



CMA

By clicking **CMA** from the **Navica** main menu, you are able to **Create** and **Save** a **Comparative Market Analysis** for your **Clients** using data that is already stored within the system. The **CMA** feature within **Navica** offers additional inserts to be included with your **Analysis** such as a **Resume, Comparable Pricing, Estimated Seller Proceeds** and a **Comparable Bar Chart**. In addition, the fields for the **Comparison** are **Adjustable** so that your **Client** can get a more **Accurate Representation** of a **Suggested List Price** for their **Property**.

CREATING A CMA

When you create a **CMA** you have 3 *Options* for your **Subject Property**. You are able to *Enter Data* for your **Subject Property**, create a **CMA Without a Subject Property** or create a **CMA** by using a *Listing Currently In The System* for your **Subject Property**. If you *Select* to use an **Existing Listing** as your **Subject Property** the data will display in the **Fields** you have selected.

You also have **Several Search Options** for *Searching* your **Comparables**. The *1st Option* allows you to **Choose** a **Radius** surrounding the **Subject Property** when **Creating** your **CMA**. You are also able to enter any **Additional Search Criteria** before continuing. The *2nd Option* uses the **Fields** you have entered as your **Search Criteria**.

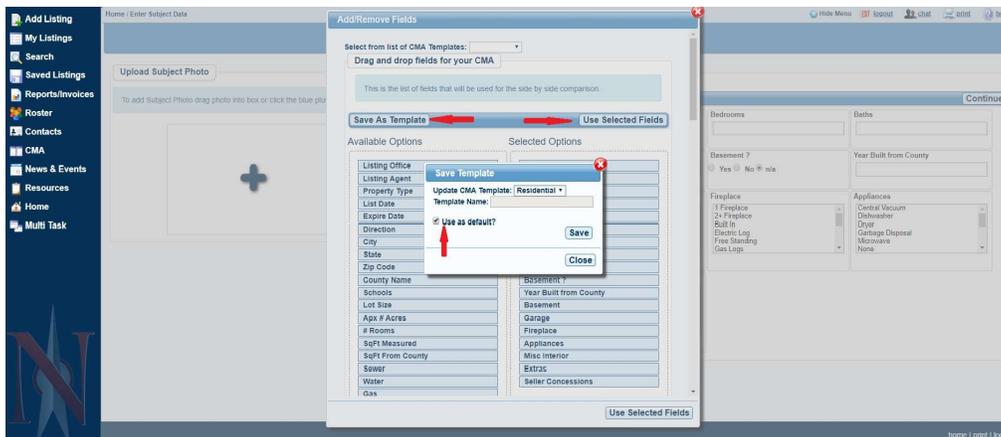
A screenshot of the Navica web application's 'Create CMA' form. The interface includes a dark blue sidebar with navigation options like 'Add Listing', 'My Listings', 'Search', 'Saved Listings', 'Reports/Invoices', 'Roster', 'Contacts', 'CMA', 'News & Events', 'Resources', 'Home', and 'Multi Task'. The main content area has a breadcrumb trail: 'Home / CMA > My CMAs > Create CMA > CMA Settings'. The form fields include: 'CMA Name' (Required Field), 'Prepared For' (Required Field), a 'Use Contact' button, 'Prepared By' (set to 'Tester1; Navica'), 'Add Subject' (radio buttons for 'Yes' and 'No'), 'Subject Mls #' (with a note: 'Enter MLS Number to Use an Existing Listing as a Subject'), 'Subject Address' (Required Field), 'Subject Address 2', 'City/State/Zip' (Required Field), and 'Property Type' (set to 'Residential'). A blue box contains the text: 'If you wish to apply a radius search to your CMA you can do so by selecting your desired radius below.' Below this is a 'Choose Radius' section with radio buttons for 'No Radius', '1 mile', '2 miles', '5 miles', '10 miles', and '15 miles'. A 'Next' button is located at the bottom right of the form.

