

Tips:

- Compulsory fields have shaded backgrounds
- When installing the product from within Windows Vista you might need to confirm extra steps below from a security point of view
- Some steps below might differ if using Windows XP, Windows Vista or Windows 7

1) Download

- Download the software from <ftp://196.15.222.186/>
- Username: bee
- Password: download
- Click Logon
- Download the file Home Explorer.msi to any local directory
- Click: Save

Setup from CD

- Insert CD into your CD / DVD Rom drive
- Go to your CD directory or where you've saved the downloaded file.
- Double Click on Home Explorer.msi
- Click Next
- Click Next
- Click Next
- Click Next
- Click Continue
- Click Close

Take note of updates that might be needed for your Windows operating system

- The Home Explorer shortcut gets added to your desktop to launch the program

2) To open the Program for the first time

- Double Click the Home Explorer shortcut on your desktop
- OR Click Start
- Click All Programs
- Click the Home Explorer Directory
- Click Home Explorer
- Enter Principal as UserID
- Click OK (no password needed)
- Click Register

Complete your Agency information (you'll receive referrals in the city of your office setup)


Under the tab Other areas of operation (you'll be able to add an additional 4 cities to receive referrals)

- Click the Referral tab (and setup your companies standard referral structure)
- Click Save
- Click YES (only required when sms are enabled)
- Click OK
- Click OK
- Click OK after registration was successful

3) To add Agents

- Click Action on the Menu Bar
- Move the cursor to New
- Click Agent
- Click New
- Complete the Agent Information
- To add a picture click Picture
- Go to the directory where you've saved your agents photos
- Select the Agent's Picture
- Click Open
- Click Areas of Operation
- Select the Agent's Province of Operation
- Select the Agent's City of Operation
- Select the Agent's Suburbs of Operation
- Click Add to Add a Suburb once selected
- Click Save
- Click OK
- Click OK
- Click Close Form

4) To Join the OS Group (OS Open Stock)

- Click Synchronize Listing With Internet Server (the globe and two computer screen button) 
- Click the Workgroup tab
- At Type of Workgroup select Group
- At Workgroup Name type part of the workgroup you wish to join. (Type: OS)
- Click on the Binoculars next to the entry
- Select the tick box next to the Group area you wish to apply to
- Click Upload
- Click Upload
- Click OK
- Once the Shared Mandate and Group administrator has accepted your application you'll be able to share listings within the group. (a red tick mark will be displayed on top of the yellow envelope once accepted)
- Click Close

5) To add Listings

- Click Action on the Menu Bar
- Move the cursor to New
- Click Seller
- Complete the Clients information
- Click Save
- Click OK
- Complete the Sellers/Listing information (select the tabs at the top of the Sellers form for more input fields)
- Click the tab Information for Agent
- ONLY IF YOU ARE PART OF A SHARED MANDATE GROUP or GROUP
 - Select the down arrow at Property Classification
 - Select Shared Mandate or Group Listing
 - At Workgroup Select the relevant workgroup to share the listing with (Join a Shared Mandate Group or Group first, if no workgroups displayed)
- Click Save
- Click OK

6) To Send and Receive Listings

- Click Synchronize Listing With Internet Server (the globe and two computer screen button)
- Click Sync
- Click Close when Synchronization Complete

7) To Search

- Click Listings (Bottom Left)
- Click Sellers (Top Left)
- Once the seller's Screen opened click Search
- In the Search Fields Double Click the needed Search Fields
- Build your Search Criteria
- Click Search to display results onscreen **OR**
- From the Reports mark the tick box next to the Report you need to Print
- Click Search

8) To Print Open Hour Report

- Click Listings (Bottom Left)
- Click Sellers (Top Left)
- Once the seller's tab opened click Search
- In the Search Fields Double Click Open Hour
- Enter the FROM and the TO date as today's date
- Click OK
- From the Reports mark the tick box at Open Hour
- Click Search
- Click Print