Navica MOBILE PLUS

User Guide

iPad Edition

Navica Mobile Plus is the most powerful mobile application for real estate professionals today, with a load of features to help you preview, show, and research properties.

This is your mobile gateway to the MLS!!!

www.seisystems.com

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Need Help?
Contact us!

Email: support@navicamls.net
Phone: (800) 367-8756 or (866) 571-8922
         Monday - Friday: 8am - 7pm EST
         Saturday: 10am - 4pm EST
         Sunday: 1pm - 4pm EST

1- Get Started with Navica Mobile Plus

Installing And Launching The App

Access the **App Store** on your iPad. Find the Navica Mobile Plus app with the help of the search function. Once you've found it, press the [Free] or [Cloud] button which will allow you to install the app.

This will start the installation process, and within seconds, an icon for the application will appear on your device's main screen.

To launch Navica Mobile Plus, simply press its icon located on your device's main screen. You will automatically land on a login wizard. Log in by using your username and password. (either your MLS password or the one you chose when you subscribed).

If you are unsure of your login information, click on the [Click here to read the login instructions] button for help. If Navica Mobile Plus is a member benefit, you may need to cont act your real estate board to retrieve your login information.
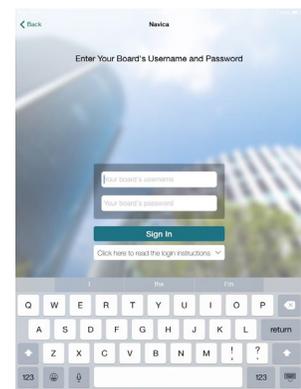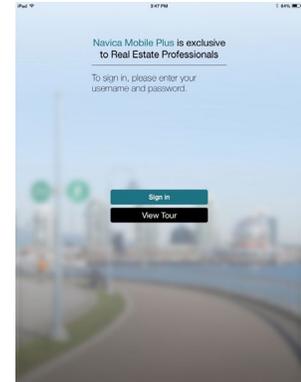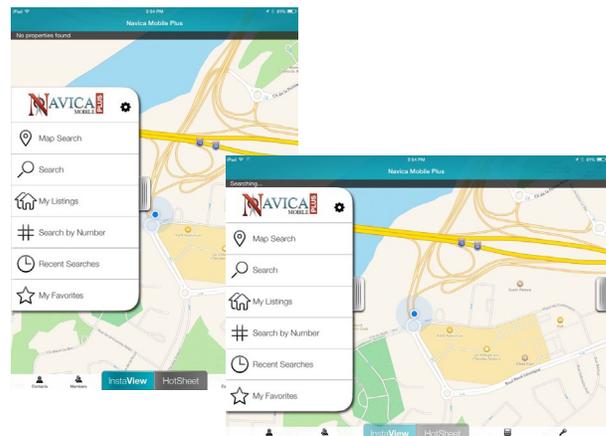
Useful Tip : Make sure that you allow Navica Mobile Plus to use your current location in order to be able to enjoy all the benefits of the app, such as the InstaView function.
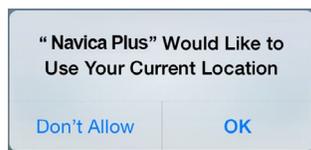
You will then land on Navica Mobile Plus' Home Screen.

Note that the application works horizontally (landscape) or vertically (portrait).

2- Property Searching

Having complete access to listings and knowing how to filter them according to your needs is critical to your success. With Navica Mobile Plus, you can find properties through a map search, or by choosing various criteria. You can also use the [Search by Number] function for direct access to listings, add listings to a Favorites list, link listings to contacts, bring up recent searches, and much more!

Property Search By Map

This function allows you to view all active (blue) and pending (orange) listings around where you are located instantly. If you wish to search in another area, you must use the [Search] button (see Property Search By Criteria) or navigate the map with your fingers. You can also display Sold (red) listings by refining your search (see Refining Search Results).

If you wish to view the details of a property, press on its pin once and a short summary will be displayed. Press on the summary window to access the full listing.

