

TABLE OF CONTENTS

WELCOME TO ENEIGHBORHOODS.....	1
CLASS OBJECTIVES	1
CHAPTER 1 – UPDATING YOUR PERSONAL PROFILE.....	2
Updating Your Personal Information.....	3
Updating Your Designations.....	3
Updating Your Photo	4
Updating Your Logo.....	4
Updating Your Report Settings.....	5
Updating Your Formulas/Scenarios.....	6
Updating Your MLS	6
Updating Your Colors	7
Backing Up Your Personal Profile	7

WELCOME TO ENEIGHBORHOODS

Welcome to the *Updating Your Personal Profile* training class. This class will guide you through the basics of updating/changing any part of our personal profile. This includes your Personal Information, Designations, Your Photo, Your Logo, Report Settings, Formulas/Scenarios, MLS and Colors. This information is used for the reports, eNeighborhoods website and newsletters.

CLASS OBJECTIVES

You Will Learn How To:

- ❖ Update your Personal Information
- ❖ Update your Designations
- ❖ Update your Photo
- ❖ Update your Logo
- ❖ Update your Report Settings
- ❖ Update your Formulas/Scenarios
- ❖ Update your MLS
- ❖ Update your Colors

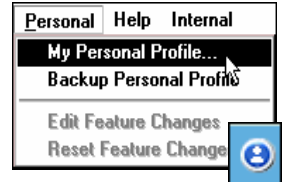
CHAPTER 1 - UPDATING YOUR PERSONAL PROFILE

Follow the steps below to update your Personal Profile.



Open the eNeighborhoo... program by clicking on your eNeighborhoo... icon on your desktop.

Once in eNeighborhoo..., click on **Personal > My Personal Profile** from the Menu Bar or click on the **Profile** button to the right of your screen. The Personal Settings Wizard opens at the Personal Information screen.



Updating Your Personal Information

The Personal Information tab allows you to edit your Name, Address, Company, Email, Phone and Web Type. This information will be displayed on your reports and eNeighborhoods web site.

You can click **Next** to move to each of the tabs, or you can select a specific tab by clicking on it. When you are finished with your changes, click on the **Finish** button.

Personal Settings Wizard

Report Settings | Formulas/Scenarios | MLS | Colors

Personal Information | Designations | Your Photo | Your Logo

Instructions
Enter your personal information. This information will be displayed on your reports and your eNeighborhoods WebSite.

eNeighborhoods
Everyday Marketing Solutions for Real Estate™

Name:

Email:

Company:

Address:

City/State/Zip:

Phones: Office:
Fax:

Web Address:

User Type:

Cancel | < Back | Next > | Finish

Updating Your Designations

The Designations tab allows you to add designations to your reports.

1. Select an item in the left column and click on the right arrow button to add your selection to the list on the right.
2. Use the up/down arrows to select the order of your designations.
3. You can click Next to move to each of the tabs, or you can select a specific tab by clicking on it. When you are finished with your changes, click on the Finish button.

Personal Settings Wizard

Report Settings | Formulas/Scenarios | MLS | Colors

Personal Information | **Designations** | Your Photo | Your Logo

Instructions
Add Designations: Select from the list on the left and click the right arrow button.
Remove Designations: Select from the list on the right and click the left arrow button.

eNeighborhoods
Everyday Marketing Solutions for Real Estate™

Diane Harbeson, Associate Broker

Selection List

- ABR
- ABRM
- Affiliate Broker
- ALC
- AMO
- ARM
- ARS
- ASA
- ASSOCIATE BROKER**
- CAPM
- CBR
- CCIM
- CEA
- CEMS
- CFS
- CIPS
- CLHMS
- CLO
- CMMS
- CMRS

