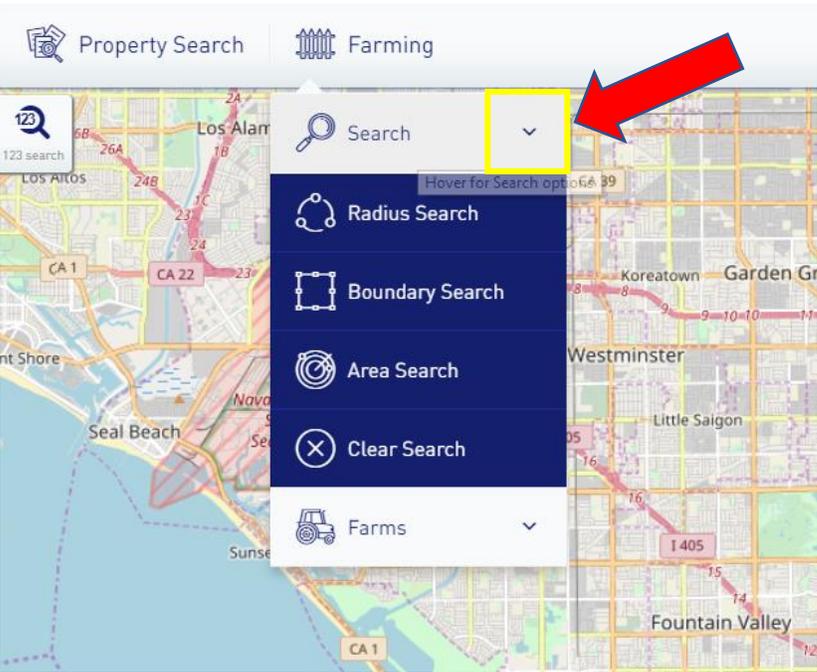
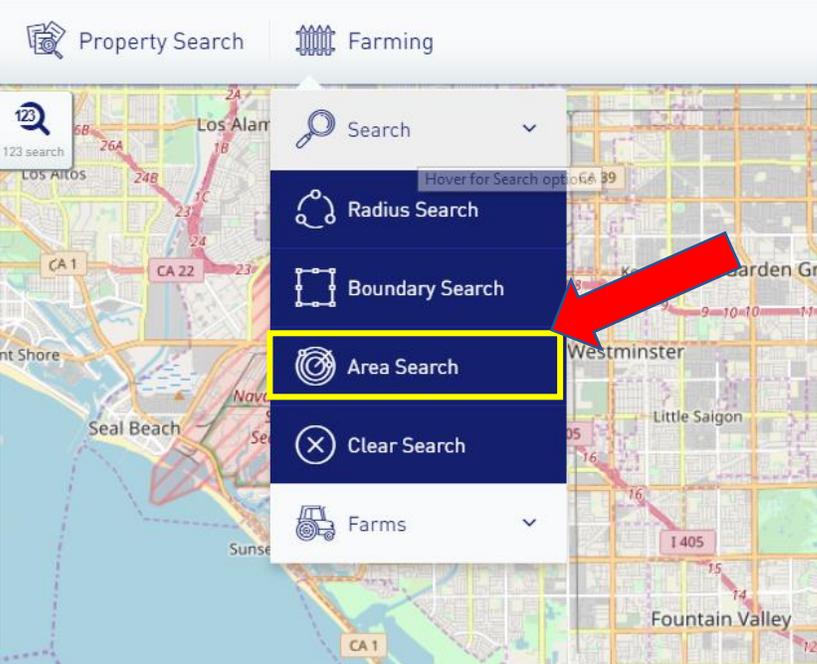


