

ForeclosureRadar.com Investor Tutorial:

Share status, photos, notes, financial analysis and bid amounts among team members

ForeclosureRadar makes it easy to manage workflow and share information with a team. This tutorial provides an overview of setting up a team account and using the Status field to create and manage a workflow.

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

Normally, only one person can be logged into a ForeclosureRadar account at a time. However, 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.

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 regular password to be distributed to the team members and the ability to set a second password for an administrator. Only the admin password has access to the My Account menu options for administrative functions, like setting defaults, contact or billing options.

A Team Account allows you to easily coordinate the efforts of your team by using the Status field to manage everyone's workflow.

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.

For example, let's say Mary does the initial search to generate a list of foreclosures that meet the team's criteria, which she saves with a Status of Screen for John to screen and decide which ones warrant further research.

To change the status of multiple properties in the List View:

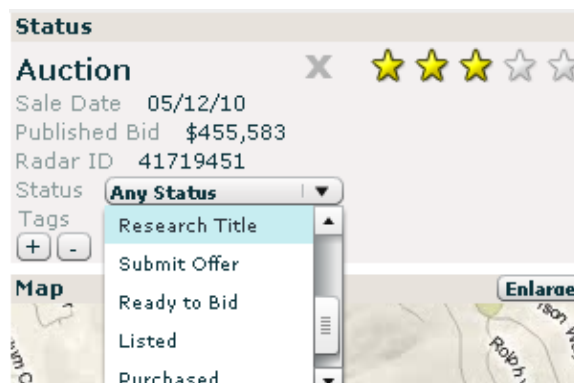
1. Select the properties in the List View.
2. In the List View toolbar, click the Save button.
3. Select the status value.
4. Optionally, assign an Interest Level or a Tag to the selected properties.
5. Click the OK button.

When John is ready to review the properties, he runs View My Saved Properties for a Status of Screen.

To search saved properties by status:

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

He reviews the property details, looks at the bird's eye view of the neighborhood, assesses the value and equity, checks the transaction history, and does a quick financial analysis. If the property makes the cut, he sets the Status to Research Title and moves on to the next property.



Susan does a View My Saved Properties for a Status of Research Title, reads the notes, reviews the transaction history, notes the current owner, gets the APN, and begins researching the title. She updates the notes, adjusts the interest level, sets the Status to Inspect Property and moves on to the next property.

When Bobby's ready to start his day, he does a View My Saved Properties for a Status of Inspect Property and prints a Route report.

To create a Route report:

1. On the List View toolbar, click the Route button.
2. Enter a starting address.
3. If you want to end at a different location, select Use different ending address and enter an ending address.
4. Select Include Map.
5. Click the Get Route button.
6. Click the Print button.

As he goes to each property, he updates the record with photos and notes using the ForeclosureRadar iPhone app or makes notes of what he found in the field and updates the record when he gets back to the office. He changes the Status to Check Value and moves on to the next property.

John does a View My Saved Properties for a Status of Check Value, reviews the financial analysis, reads Bobby's notes regarding the condition of the property, looks at the photos and estimates the properties value using Foreclosure Comps, the local MLS, or with the help of a local Realtor. He updates the notes, adjusts the financial analysis, adjusts the interest level, sets the Status to Ready to Bid and moves on to the next property.

Before heading to the courthouse steps, Rocky reviews the Daily Auction Schedule and prints a bid sheet for that day which includes information entered by the other team members.

To print the auction bid sheet:

1. On the List View toolbar, click the Print button.
2. Select Auction Bid Sheet.
3. Click the Print button.

Alternatively he can access the latest analysis, photos and notes generated by Mary, John, Bobby and Susan, as well as the latest opening bid and postponement information using ForeclosureRadar's iPhone app.

As you can see, everyone on the team can, at any time, see the status of any property in the pipeline, can see what needs to be done next, and can work efficiently to keep the process running smoothly.

Use ForeclosureRadar to work smarter, not harder, by sharing status, photos, notes, financial analysis and bid amounts among team members.