



GeoWarehouse® 2009 Quick Start Guide

Version 1.0
December 2008

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1 Overview

This quick reference guide will help you become comfortable with the basic functions of the GeoWarehouse® service.

The guide includes three exercises that cover the most commonly used features:

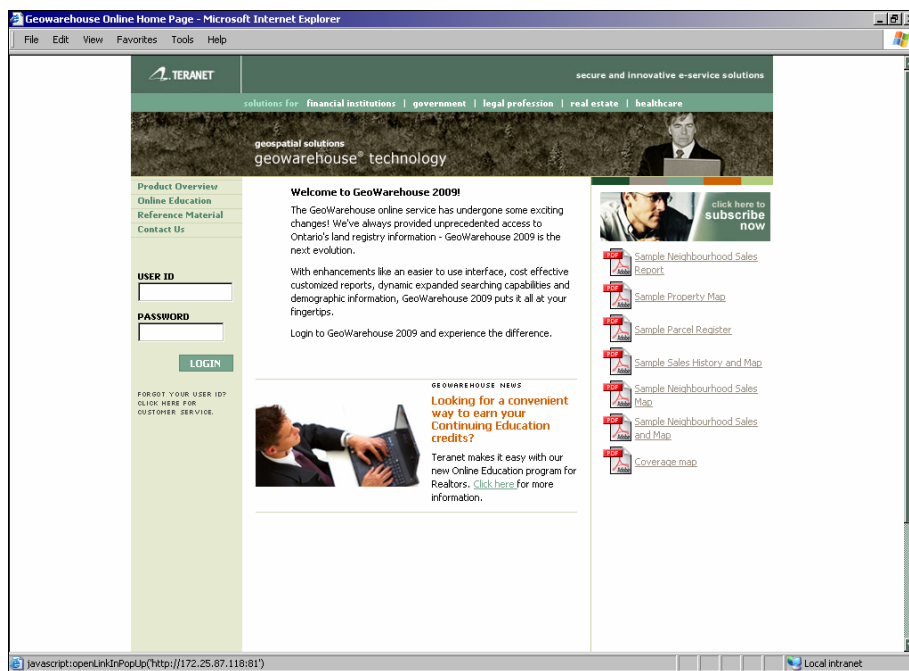
- Searching by Address
- Searching by Name
- Using the Map

2 Logging In

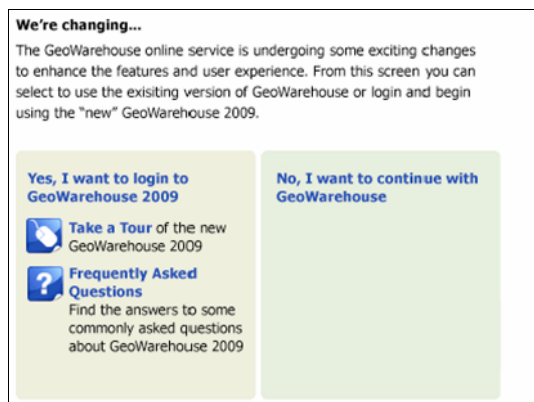
When you log in for the first time, you must accept the License Agreement and complete your User Profile.

To log on to GeoWarehouse 2009:

1. In your browser, enter **www.geowarehouse.ca**. The GeoWarehouse login page displays.



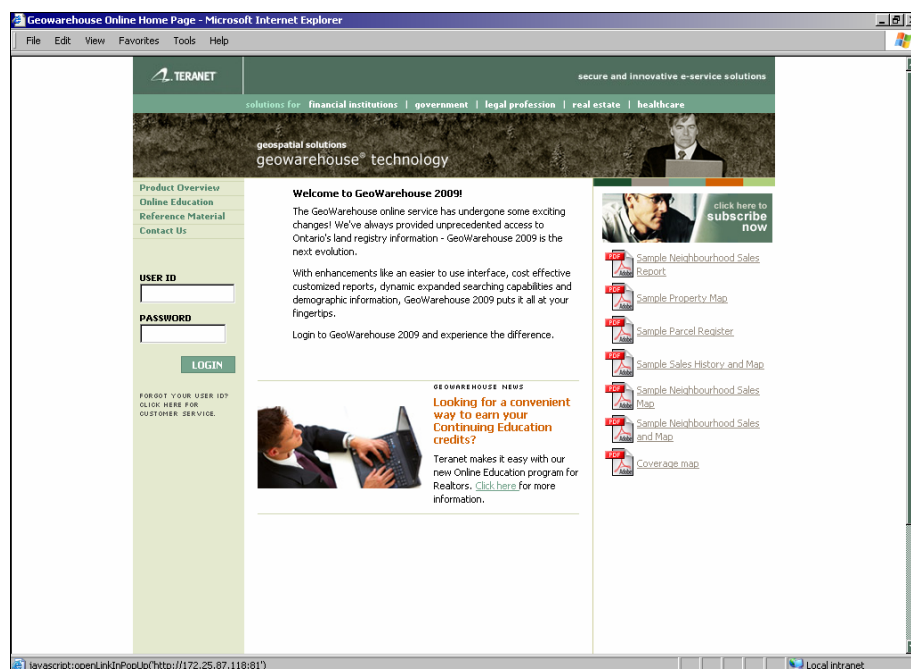
2. In the **User Name** field, enter your user name.
3. In the **Password** field, enter your password.
4. Click **Login** and the following screen displays.