Personal Designations

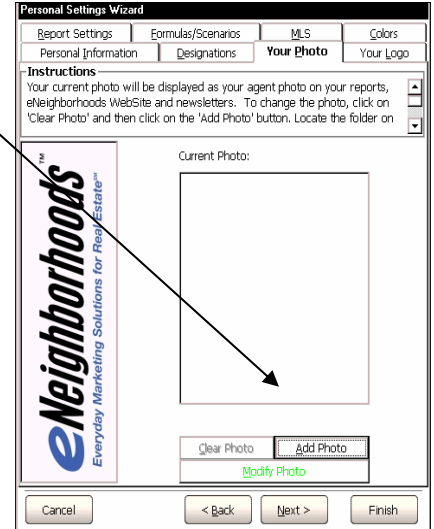
- Associate Broker

Cancel | < Back | Next > | Finish

Updating Your Photo

The Your Photo tab allows you to add your personal photo to the reports, eNeighborhoods website and newsletters.

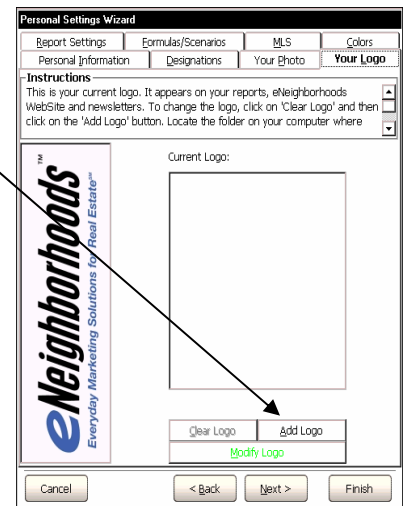
1. Click on the **Add Photo** button and the Select Image dialog box opens.
2. Find your personal image and highlight it so that the name is in the File Name field. Click OK.
3. Your image will display in the Current Photo box.
4. You can click **Next** to move to each of the tabs, or you can select a specific tab by clicking on it. When you are finished with your changes, click on the **Finish** button.



Updating Your Logo

The Your Logo tab should automatically have your logo displayed in the Current Logo box.

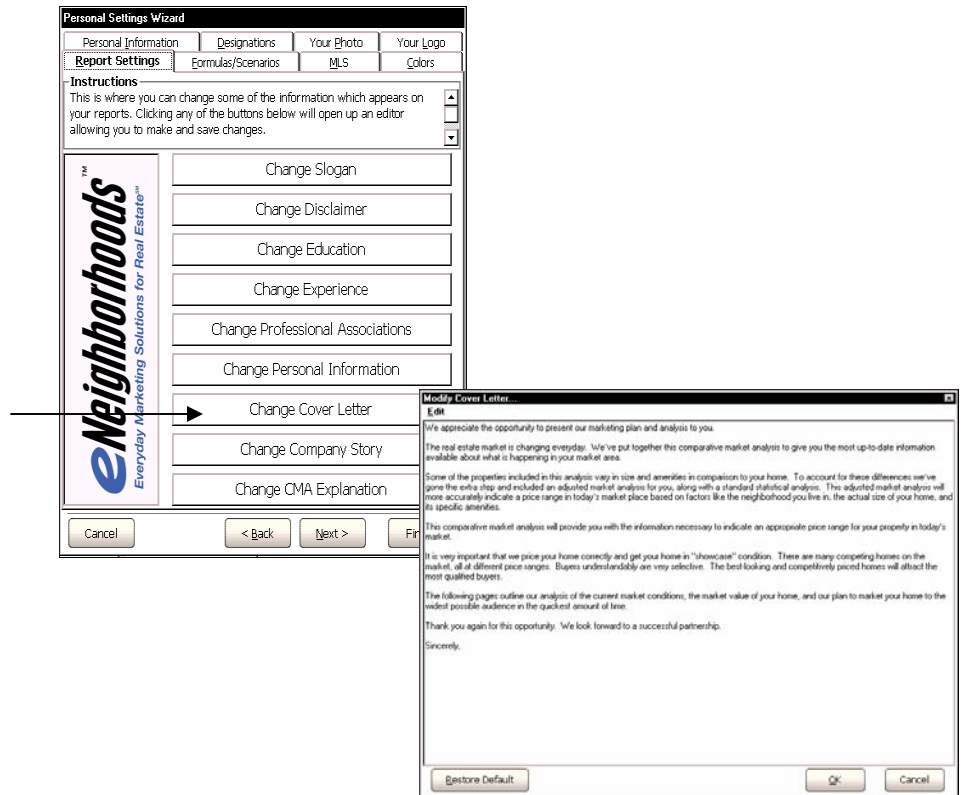
1. To change the logo, click on the **Clear Logo** button and then click on **Add Logo**. The Select Image dialog box opens.
2. Find your new logo and highlight it so that the name is in the File Name field. Click OK.
3. Your image will display in the Current Logo box.
4. You can click **Next** to move to each of the tabs, or you can select a specific tab by clicking on it. When you are finished with your changes, click on the **Finish** button.



