

**DO YOU KNOW ALL THERE IS TO RED SQUARE?
ATTEND A HANDS ON WORKSHOP TO ACHIEVE THE BEST FROM RED SQUARE
HURRY SEATS ARE LIMITED!**

Company	<input type="text"/>	Agency ID	<input type="text"/>
	<input type="text"/>		
Attendee #1	<input type="text"/>	email	<input type="text"/>
Attendee #2	<input type="text"/>	email	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>

Please select the date and course you wish to attend and fax this registration form back to 9724 6407. Upon receipt of your registration form a confirmation of your booking will be sent by return fax / email.

For confirmation of availability please call Sandy on 1300 137 161

Held at: EAC Head Office

**274 Miller Road Villawood
Phone: (02)9724 6999 Fax: (02) 9724 6407**

(parking available on street only)

Training Red Square 2010	Morning 9:30am to 12noon	Afternoon 1.00pm to 3:30pm
Dates (Wednesdays)	# Attending ✓	# Attending ✓
Wednesday 4 th August 2010		
Wednesday 8 th September 2010		
Wednesday 6 th October 2010		

Morning sessions are for Property Record subscribers and members (sales and administration)

Afternoon sessions are suitable for EAC *members only* (sales and administration)

Cost for training is **at no charge** to existing Subscribers and Members

Important Note: a No Show/cancellation fee of \$45.00 will be charged to your monthly account for a no show or cancellation where notice is not received at EAC within 48 hours prior to the workshop.

Property Information - Session Time: 9.30am – 12:00pm

- **Setting Up**
 - Interface
 - Preferences
 - Salesperson
 - Office, Phone
 - Logo
- **Searching**
 - Categories - Moving Up and Down
 - Searching
 - Wildcards / Ranges / Above / Below
 - PLT
 - Save and Recall PLT Layout
 - Sorting
 - Photos
 - Statistics
 - Append
- **Reports**
 - Standard Reports
 - Report Writer
- **Maps**
 - Overlay / Property Detail Layers
 - Neighbourhood Reports
 - Area / Dimensions
 - Printing
 - Delete Non-Visible
 - Bringing Properties back to Red Square

- **Neighbourhood Reports**
- **Current Market Information (CMI)**

Red Square Listing Management - Session Time : 1:00pm – 3:30pm

- **Addlist**
 - Adding a Listing
 - Revising a Listing
 - Resizing Photos / Irfanview
- **Reports**
 - Window Cards
 - Custom Reports

- **Client Database** – Matching buyers with properties
- **CMA**
- **Red Square Admin Site**
 - Statistics
 - Adding Salespeople & Changing Details