

# GEOWAREHOUSE® COURSE HANDBOOK

[learning@lstar.ca](mailto:learning@lstar.ca)

# CONTENT

INTRODUCTION ( 5 min )

MODULE 1

[Introduction to GeoWarehouse®](#) ( 15 min )

MODULE 2

[How Do We Do a Search](#) ( 20 min )

MODULE 3

[Protect Your Boundary and Easements](#) ( 20 min )

MODULE 4

[Tips, Tricks and Reports](#) ( 20 min )

**BREAK**

MODULE 5

[Conducting a Search and Creating a CMA](#) ( 1 hour )

MODULE 6

[GeoWarehouse® Integration into ITSO](#) ( 20 min )

MODULE 7

[GeoWarehouse® Mobile Optimization](#) ( 30 min )

QUESTIONS



FOCUSED ON OUR  
**VISION**  
To be the resource of choice  
for REALTOR® members  
and their communities.

PURSUING OUR  
**MISSION**  
To enhance REALTOR® member professionalism  
by providing education, tools and advocacy to  
support them in serving the community.

UPHOLDING OUR  
**VALUES**  
• Member-Centric  
• Thought-Leader  
• Community-Minded  
• Professionalism  
• Integrity

# GEOWAREHOUSE®

## Purpose

To give Members and Brokerage Staff the training and confidence to navigate and utilize the tools and data in GeoWarehouse® as part of their daily business.

## Duration

2.5 Hours

## Course Goals

- Introduce Members and Brokerage Staff to the GeoWarehouse® platform.
- Give Members and Brokerage Staff hands-on training on the various features and resources available in GeoWarehouse®.
- Provide tips and tricks to make Members and Brokerage Staff more efficient in their use of GeoWarehouse®.

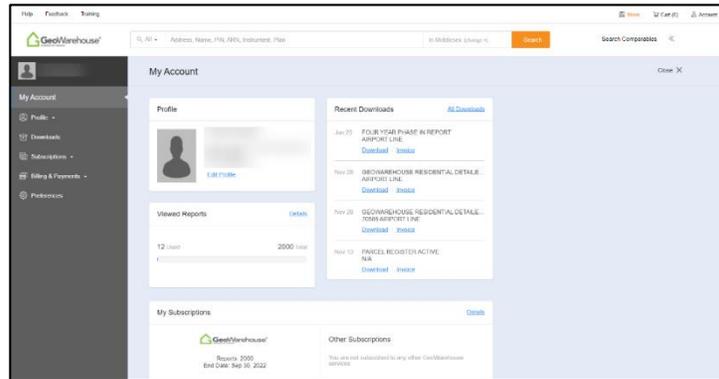
## Resource Links for Class

The GeoWarehouse® application should be open for class.

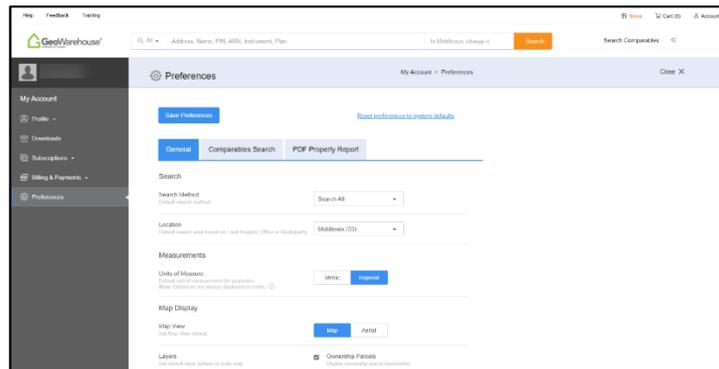
# MODULE 1 (20 MIN)

## Introduction to GeoWarehouse®

### 1. Set up profile



### 2. Set up defaults



NOTES



# MODULE 2 (20 MIN)

NOTES

## How Do We Do a Search?

1. Discover four different search methods:
  - Address
  - Name
  - Lot and Concession
  - Mapping ( when there is no address )
2. Find out how to search for a Condo.
3. How do you recommend a correction to an address or name?
4. Learn how to conduct a search on a Builder for Lot and Location information.
5. Discover the School Feature and the HoodQ widget.
6. Learn the function of the Property Report elements ( tabs across the grey bar ).