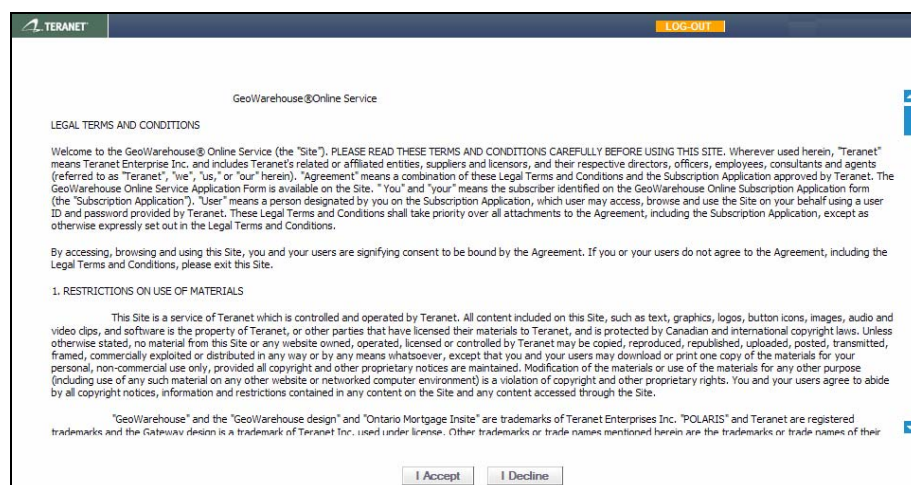
- You have the option to choose to access the new GeoWarehouse 2009 by clicking **Yes, I want to login to GeoWarehouse 2009**. If you want to continue using the existing GeoWarehouse click on the **No, I want to continue with GeoWarehouse**.

Please note that access to the old GeoWarehouse will be phased out in Early 2009. Details on the phase out will be provided to each Real Estate Board.

- A similar login page displays and you must login again using the same credentials as before. It is recommended that you bookmark this page to bypass steps 1-5 for future access to GeoWarehouse 2009. Teranet is working with your MLS provider to provide direct access to the GeoWarehouse from your MLS system in early 2009.



- In the **User Name** field, enter your user name.
- In the **Password** field, enter your password.
- The terms of the license agreement display. You must accept the terms in order to access the system.



10. Click **I Accept**.

11. The **My GeoWarehouse** page displays.

My GeoWarehouse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TERANET HOME | E-LEARNING | MPAC-PROPERTYLINE | MORE > MY GEOWAREHOUSE LOG-OUT Click here to get Online Help! Return to What I Was Doing

What a deal. Real Estate commissions deposited directly to your bank account. [More >>](#)

To Search Records in GeoWarehouse:

- Using the Map:
 - You can find a property by using the map located on the right.
 - View controls allow you to pan, zoom out and zoom in to the area or properties you are interested in. [More >>](#)
 - Different features may be displayed using the tool bar located on the top of the map. [More >>](#)
 - Select a property by identifying it on the map and retrieving the property details. [More >>](#)
- Using one of the "Search By" functions near the top of the page:

For all Search types, except Search by PIN, you need to first specify the Land Registry Office (LRO) in which the property is situated.

 - If you know the LRO, select it from the "LRO/Province" pull down menu, or
 - If you don't know the LRO, enter all or part of the property's Postal Code or the Municipality Name in the "Postal Code/Municipality" section. The section will be updated with matching entries and their corresponding LRO's. Select an LRO.

Now you have several search options available:

 - Search by Address
 - This allows you to search using the address of the property. [More >>](#)
 - Search by Address Range

FIRST NAME OR INITIAL:
 LAST NAME:
 POSITION:
 COMPANY NAME:
 ADDRESS:
 CITY:
 PROVINCE:
 POSTAL CODE (E.G. M1M1M1):
 TELEPHONE NUMBER:
 FAX NUMBER:
 HOMEPAGE:
 EMAIL ADDRESS:
 MY CARD (100 KB MAX):

DEFAULT SEARCH METHOD:
 DEFAULT LRO:
 DEFAULT PROVINCE:

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Done Local intranet

12. Enter your profile information. **First Name or Initial**, **Last Name**, and **Email Address** are all mandatory.

13. [Optional] Upload a photo of yourself or your company logo through the **My Card** option.

14. From the **Default Search Method** menu, select which search method you would like to make your default.

15. From the **Default LRO** menu, select the LRO you most often search.

16. Click **Save Settings**. Your User Profile has now been set. You may edit the information at anytime through the **My GeoWarehouse** link. You are now ready to use the system.

TERANET HOME | E-LEARNING | MPAC-PROPERTYLINE | MORE > MY GEOWAREHOUSE LOG-OUT ?

