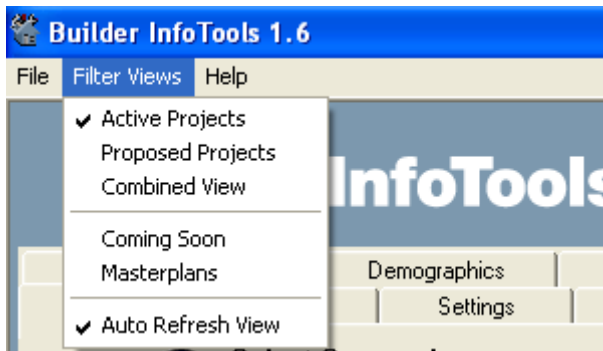


The first step in learning how to use **Builder InfoTools** is understanding how to use the searching and filtering tools.

To begin your search, start by selecting a **Filter View**.

In the upper left corner of the screen is the **Filter Views** drop-down menu. It is used to select the type of search you want to conduct.



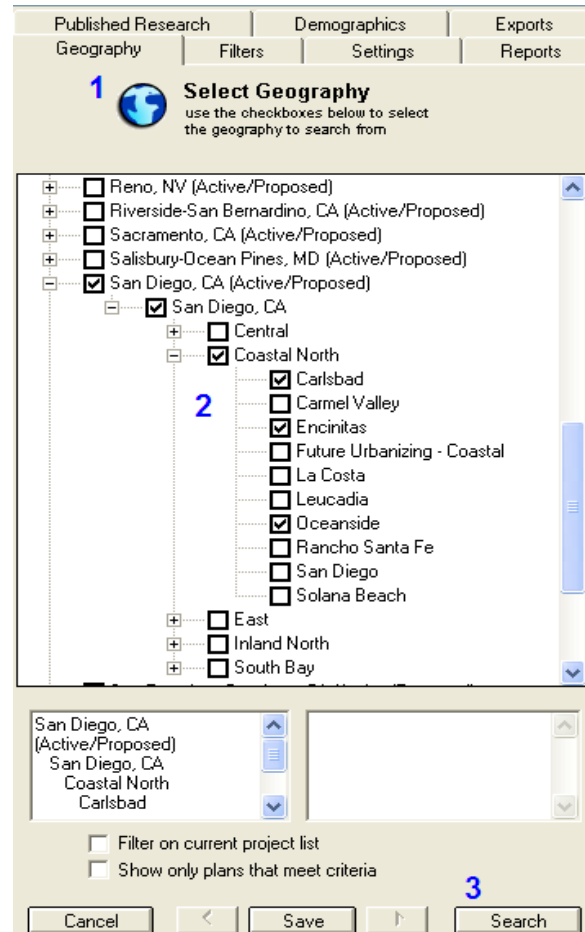
You can select from 5 options:

- The **Active Projects** selection allows you to view projects that have released prices and are currently selling.
- The **Proposed Projects** selection allows you to view future supply projects that are currently in the entitlement process.
- The **Combined View** allows you to access both the active and proposed projects simultaneously.
- The **Coming Soon** selection allows you to research projects that are still under development and is within 6-9 months away from releasing prices. Typically these projects are currently marketing in preparation to open for sale.
- The **Masterplans** selection displays proposed masterplans in the search results.

Once your Filter View has been selected, you can now select your geography.

1. Select the **Geography** tab in the Control Panel.

Click on the **(+)** sign to expand and drill down into a specific geography within a region.



The Geographical Hierarchy is broken down this way:

<b>Market</b>	San Diego	Washington, DC
<b>County</b>	San Diego	Montgomery
<b>Submarket</b>	Coastal North	Bethesda/Chevy Chase
<b>Community</b>	Carlsbad	Bethesda

2. Click on the box next to the geography you want to search.
3. Click on the **Search** button to begin your search.

Applying filters allows you to choose specific features or attributes to include in your search.

1. To apply filters, select the **Filters** tab in the Control Panel.



Depending on what Filter View you select, you'll be able to apply different filters to your search.

**Note:** If you selected the "Combined View" in the Filter View, you'll be able to apply both "Active and Proposed" filters.

Each filter category has different filters you can apply.

**Active Projects** – Offers filters on the overall active project, such as builder, inventory, project type, units planned, & much more.

**Active Project Plan** – Offers filters on the specific active project plan, such as bedroom, bathroom, square footage, price per plan, sales rate, & much more.

