



# User Guide

## iPhone 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](http://www.seisystems.com)

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## Need Help?

Contact us!

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

# Get Started With Navica Mobile Plus

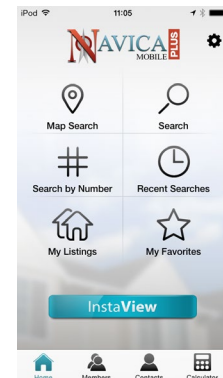
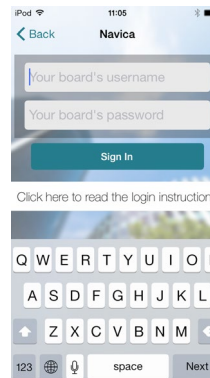
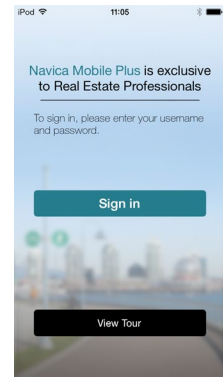
## Installing and Launching the App

Access the **App Store** on your iPhone. 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.

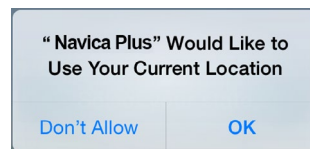
This will start the installation process, and within seconds, an icon for the application will appear on your device's main screen.

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 contact 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.



# 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 MLS # 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

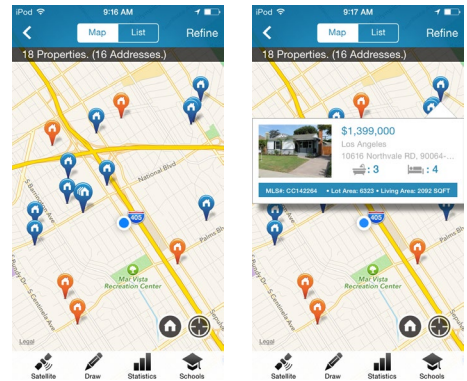
This function allows you to view all active (blue) and pending (orange) listings around where you are located instantly.

To search in another area, use the [Search] function (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).

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



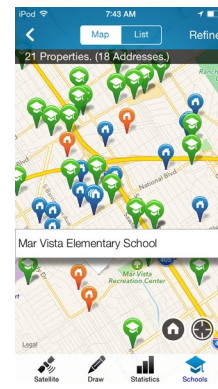
Expired



"Multi" icons

## The School Finder

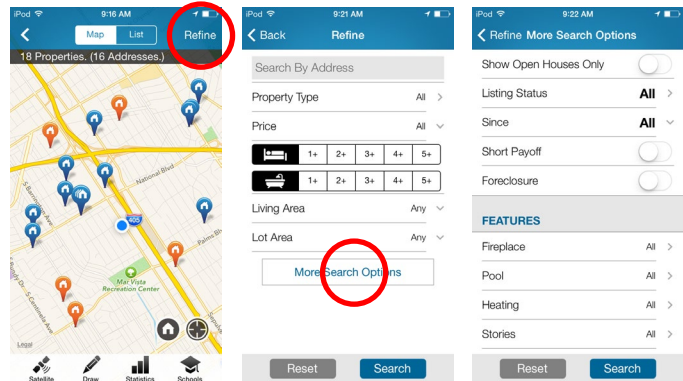
You can map out the schools that are in the area by pressing the [Schools] icon. Press on a pin to view the name of the school.



## Refining Search Results

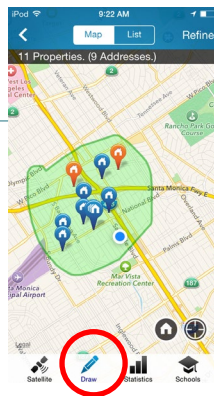
Use the [Refine] button to find a specific type of listing in a chosen area. This opens the search criteria window where you can narrow down the search results as you please. Press the [More Search Options] button for even more refinement filters.

Note that if you use the [Search by Address] field to refine your results through the Map Search, it will still exclusively search through the viewable area displayed.



