

webREsearch™ 2.1

Quick Reference Card

Connecting to webRE

To connect for the first time using a computer which has internet access—

- 1) Using Internet Explorer 5.5 or higher as your Web browser, logon to the internet in your usual way, i.e. click the icon for your Internet Service Provider (ISP) or click your homepage icon, etc.
- 2) Enter
http://www.hawaiiinformation.com
in the Internet Explorer address box like this-

Address	<i>http://www.hawaiiinformation.com</i>
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- 3) Hit **Enter**, and ride the Web to the HIS homepage
- 4) Choose the option for Subscriber Login
- 5) Enter your Username and Password
- 6) Congratulations, you're in!

Optional-Make it easier to find webRE in the future by addressing your way to *http://www.hawaiiinformation.com*, and

- A) Dropping down your Favorites menu and choosing Add to Favorites, and/or
- B) Dropping down your File menu and choosing Send-Shortcut to Desktop. (This places an icon on your desktop which you can double-left-click to return to webRE.)

Getting Help

Contact HIS Technical Support by phone or email

599-4224 (Oahu)

1-800-628-3121 (Neighbor Islands)

service@HawaiiInformation.com (General comments and questions)

Expect the best-and get it!

Building a search—a 3-step process

Enter search instructions in the rectangular area on the right of webRE's search screen. (Clicking any of the **Tabs** along the bottom of the search request box brings up a set of thematically grouped fields for easy selection.) Pick your display format/s from the scrollable list of choices on the left. Tell webRE to begin searching with a mouse click on the Search Screen Toolbar's **Search Now** button.

The screenshot shows the webRE search interface. At the top is a toolbar with buttons: Go..., Map, CMA, Update, Search Now, Clear, Recap, Help, Pau, and REsearch. Below the toolbar is a search form with two main sections: 'Form Type' and 'Status(es)'. The 'Form Type' section includes checkboxes for Residential, Condominium, Vacant Land, Commercial, and Business, with corresponding input fields for MLS(s), Taxkey(s), and Price (List Price). The 'Status(es)' section includes checkboxes for A, Ac=Active (with Contingent), A=Active, U=Under Contract, S=Sold/Closed, X=Expired, W=Withdrawn, and T=Temp. Withdrawn, with corresponding input fields for Bedrooms, Baths, Living Area, Land Tenure, Land Area, Zoning, and Pool. On the left side, there is a scrollable list of display format options: Standard Sort, 20 Records, Show Recap, Customer Format, Clear All, Custom, Edit, Labels, MLS, MLS Full, MLS Brochure, MLS Book, MLS Quick, Photo, and 1st. At the bottom, there is a row of tabs: BASIC MLS, BASIC TMK, SALES, PEOPLE, ADDRESS, PROJECT, ALL FIELDS, and MY REQUESTS. Three arrows point from the text below to specific parts of the interface: Step 1 points to the Search Now button, Step 2 points to the display format list, and Step 3 points to the Search Now button.

Step 3

Step 2

Step 1

Step 1 Enter search parameters

Your instructions to find properties and listings

Step 2 Select a format

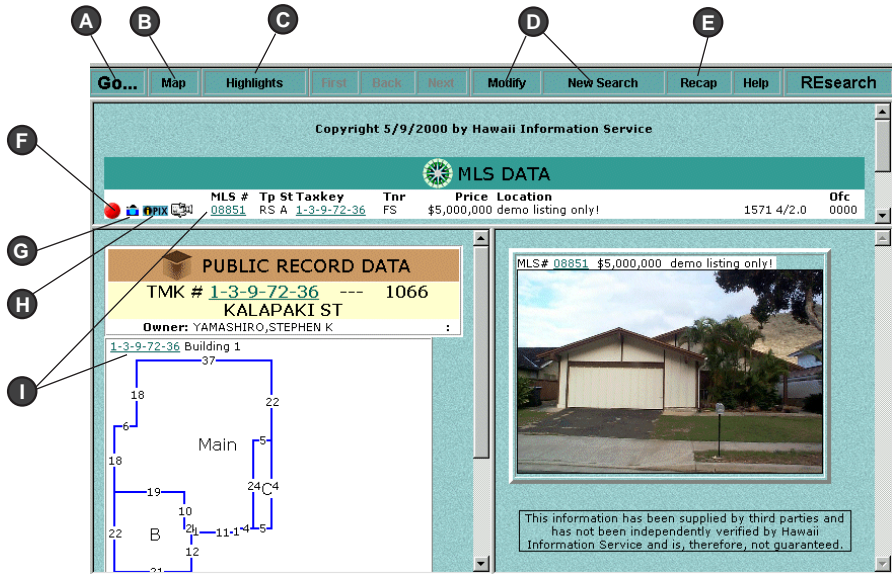
Your instructions for displaying the information

Step 3 Click the **Search Now** button

Instruction to begin search

Viewing search results—many choices

If setting up searches in webRE is easy, working with search results is like a trip to a candy store. The annotations below identify some of the features on the Search Results Screen and describe some ways of working with the records which you search finds.