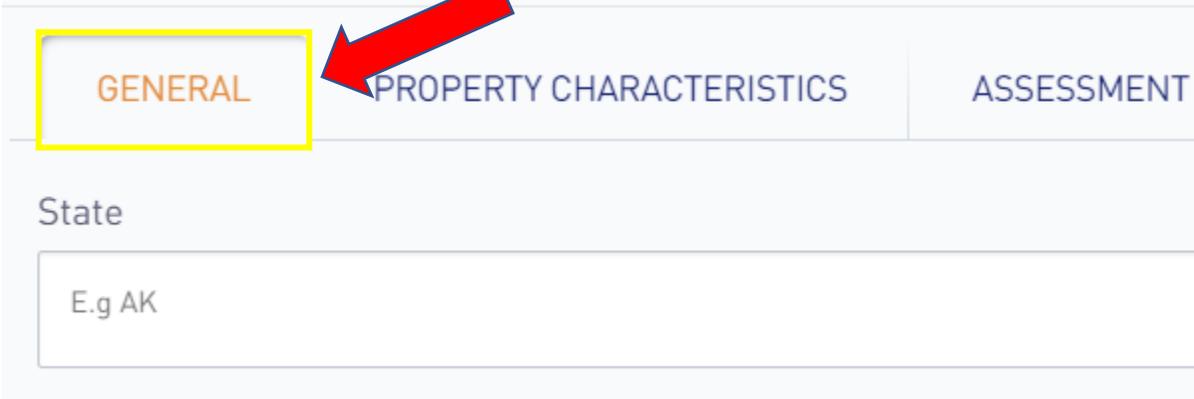
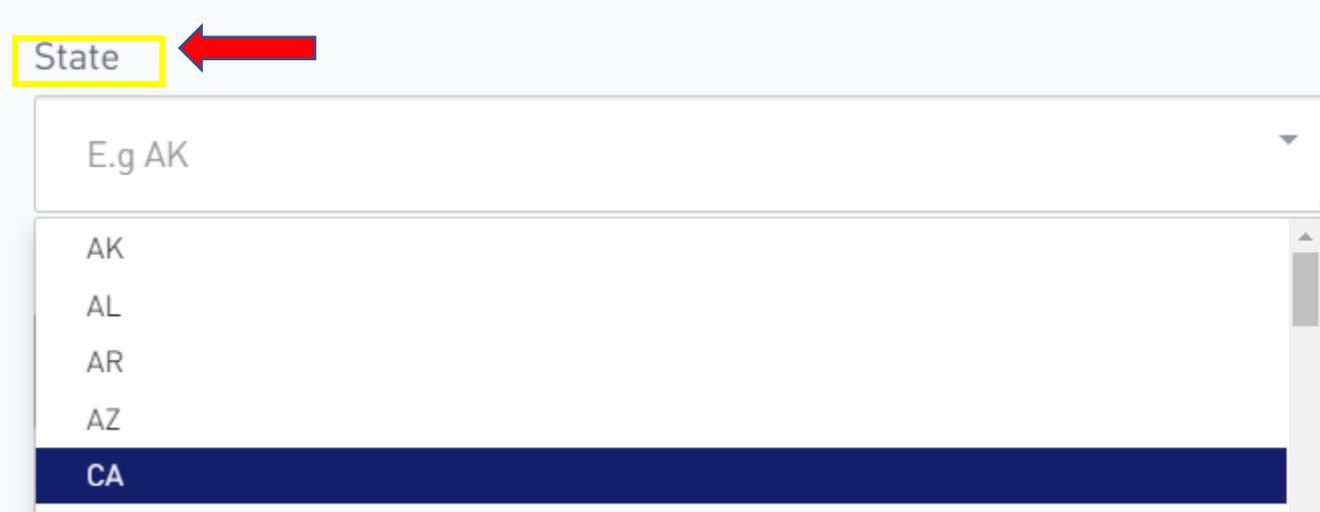
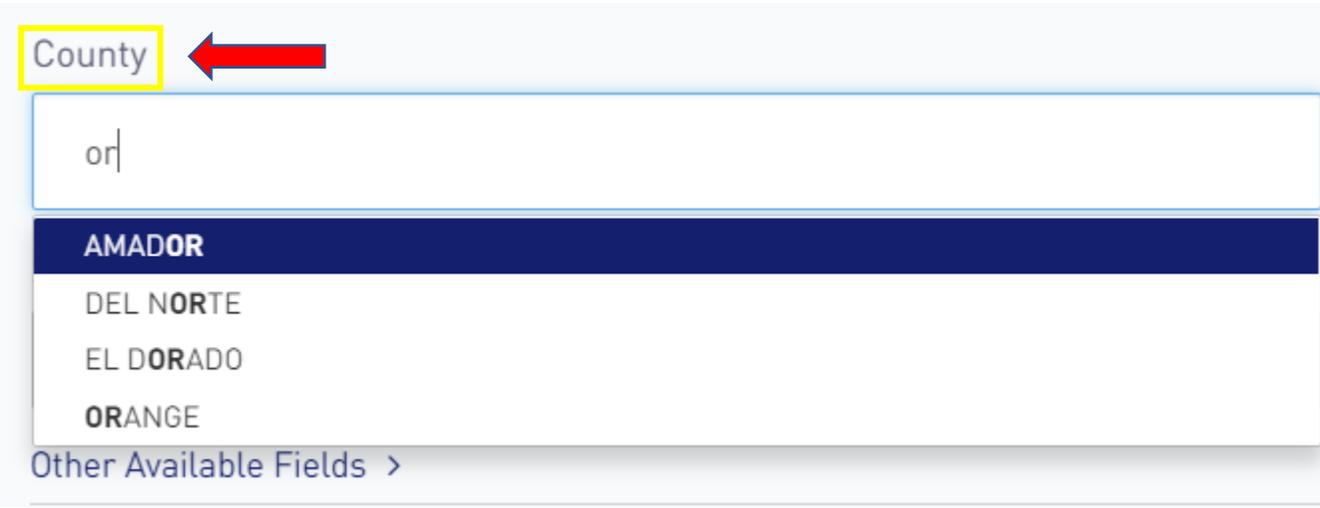
# Create a Targeted list for Area (Wholesale) User Guide

Looking for: sfr & condo's with absentee owners

Sample data selections will appear in this color. You may change these criteria to match your location and search.

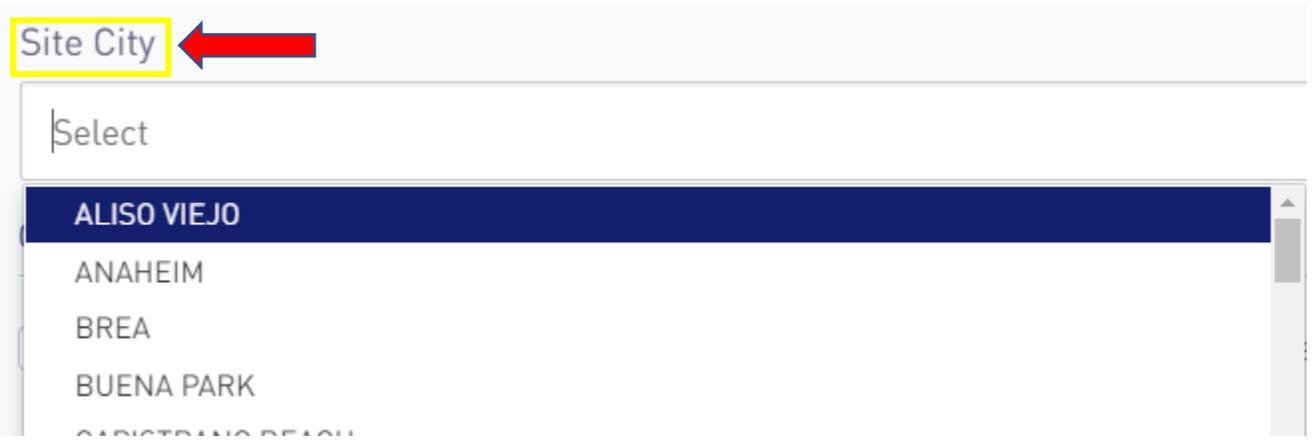
<p><b>Step 1:</b></p>	<p>Click on Farming and hover your mouse over the dropdown menu</p>
	