Welcome J. Realtor
23 OF 6000 REPORTS VIEWED

[EDIT PROFILE](#) SEARCH BY: ADDRESS ADDRESS RANGE NAME PIN INSTRUMENT

POSTAL CODE/MUNICIPALITY: LRO/PROVINCE: STREET #: STREET NAME: SUITE #:

What a deal. Real Estate commissions deposited directly to your bank account. [More >>](#)

To Search Records in GeoWarehouse:

- Using the Map:
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 - View controls allow you to pan, zoom out and zoom in to the area or properties you are interested in. [More >>](#)
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N Ownership Panels Municipal Boundaries LRO Boundaries
 Address Labels Property Search Results
 Subject Property Point Subject Property Polygon Neighbourhood Sales

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3 Searching by Address

In this exercise, we will look at how to locate a property using Search by Address. To search by Address the only information you need is a partial street address (a number and at least two characters of the street name).

All searches include an auto address suggestion. As you enter a street name, the system will display a list of matching street names in that LRO. For example, if you enter "Georg" the list will display "George St", "St. George Street", "Georgian College", etc. You may select from this list or you may finish entering your data.

For this exercise, we will search for 903 Rand Ave in Ottawa. It is assumed that you have already logged into the system.

3.1 Exercise A – Search by Address

To find a property by Address:

1. If not already selected, click **Address**.

SEARCH BY: ADDRESS ADDRESS RANGE NAME PIN INSTRUMENT					
POSTAL CODE/MUNICIPALITY	LRO/PROVINCE	STREET #	STREET NAME	SUITE #	
<input type="text"/>	METROPOLITAN TORONTO (80) ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

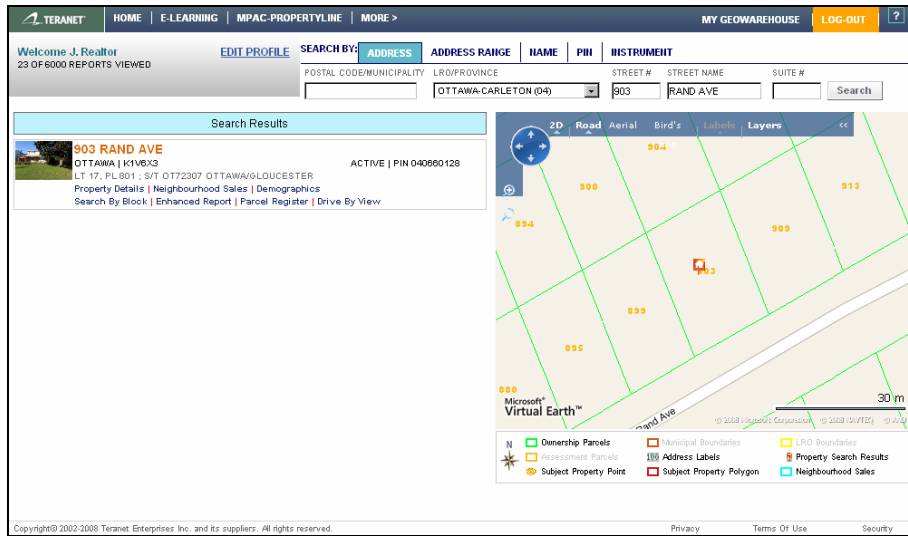
2. From the **LRO/Province** menu, select Ottawa Carleton (04). It is important that you are in the correct LRO when searching by address. Only records for the selected LRO will be searched.

METROPOLITAN TORONTO (80) ▼
METROPOLITAN TORONTO (80) ▲
MIDDLESEX (33)
MUSKOKA (35)
NIAGARA NORTH (30)
NIAGARA SOUTH (59)
NIPISSING (36)
NORFOLK (37)
NORTHUMBERLAND (39)
OTTAWA-CARLETON (04)
OXFORD (41)
PARRY SOUND (42)

3. In the **Street #** field, enter 903.
4. In the **Street name** field, enter Rand. As you type, notice how the system suggests matching street names that are in the LRO. You may select the street name from this list.

Ran	<input type="button" value="Search"/>
RANCHWOOD WAY RAND AVE RANDALL AVE RANDBORO CRES RANGE RD RANKIN ST	

5. Click **Search**. The system returns one matching property.



- Now that you have located the property of interest, you may run reports, view the property, or perform another search.

