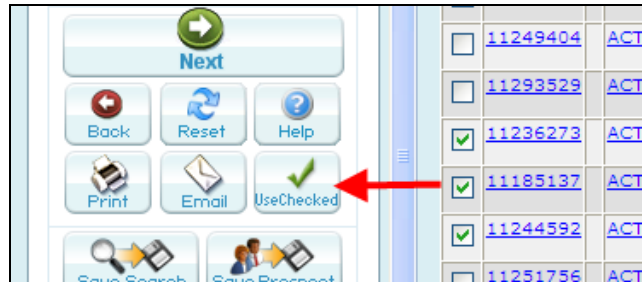


## Using the Tool - “Use Checked” Button in InnoVia

Once you have run a search in InnoVia, there are several useful tools all located in the same place, via the **Use Checked** button on the left.

Simply check off the listing you are working with, and click the **Use Checked** button.



### Use Checked Options

**Print** – Prints the selected listings (be sure to choose a sort and display option as well)

**Re-Group** – Filters out the listings you did not check off (can also be combined with a sort and display option)

**E-Mail** – E-mails the selected listings (be sure to choose a sort and display option as well)

**Copy MLS # to Clipboard** – Copies the selected MLS numbers to your browser’s clipboard so they can be pasted elsewhere. This saves the time of needing to write them down and type them all back in somewhere else.

**View Map** – Plot the selected listings on a map that can then be printed or emailed.

**Slide Show** – Quickly create a Power Point Slide Show using the selected listings. Choose from prebuilt templates, and the system will automatically create and email a slide show to you or one of your customers.

**CMA and Horizontal CMA** – Run a quick side-by-side market analysis of the selected listings. For 3 or less listings use the **CMA** option; for 4 or more listings, use the **Horizontal CMA**.

**Prospect Cart** – Manually add the selected listings to one of your prospect’s listing carts (who have already been set up in Prospect Manager)

**Listing Cart** – Add listing to your own personal Listing Cart in InnoVia. Allows you to set the listings aside until you are ready to do something with them later. Similar to a “shopping cart”.

**Driving Directions** – Create turn-by-turn driving directions for up to 20 listings at a time, including maps of your route.