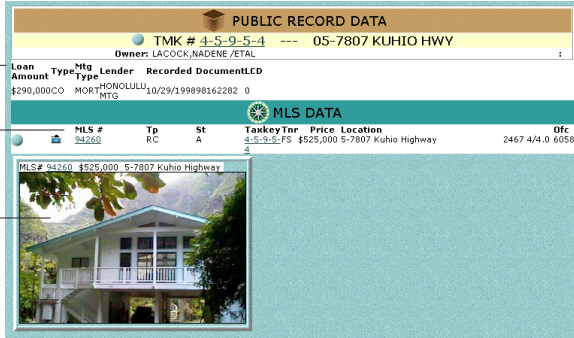


- A GO** Click to access *Statistics, Manage Listings & Photos, the Roster, etc...*
- B Map** webRE offers 2 sets of maps including: A) a seamless set of GIS maps which show parcels as bounded areas and plats as multicolored patches which underlay the parcels, and B) a set of plat maps like the ones that appear in TMK map books. (See separate Quick Reference Card for Map instructions.)
- C Highlights** With highlights toggled on, click on records to highlight them in yellow. Highlight options allow you to view the tagged records mixed in among all others, or by themselves with all others excluded. You also may elect to exclude the highlighted records.
- D Modify/New Search** Choose **Modify** to revise your search, or **New Search** to clear all parameters and begin again.
- E Recap** Click the **Recap** button to open a window showing your search parameters. (Always leave Recap on, unless you need screen room for maps and photos.)
- F Help** Brings up display of program help topics. (Click on hyperlinked topic label to see an explanation and field entry examples)
- G Pau** Click to terminate your webRE session. Clicking **Pau** clears your session from the system and allows another user of your account to logon)
- H Active Record Selector/Indicator** Only the formats for the active record show in all the search display quadrants. (In this example, that means that the sketch and photos show only for the property with the highlighted red dot. Click the green dot next to any property's TMK number in the upper window to make that property active.)
- I Hyperlinks** Hyperlinked TMK numbers bring up TMK Full and Full reports when clicked.

Two ways to display search results

Click on one, or more, names in the **format selection strip** (on the left side of webRE's search screen) to select the type of information you want to view for found properties. (A format is selected when at least one of the quadrants in the windowpanes next to its name shows red.)

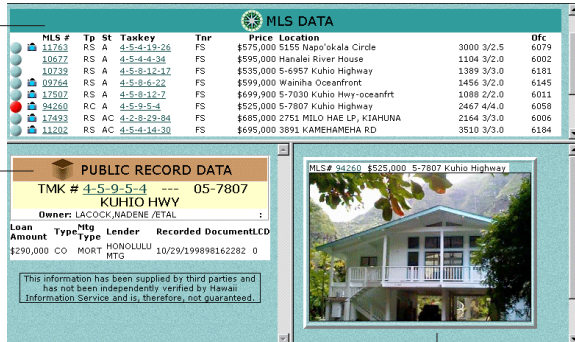
View #1—all 4 quadrants selected for each format



This quadrant configuration results in the selected formats **stacking** on top of one another, in sequence, for each found property. Stacking formats in this way is especially useful when **printing** search results because the selected formats display in order for each property.

(Note: when MLS and TMK formats are combined in a stack, webREsearch will display the TMK formats first. This is the reason that **Loans**, while selected last, is displaying as the first format in the stack, above **MLS** and **Sketch** which are actually lower down on the format selection menu.)

View #2—different quadrants selected for each format



Selectively designating quadrants (left) produces the above view which displays the same formats as are selected in View #1. In this view, however, webREsearch displays those formats in the pattern of the red window panes showing in the format selection strip (left). This view is especially useful for **screen work** since the user, by designating the **Active Property**, controls which property's information appears side-by-side in the lower quadrants.

(Note: In view #2, webREsearch displays **MLS** and **TMK** formats in the order and configuration which mirrors user's window pane selections.)