<p><b>Step 2:</b></p>	<p>Click on Area Search</p>
	

# Create a Targeted list for Area (Wholesale) User Guide

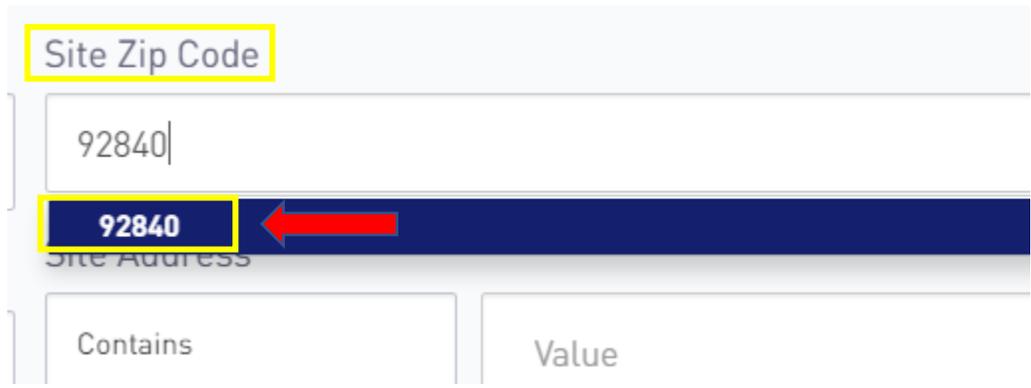
<b>Step 3:</b>	Make sure you are on the GENERAL Tab
	
<b>Step 4:</b>	From the STATE dropdown menu select State of <b>CALIFORNIA</b>
	
<b>Step 5:</b>	From the COUNTY dropdown menu select County of <b>ORANGE</b>
	

# Create a Targeted list for Area (Wholesale) User Guide

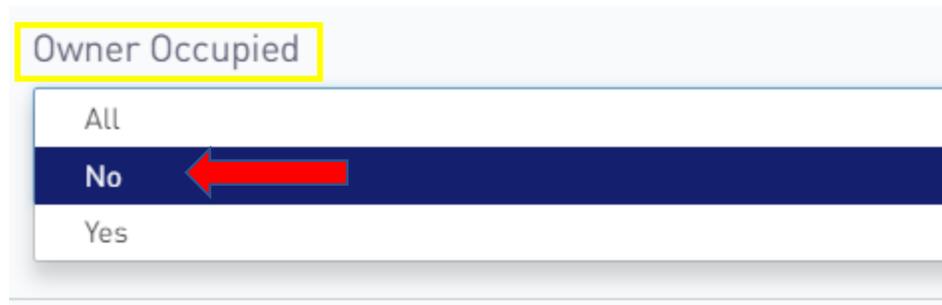
**Step 6:** From the Site City dropdown menu select City **GARDEN GROVE**



**Step 7:** From the Site Zip Code dropdown select Zip Code **92840**



**Step 8:** From the Owner Occupied dropdown menu select: **NO**



# Create a Targeted list for Area (Wholesale) User Guide

**Step 9:** Left click on PROPERTY CHARACTERISTICS tab

## Area Search

Search for properties using Advanced Search.

GENERAL
PROPERTY CHARACTERISTICS
ASSESSMENT & TAXES
OTHER
CUSTO

Bedrooms

Value

▼

Lot Size (SqFt)

Baths

Value

Building Size

Property Type

Number of Units

**Step 10:** From the Property Type dropdown menu select the types of properties you wish to search **SINGLE FAMILY RESIDENCE & CONDOMINIUM**

Property Type

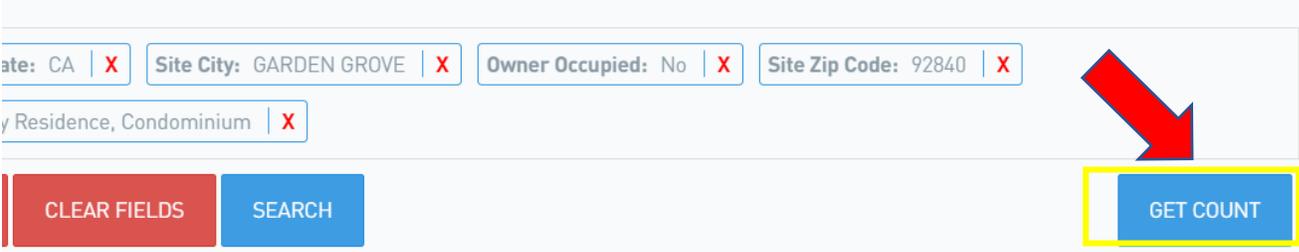
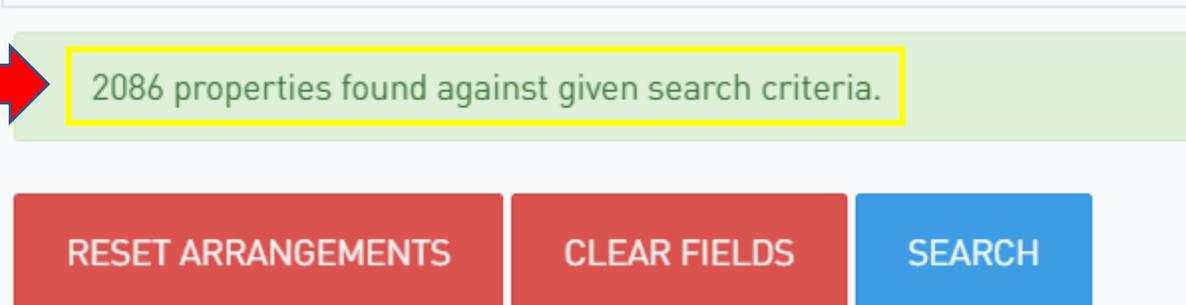
Property Type