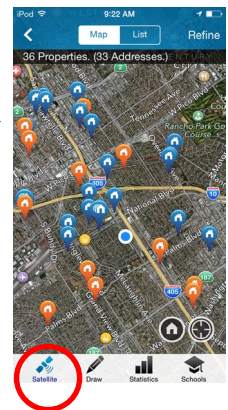
## Draw On Map Feature

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



## Alternate Map View

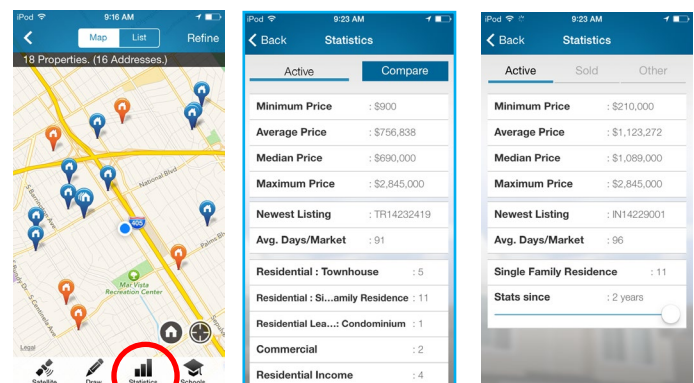
You can have an aerial look at the neighbourhood by pressing the [Satellite] button located in the lower-left corner.



## Generating Valuable Market Statistics

The [Statistics] button in the lower-right corner brings up market statistics for all the properties visible on the map. This function is very efficient to view and show comparables in any chosen area.

You can also compare the marketing statistics of active, sold and other properties in this same area with the help of the [Compare] button.



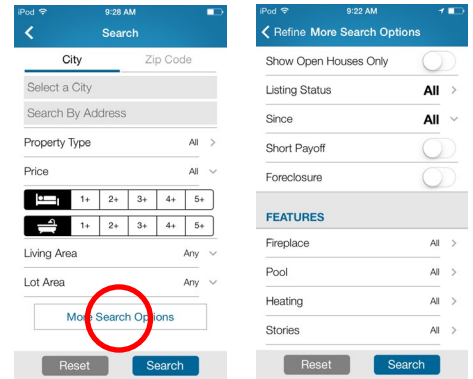


## Property Search by Criteria

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.

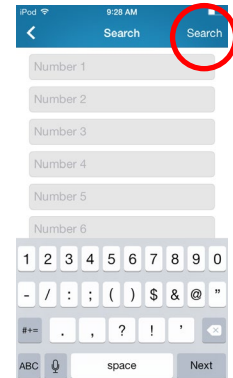
The [Search by Address] field will require that you also specify a city or area to proceed.



## Property Search by ID (MLS#)

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

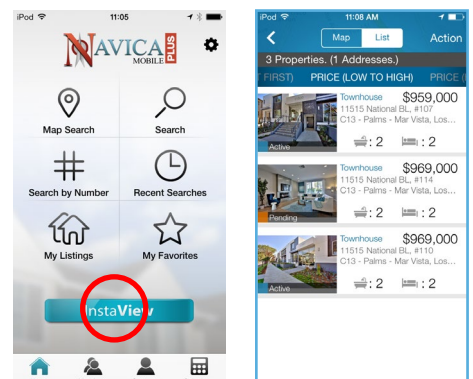
Simply input the MLS® numbers of the properties that you are looking for in the available fields and press the [Search] button in the upper-right corner to view the results.