# MODULE 3 (20 MIN)

## Protect Your Boundary and Easements

1. Where do we locate the Easement Indicator?
2. Understand what an Instrument Number is.
3. Learn where to locate the Instrument Number and how to complete a search.
4. Discover how and where to purchase Protect Your Boundary reports to provide more information on your listings or for clients purchasing a property.

NOTES

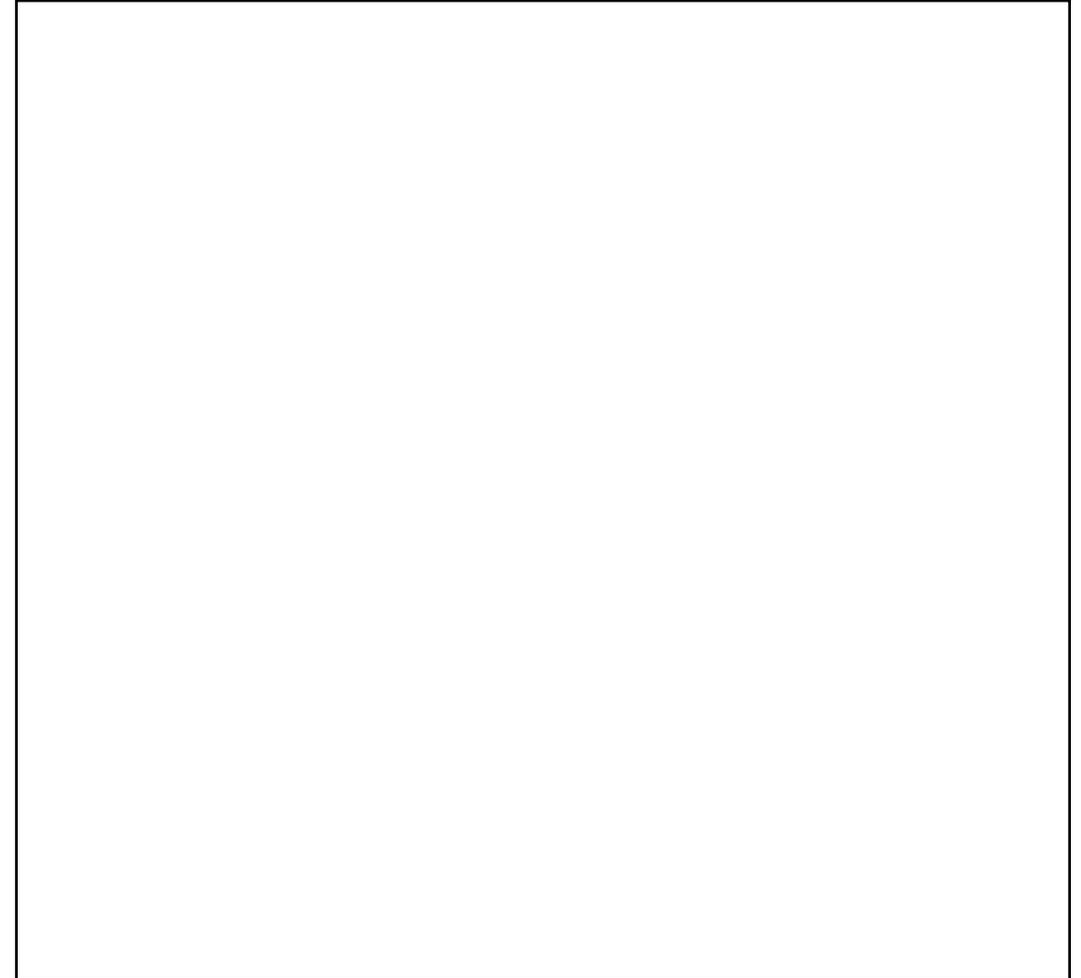


# MODULE 4 (20 MIN)

## Tips, Tricks and Reports

1. What is the difference between phased-in and assessed value?
2. Learn features of “site and structure” tab and demonstrate how to use the map measuring tool.
3. Learn how and where to purchase documents to help with the listing or buying process from MPAC.
4. Learn some interesting items you may come across in GeoWarehouse®.