SINGLE FAMILY RESIDENCE x
CONDOMINIUM x

Year Built

Value

# Create a Targeted list for Area (Wholesale) User Guide

<p><b>Step 11:</b></p>	<p>Check your search criteria summary to make sure all the criteria you have selected is correct</p>
 <p>The screenshot shows a search criteria summary interface. At the top, there are three checkboxes: "Remember the search criteria.", "Suppress/Omit records already saved", and "Limit Records". Below these, a yellow box highlights the search criteria: "County: ORANGE   X", "State: CA   X", "Site City: GARDEN GROVE   X", "Owner Occupied: No   X", and "Site Zip Code: 92840   X". Below this, another box shows "Property Type: Single Family Residence, Condominium   X". A red arrow points to the left side of the criteria boxes.</p>	
<p><b>Step 12:</b></p>	<p>Left Click GET COUNT</p>
 <p>The screenshot shows the search buttons at the bottom of the search criteria summary. There are three buttons: "CLEAR FIELDS" (red), "SEARCH" (blue), and "GET COUNT" (blue). The "GET COUNT" button is highlighted with a yellow box, and a red arrow points to it from the right.</p>	
<p><b>Step 13:</b></p>	<p>Check your property count. You want your count to be between 25-30 properties. If your count is higher go to Step 14, if your count is between 25-30 go to Step 17</p>
 <p>The screenshot shows a green notification bar with the text "2086 properties found against given search criteria." highlighted by a yellow box. Below the bar are three buttons: "RESET ARRANGEMENTS" (red), "CLEAR FIELDS" (red), and "SEARCH" (blue). A red arrow points to the notification bar from the left.</p>	

# Create a Targeted list for Area (Wholesale) User Guide

**Step 14:** Add Additional Filters to reduce your property count.  
**1. 4 Bedrooms**  
**2. 3 Bathrooms**  
**3. Built After 1960**  
 HINT: Use the left field to choose Equal to value, Greater than, Less than, or Between.

Bedrooms 

= 4

Baths 

= 3

Property Type

SINGLE FAMILY RESIDENCE x CONDOMINIUM x

Year Built 

>  1960

**Step 15:** Left Click GET COUNT

State: CA | X Site City: GARDEN GROVE | X Owner Occupied: No | X Site Zip Code: 92840 | X  
 Single Family Residence, Condominium | X

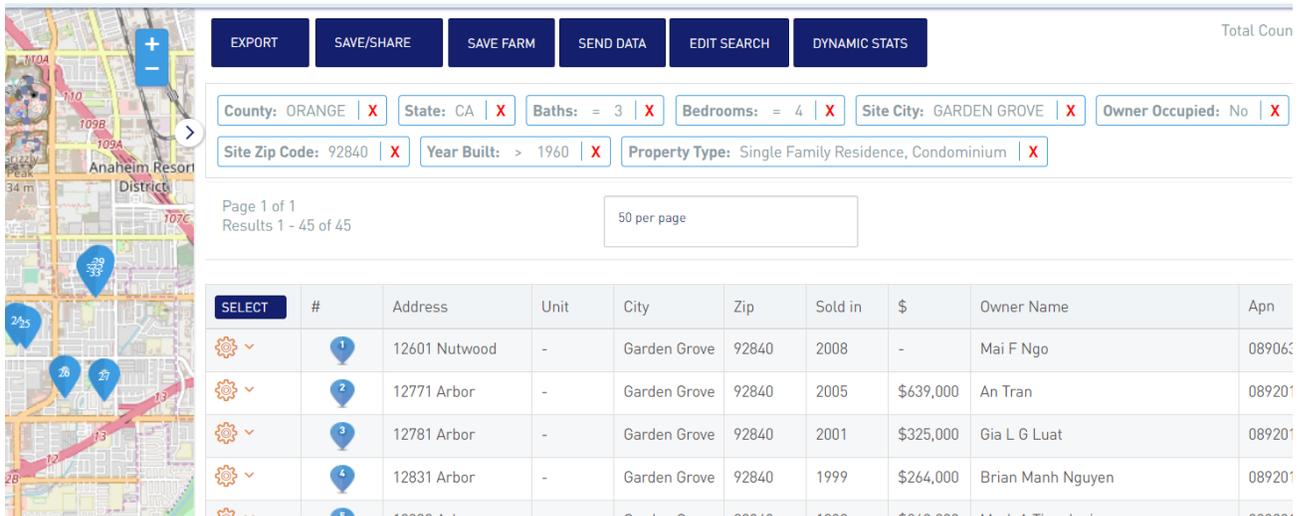
CLEAR FIELDS SEARCH  GET COUNT

# Create a Targeted list for Area (Wholesale) User Guide

**Step 16:** Check your property count. You want your count to be between 25-30 (Or Close) properties. If your count is higher go to Step 14, if your count is between 25-30 go to [Step 17](#)  
 NOTE: If you are close and comfortable with the number of records continue to [Step 17](#)



