ForeclosureRadar.com Government Tutorial:

Share foreclosure information, photos, notes, and property status within and between departments

ForeclosureRadar makes it easy to work more efficiently by sharing information between departments and managing workflow. This tutorial guides you through the steps to set up a team account and manage workflow with tags and status.

Use ForeclosureRadar to:

- Work efficiently as a team on foreclosure properties
- Keep everyone on the team informed of the latest developments
- Manage workflow across team members

With a standard account, only one person can be logged into the ForeclosureRadar account at a time. A team account allows multiple people to share a login and password and be logged in simultaneously. A team account is a great productivity tool to keep all members of your team in sync and contributing to the workflow, within a department or even between departments.

To enable a Team Account:

1. On the main menu, select My Account.
2. Click on the Billing button.
3. In the Service Plan panel, click the Change Service button.
4. Select a Team Account and click the Update button.

A team account has a separate password for a regular user and an administrator. Only the admin password has access to the My Account menu options. The regular password is distributed to the team. The admin password should remain restricted to only those users authorized to update billing and make account changes.

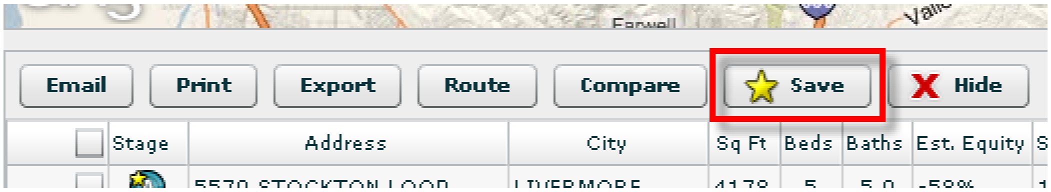
As you assign different roles to different people, you can use the Status field to manage the workflow and keep track of the current status of the property.

For example, let's say Rosa generates a list of new foreclosures (properties in the Preforeclosure stage) for Tom to inspect for possible abatement action.

To search for properties in a specific foreclosure stage:

1. On the main menu, select Search Foreclosures.
2. On the Foreclosure panel, select one or more foreclosure stages to include in the search.
3. Specify the other search criteria you desire, including location.
4. Click the Search button.

Rosa can save each of the properties in the results with a Status of Perform Inspections and a tag of Tom.



Tom does a View My Saved Properties for a Status of Perform Inspection and a Tag of Tom.

To search saved properties by status and tag:

1. In the main menu, select View My Saved Properties.
2. Click the Any Status dropdown menu and select a status.
3. Click the Any Tag dropdown menu and select a tag.
4. Click the Search button.

He prints a route report to get efficient driving directions to all the properties and does the inspections. While on site, he takes photos and makes notes of any violations. When he returns, he enters the notes, uploads the photos, adds a tag to indicate any violations, and sets the Status to Send Notice if a violation was noted, or Inspection Complete otherwise. Tags can be used for multiple purposes, such as to indicate a property is vacant or has a pest infestation.

Next, Cindy searches for properties with a status of Send Notice and prints mailing labels. Once the labels are printed, she updates the status to Re-inspect.

By using tags and status values, you can quickly generate reports to indicate the current state of the department's efforts. For example, a report of saved properties that have been sold at auction that have been inspected or treated for mosquitoes or a report of all properties awaiting field inspection.

You can customize the status field to the workflow of your department, including steps for further enforcement actions, scheduling work, or even billing actions. Tags can be used to assign specific people to properties or to note specific violation types or abatement actions. The possibilities are endless.

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.

Use ForeclosureRadar to work smarter, not harder, by sharing foreclosure information, photos, notes, and property status within and between departments.