All listings are color-coded according to their status. A "Multi" icon appears when more than one property are listed at the same address.
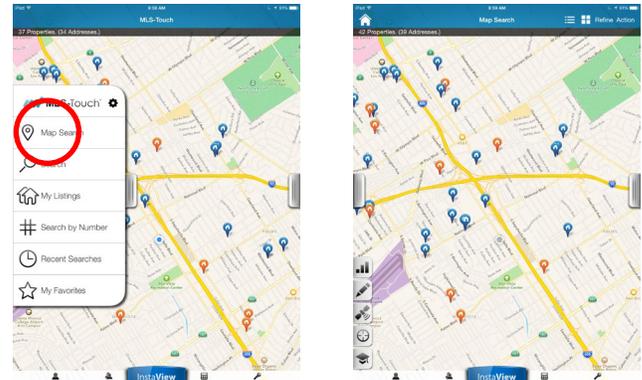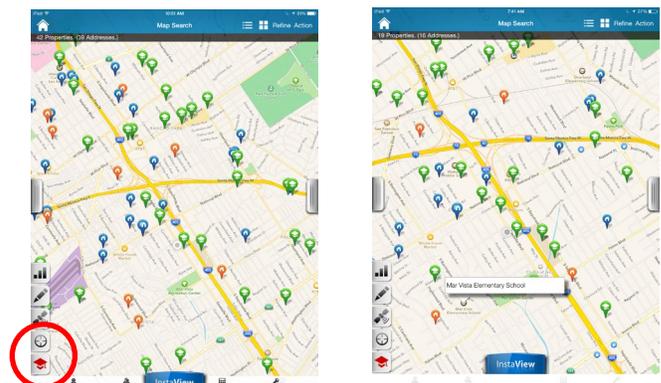

Active   Pending

Sold   Expired

"Multi" icons

The School Finder

You can map out the schools that are in the area by pressing the [Schools] icon.

Press on a pin to view the name of the school.

Refining Search Results

To search for a specific type of listing in a chosen area, press the [Refine] button in the top-right corner.

You can then narrow down your search results with the search criteria toolbar. For even more search options, press the [+] button.
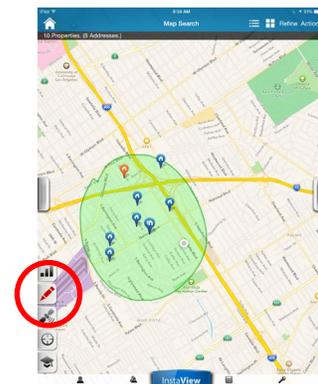
Useful Tip :
You can adjust the parameters to view listings of any other status through the [More Search Options] window (e.g.: sold listings)..
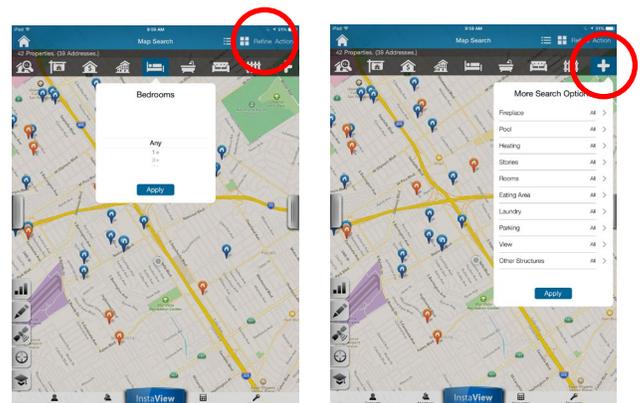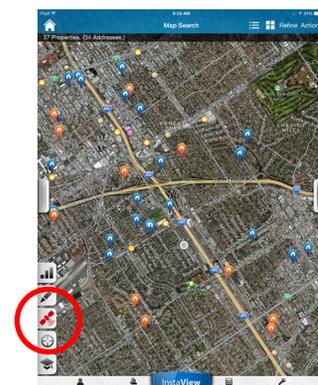

Draw On Map Feature

To view the listings available within a specific area, press the [Draw On Map] button located in the lower-left corner. You can then circle the desired area.

Alternate Map View

You can have an aerial look at the neighbourhood by pressing the [Satellite View] button located in the lower-left corner.