**Step 17:** Left Click SEARCH the screen will change and you can now view and select properties.



EXPORT SAVE/SHARE SAVE FARM SEND DATA EDIT SEARCH DYNAMIC STATS Total Count

County: ORANGE X State: CA X Baths: = 3 X Bedrooms: = 4 X Site City: GARDEN GROVE X Owner Occupied: No X

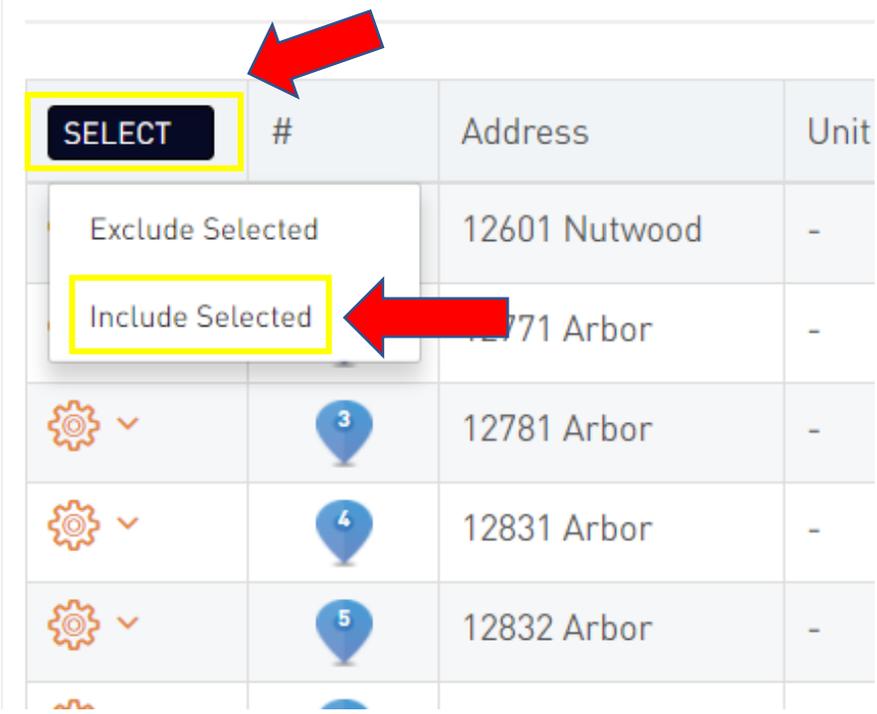
Site Zip Code: 92840 X Year Built: > 1960 X Property Type: Single Family Residence, Condominium X

Page 1 of 1  
Results 1 - 45 of 45  
50 per page

SELECT	#	Address	Unit	City	Zip	Sold in	\$	Owner Name	Apn
	1	12601 Nutwood	-	Garden Grove	92840	2008	-	Mai F Ngo	089065
	2	12771 Arbor	-	Garden Grove	92840	2005	\$639,000	An Tran	089201
	3	12781 Arbor	-	Garden Grove	92840	2001	\$325,000	Gia L G Luat	089201
	4	12831 Arbor	-	Garden Grove	92840	1999	\$264,000	Brian Manh Nguyen	089201

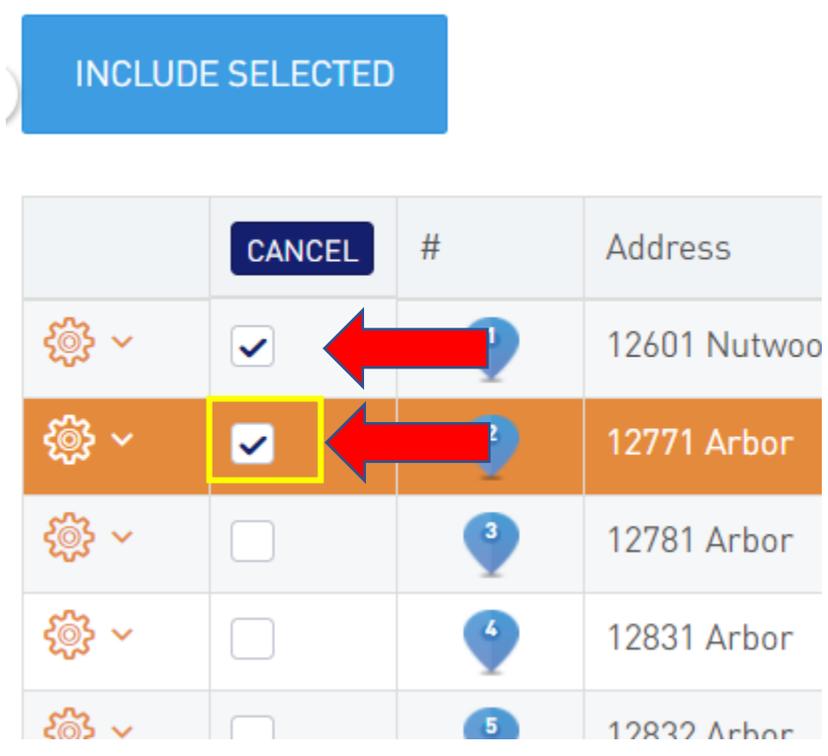
# Create a Targeted list for Area (Wholesale) User Guide

