



**Jump
Start
Guide**

January 2012

Getting Started

EAC Red Square Support **1300 137 161**

Welcome to the Getting Started Guide

This guide is designed to give you a brief overview of all the features available in the new Red Square Web system. This system has greater integration with other systems and now becomes your dashboard into all Red Square related online services.

The systems that can be accessed from the new Red Square Web dashboard are:

- Listings For Sale searches
- NSW Property information (VG Data) Searches
- eForms
- Comparative Market Analysis (CMA) reports
- Listings for Lease searches
- Listing management
- Mapping
- Communicate
- Current Market Information
- Neighbourhood Report
- Office and User Details
- Contact

Supported Browsers

You can access Red Square Web wherever you have an Internet connection via a PC or Macintosh computer. To take advantage of the Red Square Web features, you'll need to use one of the following browsers:

Internet Explorer 7.0+
Google Chrome 3.0+
Firefox 3.0+
Safari 4.0+

You will also require Adobe Acrobat 9.0+ and Microsoft Silverlight.

Known Issues

During our testing we found the performance of Internet Explorer and Safari is slower when working with a larger number of columns and records in the List View. You may also experience issues when printing the List View or Thumbnail View where there are multiple pages in Google Chrome – this is a known issue with printing and Chrome.

The minimum requirement of the screen resolution for optimal experience is 1024 x 768. Any screen resolution set below this will cause the rendering of the page to be incorrect and you may not be able to see all features of Red Square Web that are available to you.

Getting Started

To access the Red Square Web dashboard go to <http://www.eac.com.au/>. You require your EAC ID and password. If you do not have a ID or cannot remember your ID, please contact Red Square Client Services on 1300 137 161.

Once you have logged in, the dashboard below will be presented to you:

RED SQUARE WEB | Neighbourhood Report | CMA | eForms | Mapping | Communicate | Contact | Resources | Don Harb [Logout] Estate Agents Cooperative

Quick Search Property Information ▾

Suburb, Postcode or ID | Street | Number | Search

Statistics

Stats for Villawood

Median Price (2006-2011)

— Houses — Units

2006 2007 2008 2009 2010 2011 Highcharts.com

Latest News

- Final EAC Update for 2011 - 03/01/2012
- 2012 Industry Update Seminar - 03/01/2012
- EAC Festive Season Stationery Special Dec'11-Jan'12 - 20/12/2011
- New Members December 2011 - 19/12/2011
- Review of the NSW strata legislation - 15/12/2011
- 2011 EAC Customer Satisfaction Survey - 15/12/2011
- Realestateworld Hits New Heights - 13/12/2011
- New Members November 2011 - 08/12/2011
- EAC Christmas Message from Management and Staff and Christmas Closure Period - 08/12/2011
- Mid North Coast and Clarence Valley Publication Update - 08/12/2011

Upcoming Events

- 2012 Industry Update Seminar - 03/01/2012
- South Coast Certificate of Registration - 11/11/2011
- Certificate of Registration Information Pack - 07/11/2011
- Red Square Web Training - 01/09/2011
- CPD Event Calendar October - November 2011 - 01/09/2011
- NSW Traineeship Information Brochure - 25/07/2011
- Certificate of Registration - 02/03/2011

Latest Tweets

- about 17 hours ago Google getting personal with search results, see <http://t.co/z0jHV80u>
- about 17 hours ago Sweeping change to the domain name system since its creation in the 1980s. Bidding soon to begin on .com alternatives, see...
- about 20 hours ago The 12th Jan 2012 <http://t.co/OQoj44nK> Illawarra publication is now available online see <http://t.co/t14ra9ig>

Facebook

Estate Agents Co-operative Ltd on Facebook

127 people like Estate Agents Co-operative Ltd.

John Christopher Robbie Dale David John

Quick Links and Training Resources

- Training Documents & Interactive Videos
- Events & Training
- Red Square Webinars
- Online NSW Title, Water & ASIC Searches
- Online Stationery Store

For Customer Support, please call 1300 137 161

Search buttons and Search functionality are found down the left hand side of menu bar with a quick search available

Administration and other features such as Mapping and Neighbourhood Report can be found across the top of the in the menu bar.

