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# Stratus Practice Lessons:

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Updated Stratus  
Procedures–Dec 2021

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Homelife Miracle Realty

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## NEW STRATUS PRACTICES - LESSON KIT

### **Exercise 1:**

Let's practice using the new search tool to find available residential freehold properties.

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1. Start a NEW SEARCH for RESIDENTIAL FREEHOLD LISTINGS that ARE AVAILABLE FOR SALE, and then click continue.

2. Use the following criteria for this practice lesson.

- Area – York
- Municipality – Markham
- Community – All except Buttonville (USE THE “NOT BOX”)
- Price – Max \$900,000
- Property Type – ATT / ROW / TOWNHOUSE
- Bedrooms – Min 3
- Washrooms – Min 3
- Garage Type – Attached, Built-in, (Press “CTRL” Button on keyboard to select both.)

Based on the property counter, how many results did you find? \_\_\_\_\_

3. Click Submit. **(HINT: round circle to the right of the Revise Criteria Button.)**

4. Expand the right-side “Dynamic Criteria Panel”

5. Change the price to Max \$1.3 Million

Record how many results you have this time. \_\_\_\_\_

6. Click the Save Button at the top of the Criteria Panel and name this search “WILLIAM BAY”



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## **Exercise 2:**

Let's use the new search tool to find properties by street name.

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1. Start a New Search for Residential Freehold listings that are available for sale, then click Continue
2. Use the following criteria in your search
  - Area – Duffering
  - Street Name – Starts W / - Fifth or First or Jay or Mill
3. Click Submit

Notice how your results include several street name variations.

How many results did you get? \_\_\_\_

Similarly, you can search with any street name to see active listings.





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### **Exercise 3:**

Let's find residential freeholds that feature a ravine lot.

1. Start a new search for Residential Freehold listings that are Available for sale, then click Continue.

2. Use the following criteria in your search.

- Area – Durham
- Municipality – Oshawa
- Type – Detached

Based on the counter, how many results did you get? \_\_\_\_\_

3. Scroll down to the bottom of the page and click the down arrow beside ADD A FIELD, then select PROPERTY FEATURES.

4. Select RAVINE LOT from the available property features and then submit search.

5, We'll assume you to add all these listings to your listing cart. Select them by clicking the top of the check box and then, in the top action toolbar, click the ADD button.

**(HINT – Looks like a shopping cart.)**

6. Click Revise Criteria Button to search for ravines using different search method

7. Delete Property Features Field (Click the X at the end of the field.)

8. Click into the Add A Field List and select Remarks For Clients.

9. Change the condition from “Starts w/ to Contain” and then type “Ravine”

10. Click Submit, All of the listings that are already in your listing cart will be highlighted. Click the other listing carts to add them to your cart.

Access the Listing Cart from the My Lists section of left-side panel and click the Send button to email the listings to yourself.

12. Access the Listing Cart from the My Lists section of left-side panel and click the Send button to email the listings to yourself.





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## **Exercise 4: Using New Search to find comparable residential condos**

1. Start a New Search for Residential Condo listings that are Available and Unavailable for Sale, then click Continue. (Hint: don't forget to remove the check mark beside Residential Freehold)

2. Use the following criteria

- Area: Toronto
- Street name: Starts w/ Harbour OR Queens Quay OR Spadina OR Navy OR Mariner
- List Price: Min 500000
- Last Update: Min T-180
- Bedroom Total ( BR) Min 2 Max 2
- Washroom : Max 2

3. Click submit.

How many results did you get? \_\_\_\_\_

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4. Expand the Dynamic Criteria Panel by clicking the down arrow next to the Revise Criteria button.

5. Change the Last Update to T-120. How many will you get? \_\_\_\_\_

6. Click the Save button within the Dynamic Criteria Panel and call this search Harbour Front Condo Comparison.

7. Collapse the Criteria panel (down arrow at the top right corner of the panel).

8. Click the St# column heading to sort the listings by buildings.

9. Scroll down the listings to 81 Navy Wharf and select all the NEW, EXT, PC, SC and SLD listings.

10. Click the Statistics button.

11. What is the Median List Price? \_\_\_\_\_

12 What is the Average Sold Price? \_\_\_\_\_





## Exercise 5: Using New Search to find a property's listing history

1 Conduct a New Search for a Residential Freehold. Be sure to select both the Available and Unavailable options, including the Archive feature. Then, click Continue.

