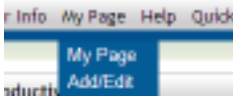


How do I confirm my listing is geo-coded?

1. Hover over "My Page" at the top of the RealTracs.net site and select "AddEdit".
*If you do not have the "Add/Edit" option, see your office manager or broker.



2. Select "Active" status and select a property class before you click the "Show Listings by Agent" button.
* You will want to repeat this for each property class
3. Click the bullet beside each listing, one at a time, then click the Geocode button below the list.




4. Confirm your listing has a red push pin displayed on the map and the location is correct.



What if my listing does not have a red push pin?

1. Use the zoom buttons as well as the pan button in the top left corner of the map to find the location of the property.



2. Click the push pin button on the top toolbar and then click on the map to drop the pin in the desired location. 
3. Click the "Geocode Listing" button to save your location.

What if my listing is mapped incorrectly?

1. Follow steps 1 through 3 for "What if my listing does not have a red push pin".
2. Click the push pin button on the top toolbar and then click on the map to drop the pin in the new location.
3. Click the "Geocode Listing" button to save your location.

Why didn't my listing automatically geo-code?

Typically this is caused by incorrect address information being entered into MLS. The geo-coding process is most successful when a street number (not zero) is used and the zip code is correct.

Questions? Please feel free to contact RealTracs tech support at 615.385.0777 or reply to this email.