Quick Start Guide

CAM's main menu

1. **HOW DO I ACCESS CAM?**

   Point your web-browser to http://cam.cbba.com and log-in. You must use Microsoft Explorer 5.5 or higher running on a Microsoft Windows computer. For more information see sections 1.2 and 1.3.

2. **HOW DO I UPDATE MY PASSWORD AND PERSONAL INFO AT CBSEAL.COM?**

   Click on **My Roster** on the main menu and make your changes. Be sure to click the **Update** button when you're done. For more information see Section 3.
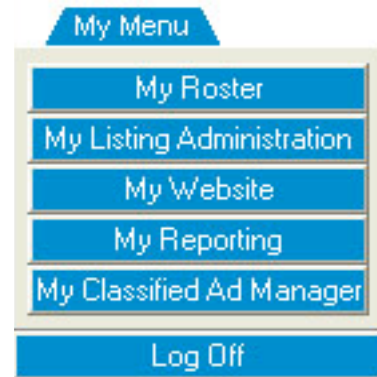
3. **HOW DO I CREATE AND PLACE A CLASSIFIED AD?**

   Click on **My Classified Ad Manager** on the main menu. Click on the listing you wish to advertise. In the next window, choose the publication you want to advertise in and then fill in the template. Once you're done, click on **Save and Request Ad** to send your ad to your branch advertising coordinator for approval and submission. See Section 5 for details.

4. **HOW DO I ADD MY LISTING TO THE CBSEAL.COM WEBSITE?**

   Any listing in the RMLS is automatically sent to the cbseal website. However, you should use CAM to take full advantage of all the features the website can offer, such as multiple pictures or a virtual tour. See section 4.4.

5. **HOW DO I ADD A PICTURE TO A LISTING?**

   Click on **My Listing Administration** on the main menu. When the overview of your listings appears, click on the **Multimedia** tab and then on the **MLS#** of the listing you wish to add a picture to. When the listing appears, you may need to click on the **Next** tab to get to a blank picture-window. Once it's blank, click on the **browse** button and select the picture file you want to use. Click the **Update** button to save your changes when you're done. See section 4.5.

6. **HOW DO I ADD A VIRTUAL TOUR (IPIX) TO A WEB-LISTING?**

   Use **My Listing Administration** to **Display** the listing you wish to add a virtual tour to. Enter the URL (web address) for the tour in the **IPIX URL** box to the right of the **Public Remarks** box. You need to put in the whole address, including the "http://". Be sure to click the **Update** button once you're done. See section 4.5.

7. **HOW DO I VIEW MY CURRENT LISTINGS?**

   Click on **My Listing Administration** on the main menu. A window containing an overview list of your listings will open. Click the MLS number of any listing to see its full details.

8. **HOW CAN I FIND A PARTICULAR AD OR LISTING?**

   First, navigate to the appropriate section. For example, if you're looking for a listing, click on **My Listing Administration**. From there, click the **Search** button on the Top Bar. For more information see section 2.3.

9. **HOW CAN I CREATE AN AD TO SHOW A CLIENT?**

   If the listing is already in the RMLS you can navigate directly to **My Classified Ad Manger** to create and show your client a web and print listing. If the listing has not yet been entered into the RMLS you need to first create a new "unknown" listing using **My Listing Administration**. For more information on viewing and creating ads, see section 5.2.

Section 1—What is CAM and What Can I Do With It?

NOTE: When this manual refers to text or a command on the screen, it will use the `Courier Typeface`.

1.1 WHAT IS CAM AND WHAT'S IT FOR?

Perhaps more than most industries, information is central to the Real Estate business. And, as you well know, a big part of the agent's job is creating, managing and distributing information about listings. CAM is an advertising generation tool that lets you manage and publish all of this information by letting you:

- Maintain your contact information so other agents can find you.
- View your current RMLS listings.
- Add information to RMLS listings such as pictures, virtual tours and Open Houses.
- Create new listings before they appear on the RMLS
- Create and submit classified ads to local print and electronic publications.
- Add and modify listings displayed on the CBB website
- Get reports on web traffic on your listings.

CAM is a web-based application so you can do all of these things anywhere you can access the internet. All you need is a Windows computer using Internet Explorer for web browsing.

CAM has been designed to be very easy to use, even if you are not a computer whiz. Every page has online help for the elements on that page. Combined with this manual, the online help will ensure that CAM becomes a powerful, time-saving and money-generating resource for you.

To that end, please walk through all the major components of CAM with this manual at your side. If you ever need hands-on help with CAM, contact your in-house technology person (usually the person who manages your ads). If they can't find an answer, they can contact the Marketing Department.

Once you have walked through the program with this manual, you'll be ready to use CAM to manage your listings and ads, saving you time and making you money.

1.2 HOW DO I SET UP AND GET INTO CAM?

You can access CAM from any Windows computer with Internet access. To get to the log-in screen, simply point Microsoft Explorer to this URL (web address):
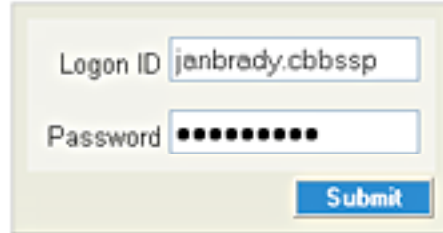
http://cam.cbba.com

Your office's ad staff will enter your personal contact information into CAM before you first access it. They may need to contact you for the information necessary to complete your on-line profile. You will be able to edit this profile once you log-in.

NOTE: to use CAM you must use a computer running Microsoft Windows and Internet Explorer 5.5 or higher .

1.3 LOGGING IN

Your logon ID is your **firstlastname.cbbssp.** For example, if your name were Jan Brady, you would type **janbrady.cbbssp** into the **Logon ID** box. Your **password** is either your **firstlastname** or **firstnameinitialoflastname.cbbssp** (ask your ad coordinator to verify which) as in, **janbrady** or **janb.cbbssp**.

For security purposes, once you have used this assigned password three times, CAM will ask you to create a new one.