

Searching for Caravan/Tour Dates

Listing agents have the ability to enter a **Caravan/Tour Date*** in the listing input module of calREDD™. You can search for properties on tour by following the instructions below.

To search for Caravan/Tour Dates, open a new search screen by clicking on **Search (Fig. 1)** on the homepage, and then select **Cross-Type** on the **New Search** screen (Fig. 2).

Figure 1

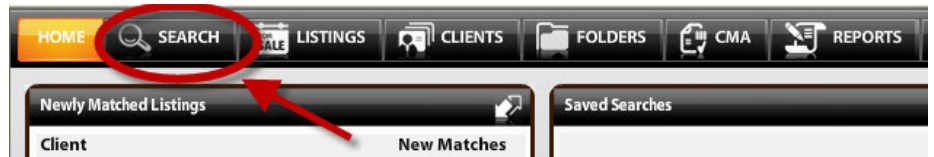
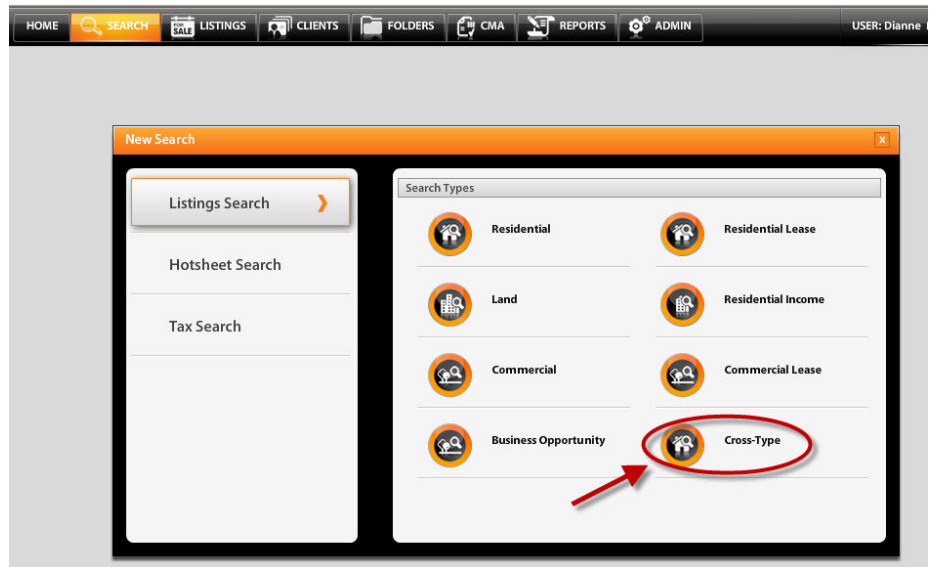


Figure 2



Next, click on the **Add Fields** button (Fig. 3). On the Add Fields screen, as you start to type the word **Caravan** into the **Search** field, **Tour/Caravan Date** will appear in the **Available Fields** menu (Fig. 4). Click on **Tour/Caravan Date** to highlight it, and then click on the right **Arrow** to add it to the **Selected Fields** box. Next, add the field **Association**, so that you can search for Tour/Caravan Dates specific to your Association.

Figure 3

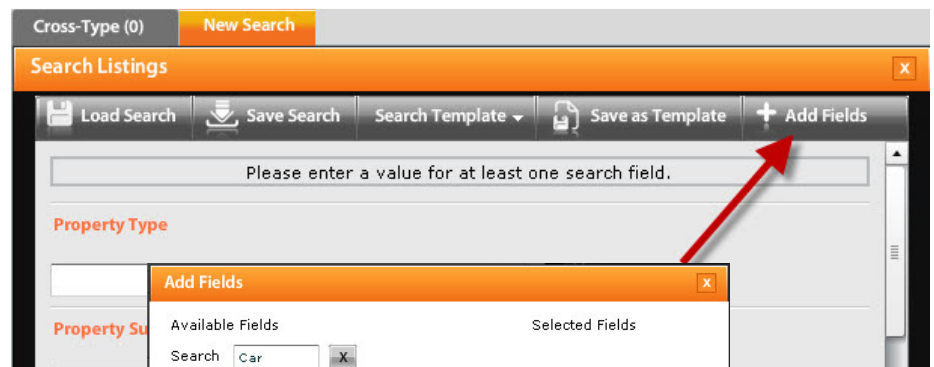
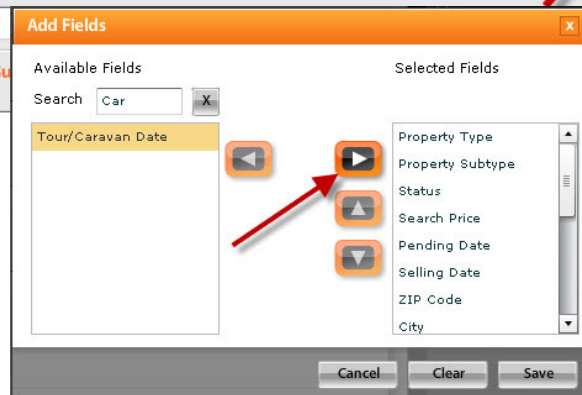
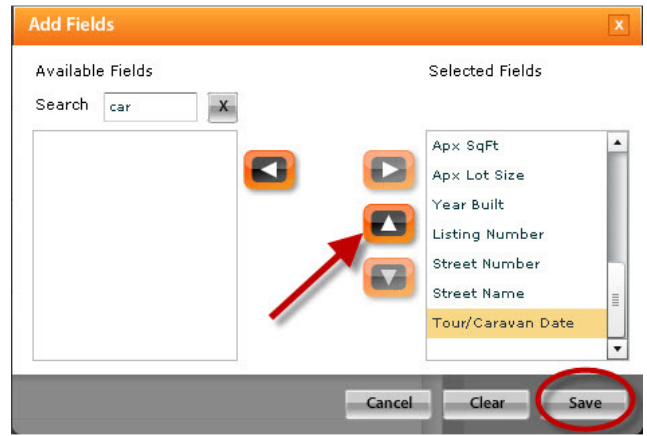