## 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.

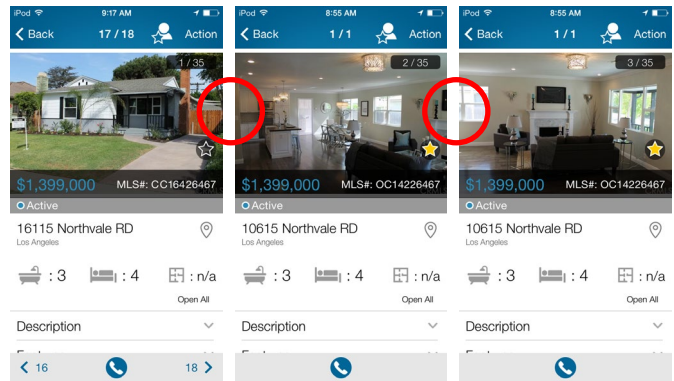


# Navigating Listings

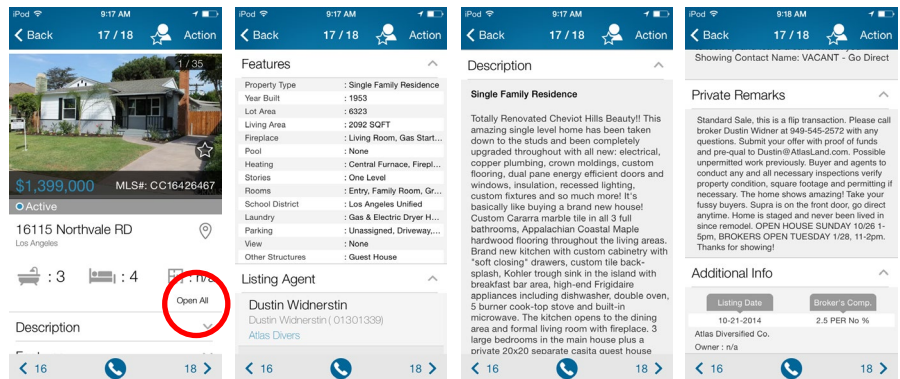
Listings are at the core of Navica Mobile Plus. With this app, you have access to all of your real estate board's listings, as well as the contact information of all its active members, and much more. Here's a look at the content you have at the tip of your fingers.

## What You'll Find In Each Listing

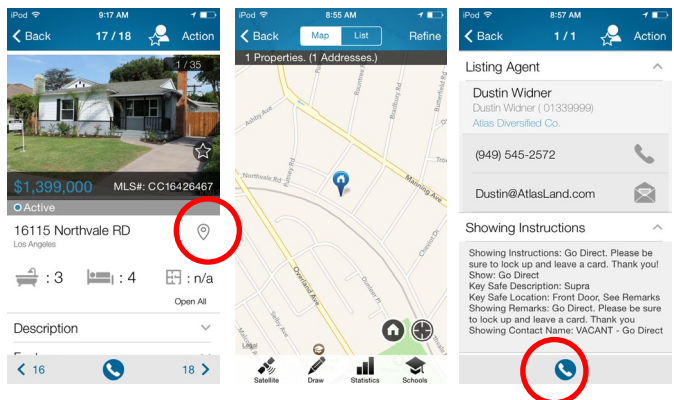
Swipe over the displayed picture to see any additional pictures associated to this listing on the MLS®.



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.



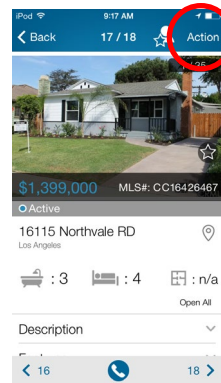
Find out where the property is located by pressing the [Location icon] at the right of the listing's address. To reach the listing agent by phone, simply press the phone icon located at the bottom of the listing, which will instantly dial the preferred number of the listing agent selected.



# Working With Listings

Navica Mobile Plus 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 by pressing the [Action] button located in the upper-right corner.

You can calculate mortgage payments on the spot, send the listing by e-mail to a contact immediately, email multiple listings, link the listing to a contact, and bring up recent comps prior to or when you are negotiating offers!



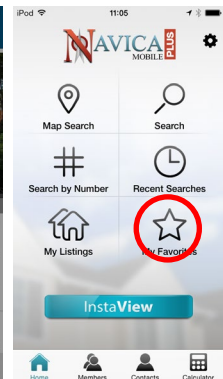
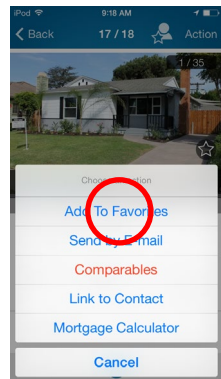
## Adding A Listing To Your Favorites

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.

You can access your favorites list by pressing the [Favorites] button on your Home Screen. You will then see the list.

### Useful Tip :

You can remove any property from your list of favorites with the help of the [Delete] button found under the [Action] menu in the top-right corner.