Generating Valuable Market Statistics

You can generate valuable statistics based on the data available through Navica Mobile Plus.

You can do so at any point for listings displayed on a map with the help of the [Statistics] icon.

To view the statistics of listings that are the same property type, choose a property type (duplex, house, etc) and press the [Compare] button. You'll see statistics for all active, sold and off market properties of that type in the selected area.
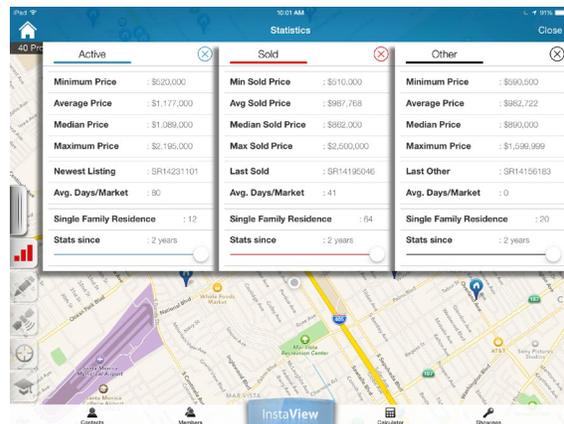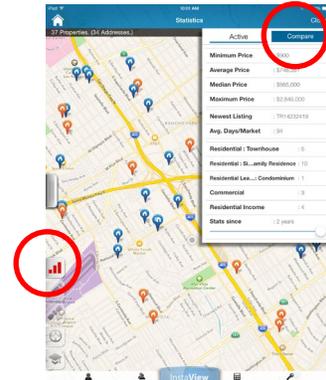
The InstaView Button

To bring up the details of a property you're standing in front of, simply press the [InstaView] button and the listing info you need is now in the palm of your hand!

If there are more than one listed property at this address, the results will be shown in a list view. You can sort these by Listing Date and Price.
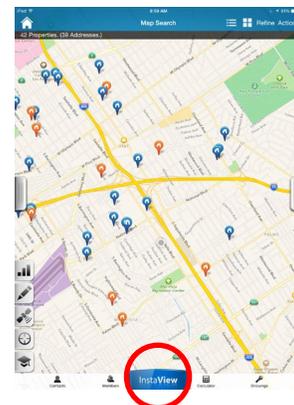
Property Search by Criteria

The [Search] function allows you to view all active and pending listings with the help of various criteria.

You can launch a search by filling any basic search field, such as property type, price range or address. If you wish to narrow your search even further, press the [More Search Options] button to access additional search fields including the search for sold and off market properties.

## Useful Tip :
The [Search by Address] field will require that you also specify a city or area to proceed.
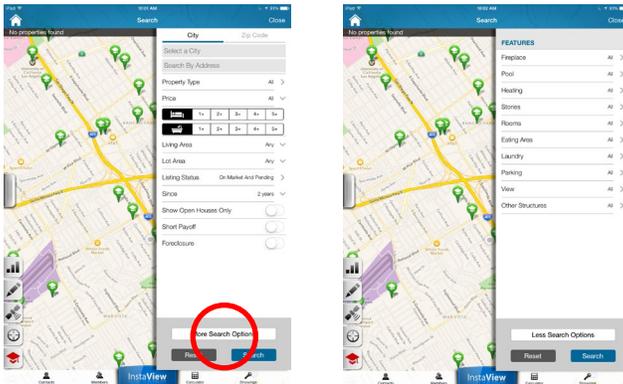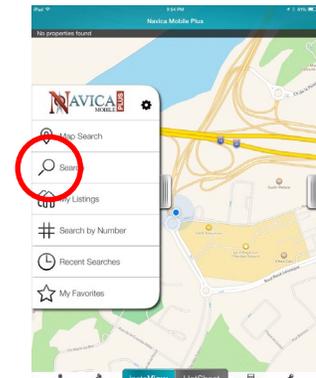
Property Search by Number (MLS#)

Use the [Search By Number] function to find one or multiple properties with the help of their MLS® numbers.

Simply input the MLS® numbers of the properties that you are looking for in the available fields and press the [Search] button to view the results.