3.2 Product Features

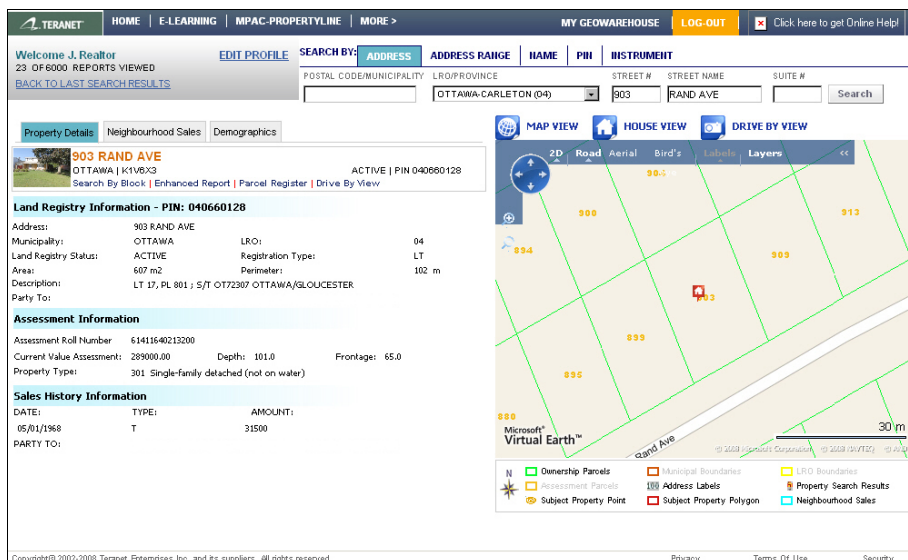
Next, let's look at a few of the options available to you now that you have located a property of interest.

3.2.1 Property Details and House View

The Property Details contains the Land Registry Information, the Assessment Information (if available) and the Sales History Information. The Property Details also provides an aerial view of the subject property. For a more detailed image of the property, you would select House View.

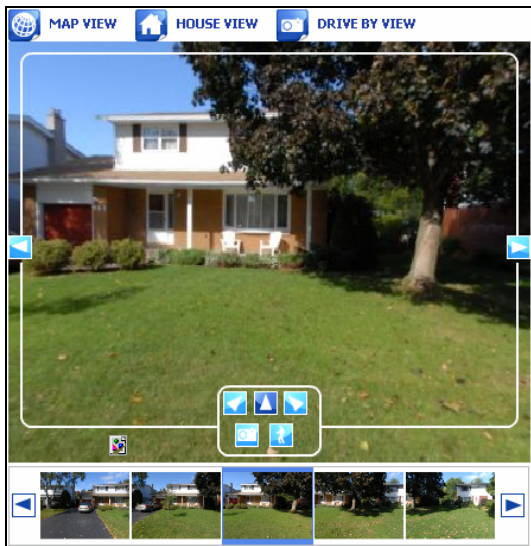
To view the Property Details:

- Click the **Property Details** link. The **Property Details** report opens.



- Scroll through the report.

- Click **House View**. The map shows an image of the house.



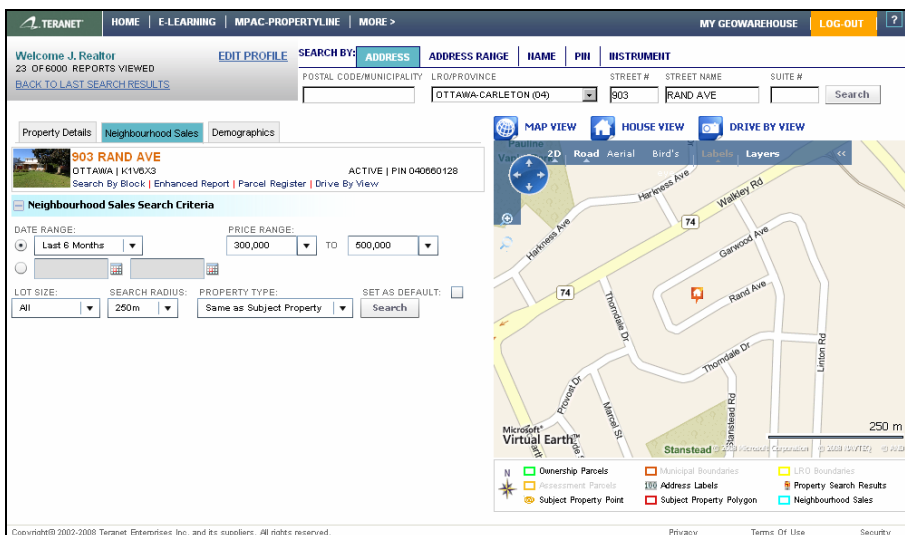
- Use the arrow buttons to view the property from different angles.

3.2.2 Neighbourhood Sales

The Neighbourhood Sales feature enables you to produce reports indicating local market sales activity including all registered transfers, not just MLS sales. It also helps realtors determine and defend appropriate selling prices for listings.

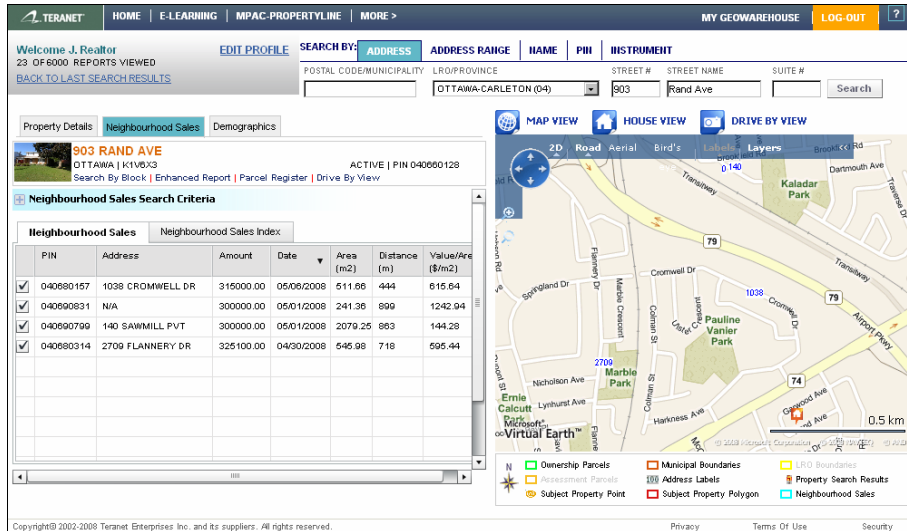
To view the Neighbourhood Sales:

- Click the **Neighbourhood Sales** tab. From here you can create a sales report.

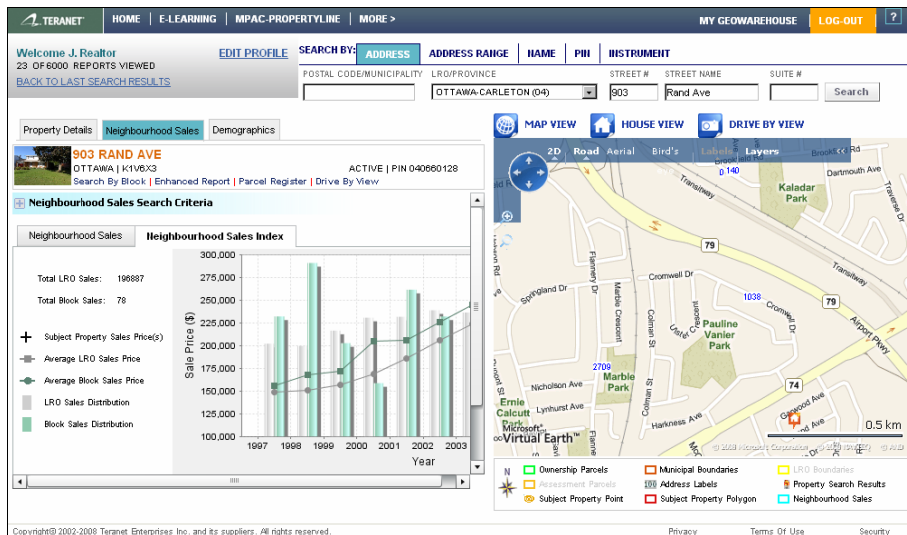


- From the **Date Range** menu, select **Last Year**.
- From the **Price Range** menus, select **300,000 to 400,000**.
- From the **Search Radius** menu, select **1000m**.
- Leave the other fields at their defaults.

6. Select the **Set as Default** option to make these settings your default settings for Neighbourhood searches. You may change these at anytime.
7. Click **Search**. The **Neighbourhood Sales Results Count** returns how many properties matched your criteria. If too many results were found or no results were found, you may want to adjust your search criteria. In this case, four results were found.
8. Click **Show Results**. The **Neighbourhood Sales** report displays.



9. Click the **Neighbourhood Sales Index** tab to view.



3.2.3 Demographics Report

The Demographic Report displays the demographic information for the area surrounding the subject property. All demographic information is provided by a Generation 5 Mathematical Technologies Inc.

The system will display the postal codes used to related demographics for the Subject Party. These postal codes contain a minimum of 25 addresses. If the postal code does not contain the minimum amount of properties, it will be combined with surrounding postal codes until the minimum is met.

To view the Demographics report:

1. Click the **Demographics** tab. The Demographics report displays with the **Population** tab selected.

903 RAND AVE
 LT 17, PL 801 ; S/T OT72307 OTTAWA/SLOUCESTER
 Search By Block | Enhanced Report | Parcel Register | Drive By View

POSTAL CODES USED: K1V6X3, K1V6Y3, K1V6Z1, K1V6Z7, K1V7J1.

Population	Households	Socio-Economic	Cultural
Male/Female	PC	FSA	CITY
TOTAL POPULATION	124	52,229	1,193,080
% MALE	50.81%	48.42%	48.73%
% FEMALE	49.19%	51.58%	51.27%

Dominant Market Group: **Comfortable Nests**

Family	PC	FSA	CITY
% OVER 15 YEARS MARRIED WITH CHILD	15.45%	14.93%	14.32%
% OVER 15 YEARS SINGLE WITH CHILD	2.73%	6.86%	5.44%

Marital Status

2. Click each of the links (**Dominant Market Group; Households; Socio-Economic; Cultural**) and scroll through the reports.

3.2.4 Enhanced Report

The Enhanced Report combines the Property Details Report, the Neighbourhood Sales and Map Report, and the Demographic Information Report in one printer-friendly report.

