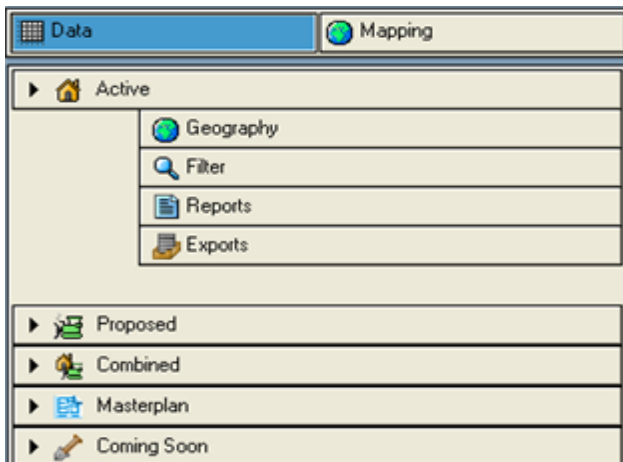


The first step in learning how to use **Builder InfoTools** is understanding how to use the **searching and filtering tools**.

To begin your search, start by selecting the type of search you want to conduct in the **Control Panel**.



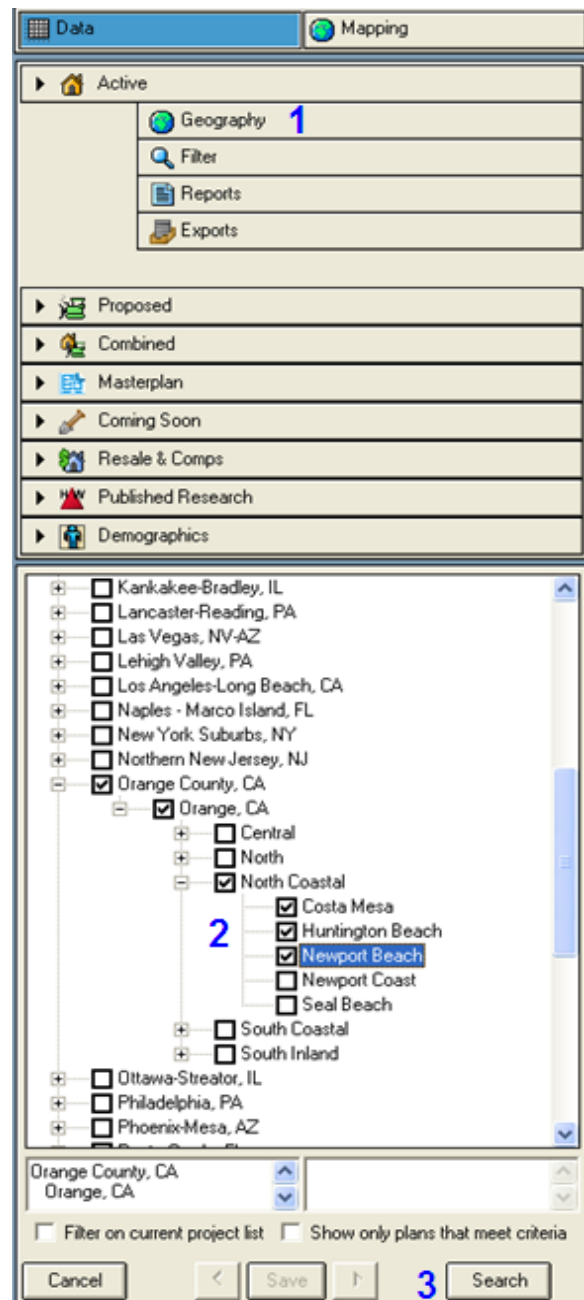
You can select from 5 **Filter View** options:

- The **Active** selection allows you to view projects that have released prices and are currently selling.
- The **Proposed** selection allows you to view future supply projects that are currently in the entitlement process.
- The **Combined** selection allows you to access both the active and proposed projects simultaneously.
- The **Masterplans** selection displays proposed masterplans in the search results.
- 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.

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

1. Select the **Geography** subcategory within the **Filter View** that you selected.

In the **Filter Details** box at the bottom of the **Control Panel**, click on the **(+)** sign to expand and drill down into a specific geography within a region.



