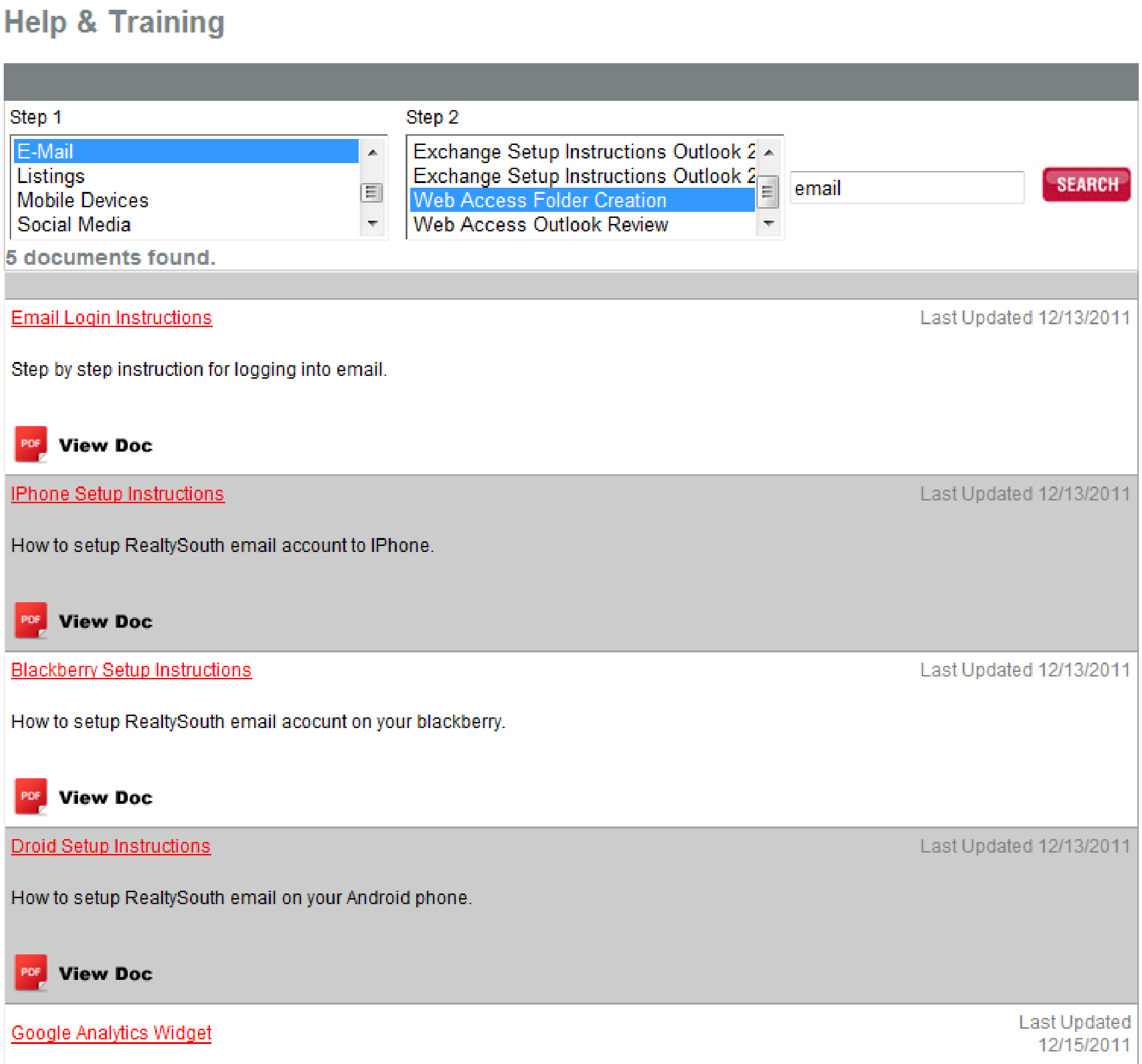
B. When you select View Doc, the document will appear.



