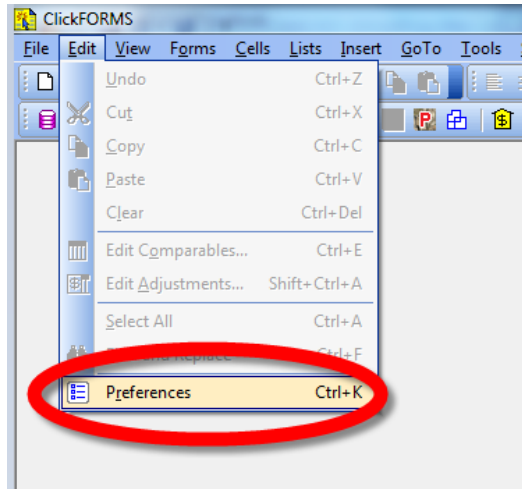
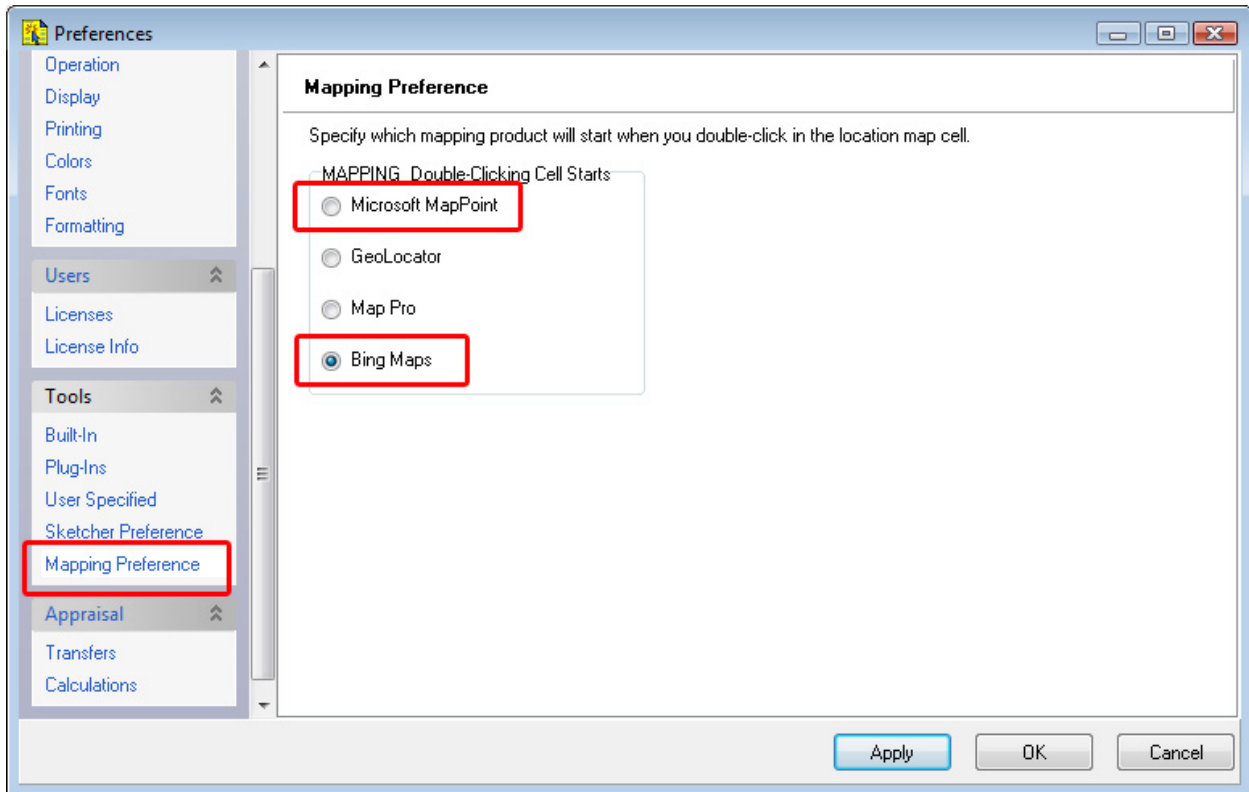


How to switch to Bing Maps:

- Click Edit and select Preferences



- Click Edit and select Preferences
- Click the Mapping Preference (on the left side of the window)
- Click the radio button next to Bing Maps.
- Click Apply then OK.