To Create A CMA, follow these steps:

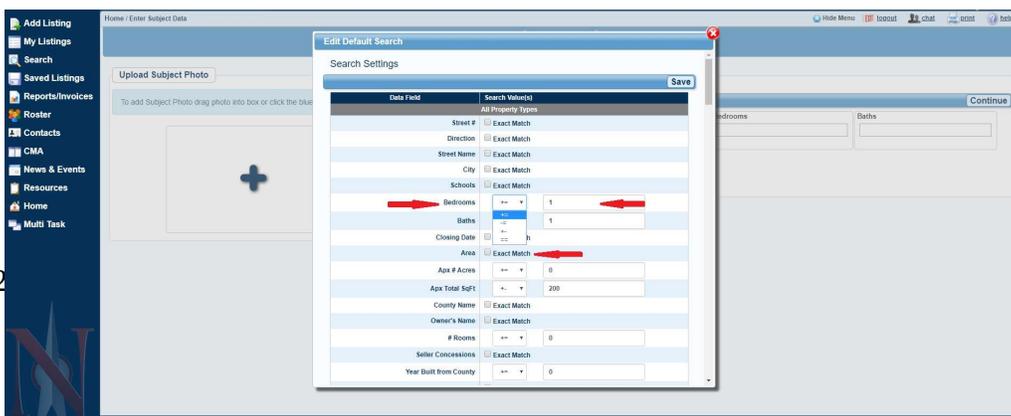
1. Click **CMA** from the Navica main menu.
2. Click **Create CMA** tab.
3. Enter the **Required Fields**.
4. If you are using an **Existing Listing** for the **Subject Property** enter the **Subject MLS Number**.
5. If you are using the **Radius Search** please select the desired **Radius**.
6. Click **Next**.

To Create A CMA With a Subject Property, follow these steps:

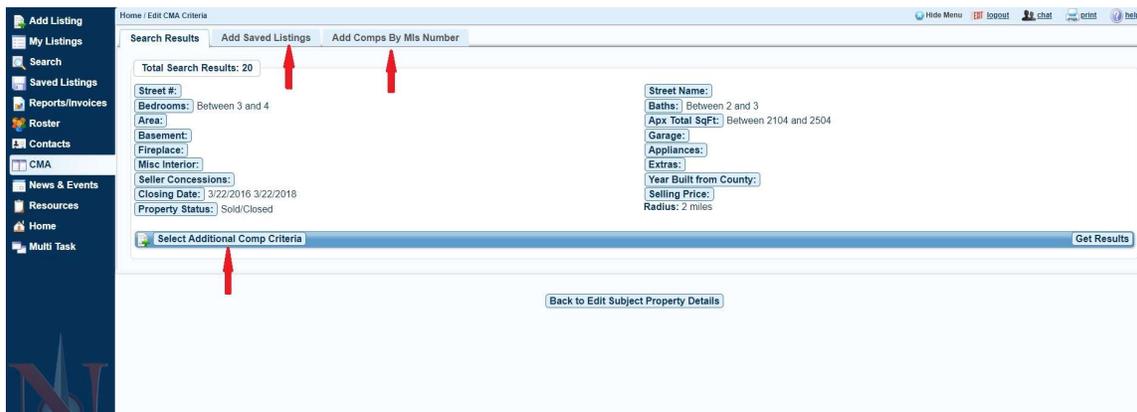
1. Follow Steps 1 – 6 Above.
2. To **Add a Subject Photo** Click the **Plus Sign** in the **Upload Subject Photo Box**. Once you have selected your photo **Click Upload Subject Photo**.
3. The **First Time** you *Create* a **CMA** you will be prompted to **Select the Fields** you wish to include. **Drag and Drop Desired Fields** from the **Available Fields Box** to the **Selected Options Box**. You have the **Option to Save As Template** or **Use Selected Fields**. If you **Save As Template** you will be able to **Set as your Default**.



4. If you need to make **Changes** to the **Create CMA Page** (ie Such As Adding/Changing a Radius) click on **Edit CMA Setup**.
5. If you need to **Change** your **Search Settings** click **Edit Default Search**. Once there you will be able to **Set Fields** as an **Exact Match** or **Change the Default Search Criteria**. By **Default Bedrooms and Baths** are set to **=/+1** and **Square Footage** to **+/-200**.



6. Enter your **Subject Property Details** and **Click Continue**. If you entered an **Existing MLS Number** for your **Subject Property** these **Fields** will be **Populated**.
7. Prior to getting the **Search Results** you may **Choose to Add Saved Listings** or **Add Comps By The MLS Number** or **Select Additional Comp Criteria**.