Updating Your Report Settings

The Report Settings tab allows you to change some of the information which appears on the reports.

1. Click on any of the buttons and it will open in an editor allowing you to make changes.
2. In our example, we opened the Cover Letter. Make your changes and click OK.



3. You always have the option to go back to the original letter by clicking on Restore Default.
4. You can click **Next** to move to each of the tabs, or you can select a specific tab by clicking on it. When you are finished with your changes, click on the **Finish** button.

Updating Your Formulas/Scenarios

The Formulas/Scenarios tab allows you to make changes to the Buyer’s Cost Formulas and/or Loan Scenarios (see Buyer Tour Manual) and the Seller’s Net Sheet (see CMA Manual).

1. Click on the drop down arrow to select the formulas you want to edit.
2. To edit the formula, click on its cell and start typing.
3. You can click **Next** to move to each of the tabs, or you can select a specific tab by clicking on it. When you are finished with your changes, click on the **Finish** button.

Name	Formula	Results
Down Payment	[Price]*0.20	\$20,000.00
Loan Fee	([Price]-[Down Payment])*0.01	\$800.00
Document Fee	150	\$150.00
Pro-rated	([Price]*0.0125)/12	\$104.17
Appraisal	350	\$350.00
Escrow Fee	175+([Price]/1000)*1.75	\$350.00
ALTA Title	100	\$100.00
Recording Fees	50	\$50.00
Misc. Charges	250	\$250.00

Updating Your MLS

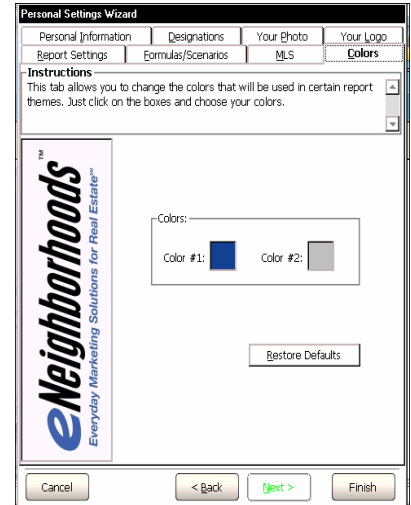
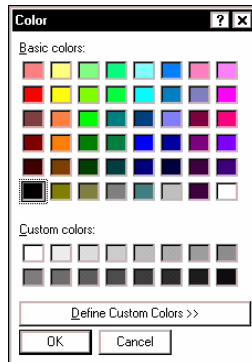
The MLS tab allows you to input your State, MLS and select where your MLS listings come from.

You can click **Next** to move to each of the tabs, or you can select a specific tab by clicking on it. When you are finished with your changes, click on the **Finish** button.

Updating Your Colors

The Colors tab allows you to change the colors that are used in certain report themes.

1. Click in the Color #1 box and the Color window will open.
2. Select the new color and it will appear in your Color #1 box.



3. You can always go back to the original colors by clicking on Restore Defaults.
4. You can click **Next** to move to each of the tabs, or you can select a specific tab by clicking on it. When you are finished with your changes, click on the **Finish** button.

Backing Up Your Personal Profile

1. After making changes to your Personal Profile, you should back it up so that you will have it at a later time if something should happen.
2. Click on **Personal > Backup Personal Profile** from the Menu Bar.
3. Click the Save button. Remember where the file is being saved so you know where to find it later.