Working with search results

WebREsearch users do **3** things with the results of their searches: **1) View** them onscreen, **2) Print** them out, and **3) Copy and Paste** them into other programs. **View** search results onscreen in the current version of webREsearch, as in previous versions, by scrolling the horizontal or vertical bars that appear when the displayed results overflow the available screen area.

Print and/or **Copy** search results by choosing one of the options that appear when the cursor is hovered over the **Blue Action Triangle**. ▼ (**Note:** This triangle only displays when using **Internet Explorer 5.5 or higher**, and it is not available when search results display in either of webREsearch's **1-line** formats, **Custom** formats, **CMA** reports, or in **Labels**. Whenever the blue triangle does not display, use the **right-click method** to issue **Select All**, **Copy**, **Paste**, and **Print** commands.)

MLS DATA: Residential Property			MLS # 32004		
Property Type: Residential	TMK # 4-5-4-10-8	Status: Active	Price: \$520,000		
Address: 5231 HONOIKI RD		Zoning: RES	Tenure: Fee simple		
Sub/Neigh: Princeville			Land Area: 9,968 sqft		

Copies this record to clipboard for pasting into Word or some other program

Adds this record to the Basket (see below)

Prints all records on this page

▼

Copy

Print

Add to Basket

Copy All

Print All

Add All to Basket

Prints this record

Copies all records on this page to clipboard for pasting into Word or some other program

Adds this all records on page to the Basket (see below)

The Basket

WebREsearch's **Basket feature** allows you to accumulate search results for later copying and/or printing. Adding specific records, or whole pages of search results, to the **Basket** enables users to retain selected records through successive searches.

The first time you choose **Add to Basket** in any webREsearch login session, a **Basket Window** opens with its own toolbar (A). A Windows button icon (C) also appears at the bottom of the screen next to, or in the same area as, the standard webREsearch button (B). From this point on, toggle between the normal webREsearch view and the **Basket view** by left-clicking the appropriate Windows button, i.e. by left-clicking on either (B) or (C). Minimize, Maximize, or Close the Basket by clicking on the windows tools in the upper right corner of the Basket window. Exiting webREsearch with the Basket open will not affect your Basket.

Use the Basket toolbar's **Print** and **Copy** tools to output the accumulated results. (Collecting records in the Basket before copying and pasting makes it unnecessary to continuously leave and return to webREsearch when building a report in another program.)

The Basket Window

Copy
Print

(A)
Copy
Print
Close
Maximize
Minimize

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	<p>\$520,000 Residential #32004 Active status 4,014-108 Fee simple 1022 - KONGOLEKI RD 2 Bed, 3 Bath 1,224 sqft of Living Area on 9,968 sqft of Land with Mountain Views</p> <p>Listing #: RES Subdiv: HANALEI HARUA Map: Design: 21Story, Double Wall Pool: None Interior: TV Cable, Telephone Service, Underground Electric, Private Water Room: Kitchen, Counter, Island Insulation: Carpet, Ceramic, Disposal, Radiator, Refrigerator, Washer, Dryer, Dishwasher, Microwave, Range, TV Cable</p> <p>Remarks: New listing in Princeville's only 1/2 acre mountain view, beautifully landscaped with lush of coast trees. Wonderful for family time and entertaining.</p> <p>Printed: 09/19/02 Search: Home of the Above 0-2, 0-41 Land, Princeville #1248, 000-000-7214 Listed 3, Database, RA #3445, 000-026-7357</p>		<p>\$530,000 Residential #27076 Active status 4,242-217 Fee simple 1022 - KONGOLEKI RD 2 Bed, 3 Bath 1,100 sqft of Living Area on 9,872 sqft of Land with Mountain Views</p> <p>Listing #: RES Subdiv: HANALEI HARUA Map: Design: 21Story, Double Wall Pool: None Interior: TV Cable, Telephone Service, Underground Electric, Private Water Room: Kitchen, Counter, Island Insulation: Carpet, Ceramic, Disposal, Radiator, Refrigerator, Washer, Dryer, Dishwasher, Microwave, Range Remarks: Mountain View, Open ocean view, beautiful landscaped and landscaped. This view is the most beautiful mountain view, look them and make make instantly!</p> <p>Printed: 02/19/02 Search: Home of the Above 0-2, 0-41 Land, Princeville #1248, 000-000-7214 Listed 3, Database, RA #3445, 000-026-7357</p>
	<p>\$525,000 Residential #32020 Active status 4,020-200 Fee simple 1022 - KONGOLEKI RD 2 Bed, 3 Bath 1,792 sqft of Living Area on 12,9 sqft of Land with Mountain, Ocean Views</p> <p>Listing #: RES Subdiv: HANALEI HARUA Map: Design: 21Story, Double Wall Pool: None Interior: TV Cable, Telephone Service, Overhead Electric, County Water Room: Kitchen, Counter, Island Insulation: Carpet, Ceramic, Disposal, Radiator, Refrigerator, Washer, Range, TV Cable Remarks: Very private oceanfront estate. Large spacious residence with guest lounge. Open to above.</p> <p>Printed: 09/19/02 Search: Home of the Above 0-2, 0-41 Land, Princeville #1248, 000-000-7214 Listed 3, Database, RA #3445, 000-026-7357</p>		<p>\$530,000 Residential #27076 Active status 4,242-217 Fee simple 1022 - KONGOLEKI RD 2 Bed, 3 Bath 1,100 sqft of Living Area on 10,217 sqft of Land with Mountain Views</p> <p>Listing #: RES Subdiv: HANALEI HARUA Map: Design: 21Story, Double Wall Pool: None Interior: TV Cable, Telephone Service, Underground Electric, County Water Room: Kitchen, Counter, Island Insulation: Carpet, Ceramic, Disposal, Radiator, Refrigerator, Washer, Ceiling Fan, Dryer, Dishwasher, Range, TV Cable Remarks: Great view of Makua Gulf Village! This charming, well designed building is topped with natural and features a detached 2nd bedroom in 100% finished basement.</p>