8. Click **Get Results**.
9. Place a **Check** in the **Box** for the **Comps** you wish to use and **Click Use Selected Listings**.

The screenshot shows the 'Home / Search Results' page. The table displays search results with the following columns: Click to View, All, MLS #, List Pr, Str# Dir, Str Nam, Bld B HD, Style, Area, LO, LA, DOM, SO, SA, Clng Dt, and Selg Pr. The table contains 10 rows of data. A red arrow points to the 'Use Selected Listings' button at the top right of the table.

Click to View	All	MLS #	List Pr	Str# Dir	Str Nam	Bld B HD	Style	Area	LO	LA	DOM	SO	SA	Clng Dt	Selg Pr
	<input checked="" type="checkbox"/>	R11756S	\$185,000	2404 S	Tucker	4 3 0	Ranch	Northeast Pittsburg	49	165	84	68	1	10/16/2017	\$173,000
	<input type="checkbox"/>	R117549S	\$299,000	1202	Cedar Crest Drive	4 3 1	2 Stories	Southeast Pittsburg	4	174	43	68	3	9/21/2017	\$294,000
	<input type="checkbox"/>	R117467S	\$132,500	1768 S	Walnut	4 3 0	1 1/2 Story	Southwest Pittsburg	4	173	63	4	183	9/12/2017	\$132,500
	<input type="checkbox"/>	R117597S	\$194,900	2209 S	Taylor	4 3 0	2 Stories	Southeast Pittsburg	65	2	46	4	21	9/12/2017	\$190,000
	<input type="checkbox"/>	R117289S	\$192,500	2603	Omaha St	3 3 0	Ranch	Southeast Pittsburg	5	23	101	65	198	8/23/2017	\$190,000
	<input type="checkbox"/>	R117356S	\$155,000	211	Crestwood Lane	4 3 1	Ranch	Southwest Pittsburg	60	9	65	60	46	8/11/2017	\$135,000
	<input type="checkbox"/>	R115471S	\$132,500	1403 S	Homer	4 2 1	Ranch	Southeast Pittsburg	65	2	132	68	4	5/12/2017	\$125,000
	<input type="checkbox"/>	R117086S	\$219,900	301 W	Crestview Ave	3 3 0	2 Stories	Southwest Pittsburg	5	183	49	4	162	4/4/2017	\$204,500

10. You will be able to do the following:
Add/Edit: Subject Data, Custom Remarks, Non MLS Listings
Search Additional Comps

Add/Remove Fields Edit Default Adjustments Sort Comp Order

Subject	Comparable 1	Comparable 2	Comparable 3	Comparable 4	Comparable 5	Comparable 6
Overall Adjustments	Misc. Adjustments Add Comments Adjust Comp 1	Misc. Adjustments Add Comments Adjust Comp 2	Misc. Adjustments Add Comments Adjust Comp 3	Misc. Adjustments Add Comments Adjust Comp 4	Misc. Adjustments Add Comments Adjust Comp 5	Misc. Adjustments Add Comments Adjust Comp 6
MLS Number	117557	R1147345	R1153485	R1170475	R1172895	R1174985
Address	1506 Woodland Terrace	637 530th	721 Chestnut	607 Pesavento Ave	2603 Omaha St	2404 Tucker
City	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg
State	KS	KS	KS	KS	KS	KS
Zip Code	66762	66762	66762	66762	66762	66762
Suggested List Price	\$186,666.67					
Adjusted Price		\$179,000.00	\$195,000.00	\$193,000.00	\$190,000.00	\$173,000.00
List/Sell Price		\$179,000.00	\$195,000.00	\$193,000.00	\$190,000.00	\$173,000.00
Misc Adjustments						
List Price	242500	\$185,900.00	\$195,000.00	\$193,000.00	\$192,500.00	\$185,000.00
Original List Price	242500	189900	195900	193000	195000	194900
Area	Southwest Pittsburg	Rural Residential	Southwest Pittsburg	Pittsburg Suburban	Southeast Pittsburg	Northeast Pittsburg
Bedrooms	3	4	4	4	4	4
Baths	2	2	3	2	3	3
1/2 Baths	1	0	0	1	0	0
Apx Total SqFt	2104	2329	2210	2270	2484	2162
Basement ?	True	False	False	False	True	False
Year Built from County	1935	1970	1970	1969	1973	1987
Basement	Walkout, Finished	Other: See Remarks	None	Storm Shelter	Full, Partially Finished	None
Garage	2 Cars, Attached, Garage Door Opener	2 Cars, Attached	2 Cars, Attached	2 Cars, Attached, Garage Door Opener	2 Cars, Attached, Garage Door Opener	2 Cars, Attached
Fireplace	1 Fireplace, Gas Logs	1 Fireplace, Insert	1 Fireplace	2+ Fireplace, Wood Burning, Other: See Remarks	2+ Fireplace, Insert, Other: See Remarks	1 Fireplace, Wood Burning, Built In, Insert
Appliances	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator, Microwave	Range/Oven, Dishwasher, Garbage Disposal	Range/Oven, Dishwasher, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator, Microwave, Washer, Dryer