To view the Enhanced report:

1. Click the **Enhanced Report** link. The **Enhanced Report** opens in a new window.

Enhanced Report
 11/27/2008 03:59 PM

903 RAND AVE
 OTTAWA
 PIN: 040660129

This Report was prepared for:

J. Realtor
 Salesperson
 Company ABC
 123 Main Street
 Anytown, ON
 M3M3M1
 Phone: 555-555-1234
 Fax: 555-555-4321
 Home Page: www.companyabc.com
 Email: realtor@companyabc.com

Property Details - PIN: 040660129

Address	903 RAND AVE	LRD	04	Land Registry Status	ACTIVE
Municipality	OTTAWA	Area	606 m2	Perimeter	101 m
Registration Type	LT				
Short Description	LT 17, PL 801 ; S/T OT72307 OTTAWA/SLOUCESTER				

Aerial View of Property

House View

2. Scroll through the report.

4 Searching by Name

The Name Search function allows you to search for a property based on the owner's or corporation's name. The owner's name is determined by the name that is listed as "Party To" on the registered Transfer type document.

When searching by name, it is best to enter as much of the name as possible in order to narrow your search. You must enter at least two characters in the Name or Corp field to complete a search. Completing the First Name field is optional.

Entering a complete name (for example, Joan Smith) could result in multiple findings of different persons with the same name. You will have to make the distinction between properties having the same name by looking at the Property Identification Information.

4.1 Exercise B – Search by Name

To find a property by Name:

1. Click **Name**. The **Search** fields update.

SEARCH BY:		ADDRESS	ADDRESS RANGE	NAME	PII	INSTRUMENT
POSTAL CODE/MUNICIPALITY	LRO/PROVINCE	FIRST NAME		LAST NAME OR CORP NAME		
<input type="text"/>	OTTAWA-CARLETON (04) ▼	<input type="text"/>		<input type="text"/>		
						<input type="button" value="Search"/>

2. From the **LRO/Province** menu, select **Metropolitan Toronto (80)**. Again, it is important to ensure that you are in the correct LRO as only records in the selected LRO will be searched.

LRO/PROVINCE
OTTAWA-CARLETON (04) ▼
LENNOX (29)
MANITOULIN (31)
METROPOLITAN TORONTO (80)
MIDDLESEX (33)
MUSKOKA (35)
NIAGARA NORTH (30)
NIAGARA SOUTH (59)
NIPISSING (36)
NORFOLK (37)
NORTHUMBERLAND (39)
OTTAWA-CARLETON (04)

3. In the **First name** field, enter **Tho**. You do not need to enter full names as the system includes a wildcard search. This means that the system will return all names that include the string entered in the field. In this instance, the system will return all names that include "Tho".
4. In the **Last name** field, enter **Beg**. Again, this field includes a wildcard search and will return all names that begin with "Beg" and meet the first name criteria.
5. Click **Search**. The system returns the following results.

Search Results 1-4 of 4
Click a name in the list to display the properties.
BEG, MICHAEL ANTHONY
BEGGAN, THOMAS PATRICK
BEGOPOULOS, THOMAS
BEGUM, MATHOWARA

6. Click **Beggan, Thomas Patrick**. All properties owned by Thomas Patrick Beggan display.

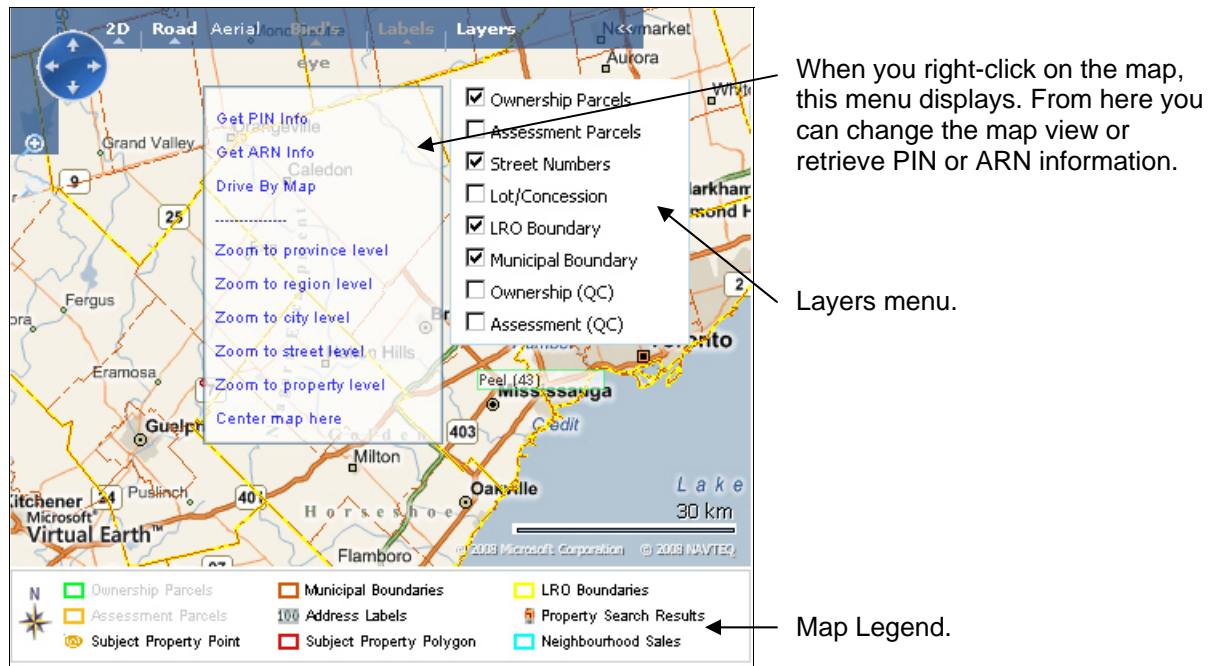
Search Results 1-3 of 3		Pin Address
	993 QUEEN ST W TORONTO M6J1H2 UNIT 16, LEVEL 5, METRO TORONTO CONDOMINIUM PLAN NO. 1328 AND ITS APPURTENANT INTEREST. THE DESCRIPT... Property Details Neighbourhood Sales Demographics Search By Block Enhanced Report Parcel Register Drive By View	ACTIVE PIN 123280114
	993 QUEEN ST W TORONTO M6J1H2 UNIT 11, LEVEL A, METRO TORONTO CONDOMINIUM PLAN NO. 1328 AND ITS APPURTENANT INTEREST. THE DESCRIPT... Property Details Neighbourhood Sales Demographics Search By Block Enhanced Report Parcel Register Drive By View	ACTIVE PIN 123280132
	993 QUEEN ST W TORONTO M6J1H2 UNIT 10, LEVEL A, METRO TORONTO CONDOMINIUM PLAN NO. 1328 AND ITS APPURTENANT INTEREST. THE DESCRIPT... Property Details Neighbourhood Sales Demographics Search By Block Enhanced Report Parcel Register Drive By View	ACTIVE PIN 123280131