2. Use the following criteria:

- Area: Toronto
- Municipality: Toronto C04
- Street Number: Min 85, Max 85 ·
- Street Name:

3. Click Submit. How many listing records can be found for this one property? \_

4. Click the Contract Date column heading. How much did the current owners pay for this property?

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## **Exercise 7: Using New Search to find listings that allow for advertising**

1. Start a New Search for Residential Freehold and Residential Condo listings that are Available for Sale, then click Continue.
2. Use the following criteria:
  - Area: Toronto
  - Municipality: Toronto C07
  - Community: Newtonbrook-West
3. Based on the Counter, how many results will you get? \_\_\_\_
4. Scroll down to the bottom of the page and click the down arrow beside Add a Field, then select Permission to Advertise.
5. Select Y (for Yes) from the Permission to Advertise field.
6. Click Submit. How many results did you get?
7. Select several listings, then click the Photo button to see a photo gallery of exterior images.
8. Click Send to email the selected listings to yourself.





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## **Exercise 8: Using New Search to find listings that can be contacted after expiration**

1. Start a New Search for Residential Freehold and Residential Condo listings that are Available for Sale, then click Continue.
2. Use the following criteria:
  - Location: GTA
3. Scroll down to the bottom of the page and click the down arrow beside Add a Field, then select Contact After Expired.
4. Select Y (for Yes) from the Contact After Expired field.
5. Scroll down to the bottom of the page and click the down arrow beside Add a Field, then select Expiry Date.
6. Type t+20 into the Max. Expiry Date field.
7. Click Submit. How many results did you get? \_\_\_\_
8. Mark several listings with a Star to put them into your Favorites list.
9. Select several listings and click the Slideshow button to see a slideshow of exterior images.







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## **Exercise 9: Using New Search to find Handyman specials**

1. Start a New Search for Residential Freehold and Residential Condo listings that are Available for Sale, then click Continue.
2. Use the following criteria:
  - **Area:** Peel
  - **Municipality:** Brampton, Mississauga
3. Scroll down to the bottom of the page and click the down arrow beside Add a Field, then select Remarks for Clients.
4. Type Handy into the Remarks for Clients field.
5. Click OR. Type As is into the Remarks for Clients field.
6. Click OR. Type TLC into the Remarks for Clients field.
7. Click OR. Type Potential into the Remarks for Clients field.
8. Click OR. Type Contractor into the Remarks for Clients field.
9. Click OR. Type Fixer Upper into the Remarks for Clients field.
10. Click the Save button and call this search Peel Handyman Specials.
11. Click the Preview button, then submit. How many listings did you get?
12. Click the Details button to read through the listing's details.
13. Read through this listing's details. Is it truly a Handyman special?
14. Click List to return to the results.





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## **Exercise 10: Using New Search to find Power of Sale properties**

1. Start a New Search for Residential Freehold and Residential Condo listings that are Available for Sale, then click Continue.
2. Use the following criteria:
  - Area: Toronto
3. Scroll down to the bottom of the page and click the down arrow beside Add a Field, then select Seller/Landlord Name.
4. Click the down arrow next to Starts w/ and change it to Contains. Type Bank into the Sellers/Landlord Name field.
5. Click OR. Then click the down arrow next to Starts w/ and change it to Contains. Type Financial into the Sellers/Landlord Name field.
6. Click OR. Then click the down arrow next to Starts w/ and change it to Contains. Type Credit into the Sellers/Landlord Name field.
7. Click OR. Then click the down arrow next to Starts w/ and change it to Contains. Type Mortgage into the Sellers/Landlord Name field.
8. Click OR. Then click the down arrow next to Starts w/ and change it to Contains. Type Power of Sale into the Sellers/Landlord Name field.
9. Click OR. Then click the down arrow next to Starts w/ and change it to Contains. Type In trust into the Sellers/Landlord Name field.
10. Click the Save button and call this search Power of Sale Search.
11. Click the Preview button, then submit. How many listings did you get?
12. Select several listings and click Send to email them to yourself.





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## **Exercise 11: Using New Search to find Land in any property class**

1. Conduct a New Search to find Available Residential Freehold, Condos and Commercial properties for Sale., then click Continue.
2. Complete the form using the following criteria:
  - Area: York
  - Municipality: Vaughan
3. Scroll down to the bottom of the page and click the down arrow beside Add a Field, then select Type.
4. Select Farm, Land, Vacant Land, Vacant Land Condo from the Type field.
5. Click Submit. How many listings did you get? \_\_\_\_
6. Click the Price Code column heading.
7. Only commercial listings require an entry in the Price Code field. How many listings are Residential? How many listings are Commercial? \_\_\_\_





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## **Exercise 12: Viewing a listing's details – Using Saved Searches**

1. On the Top Tab menu, click Saved Searches.
  2. Select the search called William Buy, then click Results.
  3. Double-click any listing to see its details.
  4. Click the Print button to trigger the print dialogue box.
  5. Under What would you like to print, select Details.
  6. Click the down arrow next to Form and select Flyer.
  7. Click Print Preview to see how the listing will look like.
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## **Exercise 13: Emailing selected results**

1. On the Top Tab menu, click Saved Searches.
2. Select the search called Peel Handyman Special, then click Results.
3. Click the Details button to see the listing details.
4. Select this listing by putting a checkmark into the selection box, then click the Next button (double arrows).
5. Select this listing also by putting a checkmark into the selection box, then clicking the Next button (double arrows).
6. Click the Send button to trigger an email composition window.
7. Type in your email address.
8. Click the down arrow next to For and choose Selected Listings.
9. Click the down arrow next to Form and choose Client Two Per Page.
10. Click Send.

