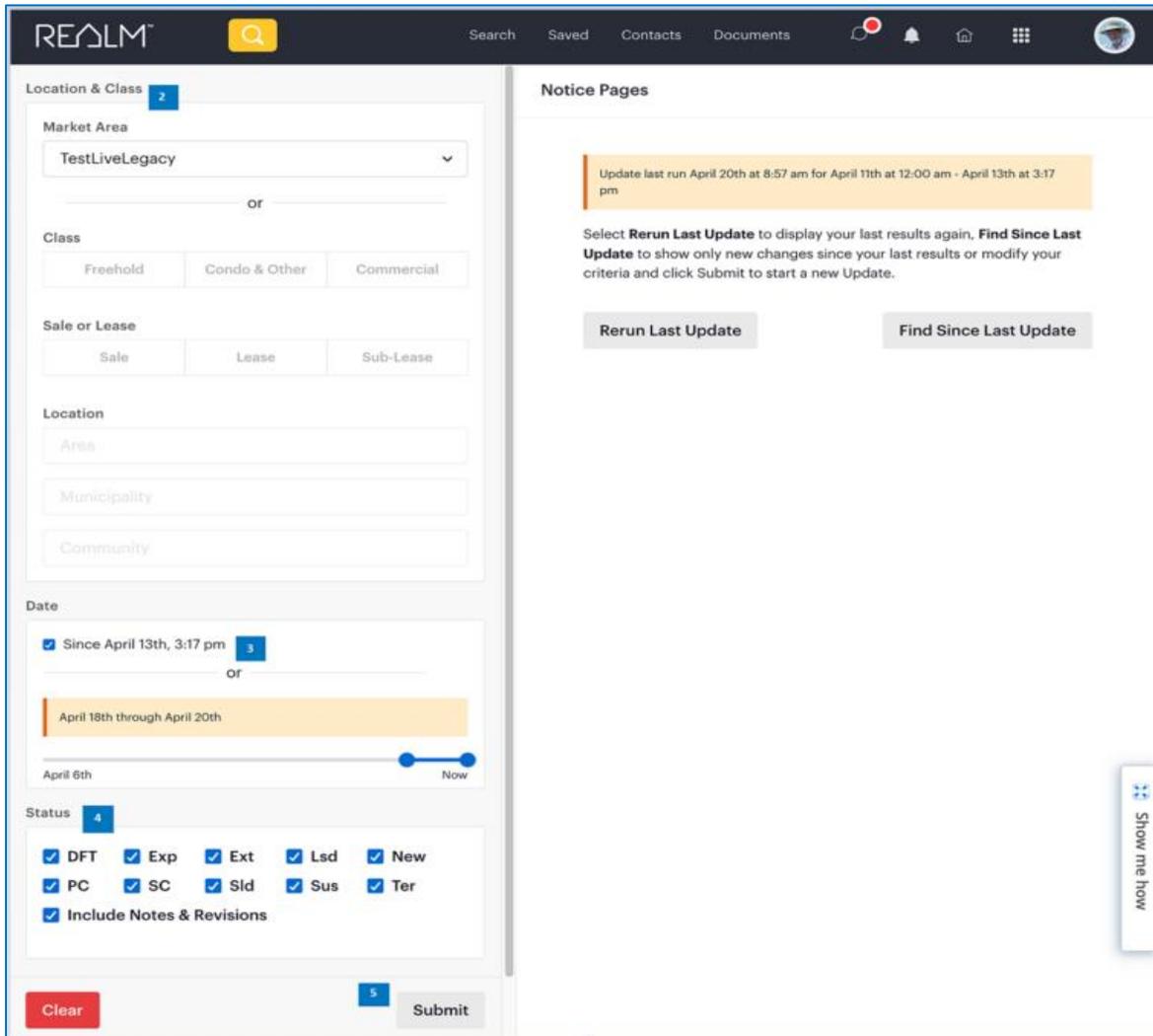


Tips & Tricks

How to Create Notice Pages on your PC

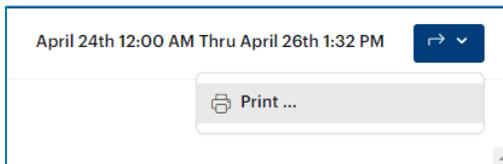
1. Select the Notice Pages tile within the **Resource Menu**. 
2. **Choose Location & Class:** From the left-hand side of the window, choose to run your Notice Page search by Market Area OR by Class, Sale or Lease and Location.
3. **Choose Date:** Choose the checkbox to run the Notice Page search from the date and time of your last search OR enter a date range using the slider bar.
4. **Choose Listing Status:** by activating the appropriate checkboxes
5. **Click Submit.**



The screenshot displays the REALM Notice Pages interface. On the left, the 'Location & Class' section includes a 'Market Area' dropdown set to 'TestLiveLegacy', 'Class' buttons for 'Freehold', 'Condo & Other', and 'Commercial', and 'Sale or Lease' buttons for 'Sale', 'Lease', and 'Sub-Lease'. Below this are input fields for 'Location' (Area, Municipality, Community). The 'Date' section has a checked checkbox for 'Since April 13th, 3:17 pm' and a date range slider set from 'April 18th through April 20th'. The 'Status' section has checkboxes for 'DFT', 'Exp', 'Ext', 'Lsd', 'New', 'PC', 'SC', 'Sld', 'Sus', 'Ter', and 'Include Notes & Revisions'. At the bottom are 'Clear' and 'Submit' buttons. On the right, the 'Notice Pages' section shows a message: 'Update last run April 20th at 8:57 am for April 11th at 12:00 am - April 13th at 3:17 pm'. Below this are buttons for 'Rerun Last Update' and 'Find Since Last Update'. A 'Show me how' button is visible on the right edge.

How to Work with Notice Page Search Results on your PC

1. **To Print:** click on the **Action Menu** at the top right side of the window and choose **"Print"**



2. **Quick View by Status:** choose the appropriate Status Button at the top of the results screen to jump to that section.



3. **To view individual listings:** click on the listing result from the list to view the complete MLS listing.

If you have any questions, please contact us at Help@REALMmlp.ca.