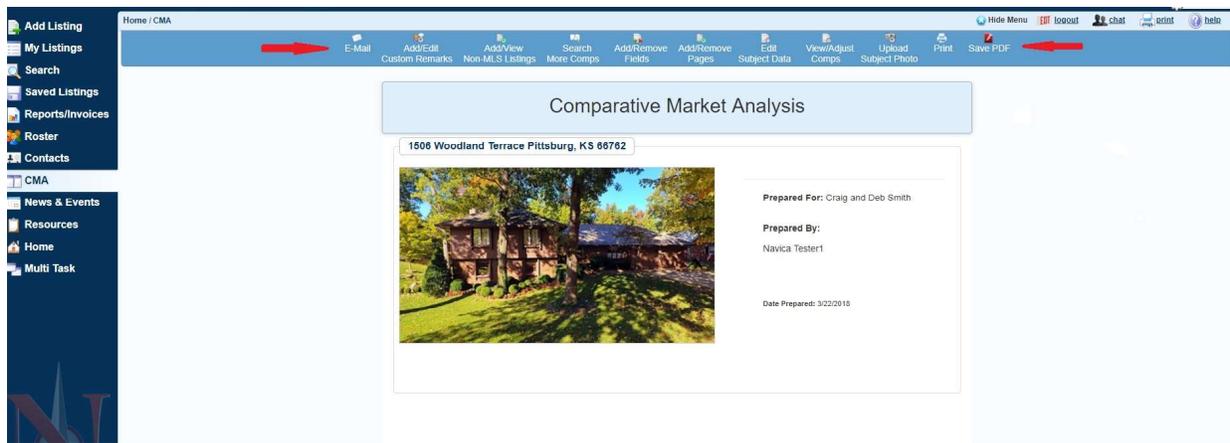
11. You have 3 Types of Adjustments Available:

- Overall Adjustments
- Miscellaneous Adjustments
- Individual Comp Adjustments

12. If using Multiple Statures for your Comps you are also able to Select to Only Use Sold Prices In The Comparison.

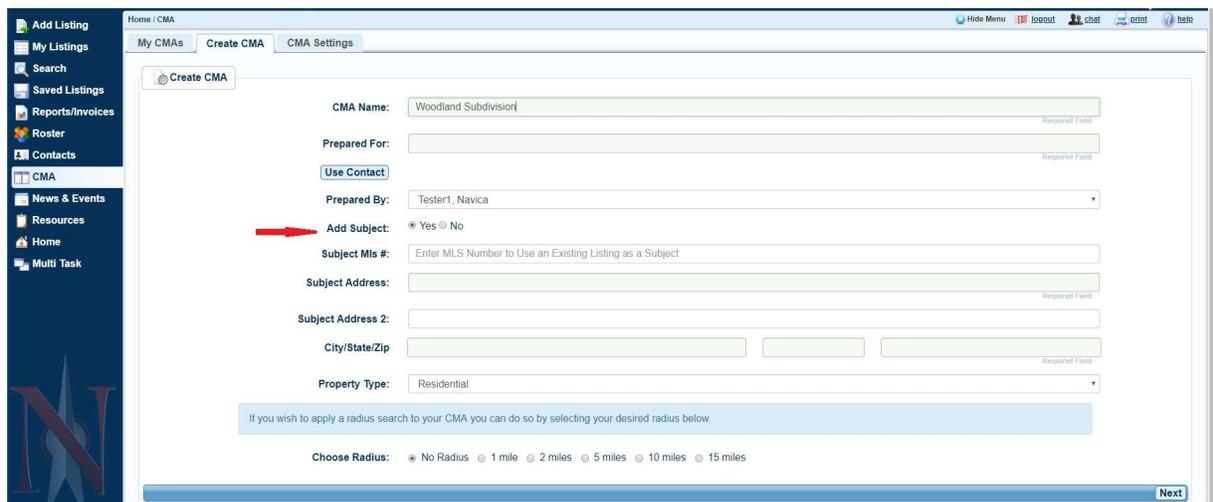
Subject	Comparable 1	Comparable 2	Comparable 3	Comparable 4	Comparable 5	Comparable 6
Overall Adjustments	Misc. Adjustments Add Comments Adjust Comp 1	Misc. Adjustments Add Comments Adjust Comp 2	Misc. Adjustments Add Comments Adjust Comp 3	Misc. Adjustments Add Comments Adjust Comp 4	Misc. Adjustments Add Comments Adjust Comp 5	Misc. Adjustments Add Comments Adjust Comp 6
MLS Number	117557	R1174985	R1175075	R1172895	R1170475	R1153485
Address	1506 Woodland Terrace	2404 Tucker	2209 Taylor	2603 Omaha St	607 Pesavento Ave	721 Chestnut
City	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg
State	KS	KS	KS	KS	KS	KS
Zip Code	66762	66762	66762	66762	66762	66762
Suggested List Price	\$186,666.67					
Adjusted Price		\$173,000.00	\$190,000.00	\$190,000.00	\$193,000.00	\$195,000.00
List/Sell Price		\$173,000.00	\$190,000.00	\$190,000.00	\$193,000.00	\$195,000.00
Misc Adjustments						
List Price	242500	\$185,900.00	\$194,900.00	\$192,500.00	\$193,000.00	\$195,000.00
Original List Price	242500	185000	194900	195000	193000	195000
Area	Southwest Pittsburg	Northeast Pittsburg	Southwest Pittsburg	Southeast Pittsburg	Pittsburg Suburban	Southwest Pittsburg
Bedrooms	3	4	4	3	4	4
Baths	2	3	3	3	2	2
1/2 Baths	1	0	0	0	1	1
Apx Total SqFt	2104	2162	2162	2484	2270	2210
Basement ?	True	False	True	True	False	False
Year Built from County	1935	1973	1987	1969	1970	1935
Basement	Walkout, Finished	None	Full, Sump Pump, Unfinished	Full, Partially Finished	2 Cars, Attached, Garage Door Opener	None
Garage	2 Cars, Attached, Garage Door Opener	2 Cars, Attached, Garage Door Opener	2 Cars, Attached	2 Cars, Attached, Garage Door Opener	2 Cars, Attached, Garage Door Opener	2 Cars, Attached
Fireplace	1 Fireplace, Gas Logs	1 Fireplace, Wood Burning, Built In, Insert	1 Fireplace	2+ Fireplace, Insert, Other: See Remarks	2+ Fireplace, Wood Burning, Other: See Remarks	1 Fireplace
Appliances	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator, Microwave	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator, Microwave, Washer, Dryer	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal	Range/Oven, Dishwasher, Refrigerator

- 13. Click **Complete CMA**.
- 14. You will be able to do the following:
 - Email
 - Add/View Non MLS Listings
 - Search More Comps
 - Add/Remove Fields
 - Add/Remove Pages
 - Edit Subject Data
 - View/Adjust Comps
 - Print
 - Save as PDF