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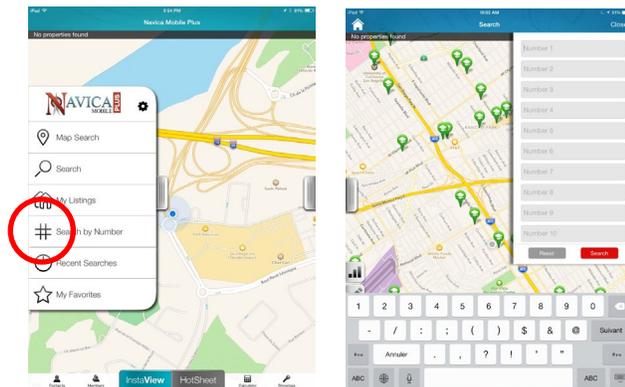
3- Navigating Listings

Listings are at the core of Navica Mobile Plus. With this app, you have access to all of your real estate board's listings, as well as the contact information of all its active members, and much more. Here's a look at the content you have at the tip of your fingers.

What You'll Find In Each Listing

Swipe over the displayed picture to see any additional pictures associated to this listing on the MLS®.

Press on the [Open All] button to view all the listing's details. These may vary depending on your MLS®. Most will include: showing instructions, description, inclusions/exclusions, features and listing agent details.

Find out where the property is located by pressing the [Location] icon at the right of the listing's address.

To get directions to the property, press the [Car] icon. This will open Google Maps, which can be used to find your way there.
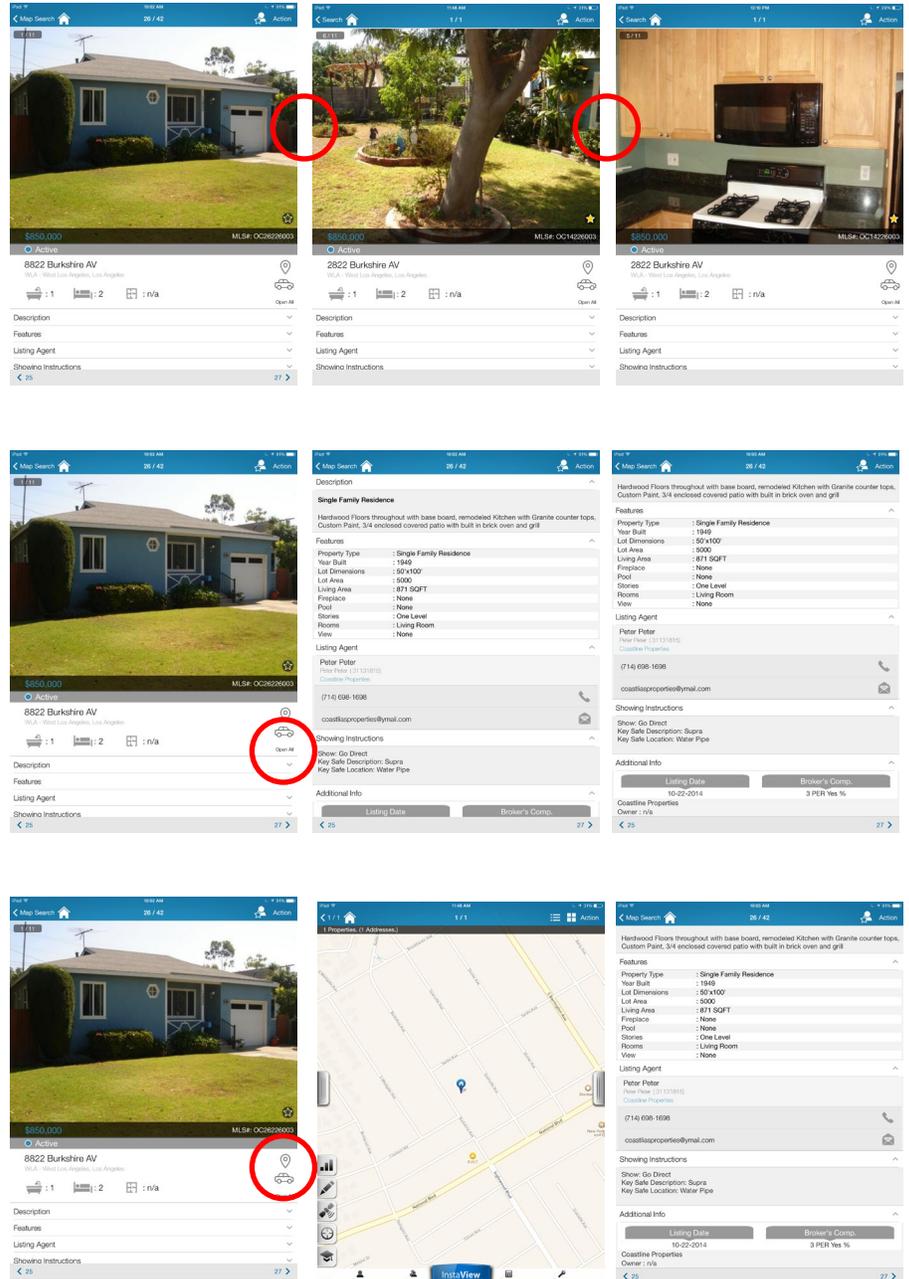
4- Working With Listings