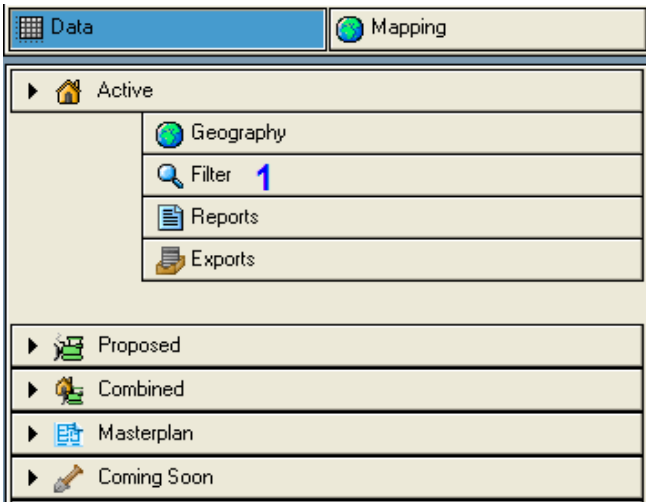
The Geographical hierarchy is broken down this way:

<b>Market</b>	Orange County	Washington, DC
<b>County</b>	Orange	Montgomery
<b>Submarket</b>	North Coastal	Bethesda/Chevy Chase
<b>Community</b>	Costa Mesa	Bethesda

2. Place a check mark in the box next to the geography you want to search (you can select more than one geography at a time).
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 **Filter** subcategory in the **Filter View** that you conducted your initial search.



**Note:** Depending on the Filter View you selected, you will be able to apply different filters to your search.

**Active** – Offers filters on the overall active project, such as active zip code, builder, house description, lender, project status, total inventory, price, & much more.

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

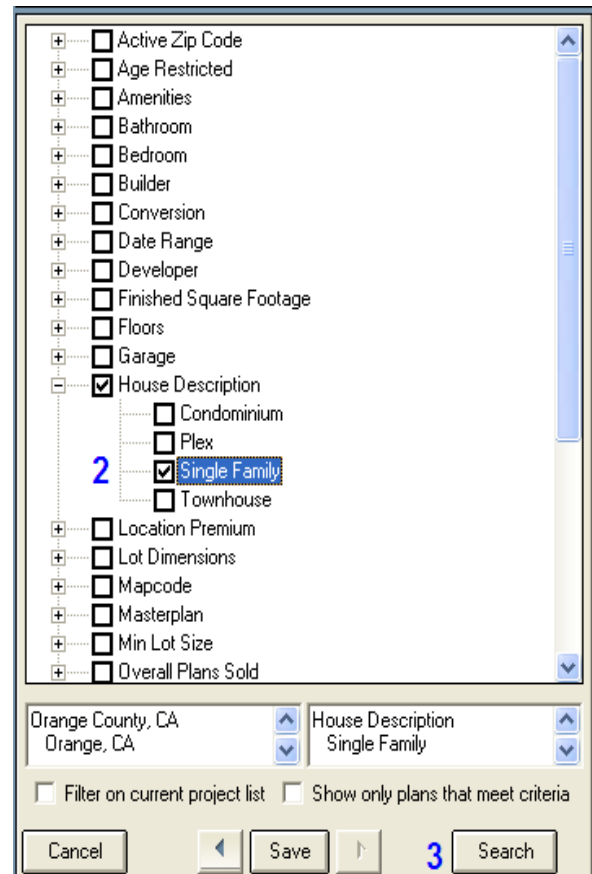
**Combined** – Allows you to apply both “Active and Proposed” filters.

**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.

**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.

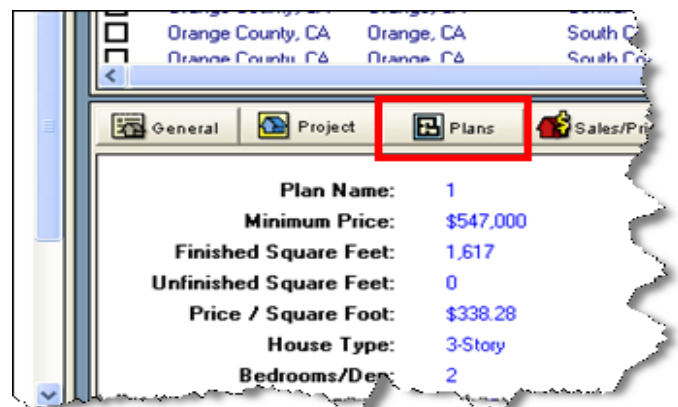
2. To apply the filter, place a check mark next to the filter (you can check more than one filter at a time).



3. When you have completed your filter selection(s), click the **Search** button 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.



## Searching and Applying Filters

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.

Min:  Max:

**Note:** If you are in the **Combined** filter view, the above range window will not appear unless you click on the name of the filter (don't just place a check mark on the filter).

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.

1000000-1499999  
1500000-1999999  
2000000-3999999  
400000-500000  
Price Per Square Foot  
Square Footage  
Coming Soon  
Proposed Projects  
Masterplans

Min:  Max:

5. Click the **Search** button.

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

To apply a **Date Range** filter:

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

Bedroom  
Builder  
Conversion  
Date Range  
Developer  
Finished Square Footage  
Floors  
Garage

A **Date Range Filter** window will appear.

**Date Range Filter**

Project Open Date  
From:   To:

Sales/Pricing Date Range  
From:   To:

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.