6. You also have a search engine

   A. Type in a word or words for the document(s) you wish to view.

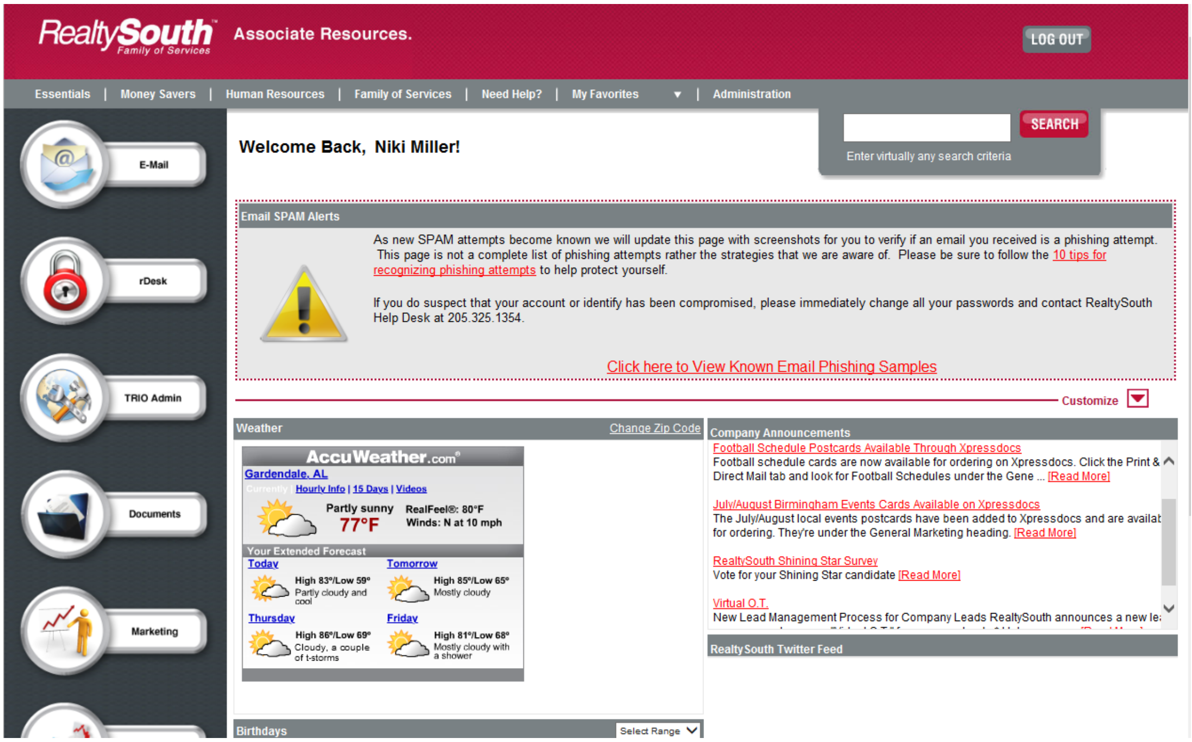




B. All documents and videos associated with your search will appear.

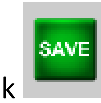
3. Widgets:

A. Your home screen now consists of Widgets.



B. When you first log into Associate Resources, you will have default widgets.

Select  to select the widgets that you wish to show or uncheck the widgets you do not want to show on your screen.

C. Once you have checked or unchecked your selection, click 

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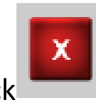
D. To exit “customize” and return to the home screen, click 

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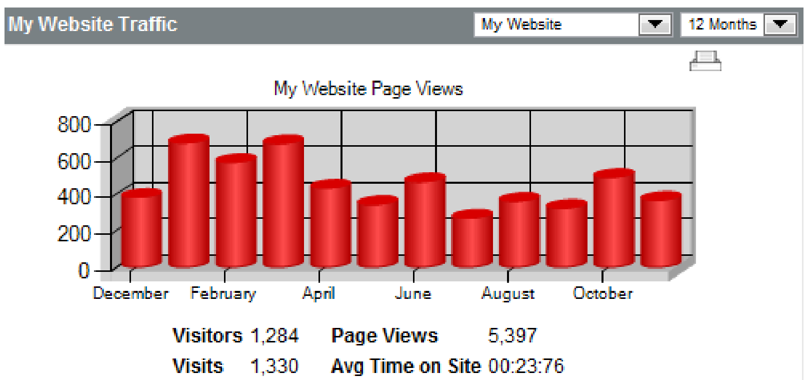
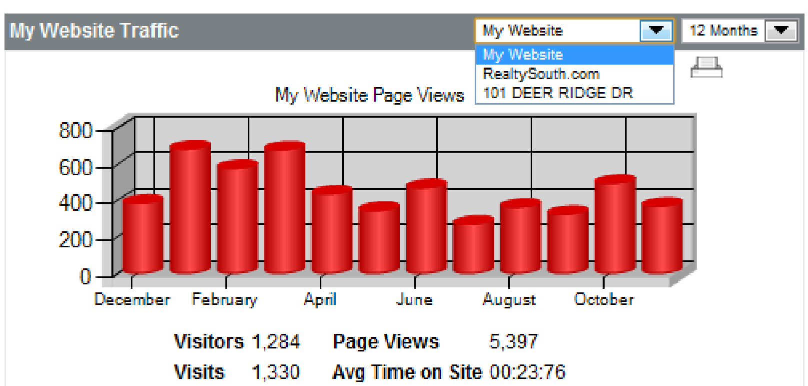
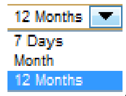
E. You can also rearrange your widgets in the order you wish them to show.
   1. To rearrange the widgets: click the top gray banner of the widget
   2. Drag to the spot you wish to relocate the widget.
   3. Your page will automatically save your widgets in the order you have placed them.