(B) REsearch - Microsoft Inter...
(C) My REsearch Basket ...

Common Questions

Can I still Print and Copy the in the old way, or do I have to use the Blue Action Triangle?

HIS recommends that, whenever you have the choice, use the **Action Triangle**. You can still, however, always right-click in the center of the frame you wish to be active and use the menu that appears on your cursor, or left-click and choose an option from I.E.'s **File** or **Edit** menu.

How do I E-Mail data from webREsearch™?

Once the search results have displayed, either **(A)** choose Copy or Copy All from the **Blue Action Triangle** menu, and paste into the body of an HTML compatible email program such as Outlook 2000, **(B)** copy the contents of the **Basket** using the toolbar's Copy tool, and paste them into a HTML compatible email program, or **(C)** Right-Click in the center of the frame you wish to copy. Left-Click on Select All in the **drop down menu**, right-click again and select Copy. Click the Mail button located on the Internet Explorer toolbar. Select New Message from the drop down box. Click Paste in the body of the e-mail. **Note:** email format must be set to Rich Text (HTML).

An **alternative approach** is to copy and paste into an HTML compatible **word processing program** such as Word 2000 and attach the saved file to an email message.

Tips

Buttons-	Help Button	Alphabetical list of help fields located on the Toolbar. USE IT!
	Recap	Click to show current search parameters. Always have it on!
	Special Functions	Click appropriate Toolbar Button to activate Maps or CMA .
Clearing Search Parameters		Click on the CLEAR or NEW SEARCH buttons on the Toolbar.
	Clearing Selected Formats	Click CLEAR ALL button near top of Format Selection Strip.
Labels-	Label Format	Label type (usually Avery 5160 3 column White)
	Label Margins	Go to Internet Explorer File menu; Choose Page Setup -(Set Left and Top margins to .5 , and set Right and Bottom margins to .2)
	Label Type	Taxpayer (tax bill address), All Residents (Property address of both owners and renters), Resident Owners (Property address of owners), Current Resident (property address and all labels show the words "Current Resident")
Tabs-	All Fields Tab	Contains alphabetical lists of ALL searchable fields in webREsearch.
	My Request Tab	Use to name and save your current search for later use.
Misc-	Display Screen	Resize the frames by clicking and dragging gray divider lines.
	Hover Help	Activate help on a specific topic by hovering over a field name and left-clicking when question mark appears. Use to obtain help in understanding fields and how to structure search requests.
	Index Quadrant	For large searches, always put a small format (such as MLS , TMK , MLS Quick , or TMK Quick) in the top left frame (Index Quadrant). Remember , the top left frame shows ALL matches and the others show only the property with a red dot (selected one).
	No Properties Found	Open RECAP to see why!
	Records	By default displays search results in groups of 20 properties or listings at a time. Change this to any number or to the word ALL .
	Printing	Use the Blue Action Triangle to Print.