NOTES



# MODULE 5 (20 MIN)

## NOTES

### Conducting a Search and Doing a CMA

1. Start by clicking on the “Comparables” tab in the grey bar.
2. Choose your criteria from the options on the right:
  - Map (radius or polygon)
    - Importance of choosing the area wisely
    - What happens when a property has two PINs (i.e.: 421 Oxford)
  - Sold last (use either the preset times or the calendar)
  - Property type
  - Price range
  - Lot size
3. Check the comparables that come up when results are shown:
  - Remove unusually high or low prices
  - Click on the property report of each if you need more information
  - If there are not enough good comparables, increase map/change criteria (can do on this page)
  - What is the difference between median and average?



# MODULE 5 (20 MIN)

4. Discover the split screen option.
5. Printing and customizing a report:
  - Click on PDF in grey bar
  - What is the difference between the two options?
  - Best option to use in Client Report
  - Click on “Customize”
    - Title should be a client’s name
    - Choose what elements you want in the report by toggling the buttons
  - Report areas:
    - Details
    - Demographics
    - Households
    - Socio-Economic (household income)
    - Comparables
    - Heat Maps
      - Average sales
      - Growth rate 5 years
      - Turnover 1 year
    - Historical trends and turnover rates
    - Market stats

## NOTES

# MODULE 6 (20 MIN)

NOTES

## GeoWarehouse® Integrations into ITSO

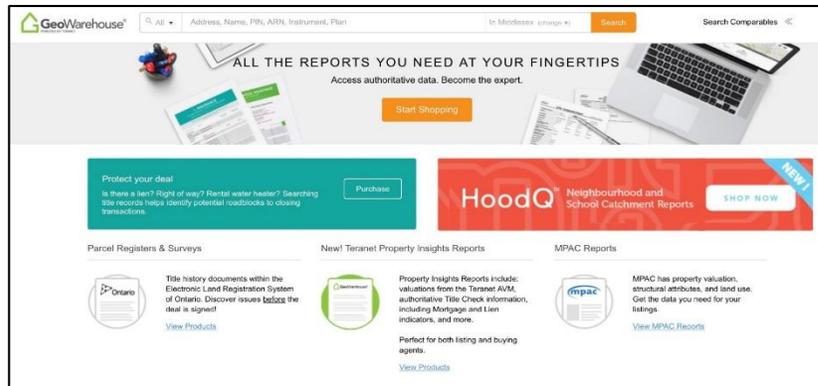
1. Investigate the four ways that GeoWarehouse® has been integrated into ITSO.
  - Choose any listing and click on the GeoWarehouse® link.
  - In any open listing, click on the GeoWarehouse® link in the tabs across the top.
  - Under TOOLS click on GeoWarehouse®.
  - Under the SEARCH tab, click on GeoWarehouse® to search for a property.



# MODULE 6 (20 MIN)

2. Learn about the four main reports that can be purchased with the links in the integration.

- HoodQ School Reports
- AVM Enhanced Report
- Detailed Level 2 Report
- Residential Floor Area Report
- AVM Comparable Report



3. Learn about filling a listing from the new GeoWarehouse® link when uploading a listing to MLS®.

NOTES



# MODULE 7 (10 MIN)

## GeoWarehouse® Mobile Optimization

1. Discover how to access the Mobile version of GeoWarehouse®.
2. Learn how to navigate through GeoWarehouse® on your Mobile phone or tablet.



NOTES