**Step 18:** Left Click SELECT button and choose **Include Selected**



	#	Address	Unit
		12601 Nutwood	-
		12771 Arbor	-
		12781 Arbor	-
		12831 Arbor	-
		12832 Arbor	-

**Step 19:** Click in the CHECKBOX next to EACH address that you want to INCLUDE



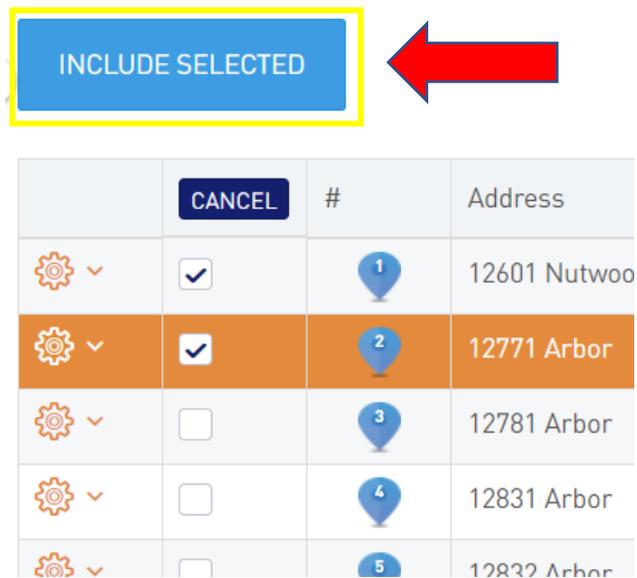
INCLUDE SELECTED

	CANCEL	#	Address
	<input checked="" type="checkbox"/>		12601 Nutwood
	<input checked="" type="checkbox"/>		12771 Arbor
	<input type="checkbox"/>		12781 Arbor
	<input type="checkbox"/>		12831 Arbor
	<input type="checkbox"/>		12832 Arbor

# Create a Targeted list for Area (Wholesale) User Guide

**Step 20:**

Click INCLUDE SELECTED. The list will filter and ONLY show the properties that you selected, otherwise the list will change and you will see only those properties you selected.

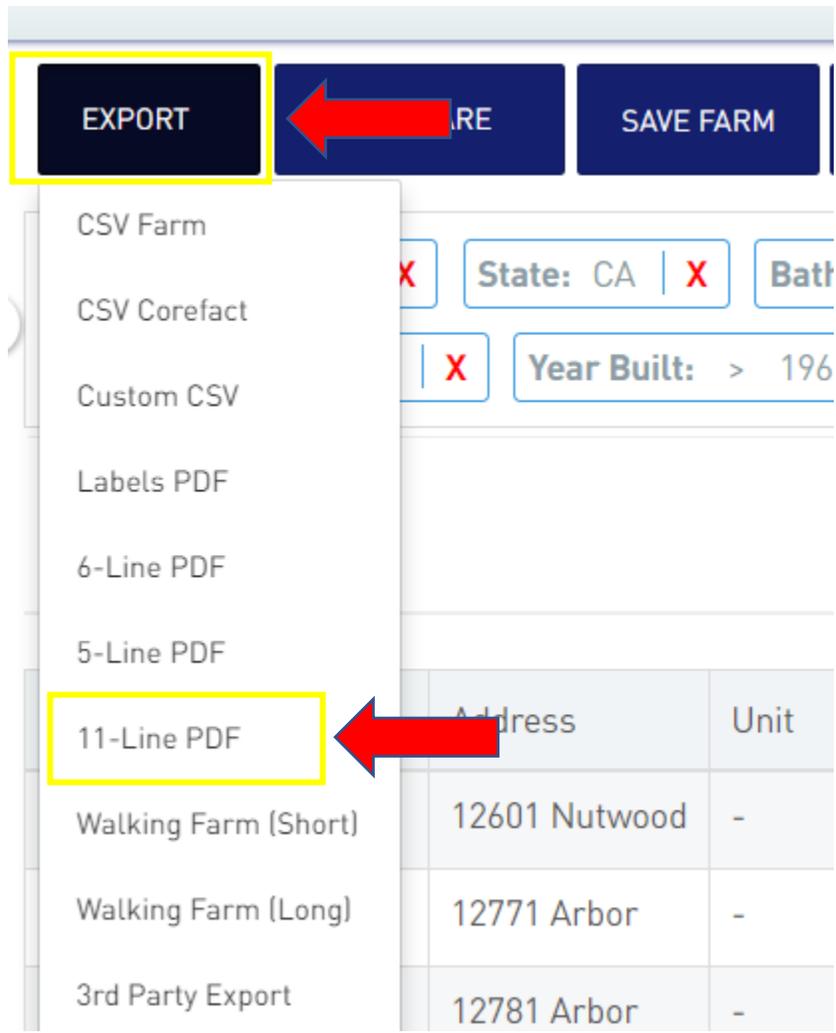


The screenshot shows a table with the following columns: a settings column (gear icon with a dropdown arrow), a selection column (checkbox), a number column (#), and an address column (Address). The second row is highlighted in orange and has a checkmark in the selection column. Above the table, a blue button labeled 'INCLUDE SELECTED' is highlighted with a yellow border, and a red arrow points to it from the right.

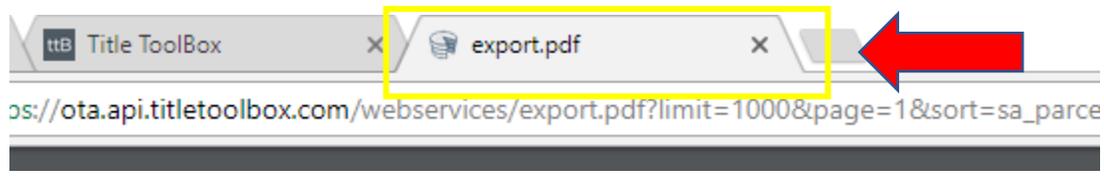
	CANCEL	#	Address
 ▾	<input checked="" type="checkbox"/>	1	12601 Nutwood
 ▾	<input checked="" type="checkbox"/>	2	12771 Arbor
 ▾	<input type="checkbox"/>	3	12781 Arbor
 ▾	<input type="checkbox"/>	4	12831 Arbor
 ▾	<input type="checkbox"/>	5	12832 Arbor