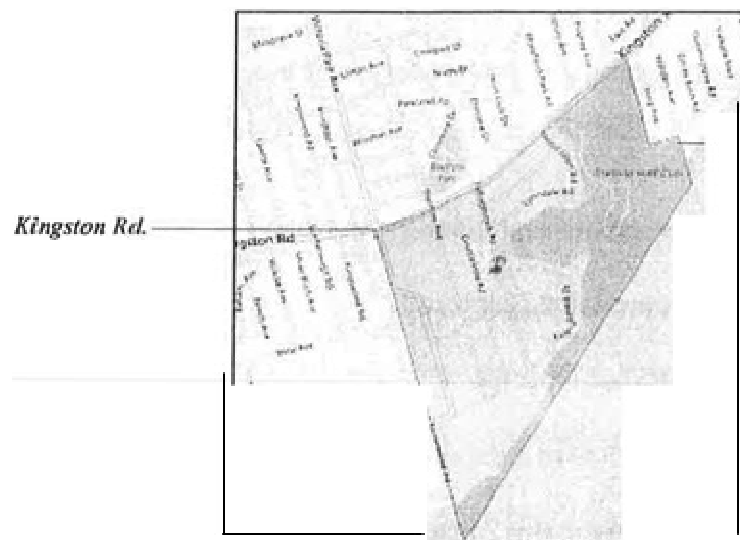




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## **Exercise 15: Using the Map Search to find listings close to a school**

1. Start a Map Search for Residential Freehold listings that are Available for Sale. Select your default location, then click Continue.
2. Click the Locations button.
3. We will search listings around Courcellette Public School by typing the school address: 100 Falling brook Rd, Toronto, ON. Then, click Find.
4. Let's assume you looked up the school boundaries. Use the Polygon drawing tool to draw and locate listings within these boundaries:



Follow edge of park

Lake Ontario

5. How many listings are in the finished drawing? \_\_\_\_\_
6. Click Save Shape and name it Courcellette PS boundaries.



7. Expand the right-side Criteria panel and select detached homes only.
  8. Save the Search as Stu Lee detached Courcelette PS. Both the shape and the criteria will be saved.
  9. Click the Places button and select Restaurants and then click Show.
  10. View the listings in Broker Full, select a few and email them to yourself.
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## **Exercise 16: Using the Map Search to compare condos**

1. Start a Map Search for Residential Condo listings that are Available and Unavailable for Sale. Select your default location, then click Continue.
2. Click the Locations button.
3. Type Hurontario and Burnhamthorpe Rd E, Mississauga, ON. Then, click Find.
4. Zoom in and drag the map until you can clearly see Kariya Park (Southwest corner of Hurontario and Burnhamthorpe).
5. Click the Radius button.
6. To draw a search area, click the centre of the park, then slowly move your mouse away from the park until the radius is at 0.48 km. Click a second time to confirm your search radius shape.
7. Narrow down your search results by completing the following search criteria in the Dynamic Criteria Panel:
  - Bedrooms: min 2, max 2
  - Type: Condo Apt
  - Last Status: Ext, New, PC, SC, SLD
  - Last Update: Min T-30
  - Style: Apartment
  - Washrooms: min 2, max 2
8. Click Save Shape and call this search shape Kariya Park.
9. How many listings did you get?





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## **Exercise 17: Using the Map Search to get driving directions to various commercial listings**

1. Start a Map Search for Commercial listings that are Available for Lease and Sublease. Select your default location, then click Continue.
2. Click the Locations button.
3. Type Yonge and Elgin Mills, Richmond Hill, ON. Then click Find.
4. Narrow down your search results by completing the following search criteria in the Dynamic Criteria Panel.

Type: Commercial/Retail

5. Point to a listing marker and put a checkmark in the selection box.
6. Point to second listing marker and put a checkmark in the selection box.
7. Point to a third listing marker and put a checkmark in the selection box.
8. Click the Directions button.
9. What is the Total Distance for the route that you have created?

