

Top Connector 7i[®]

Quick Setup



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Top Connector 7i Quick Setup

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Introduction

In this chapter:

- *“What Is Top Connector 7i?” on page 5*
- *“Top Producer 7i System Requirements” on page 6*
- *“About This Guide” on page 7*
- *“Contacting Technical Support” on page 11*

What Is Top Connector 7i?

The term “comparable data” refers to properties that are similar to the one being sold or appraised.

Top Connector 7i lets you automatically import comparable data and photos into your Top Producer 7i listing and buyer presentations. Designed to work specifically with your Multiple Listing Service (MLS), Top Connector 7i will save you hours of data entry time. However, before you begin creating presentations using Top Connector 7i, you must specify your MLS board information.

Top Producer 7i System Requirements

- **Display:** Color palette: 16-bit color or greater
- **Viewing resolution:** 1024 X 768 (recommended)
- **Memory:** 128MB RAM (recommended); 64MB RAM (minimum)
- **Supported Internet browsers:** Internet Explorer 5.0 or higher (required)
- **Internet connection:** High speed cable, DSL, or other high bandwidth connection (recommended). This application will operate over any stable Internet connection. Performance can vary depending on the speed of the connection.

About This Guide

This guide was written to help you set up Top Connector 7i quickly so that you can download comparable data from your MLS board into a Top Producer 7i presentation.

Quick Setup:

- Provides you with information on how to contact Technical Support for assistance (see [page 11](#)).
- Tells you how to set up Top Connector 7i, including how to determine which module type you are using, as well as how to set up your MLS board to work with Top Connector 7i (see [page 13](#)).
- Tells you the basic steps on how to create a presentation using Top Connector 7i (see [“Creating a presentation for a Direct search module” on page 18](#) and [“Creating a presentation for an Import module” on page 20](#)).

About Portable Document Format (PDF)

Top Connector 7i Quick Setup is presented in Portable Document Format, and is viewed by using Adobe[®] Acrobat[®] Reader[®].

For more information about Adobe Acrobat, please refer to Adobe Acrobat's online Help. (To access the online Help from the main Adobe Acrobat window, click the **Help** menu, then **Reader Help**.)

Printing this user guide

1. From the Adobe Acrobat page, point to **File**, then click **Print**.

The *Print* pop-up window opens.

2. Specify your print options, then click **OK**.

Saving this user guide to your hard drive

It is recommended to save Top Connector 7i Quick Setup to any directory on your hard drive. To view the guide in the future, double-click the saved file to open it in Adobe Acrobat.

Note: If you save Top Connector 7i Quick Setup to your hard drive, each time an update is made to Top Producer 7i, you will need to repeat these steps. This will ensure you have the latest version of the guide.

1. Point to **File**, and then click either **Save as** or **Save a copy**, depending on what version of Adobe Acrobat you are using.

The *Save As* or *Save a Copy...* dialog box opens.

2. Specify a folder and file name, then click **Save**.

Now you can quickly access this user guide from its saved location whenever necessary.

To access the guide quickly, it is recommended to save it to your desktop.

Searching for specific information

You can automatically locate specific information by searching for key words, such as “technical support” or “import”.

1. From the Adobe Acrobat toolbar, click the **Find** icon.

The *Find* pop-up window opens.

2. In the **Find What** field, type a key word. For example, if you’re looking for board information, type “board”.
3. Depending on your search preferences, select one or all of the check boxes.
4. Click **Find**.

Another way to access the *Find* dialog box is to point to **Edit**, then click **Find**. You can also press **[Ctrl+F]**.

Navigating within this guide

If you are reading this guide online, click any text that appears in [blue](#) to automatically jump to the specified section. For example, if you see: For more information, see ["Setting up a Direct search module" on page 14](#), click the text that appears in blue (in this case, ["Setting up a Direct search module" on page 14](#)) to automatically jump to the section.

Additional materials

In addition to this guide, which was designed to get you up and running with Top Connector 7i in as little time as possible, the Top Producer 7i User Guide provides in-depth documentation on creating presentations using Top Connector 7i.

To access the Top Producer 7i User Guide:

1. From the main menu in Top Producer 7i, point to **Help** and then click **Download user guides**.

The *Download User Guides* topic opens.

2. Under the **Top Producer 7i** heading on the left side of the table, click **User Guide**.

The Top Producer 7i User Guide opens.

Once you have finished setting up Top Connector 7i as per this guide, you can view detailed instructions on how to create a presentation in the Top Producer 7i User Guide. From the Navigation pane on the left side of the Top Producer 7i User Guide, click **Presentations**, and then select **Creating A New Presentation**.

Note: If you just require the basic steps on how to create a presentation, see ["Creating a Presentation" on page 16](#) of this guide.

To access instructions on how to export data from your MLS board:

The following steps tell you how to access Import Module User Guides, which you only need if you are using an Import module. If you are not sure which module type you have, see *"Determining which module type you have" on page 13*.

If you are currently viewing the electronic version of this guide in Adobe Acrobat Viewer, click the link in step 1 to go directly to our Import Module User Guide resource page on the Internet.