# Create a Targeted list for Area (Wholesale) User Guide

**Step 21:** Click EXPORT from the dropdown list select 11-LINE PDF. A new TAB (Window) will open in your browser.

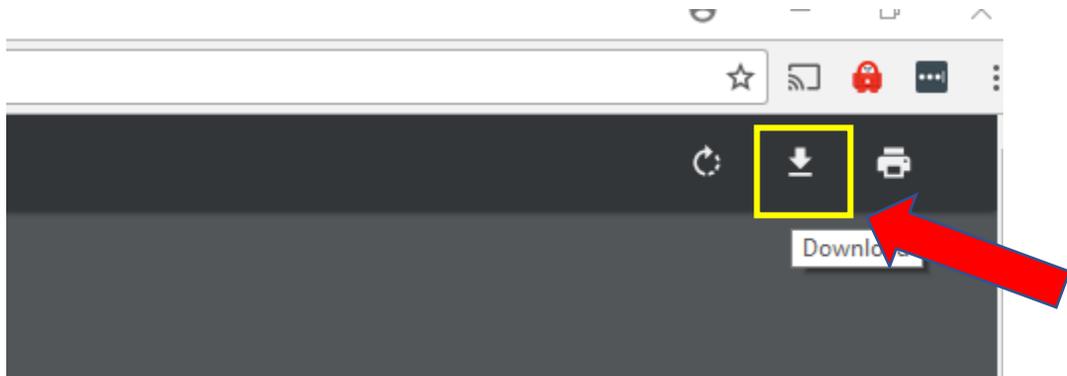


**Step 22:** A New TAB (window) appears in your browser. Click on the NEW TAB.

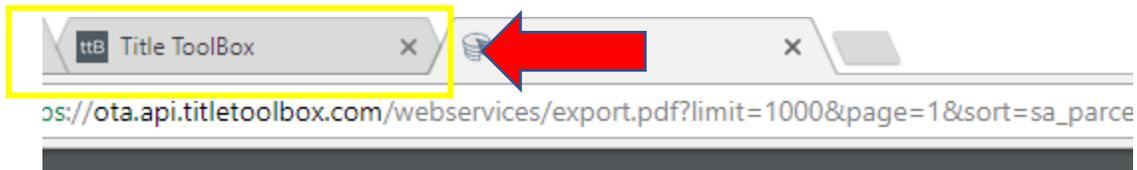


# Create a Targeted list for Area (Wholesale) User Guide

**Step 23:** Move your mouse to position the cursor near the top of the Window and a SELECT BAR will appear. Click the Download Arrow to save the records as a PDF.



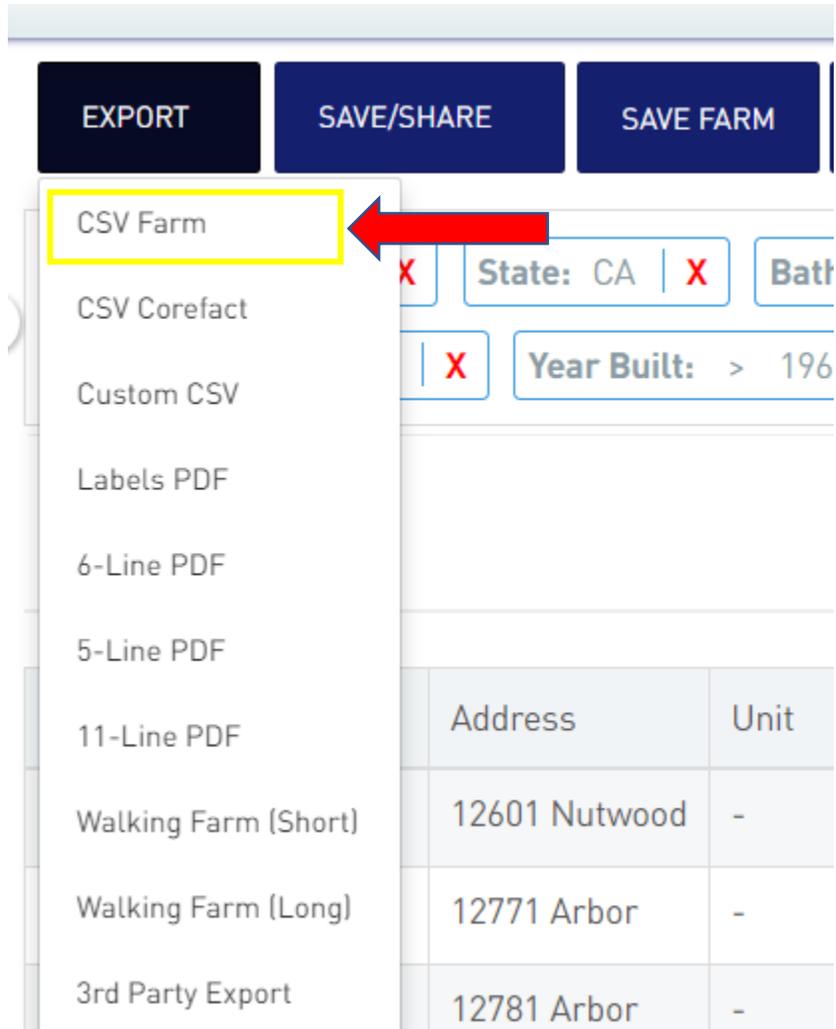
**Step 24:** Return to the TitleToolBox TAB.



# Create a Targeted list for Area (Wholesale) User Guide

**Step 25:**

Click EXPORT from the dropdown list select CSV FARM. The EXPORT will download automatically and appear where your browser is set to store downloads.