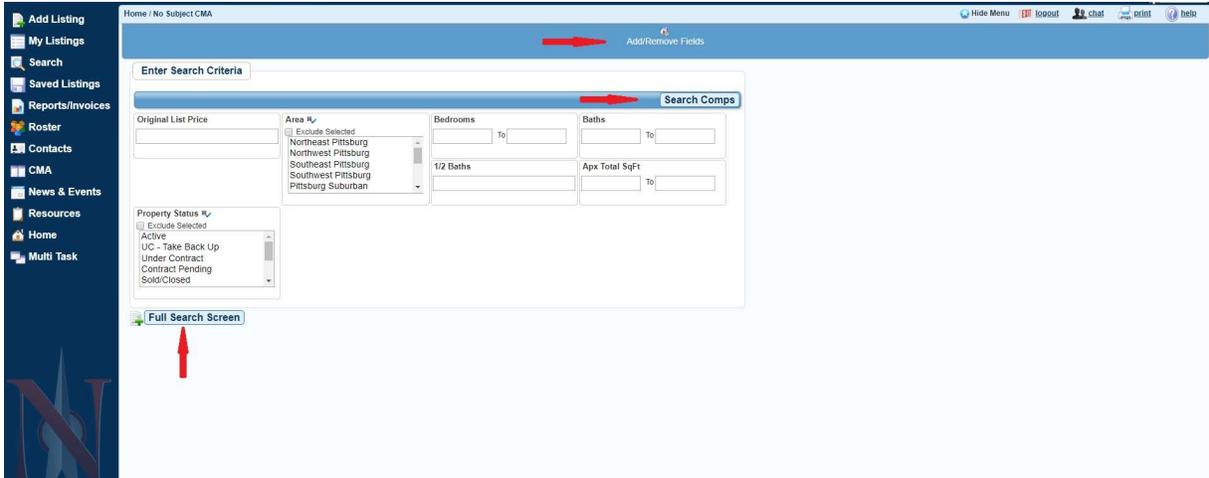


To Create A CMA Without A Subject Property, follow these steps:

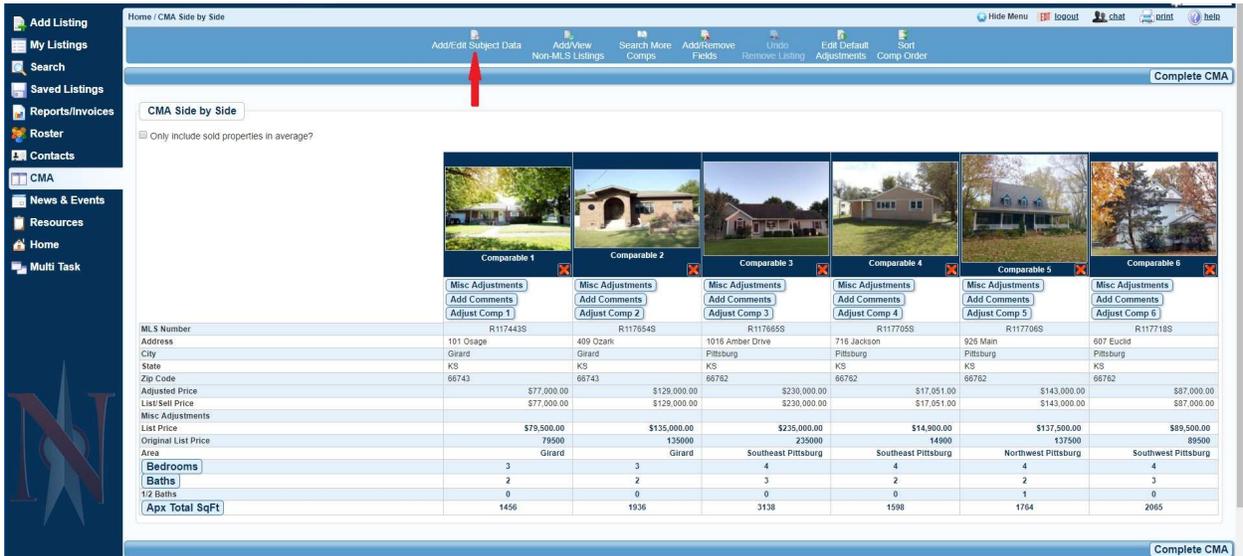
1. Enter CMA Name and Add Subject Check No.



- Click **Next**.
- You may **Add/Edit Fields** or **Select a Different Template** and **Search Comps** or you may **Click on Full Search Screen** where you can enter your **Search Criteria**.