MLS-Touch is more than a simple search engine. It is also a powerful machine that allows you to accomplish many tasks in just a few seconds. You can calculate mortgage payments on the spot, send listings by e-mail to a contact immediately, email multiple listings, link listings to a contact, and bring up recent comps prior to or when you are negotiating offers!

Adding Listings To Your Favorites

If you want to keep an eye on a listing, press the [Action] and [Add to Favorites] buttons OR simply press the [Star] icon located in the bottom-right corner of its picture.

To add many listings from a given area, press the [Action] button, select [Add to favorites], choose the listings you want and press [Add to Favorites].

To access your favorites list, press the [My Favorites] button on your Home Screen menu.

To remove a property from your list of favorites, press the [Delete] button found under the [Action] menu in the top-right corner.
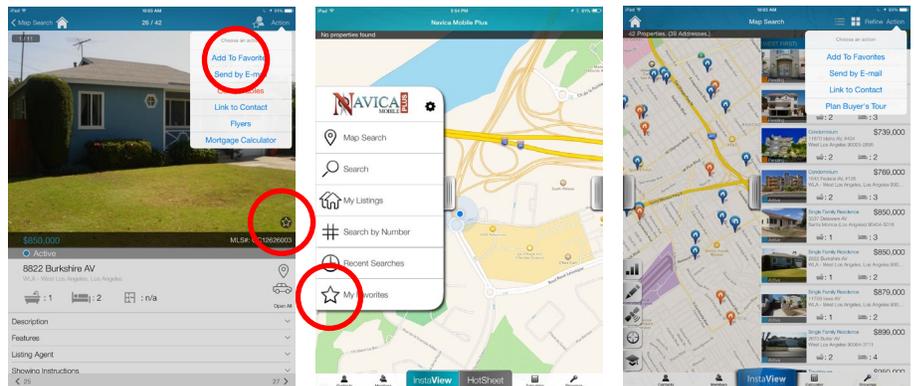

Sending Listing Information by E-mail

To send a listing to a contact, press the [Action] menu located in the upper-right corner of a listing or list of listings, and then press [Send by e-mail].

Interesting Fact :
Navica Mobile Plus is amongst the few applications out there allowing you to e-mail multiple listings at once. To do so, press [Action] and [Send by e-mail] when in map mode, and then choose the listings you want to send. You can also e-mail Favorites in the same way.
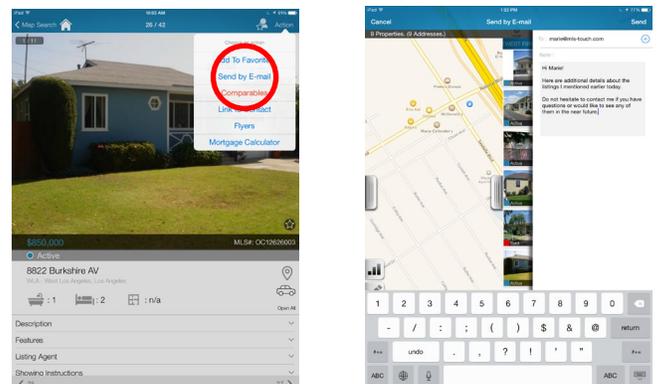
Creating A Flyer For A Listing

You can personalize the way you send listings to a contact by creating a custom flyer.