1. To obtain the Import Module User Guide, go to: <http://www.topproducer.com>.
2. From the **Support** menu, select **Top Connector Support**.

On this page you will find individual Top Connector 7i manuals for all of the major import modules.

3. Scroll down and locate the Import Module User Guide for your MLS board, then click the link for your MLS board to open the document.
4. To print a hard copy of the User Guide, click the Print icon. Keep the printed copy with you each time you need to export from your MLS board.

Contacting Technical Support

Before contacting Technical Support, please see the Top Producer 7i User Guide.

Top Producer Technical Support is available
Monday - Friday, 6:00 AM - 5:00 PM (Pacific Time):

- **Email:** support@topproducer.com
- **Toll-free:** 1-800-830-8300
- **Fax:** 604-270-6365

For support information and FAQs, go to
www.topproducer.com.

Setting Up Top Connector 7i

In this chapter:

- *“Setup overview” on page 13*
- *“Determining which module type you have” on page 13*
- *“Setting up a Direct search module” on page 14*
- *“Setting up an Import module” on page 15*

Setting Up Top Connector 7i

Setup overview

Before you can download comparable data from your MLS board into a Top Producer 7i presentation, you must first set up Top Connector 7i.

To set up Top Connector 7i you must:

1. Determine the type of module you are using (see below).
2. Set up either your Direct search module (see [page 14](#)), or your Import module (see [page 15](#)).

Determining which module type you have

There are two types of Top Connector 7i modules:

- **Direct search module** — if you have a Direct search module, you will perform searches directly from Top Producer 7i.
- **Import module** — if you have an Import module, you will perform searches in your MLS software, then save comparable data to a file, and then import that file into Top Producer 7i.

To determine which module type you have:

1. From the main menu in Top Producer 7i, highlight **Setup, Applications setup**, and then click **Top Connector 7i MLS Connectivity**.

The *Top Connector 7i setup* page opens.

2. Select your MLS board.
3. If the:
 - **Login setup** action menu item is NOT available (i.e. the action menu item is disabled), your module is an Import module. For information on setting up an Import module, see [“Setting up an Import module” on page 15](#).

- **Login setup** action menu item IS available (i.e. the action menu item is not disabled), your module is a Direct search module.

Setting up a Direct search module

This section tells you how to set up your Direct search module to work with Top Connector 7i. Once you've entered this information, you can download comparables from your MLS board into your Top Producer 7i presentations.

Note: The following instructions assume you know your MLS username and password, and your IP address and port for your MLS board. If you do not have this information, please contact your MLS board for assistance.

1. From the main menu, highlight **Setup, Applications setup**, and then click **Top Connector 7i MLS Connectivity**.

The *Top Connector 7i setup* page opens.

2. Select the board you want to set up and then click **Login setup** from the action menu.

Note: Only the module for your specific MLS board will appear in this list, unless you have ordered more than one Top Connector module. If you are using more than one Top Connector module, then you must set up each module separately.

The *Login setup for [MLS board name]* page opens.

3. In the **Server information** section, specify:
 - the IP address (if necessary) in the **IP address** field.
 - the IP port (if necessary) in the **IP port** field.

Note: If the board you selected in step 2 has the initials **IP** at the end of the board name, then you must enter the IP address and port as noted in step 3. Otherwise, you can leave these fields blank.

4. In the **Login information** section, specify:
 - your MLS board username in the **Password 1** field.
 - your MLS board password in the **Password 2** field.

5. Click **OK**.

The *Set as default* dialog box opens.

6. Click **Yes** if you want this to be the default board.

Each time you create a presentation, the default board will be used.

Note: For instructions on how to create a presentation using Top Connector 7i, see ["Creating a presentation for a Direct search module" on page 18](#).

Setting up an Import module

This section tells you how to specify the board that you want to use with Top Connector 7i. After you've completed this step, you can export comparable data from your MLS board, and then import this data into your Top Producer 7i presentations.

1. From the main menu, highlight **Setup, Applications setup**, and then click **Top Connector 7i MLS Connectivity**.

The *Top Connector 7i setup* page opens.

2. Select the board you want to set up and then click **Set as default** from the action menu.

The **Default** status changes to **Yes**.

3. Click **Close**.

Note: For instructions on how to create a presentation using Top Connector 7i, see ["Creating a presentation for an Import module" on page 20](#).

For instructions on how to access your Import Module User Guide, which details how to export data from your MLS board, see ["To access instructions on how to export data from your MLS board:" on page 10](#).

Creating a Presentation

In this chapter:

- *“About Presentations” on page 17*
- *“Creating a presentation for a Direct search module” on page 18*
- *“Creating a presentation for an Import module” on page 20*

About Presentations

The three types of presentations available are:

- **Comparative Market Analysis (CMA)** — a report for the seller that focuses on the subject property and provides a comparative analysis to homes in the surrounding area. This report is designed to familiarize the seller with the market prices in their area so they can price their home accordingly.
- **Home Market Report (HMR)** — a report for someone who is considering selling their home in the near future. This report is a smaller version of the CMA, which can be created in a matter of minutes, and provides the potential prospect with an overview of the market in their area.
- **Buyer presentation** — a report for the buyer that focuses on an analysis of homes in a particular area. This report is designed to provide the buyer with market prices in an area they have expressed interest in.