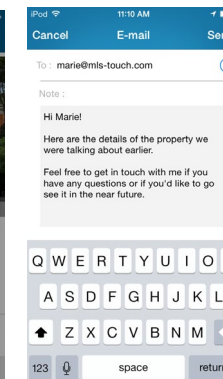
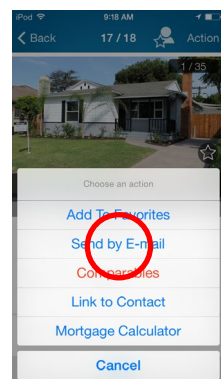


## Sending Listing Information by E-mail

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.





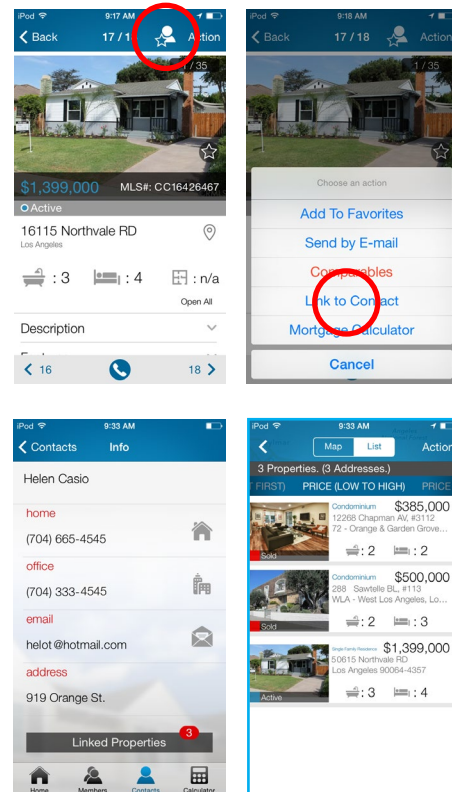
## Linking A Property To A Contact

To link a listing to a contact record, press the [Action] menu located in the upper-right corner of a listing or list of listings, and then press [Link to contact] or simply press the button on the left of the [Action] menu.

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 view their record.

Press the [Linked Properties] button of the contact to access a list of the properties you have linked to the contact so far.

You can remove any linked property from this list by opening the [Action] menu in the top-right corner, and then pressing the [Delete] button.



## Searching For Comparable Properties

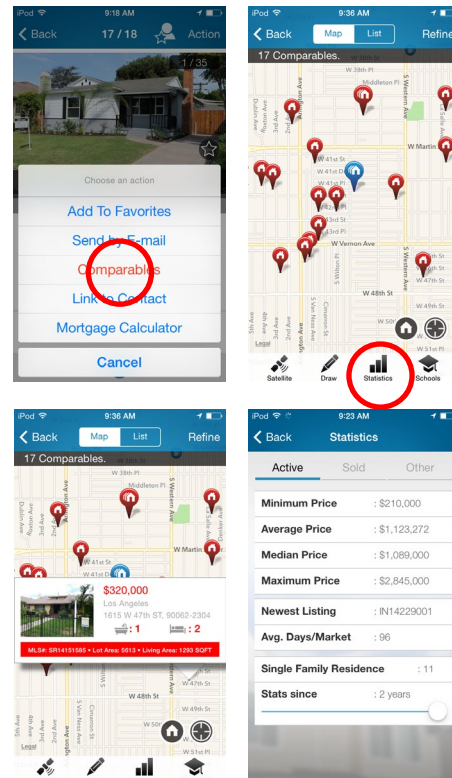
To verify if a property was listed at a reasonable price, or to have an idea of the value of comparable properties in the area, touch the [Comparables] button located in the [Action] menu of any listing.

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. If you wish to view statistics based on all displayed comparables, press the [Statistics] button! (see Generating Valuable Market Statistics for more info).

### Hot Tip :

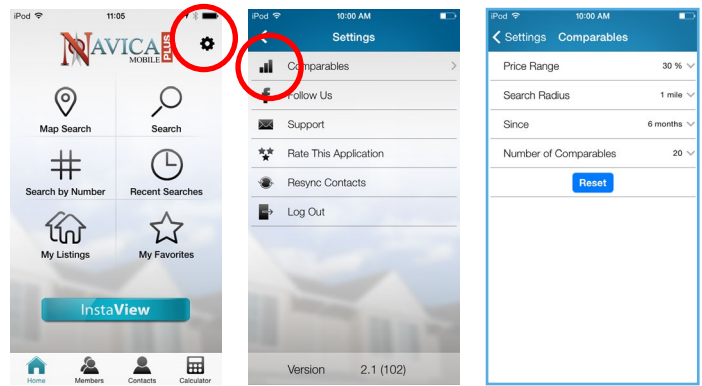
You can define your own parameters when searching for comparable properties. See "Choosing Settings in the Comparables Search Tool".