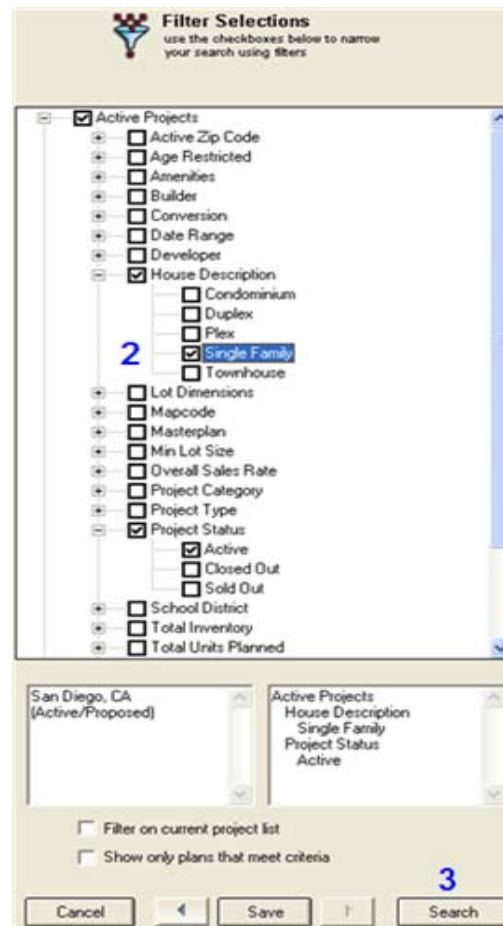
**Coming Soon** – Offers filters on projects that are still in entitlement, but are currently marketing in preparation to open for sale. Some of the filters you can search are: date sales to begin, builder, & proposed product type.

**Proposed Projects** – Offers filters on projects in the proposed stage, including developer, entitlement status, product type, owner, units planned, & much more.

**Masterplans** – Offers filters on master plan communities, some of the filters you can search are entitlement status, gross acreage, & total lots/units planned.

To see the list of filters you can apply in each filter category, click on the (+) sign.

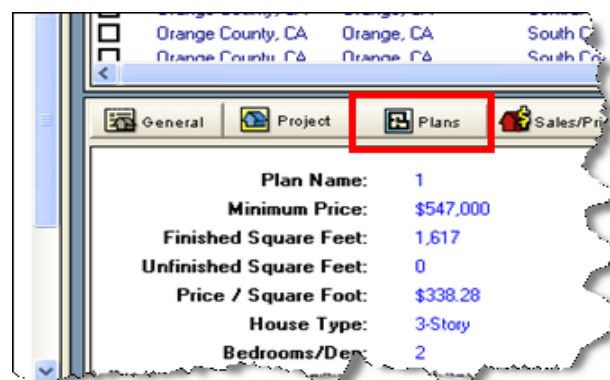
2. To apply the filter, place a check mark next to the filter (you can check more than one filter at a time).



3. When you have completed your filter selections, click on **Search** to run your filter.

**Note:** - If you place a check mark on the **Filter on current project list** feature, it locks the projects that appear in the **Project List** then as you apply more filters it will only be applied to those projects in the **Project list**.

**Show only plans that meet criteria** - Use this feature to search for floorplans with specific characteristics such as price, bedroom/bathroom counts, square footage, etc. Use the **Plans** button of the **Details Viewer** to see the floorplans that meet your search criteria.



There are some filters you can apply that allow you to type in your own criteria, such as price or square footage.

To apply a filter with your own criteria:

1. Select the filter you want to apply (Price, total units planned, square footage, overall sales rate, etc.)
2. Type in the minimum and maximum value in the range window.

3. Click the **Add** button.
4. The range you created will appear in the filter category, place a check mark next to the range you created.

5. Click the **Search** button.

Another filter you can apply to your search that allows you to type in a range is the **Date Range** filter.

To apply a date range:

1. Place a check mark next the **Date Range** filter.

A Date Range Filter window will appear.

There are 2 types of date ranges you can apply:

**Project Open Date** – Date when prices was released for the project.

**Sales/Pricing Date Range** – Selling within a range or sales/pricing for a period.

2. Use the drop down menu to select your date range.

**Note:** You can research the **Project Open Date** the **Sales/Pricing Date** back to January 2005.

- Monthly Florida data is only available from January 2008 to current when using the **Date Range Filter**. See **BIT 1.7 Creating an Export Job Aid** on how to retrieve historical Florida data (2004 – 2007).

3. Click on the **Apply Filter** button to apply your date range search.