Bing Maps Features and Benefits:

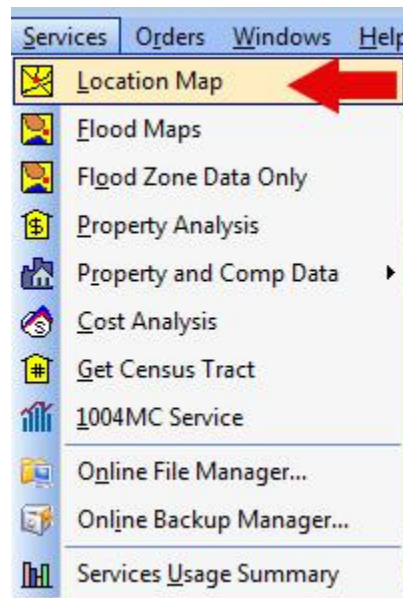
- Geocode Subject, Sales, Listings, and Rentals
- If an address is not located, the service will recommend the closest match. You can choose to skip the geocoding process and keep the address you entered on the form. If you choose to skip, the service will place the map label in the top right corner of the map, for manual placement
- The service provides Latitude, Longitude, and a Confidence score
- The service returns Road, Aerial, and Bird's eye maps (Subject only for Bird's eye view)
- Use the scroll bar or click and drag to pan the viewable map area
- Enhanced Preference Tab:
 - Choose Label size and style
 - Label colors
 - Various Balloon Options (Address, Proximity, Sales Price, etc.)
 - Transfer Options
 - Create default settings
 - Include the property photo

Functional and Interface Changes from MapPoint Maps:

- All map editing (moving labels, map panning, map layout changes) can only be performed in the Map Manager. You must double click the map to activate the map manger and to make edits
- Map Manger window has 3 tabs – Addresses, Map, Preferences
- Copy map to Clipboard or save to a file
- High security settings may prevent Bing service from connecting to the Microsoft server. You must lower your Internet Security settings or choose to use the Mappoint mapping service in your Preference tab.

Step-by-Step instructions:

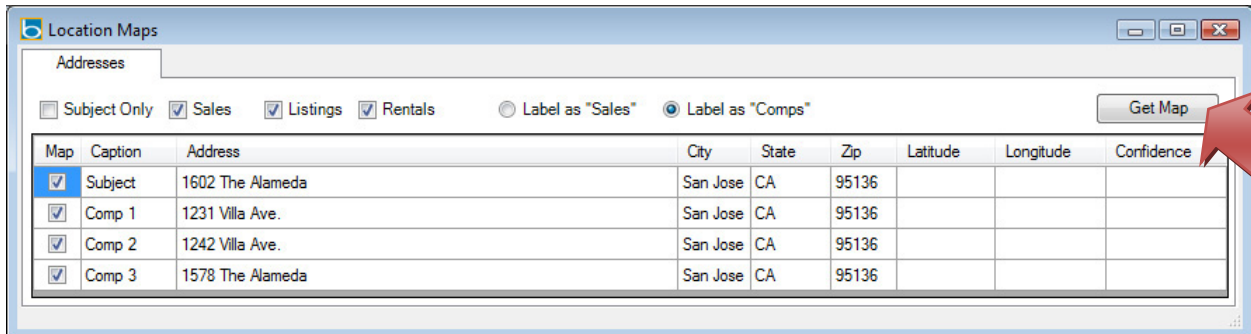
- 1) Access the Bing map service through the Services menu then select Location Map.