Figure 4



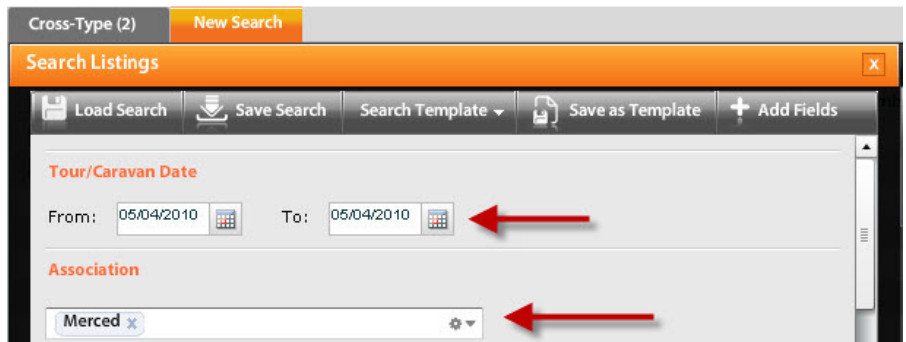
While in the **Add Fields** screen you can move the newly added fields, Tour/Caravan Date and Association, to have them appear closer to the top of the search screen by clicking on **Tour/Caravan Date** to highlight it, and then clicking on the up **Arrow** to move it up the list into the order you desire (**Fig. 5**). Repeat this with the field **Association**. After moving the **Tour/Caravan Date** and **Association** fields into the desired position, click on **Save**.

Figure 5



Now that you have added the **Tour/Caravan Date** and **Association** fields, enter in a date range for the date and the Association in which you wish to view the **Tour/Caravan** schedule. In this example we selected Merced as the Association and entered the date range **From: 05/04/2010 To: 05/04/2010** (**Fig. 6**).

Figure 6



After entering the date range, **Listings Found: 1**, in lower left corner of the search screen (**Fig. 7**), indicates there is one listing scheduled for Tour/Caravan on Tuesday, 5/4. Click on **View Results** to view the listing.

Figure 7



While in the **List View**, you can print a report of the listing(s) on tour by checking the box(es) in front of the listing, click on the **Print** button (**Fig. 8**) to display the report menu (**Fig. 9**), and then click on the report of your choice. The **Picture Summary** report is a nice report to select, as it contains property information, a photo of the property, and can fit up to 2 listings per page.

Figure 8

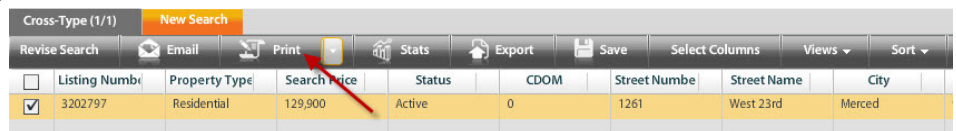
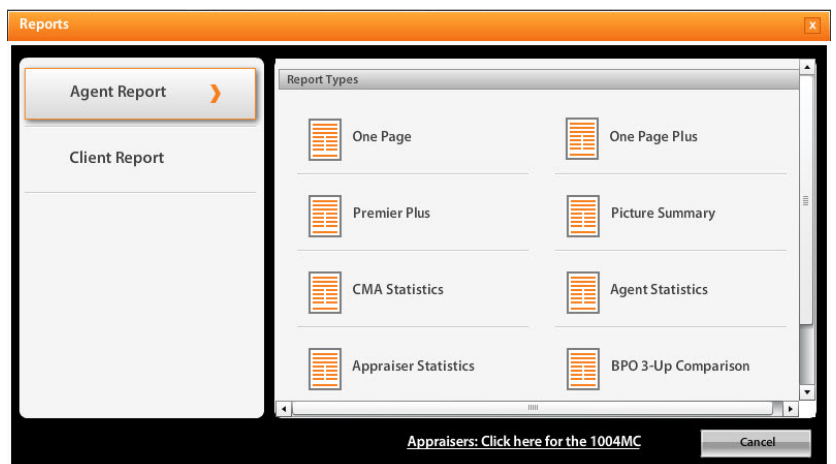
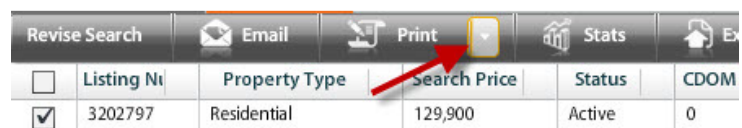


Figure 9



If you find there's a lot of properties on Tour/Caravan and you wish to just print out the **List View**, check the boxes in front of the properties, click on the down **Arrow** next to the **Print** button (**Fig. 10**), and then select **Current List View** from the menu.

Figure 10



* The ability to enter a Tour/Caravan Date may not be available in all regions.