F. My Website Traffic widget is a great new tool for agents provided by Google Analytics to help track traffic to your website, RealtySouth.com site, and specific properties.



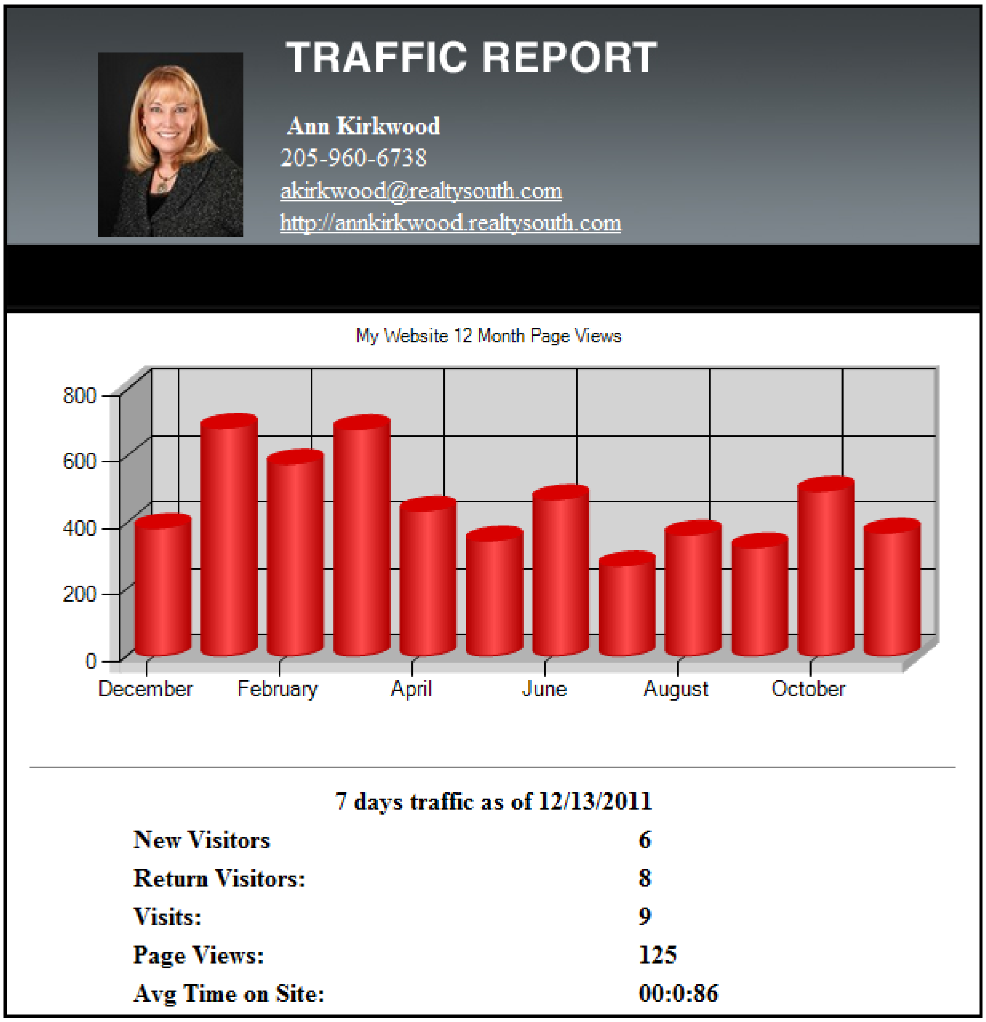
   A. This Widget gives website traffic for Page Views, Visitors, Visits, and Avg time spent on site.
   B. You can look at traffic on My Website, RealtySouth.com, or your specific property.



C. You can choose 

, 7 Days view, Monthly view, or 12 months view.