To do so, press [Action], and then [Flyers]. Choose a template between the nine that are proposed.
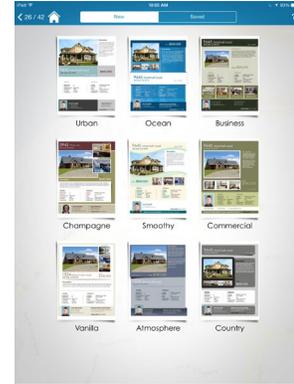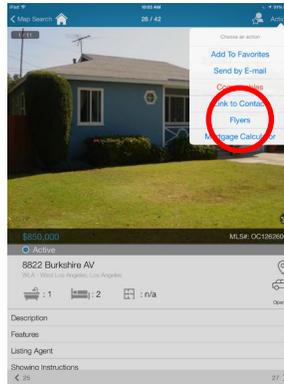
You will then see the listing in that template. You can choose which pictures and details will be brought forward by pressing and swiping.

Your ID section at the bottom is also fully customizable.

When you are done, press [Send by e-mail] or [Print] under the [Action] menu.

Linking Properties To Contacts

To link a listing to a contact, press the [Link] icon in the upper-right corner of a listing, and select the contact.

To link many listings from a given area to a contact, press [Action], [Link to Contact], and choose the listings to link, and then the contact.

To view the list of linked properties for any of your contacts, press the [Contacts] button located at the bottom of the Home Screen. When you have found the desired contact in your address book, press on their name to open their record and press the [Linked Properties] button.

To remove a property from this list, press the [Action] menu in the top-right corner, and press the [Delete] button.
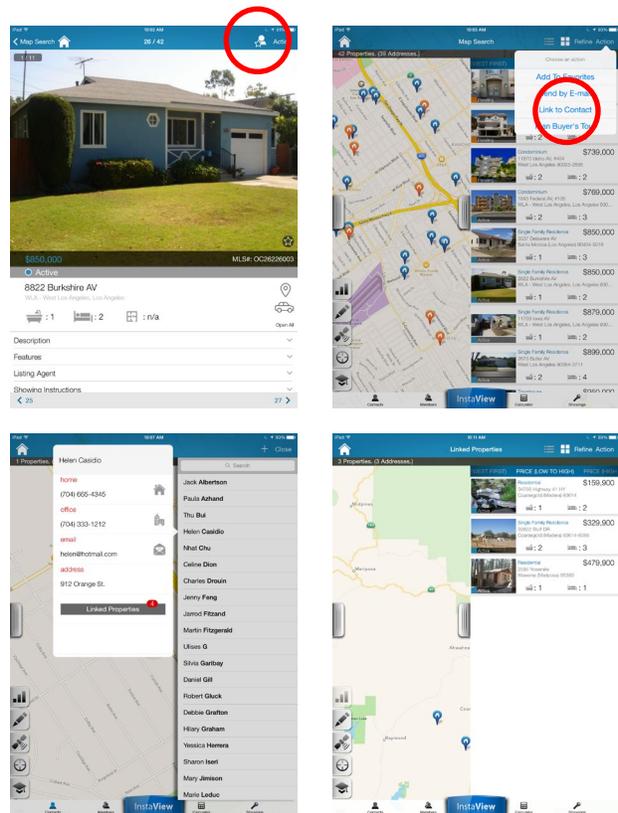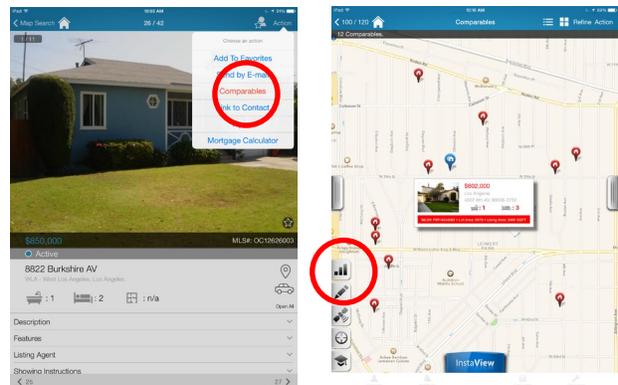

Searching For Comparable Properties

To verify if a property was listed at a reasonable price, or to have an idea of the value of comparable properties in the area, touch the [Comparables] button located in the [Action] menu of any listing.