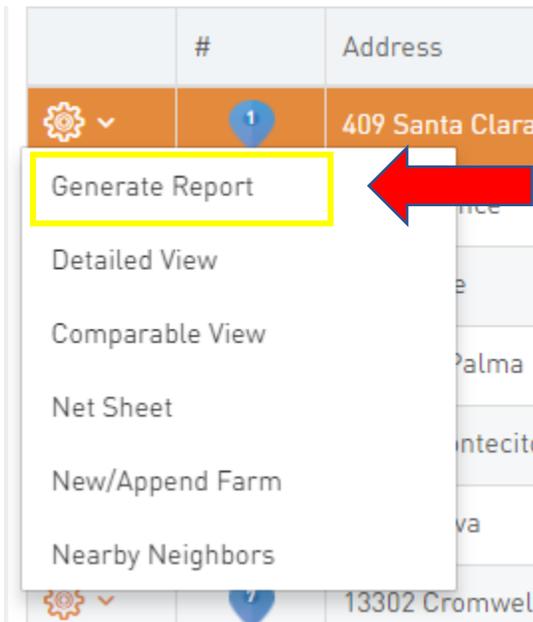


The screenshot shows a software interface with three main buttons at the top: **EXPORT**, **SAVE/SHARE**, and **SAVE FARM**. Below the **EXPORT** button, a dropdown menu is open, listing several options: **CSV Farm**, **CSV Corefact**, **Custom CSV**, **Labels PDF**, **6-Line PDF**, **5-Line PDF**, **11-Line PDF**, **Walking Farm (Short)**, **Walking Farm (Long)**, and **3rd Party Export**. The **CSV Farm** option is highlighted with a yellow border, and a red arrow points to it from the right. In the background, there are filter buttons for **State: CA** and **Year Built: > 196**. Below the filters is a table with the following data:

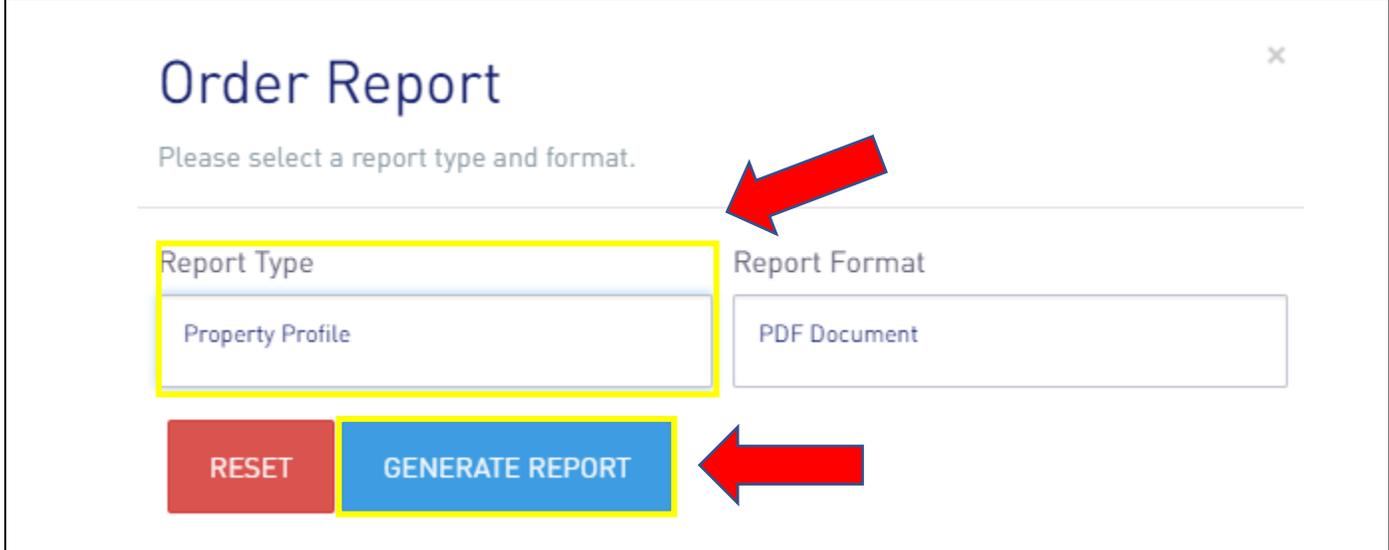
	Address	Unit
	12601 Nutwood	-
	12771 Arbor	-
	12781 Arbor	-

# Create a Targeted list for Area (Wholesale) User Guide

**Step 26:** Using the Drop-down menu next to the Gear select **Generate Report**



**Step 27:** Select Property Profile from the Report Type List and click Generate Report



# Create a Targeted list for Area (Wholesale) User Guide

<b>Step 28:</b>	Click on the CLICK HERE link to view and save the report
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; margin-bottom: 10px;"> <span style="color: #ccc; font-size: 20px;">×</span> </div> <h2 style="margin: 0;">Order Report</h2> <p style="color: #888; font-size: 12px;">Please select a report type and format.</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Report Type</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Property Profile</div> </div> <div style="width: 45%;"> <p><b>Report Format</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">PDF Document</div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 2px solid yellow; padding: 5px; background-color: #e0ffe0;"> <a href="#">Click here to view your report.</a> </div> <div style="font-size: 24px; color: red; margin: 0 10px;">←</div> <div style="background-color: #e0ffe0; padding: 5px;"> <a href="#">Click here to email your Report.</a> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <div style="background-color: #e06666; color: white; padding: 10px 20px; margin-right: 10px;">RESET</div> <div style="background-color: #4a90e2; color: white; padding: 10px 20px;">GENERATE REPORT</div> </div> </div>	
<b>Step 29:</b>	REPEAT Steps 22 and 23 to save and/or print your report
<p style="color: #00aaff; font-size: 14px;">NOTE: Downloading your selection via PDF and Excel will NOT utilize your data services credits twice.</p>	