D. If you click Print  , you can print the graph and statistics to take to a potential client to show how much traffic your site receives, or to show a current client web activity on their property.



E. If you would like to email your listing report to a client, select the listing from the dropdown, then select the Email icon . Then enter the email address(es) in the textbox. If you want the email sent to multiple people, simply enter email addresses separated by a comma. Note: you will be copied on all emails to your client.

Enter seller's email address below. An email will be sent to your seller each Monday recapping the previous week's activity

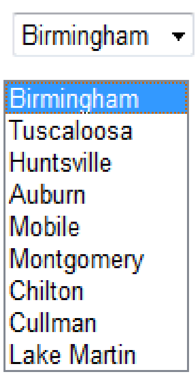
Cancel Save

F. Your client will automatically receive reports every Monday recapping the previous week's activity along with 12 months graph:

Open House Scheduler

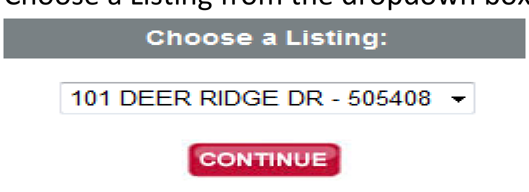
1. Log into Open House Scheduler through RealtySouth Associate Resources.
2. Click on the My Favorites link at the top of the page.

3. Choose Open House Scheduler from the dropdown list.
4. Choose a Market Area:



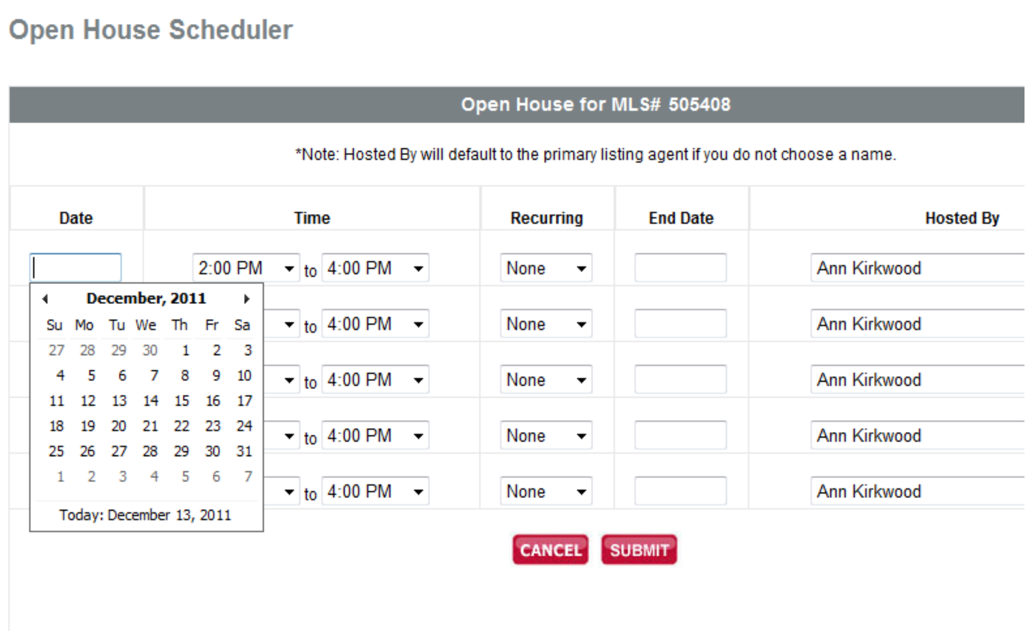
5. Once you have chosen a Market Area, click 

.
6. Choose a Listing from the dropdown box.

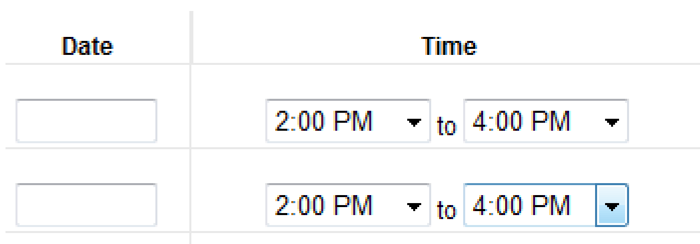


7. Click 

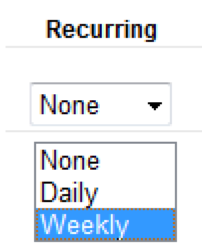
.
8. Select the Date:



9. Select the time:



10. If the open house should be recurring, please select from the dropdown: None, Daily, Weekly



11. Remember to set the End Date (only required on recurring schedules).