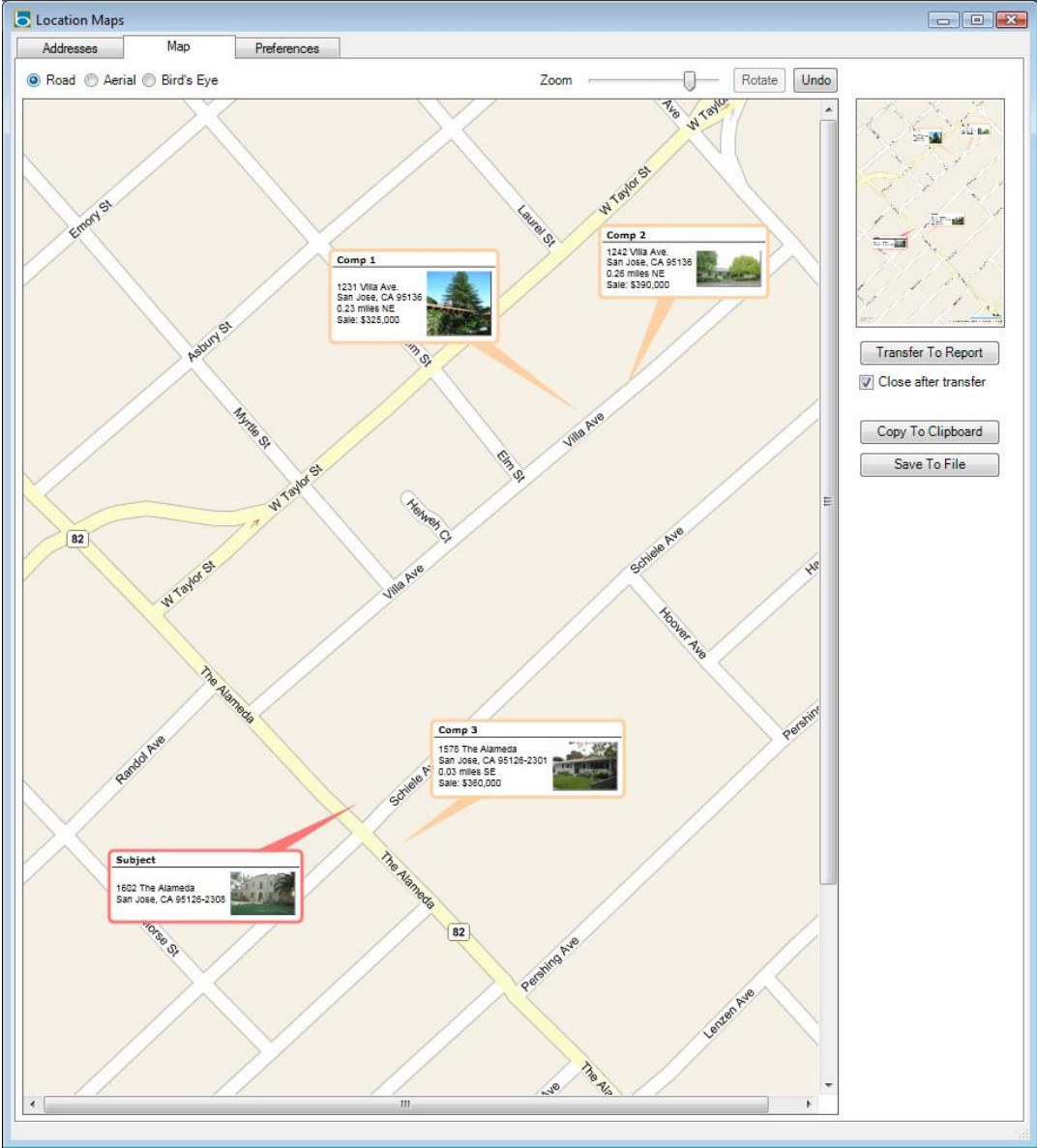
- 2) The ClickFORMS Location Map Splash screen will appear while the service is loading.



3) Once the map manager is loaded, you will see the addresses from your report loaded into the grid. Here you can choose to map the subject only or any combination of Subject and Sales, Listings or Rentals. Click Get Map, and your new Bing location map will be loaded into the map manager.



