

## ForeclosureRadar.com Tutorial:

### Track and save a specific property

ForeclosureRadar makes it easy to save properties of interest and store your research. This tutorial guides you through the steps to save properties, set an interest level, a status, add tags, store notes and photos, and do a quick financial analysis, and to search on this information once it's entered.

#### Use ForeclosureRadar to:

- Save properties of interest to easily find, track and manage them

There are two ways to save properties to your saved properties list. The first way is to select one or more properties in the list view by clicking the checkbox on the far left and pressing the Save button in the list view toolbar.

#### To save properties in the list view:

1. Select the properties in the list view using the checkboxes on the left hand side.
2. In the list view toolbar, click the Save button.
3. Optionally select a number of stars to indicate your interest level, a status value and set a tag, as desired.
4. Click the OK button.

Note that once these properties are saved, the property icon changes to include a small star to allow you to easily identify your saved properties.

You can also save individual properties on the fly when viewing the More Details window. To do this, set an interest level, change the status, add a tag, add photos, save the financial analysis, or add notes to the property. Set or add any of these elements to automatically save the property to your saved properties list.

Let's take a look at each of the items you can set or add, and how you can use them to make your foreclosure business more efficient.

**Interest level:** By setting an interest level between one and five stars, you can quickly identify properties of a specific interest level by viewing your saved properties and sorting or searching on interest level.

**Status:** This is a great way to track your workflow in the purchase process for a property. There are ten status levels, which can be customized to match the steps particular to your purchase process..

## To customize Property Status values:

1. In the main menu select My Account.
2. Click the Defaults button.
3. Scroll down to My Property Statuses.
4. Enter your defaults.
5. Click the Update button.

Tags: Using this is an incredibly flexible way to categorize properties in whatever manner you choose. For example, you might want to tag each property a particular client is interested in with their name. You can add multiple tags to a property, allowing you to indicate that multiple clients are interested in particular property.

Similarly, you could tag a property by the type of opportunity it represents, such as short sale listing, resale flip or long term rental. The possibilities are endless.

To delete a tag, view the More Details window for the property and press the minus button below tags in the Status panel.

Photos: You can add your own photos to each property, centralizing all of your foreclosure research in one place. To add a photo, view the details for the property, press the Add Photos button in the upper right corner of the Photos panel, and select the photo from your hard disk. To see a larger view of a photo you've already saved, click on it.

Notes: Like photos, adding notes allows you to keep all of your information about a given property centralized in one place. To add a note, view the details for the property and click the Add Notes button in the upper right corner of the Notes panel. You can delete a note by pressing the Delete button. After notes have been added, you can edit them by pressing the Edit button.

Financial Analysis: Use this feature to analyze the potential resale or rental return on investment for a specific property, as well as to calculate a quick net sheet on potential listings. This feature is covered in more detail in the Financial Analysis tutorial.

Setting or saving any of these items adds the property to your saved properties list.

To view properties you've saved, in the main menu select View My Saved Properties and click the Search button. This returns a complete list of all the properties you have saved. You can filter this list using the quick-access criteria fields in the search bar, or the full list of search criteria in the My Property window.

When viewing your saved properties, notice that the fields in the list view include the items that you saved, making it easy to review the information you entered.

Note that you can also use the My Property search criteria to see a list of your saved properties in the other search types, including Search Foreclosures or Daily Auction Schedule.

ns: [Location](#) ▼ [Property](#) ▼ [Foreclosure](#) ▼ [My Property](#) ▼

**Saved**  ▼ **My Value**  to  ✕

**Hidden**  ▼ **Estimated Profit**  to

**My Interest**  ▼ **Resale ROI%**  to

**My Status**  ▼ **My Rent**  to

**My Tags**  ▼ **Estimated Income**  to

**My Photos**  ▼ **Rental ROI%**  to

**My Notes**  ▼

**My Notes Text**

For example, you can create a list of your saved properties for a range of sale dates. The first step is to select Search Foreclosures from the main menu. On the My Property Search Option panel, change Saved to Yes. Next, on the Foreclosure Search Option panel in the Sale Dates section next to Current, click the Set Date or Range link and set the date range in the pop-up window. Set any other search criteria you desire and click the Search button. You can sort the results in the list view by clicking the heading of the Sale Date column.

You can use a combination of conditions to isolate a subset of properties, such as properties that you have a high degree of interest in for which you do not yet have photos. Once the results are returned, you can get driving directions to the properties you want to visit. Select the properties in the list view and click the Route button to get optimized driving directions that get you to each property as efficiently as possible.

Work smarter, not harder by using ForeclosureRadar to save properties of interest and store your research.