# 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 on the upper-right corner of the Home Screen, and choose [Comparables].

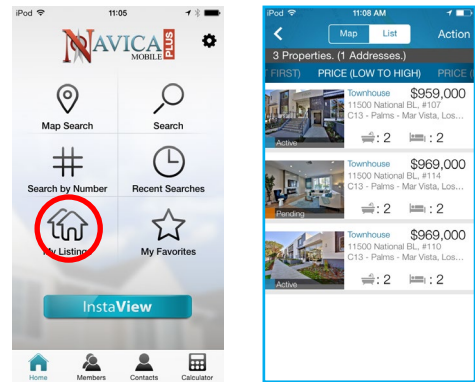
You can change the Price Range, the Search Radius, the time frame (Since) and the number of Comparables. Your choices are saved, and can be changed anytime.



## My Listings

You can access your full listings inventory at any time with the [My Listings] feature!

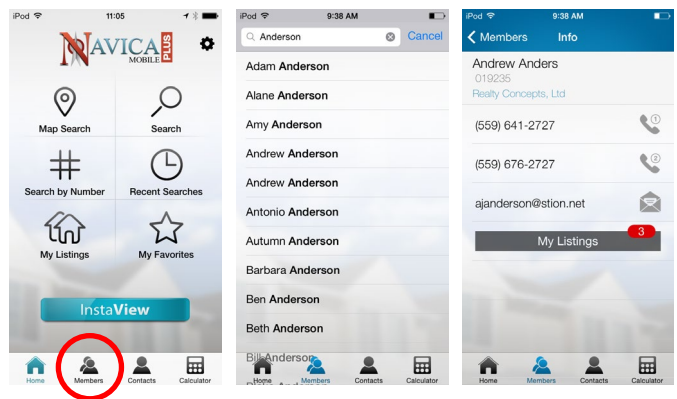
You can view the details of these listings, and you can also send them to potential buyers by email through the [Action] menu available in the upper-right corner.



## Members Directory

You can look up agents and their listings with the [Members Directory] feature. Through the member's record, you will have access to their contact information as well as the list of their active listings.

Press the desired phone number and your device will immediately dial it. Press the email address displayed and a new email window will appear. Press the [My Listings] button to bring up the list of their active inventory.



# 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:

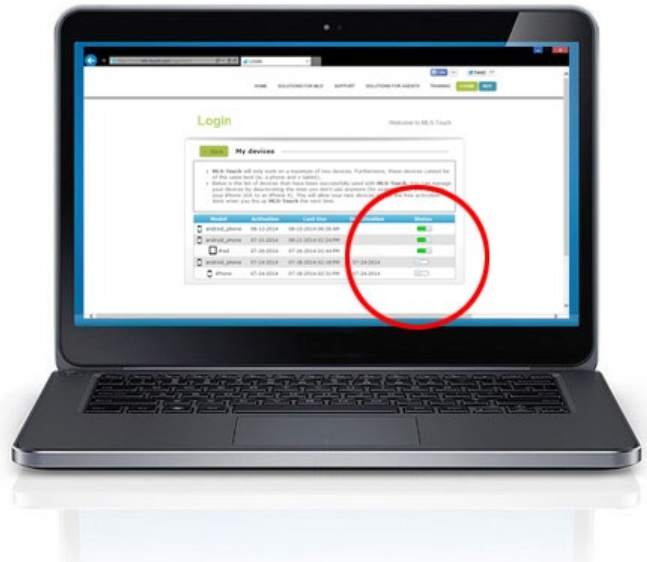
<http://navicamobile.com>

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.



## Need Help?

**Contact us! We'll be glad to assist you.**

By Email: [support@navicamls.net](mailto:support@navicamls.net)

By Phone: (800) 367-8756 or (866) 571-8922

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