Navica Mobile Plus will find up to 20 comparable properties in the area and will display them on a map. Press on the red pins displayed on screen to view the details of any property.

To view statistics based on all displayed comparables, press the [Statistics] icon (see "Generating Valuable Market Statistics").

Hot Tip: You can always configure the parameters that are used to search for these comparable properties under your applications settings. See "Choosing Settings in the Comparables Search Tool".

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Choosing Settings in the Comparables Search Tool

You can define your own parameters when searching for comparable properties. To access the Settings window, click on the [Settings] Wheel icon next to the Navica logo on the Home Screen, and choose [Comparables].

You can change the Price Range, the Search Radius, the time frame (Since) and the number of Comparables. Your choices are saved, and can be changed anytime.
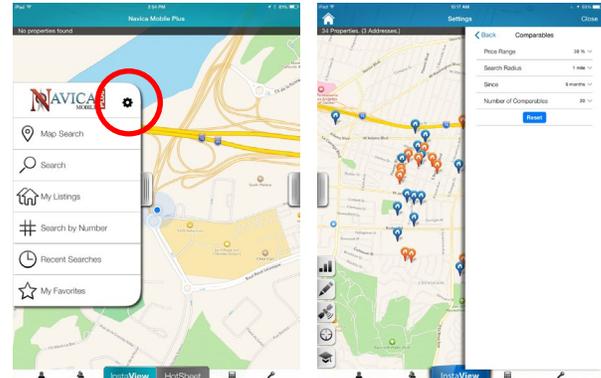
My Listings

You have active listings on the market? You can access your full inventory at any time with the [My Listings] feature!

You can view the details of these listings, and you can also send them to potential buyers by e-mail through the [Action] menu available in the upper-right corner.
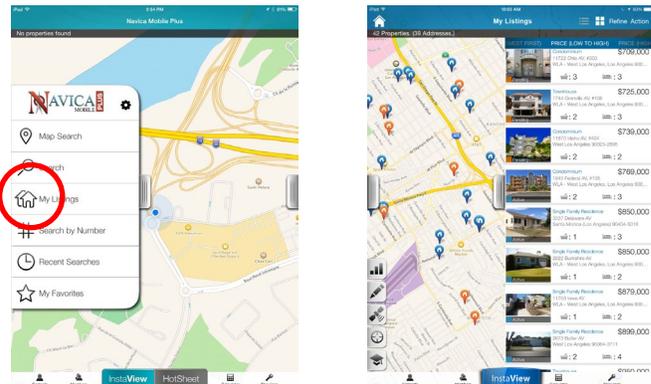
Members Directory

You can look up agents or their listings with the [Members] feature.

Enter the name of the agent you are looking for in the [Search] field. In the members' files, you will have access to their contact information as well as the list of their active listings.

Press the e-mail address displayed and a new e-mail window will appear. Press the [My Listings] button to bring up the list of their active inventory.
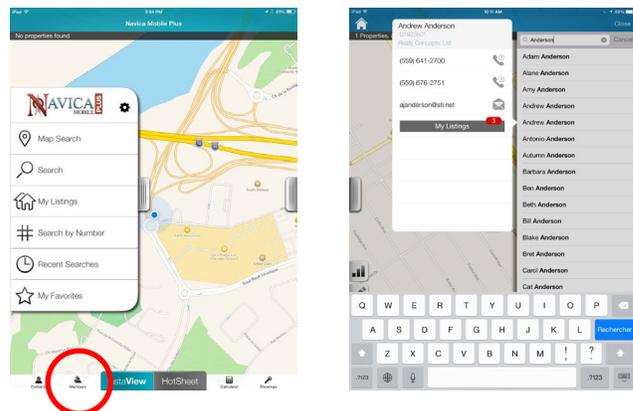
5- Planning A Buyer's Tour

You can plan your buyer's tour directly through Navica Mobile Plus. When facing a list of listings, press [Action] and [Plan Buyer's Tour].