For information on creating a presentation using:

- a Direct search module, see [page 18](#).
- an Import module, see [page 20](#).

Creating a presentation for a Direct search module

1. From the main menu, highlight **Presentations** and then click **Create CMA/Buyer presentation**.

The *Create [presentation type] - Select template* page is displayed.

2. Specify whether you want to create a **CMA, Buyer presentation** or **Home Market Report (HMR)** by selecting the appropriate option button in the **Select presentation type** section.
3. Select the category that contains the template you want to use by selecting a category from the **Template Category** drop-down list box.

4. Select the template you want to use and then click **Next**.

The *Create [presentation type] - Select subject property* page is displayed.

5. To search for a specific contact:

- select the type of criterion you want to search for by selecting the appropriate option button from the **Search contact by** section.
- in the text boxes below, type the corresponding item description for which to search. (For example, if you want to search by last name, select the **Name** option button, then type "Jones" in the **Last name** text box.)
- click **Search**.

6. Select the contact you want to create the presentation for and then click **Next**.

The *MLS listing search — [MLS board name]* page is displayed.

To perform a partial search, type only the first few letters of the search criteria.

Refer to the search tips at the top of the page for information on the types of searches you can perform.

7. Enter your search criteria. If you want to append the results from a previous search with the results of a new search, select the **Append to previous search results** check box.

Note: Some boards have required fields that must have values in order for a search to be processed. If an asterisk (*) is displayed by the field name, the field is required. All fields without an asterisk are optional.

8. Click **Next**.

The *Create [presentation type] — Search results — [MLS board name]* page is displayed, showing you the search results.

9. Select the properties you want to include in your presentation by selecting the appropriate check box(es).
10. To include pictures for the selected properties, click **Get pictures for selected** from the action menu.
11. Click **Make [presentation type]** from the control menu.
12. To view detailed information on presentations:
 - in the Top Producer 7i User Guide, from the Navigation pane on the left side of the guide, click **Presentations**, and then select **Creating A New Presentation**.
 - in the Top Producer 7i Online Help, select the **Presentations** book.

If no matches are found, perform the search again using new search criteria.

Creating a presentation for an Import module

When you perform a search in your MLS software, you will save the search results to a location on your hard drive, which will later be imported into Top Producer 7i. Make note of this location because you will need to know this in order to import the file into your presentation.

To create a presentation:

1. Perform a search using your MLS board software.

Note: For specific instructions on how to perform a search in your MLS board software, go to www.topproducer.com. From the **Support** menu, select **Top Connector Support**.

On this page you will find individual Top Connector 7i manuals for all of the major import modules.

2. Close your MLS board software and start Top Producer 7i.
3. From the main menu, highlight **Presentations** and then click **Create CMA/Buyer presentation**.

The *Create [presentation type] - Select template* page is displayed.

4. Specify whether you want to create a **CMA, Buyer presentation** or **Home Market Report (HMR)** by selecting the appropriate option button in the **Select presentation type** section.
5. Select the category that contains the template you want to use by selecting a category from the **Template Category** drop-down list box.
6. Select the template you want to use and then click **Next**.

The *Create [presentation type] - Select subject property* page is displayed.

7. To search for a specific contact:
 - select the type of criterion you want to search for by selecting the appropriate option button from the **Search contact by** section.
 - in the text boxes below, type the corresponding item description for which to search. (For example, if you want to search by last name, select the **Name** option button, then type "Jones" in the **Last name** text box.)
 - click **Search**.
8. Select the contact you want to create the presentation for and then click **Next**.

The *Create [presentation type] — Property search — [MLS board name]* page is displayed.

9. To:
 - load the search results you saved in step 1 into your presentation, click **Select MLS data file**. The *Select file* pop-up window is displayed. Browse for the data file and then click **Open**.
 - load any pictures you saved in step 1 into your presentation, click the **Select MLS pictures folder - if different from data** link. The *Browse for Folder* pop-up window is displayed. Browse for the file and then click **OK**.
10. Click **Next**.

The *Create [presentation type] — Search results — [MLS board name]* page is displayed, showing you the search results.

11. Select the properties you want to include in your presentation by selecting the appropriate check box(es).
12. To see pictures for the selected properties, click **Get pictures for selected** from the action menu.

Note: The **Get pictures** link is disabled if the pictures are automatically downloaded from your MLS board into TOP CONNECTOR 7i.

To perform a partial search, type only the first few letters of the search criteria.

If no matches are found, perform the search again using new search criteria.

13. Click **Make [presentation type]** from the control menu.
14. To view detailed information on presentations:
 - in the Top Producer 7i User Guide, from the Navigation pane on the left side of the guide, click **Presentations**, and then select **Creating A New Presentation**.
 - in the Top Producer 7i Online Help, select the Presentations book.