7. Notice that he owns three properties in the same condominium complex. These could be a unit, parking spot, and/or storage.
8. From here, you may run reports, view a property, or perform another search.

5 Using the Map

The Map allows you to navigate and search within it. Locating a property using the map is useful if you do not have an exact address for a property but do know the general location. It is also useful for viewing specific neighbourhoods and their amenities.

To search within the Map viewer, you simply need to point and click. There are various tools available within the viewer to enhance the search. Before we search by map, let's look at the map controls.



	These zoom in and out of the map.
	Allows you to pan in any direction.
	Shows the map in 2D.
	Shows the Road view. This is the default view.
	Shows the Aerial view.
	Clicking Bird's eye will give you a bird's eye view of the map. The arrows allow you to turn the photo clockwise or counter-clockwise.
	Clicking this will turn on or off the map labels. Available only in Aerial or Bird's eye view.

5.1 Exercise C – Search by Map

In this exercise, we will use the map tools to locate a property in Brampton.

To find a property using the Map:

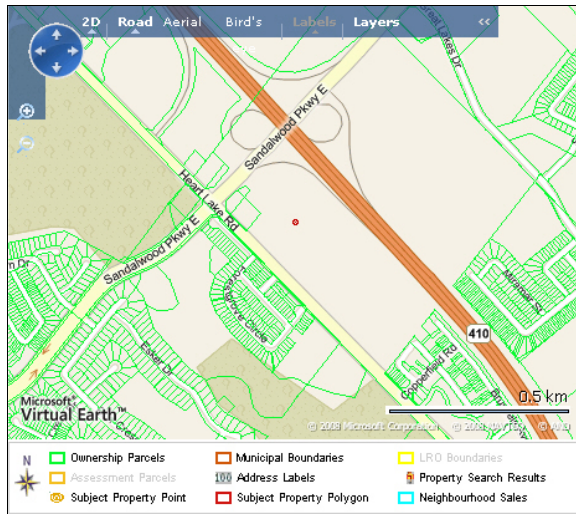
1. From the **LRO/Province** menu, select **Peel (43)**. The region of Peel displays in the map.



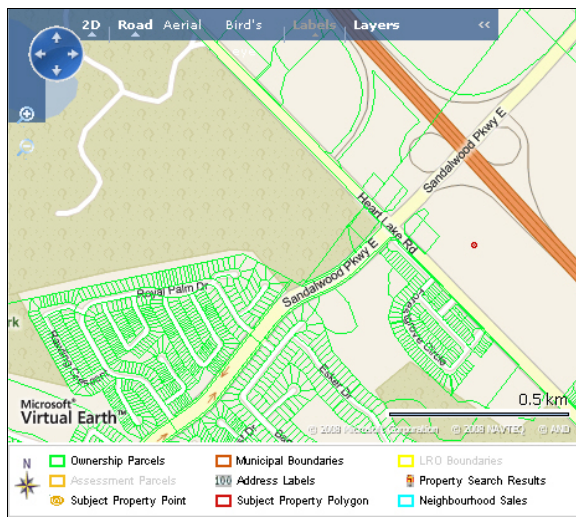
2. Right-click on Brampton to display the shortcut menu then click **Zoom to city level**. The map displays Brampton at the city level.



