

## **Search by Map in Tempo for Comparable Data**

- 1. Search**
- 2. Choose what type of Search**
- 3. Search Form: make your selections (less is sometimes best at this step, perhaps consider only selecting the Status and Closed Date range)**
- 4. Click on Search Map (tab found just to the right of the Search Form tab)**
- 5. In the upper left corner of the map click on Locator**
- 6. Insert the subject Street Number, Street Name, City, State (TIPS: no st.,rd.,ct.,ave., ONLY the street name; NO – (dash) in Winton Salem; for properties in Archdale, NC you may have to use city High Point) NOTE – If the locator cannot find the address you may have to add st.,rd.,ct.,ave. to the street name.**
- 7. Click on the small blue Search inside the Locator box**
- 8. Once the map has moved to the Subject property now click the tiny blue x in the Locator box**
- 9. Across the bottom of the Map you can select to draw a Rectangle, Circle (will show you Radius: mileage from subject), or a polygon**
- 10. Once the shape is drawn click on COUNT (located left side of page) to see if you have results. If not you can delete the shape and draw another enlarging the area.**
- 11. With results you can now go to the Search Result tab (to the right of the Search Criteria tab)**
- 12. To see the results with the location on the Map which will help in determining the comparables closest to the Subject, click on Show Map found in the lower right corner of the Search Results page.**
- 13. To print this data click on MAP found at the bottom of the page.**