



## Residential Search with RealTracs Mapping

### To access RealTracs Bing Mapping:

1. Login to RealTracs.net as you normally would.
2. Move your mouse pointer over "Search" in the navigation bar to display a drop down menu - click "Map Search (Beta)."
3. When the RealTracs mapping opens, a residential map search is selected by default. Other class searches can be utilized by clicking the appropriate file tab found beneath the navigation bar.
4. There are two main menu bars located within RealTracs mapping and both are detailed below.

### Top Menu

The top menu is displayed above the map and provides functions used to define the search area and navigate around the map.



**Search:** Use this link to search based on the map drawn and criteria entered.

**Stats:** This feature is not currently active, but when available will perform statistical searches and display the results.

**Magnifier Icons:** Click the plus symbol magnifier to zoom in and the minus symbol magnifier to zoom out.

**Center:** Click to position your shaded search area in the middle of the map screen.

**Clear:** Removes the shaded search area from the map and also clears any search results from the "Results" tab on the left. This does not clear items on the clipboard or the information entered on the "Criteria" tab on the left.

**Hand Icon:** This is selected by default, and enables you to "grab" and move the map by clicking and holding the left mouse button.

**Push Pin Icon:** Select this icon and click on the location where a pin point is desired. A minimum of three are required to create a searchable area, with a maximum of ten. When you click "Search", the selection returns to the "Hand Icon".

**Circle Icon:** Also known as a radius search, this enables you to create a search around a location you select on the map. When clicked, a box will display where the distance of your radius can be entered.

**Road, Aerial, Bird's Eye, and Labels:** These selections allow you to display RealTracs mapping in a topographical or photographic format, view a close up map from different angles, and show or hide labels displayed on the map.

### Left Side Menu

The left side menu functions as a "sliding" menu within RealTracs Mapping. Click a selection to expand a panel of options.

**Criteria:** Click to add information that will further define your search. Street name and subdivision are not included, as this is delineated by the search area you select.

**Results:** This selection displays your search results, with links to a buyer's report and traditional list view.

**My Maps:** Search the same area on a regular basis? Save up to fifteen searches within RealTracs Mapping.

**My List:** "My List" is a storage area for properties you have saved from your results list or the property flags on the map, much like a narrow feature. "My List" can then be used to view agent reports, go to a traditional search grid, or view driving directions.

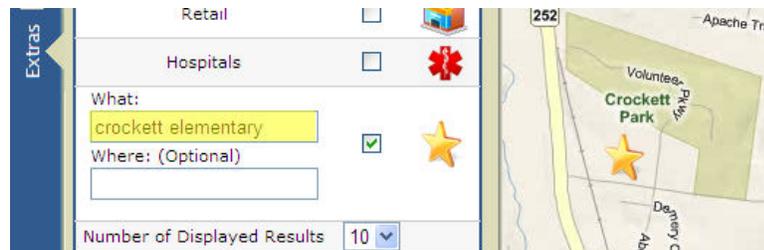
**Extras:** These are the little things that make the search completely customizable to your client's needs; tools to display area schools, retail, or hospitals. You even have the ability to search an area from a specific address.

## Performing a Residential Search with RealTracs Mapping

### Searching with the “Circle Icon”, also known as the Radius Search

*Scenario: Your buyer is searching for homes 3/4 of a mile from Crockett Elementary School, priced between \$500,000 and \$525,000.*

1. Begin your search by locating *Crockett Elementary* on the map. This can be achieved by zooming into the school's specific location on the map. You can also use the “Extras” tab to display area elementary schools simply enter *Crockett Elementary* in the “What:” text field and then checking the box to display a gold star indicating where the school is located.

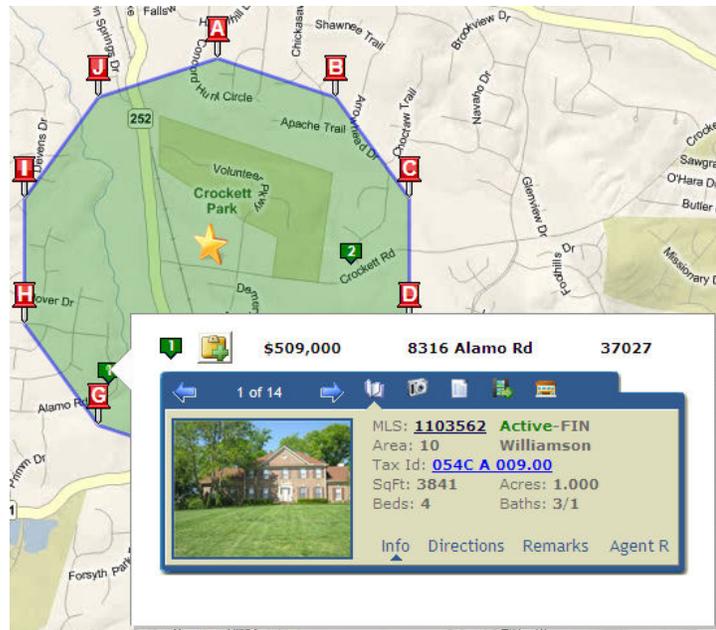


You  
or

2. Because your buyer is searching for homes in a certain price range, a minimum and maximum price need to be specified before initiating the search. Click “Criteria” to enter the desired price range of \$500,000 to \$525,000.
3. Now that the location and price range of your search is set, the final step is to define your search area by selecting the distance of the radius from the school. First click the “Circle Icon” from the top menu bar. A text box will appear in the icon's place so the distance from the school may be entered. Fractional mileage should be input in a decimal format. Enter .75 (3/4 mile) and click the map where the school is located and your radius will be drawn automatically from that position.



4. When you click “Search” from the top menu, listings in your shaded search area, meeting your criteria, display as colored flags that can be clicked on to display additional information.
5. If the search returns a property you wish to save, click the clipboard icon (📄) to send it to the mapping clipboard, then access it later by selecting “Clipboard” from the side menu. Please note, only fifteen listings can be stored at once.
6. Your newly created search can also be saved and later retrieved when you need it. While the search is still displayed, select “Saved” from the side menu and click “New Search”. Give your search a name, save it, and that's it! You can store up to fifteen searches.



### Need Additional Assistance?

For help or questions with mapping, please contact our technical support team by phone at 615-385-0777 or via email at [mapping@realtracs.com](mailto:mapping@realtracs.com).