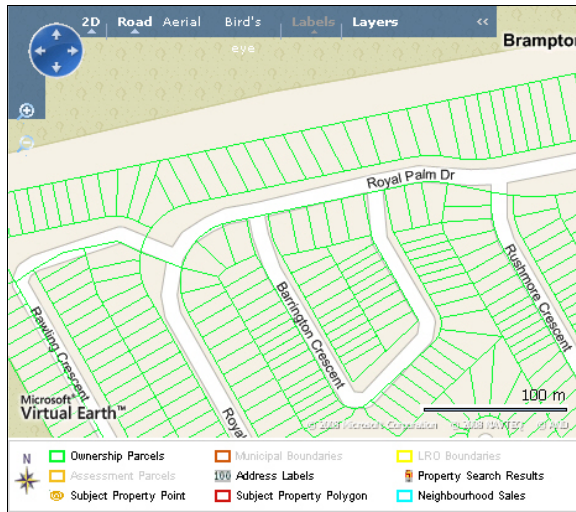
3. Right click the 410 highway icon to display the menu then click **Zoom to street level**.



4. **Pan** West (left) until you see Royal Palm Drive (you may also need to pan to the south).



5. Use the **Zoom** and **Pan** controls to find the intersection of Royal Palm Drive and Barrington Crescent.



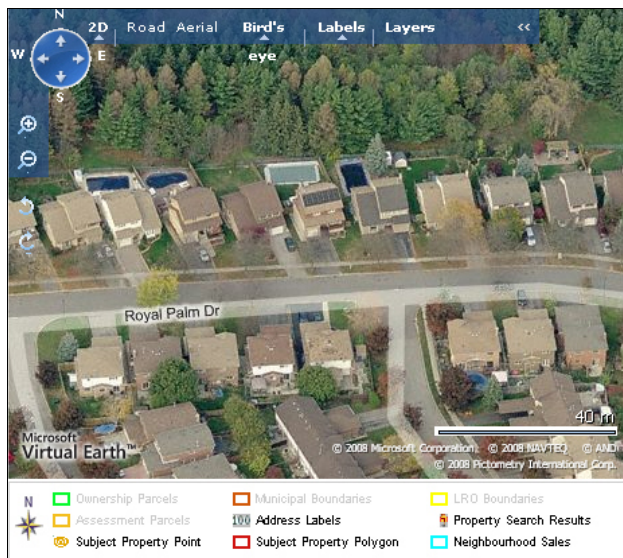
6. Click **Aerial**. The map displays an aerial photo of the area.



7. Again, using **Pan** and **Zoom**, locate the property at the corner of Royal Palm Drive and Barrington Crescent with a pool (the property is number 104).



8. Click **Bird's eye**. The map view changes to Bird's eye.



9. Use the arrows (🔄) to rotate the camera angles.
10. If you want to retrieve the property's details, click **Road** to change the map view (you may also need to zoom out). Right click the property and select **Get PIN info**. An icon for the property appears on the map. Click the house icon to open a menu from which you can select a report or action.



11. Click **Property Details**. The report displays.

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Welcome J. Realtor 23 OF 6000 REPORTS VIEWED
[BACK TO LAST SEARCH RESULTS](#)

SEARCH BY: ADDRESS ADDRESS RANGE NAME PIN INSTRUMENT
 POSTAL CODE/MUNICIPALITY: LRO/PROVINCE: STREET #: STREET NAME: SUITE #: Search

PEEL (43)

104 ROYAL PALM DR
 BRAMPTON | L6Z1P7
 Search By Block | Enhanced Report | Parcel Register | Drive By View

Property Details | Neighbourhood Sales | Demographics

Land Registry Information - PIN: 142310403
 Address: 104 ROYAL PALM DR
 Municipality: BRAMPTON LRO: 43
 Land Registry Status: ACTIVE Registration Type: LT
 Area: 504 m² Perimeter: 98 m
 Description: PCL 99-1, SEC M111 ; LT 99, PL M111 ; BRAMPTON
 Party To:

Assessment Information
 Assessment Roll Number: 211007001508300
 Current Value Assessment: 298000.00 Depth: 111.0 Frontage: 44.0
 Property Type: 301 Single-family detached (not on water)

Sales History Information

DATE:	TYPE:	AMOUNT:
08/23/1999	T	0
PARTY TO:		
08/29/1978	T	2
PARTY TO:		

MAP VIEW HOUSE VIEW DRIVE BY VIEW
 2D Road Aerial Bird's Labels Layers
 N
 Microsoft® Virtual Earth™
 40 m

Legend:
 Ownership Parcels (green outline)
 Assessment Parcels (yellow outline)
 Subject Property Point (red dot)
 Municipal Boundaries (orange outline)
 Address Labels (black text)
 Subject Property Polygon (red outline)
 LRO Boundaries (yellow outline)
 Property Search Results (orange dot)
 Neighbourhood Sales (blue outline)

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6 Information for Practice Exercises

6.1 Exercise 1 – Search by Address

Search by Address using the following information:

Address –

6.2 Exercise 2 – Search by Name

Search by Name using the following information:

Names –

6.3 Exercise 3 – Search by Map

Use the Map tools to locate a property using the following information:

Properties –
