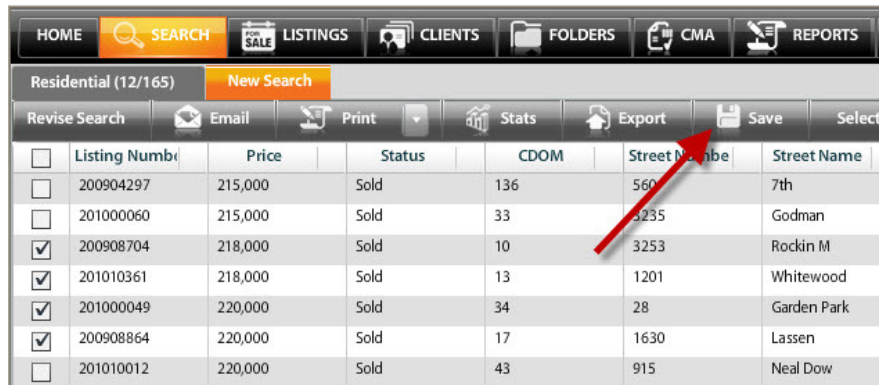


Using Agent Folders

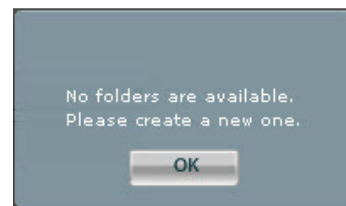
In calREDD™ you have the ability to create Client Folders and save listings in the folder. You also have the ability to create folders for yourself.

For example, you need to put together a CMA for a listing presentation and you've run a search of similar properties. You've scrutinized the search results and selected the properties you wish to include in your CMA, but then a client walks into your office and requests that you take him/her to view a property. You know that you'll be gone over an hour, and that after an hour of inactivity on calREDD™, the system will automatically log you out. When you come back from showing the property, you can always re-run the search by clicking on, **Run**, on the top search stored in the **Search History** widget, but then you'll need to go back through the listings again and select the ones you wish to include in the CMA. Instead of repeating the process, you can save the listings you originally selected to an agent Folder.

Run your search, and then select the properties you wish to include in your CMA by checking the box in front of each listing. After you've made your selection, click on the **Save** button (disk icon).

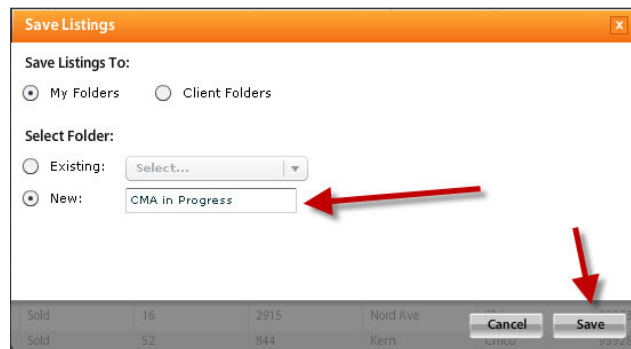


If you've never created a folder, you will receive the message on the right. Click **OK** to create a new folder.



Click on **New** under **Select Folder:**, enter a name for your new folder, and then click on **Save**.

You will then receive a message stating: **Listing(s) saved successfully.** Click **OK**.



To access the saved listings, simply click on the **Folders** tab,



to display the listings you've saved and to finish working on your CMA. If you've created more than one folder, click on the down arrow next to **Choose Folder**, and then select the appropriate folder.