Select the listings you wish to include in your buyer's tour, and press the [Plan Buyer's Tour] button. Next, choose who you are planning the buyer's tour for.
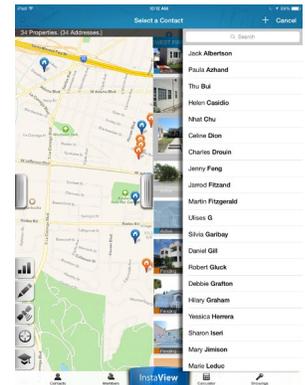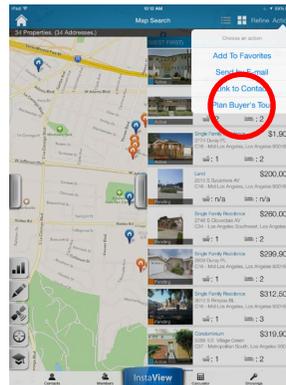
When your selection is made, determine the date and time of the first showing as well as the amount of time you wish to reserve for each showing. Following this, you will be able to view and adjust your itinerary.

To change the order of showings, press and hold the right side of any listing to slide it in the desired position. When your itinerary is ready, press the [Create] button.
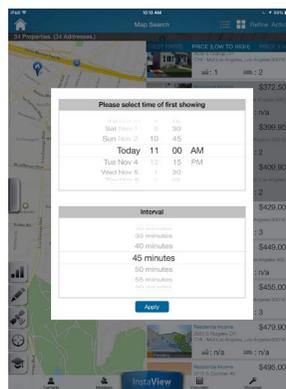
This will add the buyer's tour to both your Navica Mobile Plus application as well as your iPad's calendar.

To view your buyer's tours, press the [Showings] icon at the bottom of the Main Screen.

You can also view the buyer's tours for any of your contacts through their record in the [Contacts] section.
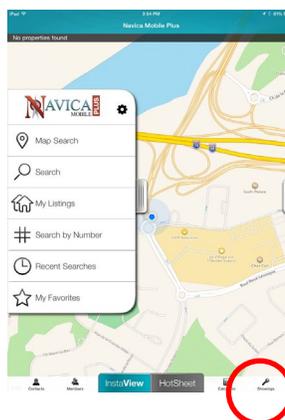
Managing Your Navica Mobile Plus Account

You can view your account information, view your invoices and manage your devices through Navica Mobile Plus' web portal.

To access your account, go to:

http://navicamobile.com

Your login information for this portal is identical to the one used to access the application.

Managing Your Devices

You can use Navica Mobile Plus on a maximum of 2 phones and 1 tablet at any time.

This means that if you ever change devices, you will have to deactivate the application from your previous device before being able to use it on a new one. This can be done easily in the [Manage your devices] section of the portal.
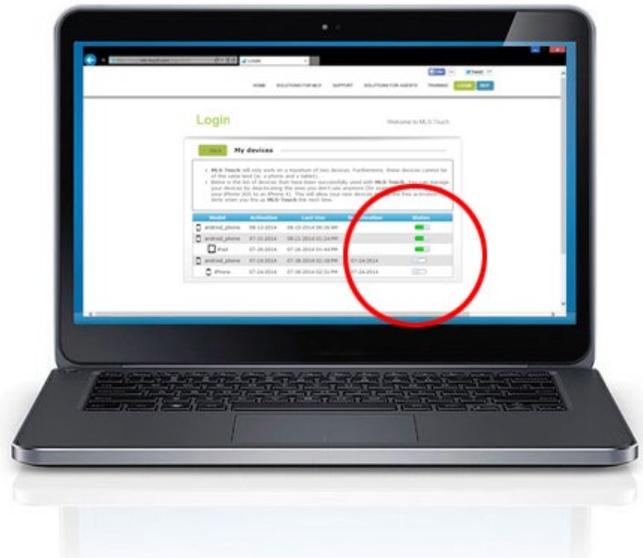
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