In the main section you are able to access the Quick search function as well as see statistics in relation to your area and listing statistics. The information provided in the statistics is dependent upon your access level and subscription level.

At the bottom of the screen you will have access to the latest news from EAC and any upcoming events.

On the right hand side of the main screen you will have access to EAC's Social Media pages.

Getting to know the Buttons

On the right hand of the screen is where all the Search functionality and related features are present. Each of these features has its own guide that is available but here is a brief overview of the buttons



For Sale – This is where all your For Sale listing searches are done. This search is only for your own listings. You are able to search on Residential, Rural, Land, Commercial and Business listings. It is also where you can access historical records for your office i.e. Sold, Withdrawn, Cancelled and Expired listings. From this section you are able to print out stock lists, reports and create cut down Neighbourhood Reports that can form part of your listing presentation.



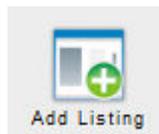
For Lease – This search is similar to the For Sale search but dedicated to For Lease listings. From here you can access your Residential, Holiday and Commercial For Lease listings. Similar to the Listings section you are able to you are able to print out stock lists, reports, create Maps and Neighbourhood Reports.



Property Information – From this search you are able to gain access to the NSW Property Information Search as well as the NSW Owners Search. The Property Information Search comprises of Historical Sales information for properties in NSW provided by the Valuer Generals office as well as a collation of information from other data sources to allow you to retrieve as much information as possible to create listing presentations using the tools available. The NSW Owners search provides the details of the Purchasers and Vendors associated with a particular property. You are able to create Maps and Full Neighbourhood reports from this section.



Current Market Information – This section gives you access to what is happening across market place in relation to what is available for Sale and rent on the market while incorporating recent sales and leased information. This can be used to determine market share, statistical information as well as what is happening in your local area. You are able to create Maps and Full Neighbourhood reports from this section.



Add Listing – Within this feature you are able to add, update and remove listings that you have within the system. All listing maintenance happens within this section. The ability to view listing related information i.e. property views, emails and brochures is also available in this section.



Email – When within any of the search features, this function allows you to email any of the reports that are available in the different sections. You are able to email to a single person or multiple people as you see fit.

The top Menu of Red Square Web consists of the following buttons:



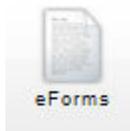
Red Square Web Logo – This logo can be used to go back to the main screen from anywhere within the Red Square Web system.



Neighbourhood Report – Neighbourhood Report allows for the creation of a report based on Historical Sold information as well as demographic information based on Australian Census information. All this information is collated into a report that uses graphs and information that can be used as part of any listing presentation or provided to potential purchasers as part of the listings process.



CMA – CMA or Comparative Market Analysis is a report built around Current Market Information to allow agents to provide a comprehensive report to potential vendors



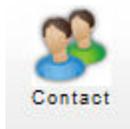
eForms – This is the online Real Estate Forms system provided by EAC. You are able to produce and save Sales and Property management agreements and forms across Rural, Commercial, Business and Residential properties. There are also many supplementary forms that are available to assist in the day to day sales and leasing of properties.



Mapping – The Mapping system consists of the most feature rich Mapping system available to the Real Estate industry. When combined with the Search features, you are able to create detailed maps that are able to have as much or as little information as you want to present to your clients or even for your own needs. You are able to produce Cadastral, Satellite/Aerial or both styles at the same time. You are also able to do a map based search.



Communicate – Communicate allows you to create comprehensive e-newsletter solutions to distribute to your client list. Communicate brings together your listing information, industry news, your own news content and other information into a customised e-newsletter for your office.



Contact – Contact is your Customer Relation Management system. Integrated in with your listing information, this system allows you to manage your clients transactions, communications and reporting within your office.



Resources – In this section you are able to administer Office and User information as you need as well as some office based administration tasks. At an office level, you are able to maintain changes to office information including contact details, logos and other information related to your office. At a User level you are able to maintain contact details, photos and other information for the user.

You can also maintain the Distribution List and Office website related features. This is also where you are able to request a new user for your office, access Online Property Information Searches from the LPI & NSW land Titles, Sydney Water, Hunter Water and ASIC.