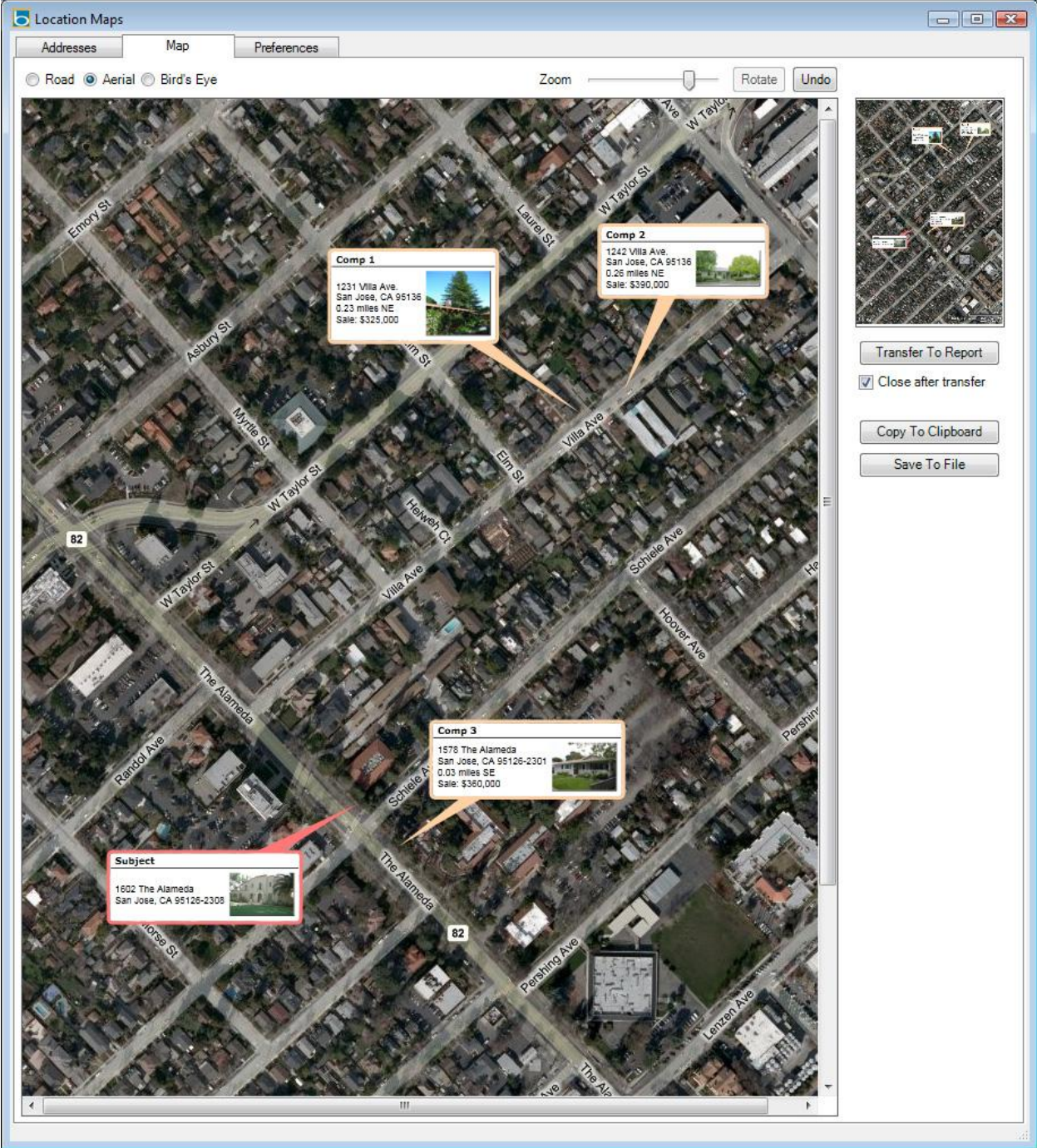
4) The Default map setting is the Road View. You can also select an Aerial or Birds eye view (subject only for Birds Eye).



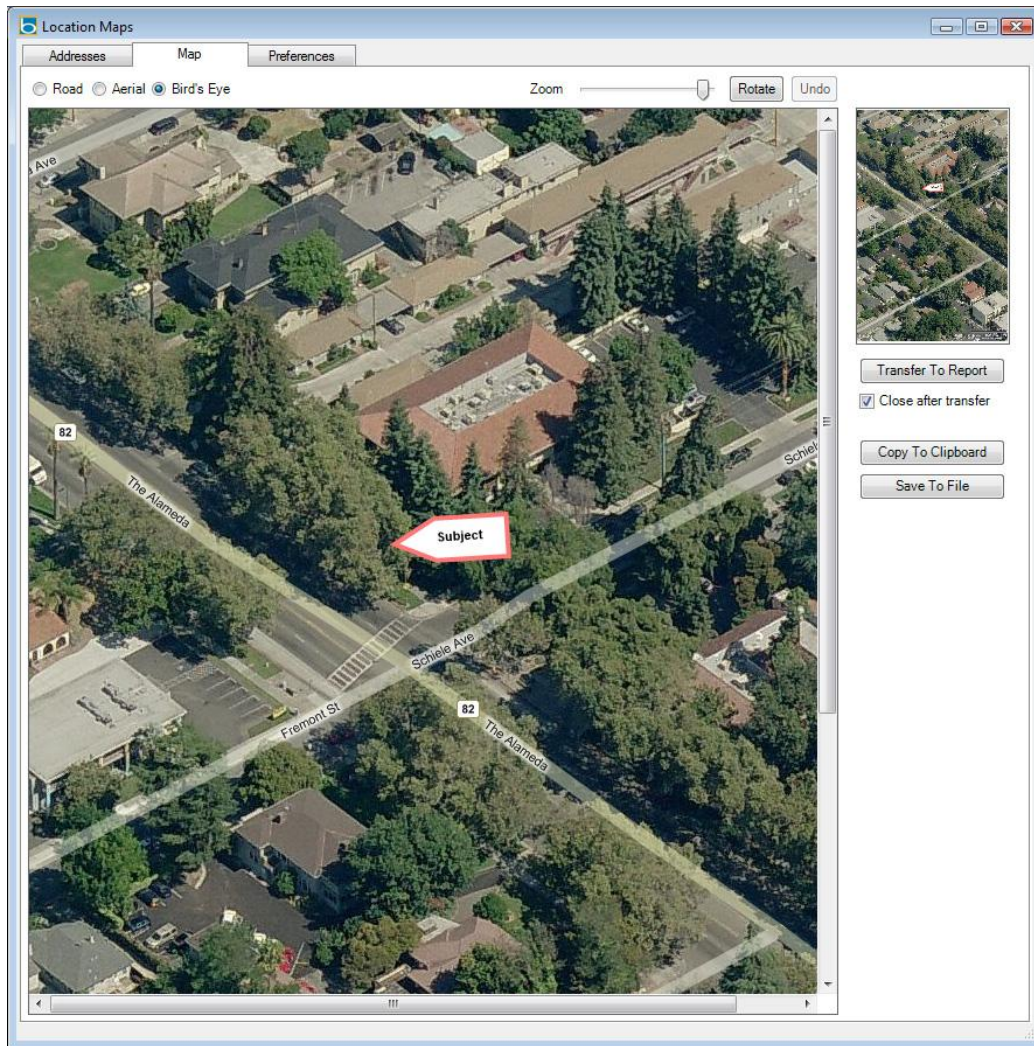
ROAD VIEW with Balloon Labels (subject and comp with images)



