



System Overview – Tools

Proplink Tools

Access to Tools is restricted to Super Users

The Tools program is for the Multilink Software Maintenance and Housekeeping. It also provides a convenient utility for Downloading the Homeowners Directory, valuer General's Sales, Photographs and Floor plans from Head Office.

Every serious software program needs the tools contained herein such as Back Up, Database Validation etc. Setting the algorithms for the Mapping Programs, adjusting the Search Criteria for Buyers and Sellers, Inserting your ISP User Name and Password, Downloading Photos, Floor Plans, Homeowners, Valuer General's sales History, Reverse telephone Directory etc. are all conducted in this Tools program.

- The other settings on this screen describe how the system will search for Buyers and for Listings. The best way to explain how this is done is to imagine 100. Plus 1.2 means 120 and Minus 0.9 means 90. So if a Buyer is prepared to spend \$100,000 then the system will search for Private Sales between \$90,000 and \$120,000, Auction Sales quoted between \$105,000+ and \$75,000+ etc. You can adjust these percentages to suit yourself.
- 'Advertising File Ref'. No' Whenever you delete a property from Advertising Manager it will automatically print out a Statement of Expenditure for you to file, so that if a property was deleted in error you have a 'hard copy'. Keeping them in sequential number order will guarantee that you will not loose any. If for any reason you wish to alter this automatic sequential numbering system you do so from this screen.

Adjusting the Search Formula for Buyers and Properties.

When a Buyer searches for properties or when a Property searches for buyers there is a formula that Multilink Systems uses. To easily understand this formula

- ⇒ In Proplink. Click on to 'Property Showings'
- ⇒ Click 'All Current' button
- ⇒ Insert \$100,000 in to the Price Selection and then click 'Done'

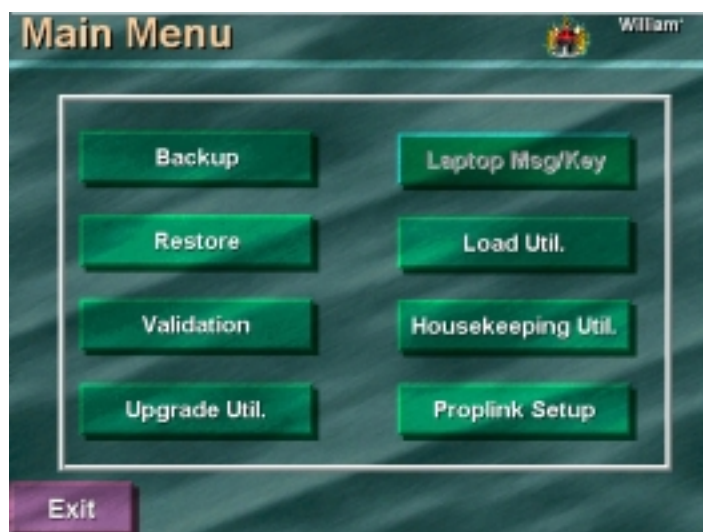


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- ⇒ The price ranges returned on the next screen are a result of the formula that is in use.

To change this formula

- ⇒ Go to Tools in the Multilink software bundle located on the Task Bar.
- ⇒ Click 'Proplink Setup'
- ⇒ Click 'Search Property by Buyer' to adjust this formula
- ⇒ Click ' Search Buyer by Property' to adjust this formula.



How do I Back-up the Multilink System?

The Multilink System Validates the database at the same time as it is performing the Backup. This way no "bugs" can sneak in the Backed Up databases. Backups should be performed regularly. The procedure for a backup is as follows

- ⇒ Open Tools program located in Multilink software bundle on the Task Bar
- ⇒ Click 'Backup' button
- ⇒ Nominate the Folder you want the Backup to go to. (Preferably on another Drive to Proplink.) To create a Backup Folder, go to W'95 or Windows NT Explorer. Nominate D Drive i.e. if Proplink is on C Drive etc. Click File the Click New and then rename Folder 'Backup Monday'.



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You might also create 2 other Folders called 'Backup Wednesday and Backup Friday'.

- ⇒ Click onto the Databases you wish to back up. You can do this individually or nominate all of the databases by holding the 'Shift Key' down whilst you click onto each one.
- ⇒ Make sure you have the correct Backup Folder open and then click OK

Whilst the system is being backed up if the Validation detects an internal corruption it will cease the back up function and report the problem on the screen.

At this point you should attempt to Repair the corrupt database. You do this by

- ⇒ Clicking 'Validation' button
- ⇒ Nominating the Database you wish to repair
- ⇒ Clicking OK.

When the corruption is repaired then attempt the Backup again.

If the corruption cannot be repaired then your only option is to restore the last uncorrupted Database. You do this by

- ⇒ Clicking 'Restore' button. Locate the Restore Source. The last backup of the Database will overwrite your current corrupt database.

Points to ponder

- How often should you back up
- Should you backup each database individually in a separate folder, so that you don't have to pay the price of overwriting every database should a corruption occur in just one database.

Validating a Database without backing up

- ⇒ Click 'Validation'
- ⇒ Nominate the Database you wish to Validate or nominate them all
- ⇒ Click OK

Upgrading Multilink programs from the Internet?



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- ⇒ Open the Tools program located in Multilink software bundle on the Task Bar
- ⇒ Click 'Upgrade Utility' button
- ⇒ Nominate which Multilink Program you wish to upgrade (either one or several)
- ⇒ If for some reason Multilink needs to withdraw any upgrade then you can simply nominate to return to the Previous Version of that program.

Upgrading Workstation or Laptop?

Copy Proplink Bin Directory from Server to Proplink Directory in Workstation or Laptop as follows

- ⇒ From Workstation or Laptop, find Server computer through Network Neighbourhood in Windows Explorer.
- ⇒ Find where Proplink is installed on the server eg C Drive
- ⇒ Find Bin under Proplink Directory
- ⇒ Highlight and the Copy Bin
- ⇒ Return to Local Workstation or Laptop
- ⇒ Find Proplink
- ⇒ Highlight Proplink, the Paste

Downloading the Homeowners Directory for my area?

- ⇒ Open the Tools program located in Multilink software bundle on the Task Bar
- ⇒ Click 'Load Utility' button
- ⇒ Click Homeowners
- ⇒ Nominate the Postcodes you require
- ⇒ Click OK

Inserting extra maps into my database?

- ⇒ Open the Tools program located in Multilink software bundle on the Task Bar
- ⇒ Click 'Load Utility' button
- ⇒ Click Map



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- ⇒ Nominate the Maps you require. Then nominate the sections of each Map. Sydney and Melbourne maps are divided into 6 sections per page.
- ⇒ Click OK

Inserting your own Local Area Street Maps into your Database

Multilink is equipped to provide Street Maps for every part of Australia (Both Cities and Country Towns) A user can set-up their own database of Local Maps for their Local Trading area by

- ⇒ Opening the Tools program located in Multilink software bundle on the Task Bar. Then click Proplink Setup

Downloading Photos and Floor Plans and Valuer General information from Head Office into my computer?

- ⇒ Opening the Tools program located in Multilink software bundle on the Task Bar. Then click 'Load Utility' button.

Sending Buyers to the Mortgage Originator

- ⇒ Click on to Send Buyers. The system remembers which buyers have been sent and will not send them a second time. The software at the Mortgage Origination end will also only receive the buyer's details once (from the office that sends them first).



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