For a more detailed guide on each of these systems please refer to their dedicated guides which can be found under the Quick Links & Training Resources section within Red Square.

The Main Screen

The main screen has 5 distinct features. They consist of the Quick Search, Recent Sales and Listing statistics, EAC's Social Media information, News and Upcoming events and Quick Links section.

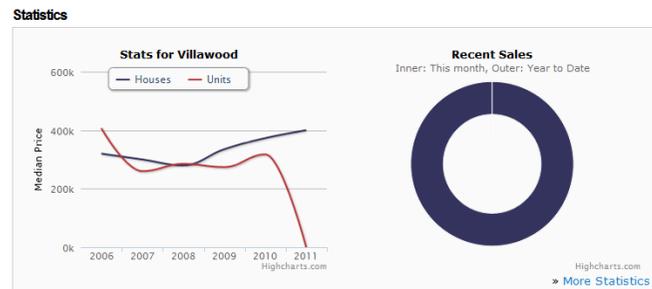


Quick Search Property Information ▾

Street Number

[Last Quick Search](#)

Quick Search – The Quick Search at the top of the screen is exactly that, a quick and easy way to get information up. The quick search can be used across all search types and offers the ability to search using Suburb, postcode, Property ID, Street and Number.



Statistics – The statistics information show a quick overview of the Median Price in sales of houses and units in your local suburb of your office.

The Recent Sales graph shows, if you have listings in the Red Square system, the Year to Date and This Month sales statistics.

Latest Tweets

- about 22 hours ago Current Market Information has been updated and includes 5440 new properties and updates to 10187 existing properties. <http://ow.ly/5d5CV>
- about a day ago The latest NSW Sales are now in EAC's Red Square including the sale of 2626 existing and 487 new properties. <http://ow.ly/5dxH>
- about a day ago The 10 June 2011 Northern Rivers realestateworld.com.au real estate publication is now available online see <http://ow.ly/5cE7>

Facebook



Estate Agents Co-operative Ltd or Facebook

70 people like Estate Agents Co-operative Ltd.

Facebook social plugin

Social Media – This allows you access to EAC’s Facebook and Twitter pages and updates. EAC keeps these pages up to date with the latest posts and information in relation to what EAC is doing with its products and services as well providing updates on what is happening in the industry as the information comes to us.

Latest News

- New Members May 2011 - 03/06/2011
- The month of May has seen a record increase for the realestateworld.com.au - 03/06/2011
- Fair Trading Commissioner role restored - NSW Fair Trading - 03/06/2011
- EAC Newsletter May 2011 - 30/05/2011
- June End of Financial Year Stationery Special - 25/05/2011
- EAC Printing Services June Special - 25/05/2011
- New Members April 2011 - 27/04/2011
- EAC Newsletter March-April 2011 - 13/04/2011
- EAC eForms Update - Water Saving Devices - 06/04/2011
- Commercial Building Disclosure Program - Update March 2011 - 14/04/2011

Upcoming Events

- Hills District CPD Course 9 - 10 June 2011 - 18/05/2011
- Penrith CPD Course 16 - 17 June 2011 - 03/06/2011
- Wollongong CPD Course 20 - 21 June 2011 - 03/06/2011
- Parramatta CPD Course 20 - 21 June 2011 - 03/06/2011
- Randwick CPD Course 23 - 24 June 2011 - 03/06/2011
- Neutral Bay CPD Course 27 - 28 June 2011 - 09/06/2011
- Certificate of Registration - 02/03/2011

» View All

Latest News & Upcoming Events – This section provides the latest news articles in relation to the industry. As we update the information, this section will be updated.

Upcoming events cover CPD training, Red Square training, as well as any informational events that are coming up on EAC’s calendar.

Quick Links and Training Resources

- [Training Documents & Interactive Videos](#)
- [Events & Training](#)
- [Red Square Webinars](#)
- [Online NSW Title, Water & ASIC Searches](#)
- [Online Stationery Store](#)



Quick Links & Training Resources – This section has all quick links off to help documents, training and other services that are available i.e. Online Property Searches and the Online Stationery Store. It also has links off to www.eac.com.au and www.realestateworld.com.au for easy access to further information.