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## **Exercise 18: Saving a Map Location**

1. Start a Map Search using the defaults by clicking Continue.
  2. Click the Locations button.
  3. We will search listings around Courcelette Public School by typing the school address: 100 Fallingbrook Rd, Toronto, ON. Then, click Find.
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## **Exercise 19: Setting up a Prospect**

1. On the Top Tab menu, click Saved Searches.
  2. Select the search called Pee) Handyman Special, then click Continue.
  3. Click Create Prospect in the Action Toolbar.
  4. Type the Prospect Name Randy Homes.
  5. Type in your email address.
  6. Click Save Prospect.
  7. Click Submit to view immediate search results in List View.
  8. Click Send to email all returned search results.
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## **Exercise 20: Setting up a Prospect**

1. On the Top Tab menu, click Prospect Searches.
2. Click Create.
3. Type the Prospect Name Roger Realty.
4. Type in your email address.
5. Select Residential Freehold listings that are Available for Sale.
6. For Search Type, select Map Search then click Continue.
7. Click the Locations button found in the Action Toolbar.
8. We will search for listings within 2km of the Streetsville Go Station by typing in the location: Go-Streetsville. Then, click Find.
9. Click the Radius button.
10. To draw a search area, click near (but not on top of) the blue push pin reflective of the Streetsville Go Station. Now, slowly move your mouse away from the park until the radius is at 2 km. Double click to confirm your search radius shape.
11. Click Save Prospect, then Ok in the confirmation dialogue box.
12. Click Send to email all the immediately returned search results.







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## **Using Pre-Defined Search**

### **Exercise 21: Conducting an Open House Search using a Pre-Defined Search**

1. On the Top Tab menu, click Pre-Defined Searches.
2. Select Open Houses from the Pre-Defined Searches menu.
3. Leave the default selections of Class, Availability and Sale or Lease and click Continue.
4. Use the following criteria:
  - Area: York
  - Municipality: Markham
  - Open House Date: Min T, Max T+30
5. Click Submit.

## **Prospect Searches**

### **Exercise 22: Setting up a prospect search using new Search**

1. On the Top Tab menu, click Prospect Searches.
2. Click Create.
3. Type the Prospect Name Justin Thyme.
4. Type in your email address.
5. Select Residential Freehold listings that are Available for Sale.
6. For Search Type, leave the default selection of New Search then click Continue.
7. Use the following criteria:
  - Area: Durham
  - Municipality: Oshawa
8. Based on the Counter, how many results will you get?
  - Price: Min 900000 Max 1200000
  - Property Type: Detached, Link
  - Bedrooms: Min 3
  - Washrooms: Min 3
  - Garage Type: Attached, Built-in
9. Click Save Prospect then OK in the confirmation dialogue box.
10. Click Submit to view search results.
11. Click Send to email all the immediately returned search results.





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### **Exercise 23: New Search**

Client# 1 wishes to find a Att/Row/Townhouse or Condo Townhouse in Toronto (E07). However, he does not want to live in the community of Agincourt South-Malvern. The house must be less than \$1100,000, have at least

3 bedrooms in total, and 1 parking space. \_\_\_\_\_

How many listings did you find? \_\_\_\_\_

### **Exercise 24: Customized New Search**

Client #2 is looking for a detached freehold house that has an extra deep lot of at least 150 feet or 45 meters. She is interested in living in Aurora (York).

How many listings were measured in feet? \_\_\_\_\_

How many listings were measured in meters? \_\_\_\_\_

How could you email this all-in-one email? \_\_\_\_\_

### **Exercise 25: Map Search**

Client #4 wants to live in a 1-bedroom condo apt within 1 km of the Milton GoStation.

Approximately how much will such a condo cost? \_\_\_\_\_





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## **How to Search PUBLIC RECORDS**

On the Left side Click on Public Record

Under Street Slowly start typing 188 Dean Ave and click on search

On the side several addresses will start popping up as soon as you start typing

Click on 188 Dean Ave

(sometimes map screen opens up if so, click on the 3<sup>rd</sup> icon (little house))

You can see all the information about the property

To print this report - on extreme right side click on 3<sup>rd</sup> icon PDR and press report – this is called MPAC report – which includes Property Base Sales & Assessment Data, Enhanced Data for the property, Map Overview and Demographics of the area.

## **How to Get Sq Ft Report**

In Public records when you have property searched

On extreme right side 4<sup>th</sup> icon - \$ - Click on Residential Floor Area Report for \$5 .

You will have the sqft area for the said property.

## **How to operate GEOWAREHOUSE**

On the Left side Click on Geowarehouse

At the top in search section type property address and the property report will pop up, click on it and you will be able to see all information about the said property

Seller's name, property sales and value, lot size, legal description, plans, surveys, easements, and demographics,

To download click on PDF and the report will be generated.

Similarly, you can search with the client's name as well.



# Lesson Complete



# Congratulations!

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