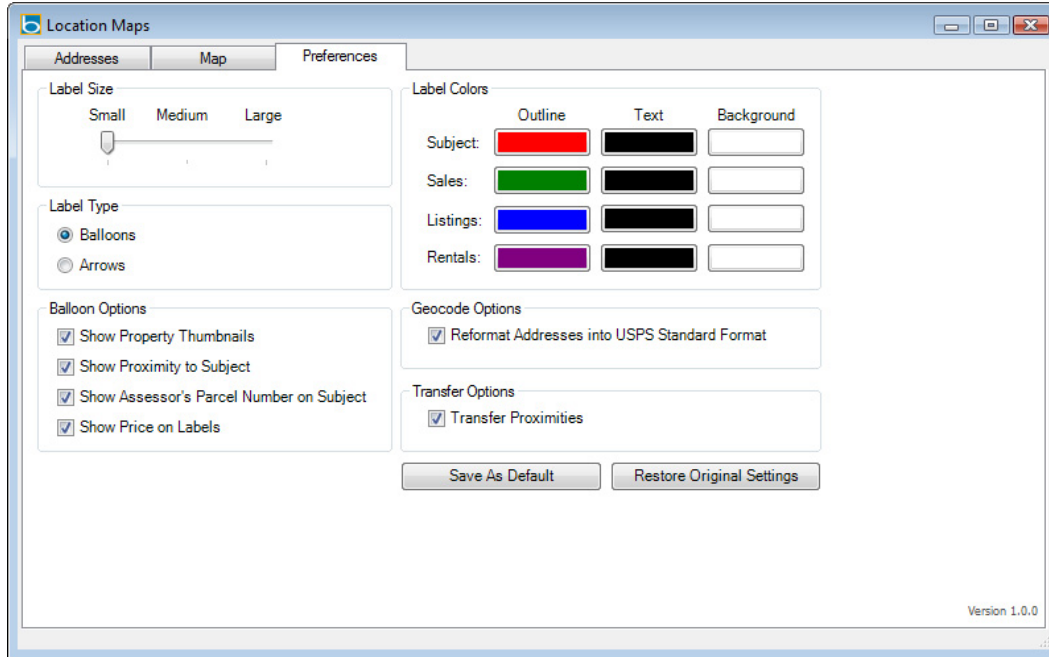
AERIAL VIEW with Balloon Labels (subject and comp with images)



BIRD'S EYE View (subject only) with Arrow Labels



5) The preferences tab allows you to set all your map options. You can select your map label size, type and color. As well as geocode and transfer options.



6) Once you have the map labels you want, you can reposition them in the map window. To move the balloon simply click and drag the balloon. To move just the pointer click and drag the pointer. You can click undo one time to bring back the latest deleted label. You can use your scroll wheel to zoom the map in or out, or simply slide the zoom pointer at the top of the window to the right to zoom in or to the left to zoom out. To pan the map in any direction left-click and hold on the map image then drag your mouse in any direction.

ClickFORMS Quick Start Guide