- Place a **Check** in the **Box** for the **Comps** you wish to use and **Click Use Selected Listings**.



- Click **Complete CMA**. At any time you may **Edit** your **CMA** and **Add A Subject Property**.

CREATING A CMA FROM A SEARCH

You may also **Create** a **CMA** from a **Search**, a **Saved Search** or from your **Saved Listings**.

To Create A CMA From Searching, follow these steps:

1. Click **Search** from the Navica menu.
2. Choose your **Property Type**, enter your **Search Criteria**, click **Start Search**.
3. Place a **Check** in the **Box** for the **Comps** you wish to use and **Click Use Selected Listings**.
4. Click **Comparison** on the **Toolbar**.

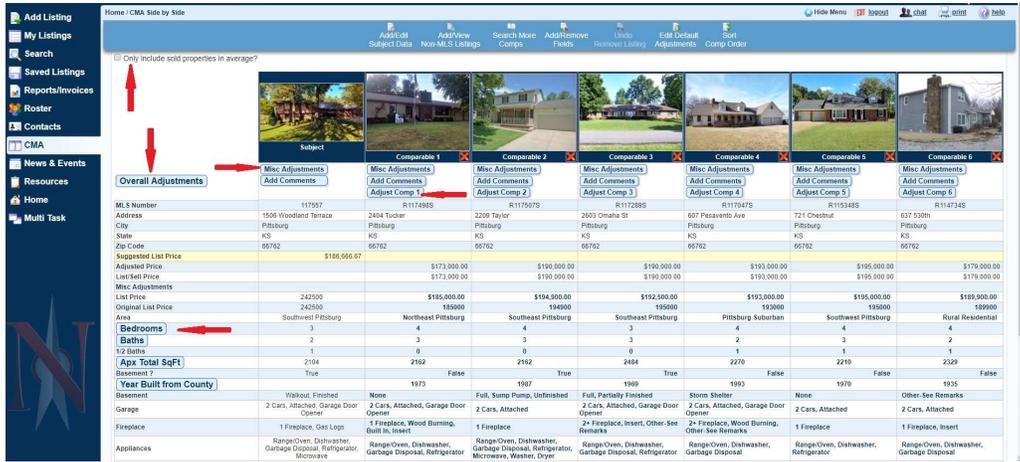


The screenshot shows a search results page with a table of property listings. The table has the following columns: Click to View, All, MLS #, Beds, Baths, Area, DOM, List Pr, Bid, B, HB, Selg Pr, Sel Conc, Chg Dr, Ttl Sq Ft, Lot Sz, and # Acres. There are 6 rows of data, each with a small thumbnail image of a house and a checkmark in the 'All' column. A red arrow points to the 'Comparison' button in the toolbar above the table.

Click to View	All	MLS #	Beds	Baths	Area	DOM	List Pr	Bid	B	HB	Selg Pr	Sel Conc	Chg Dr	Ttl Sq Ft	Lot Sz	# Acres	
	<input checked="" type="checkbox"/>	R1171215	121	W	25th	Northwest Pittsburg	75	\$122,950	3	2	0	\$124,000	3799.94	5/12/2017	1970	100 x 130	0
	<input checked="" type="checkbox"/>	R1171315	2111	W	4th	Northwest Pittsburg	102	\$77,500	3	2	0	\$74,500	1500	6/16/2017	1294	85x948	1.8
	<input checked="" type="checkbox"/>	R1172415	408	N	Olive	Northwest Pittsburg	45	\$20,000	3	2	0	\$19,000	None	5/3/2017	1249	40X171	0
	<input checked="" type="checkbox"/>	R1174975	205	W	19th	Northwest Pittsburg	52	\$89,900	4	2	0	\$89,350	4350	9/13/2017	2051	80x142	
	<input checked="" type="checkbox"/>	R1175385	705	W	9th	Northwest Pittsburg	66	\$85,000	3	3	0	\$80,000	0	10/12/2017	2102	50 X 142	
	<input checked="" type="checkbox"/>	R1177065	926	N	Main	Northwest Pittsburg	39	\$137,500	4	2	1	\$143,000	None	12/15/2017	1764	6.9 acres	6.9

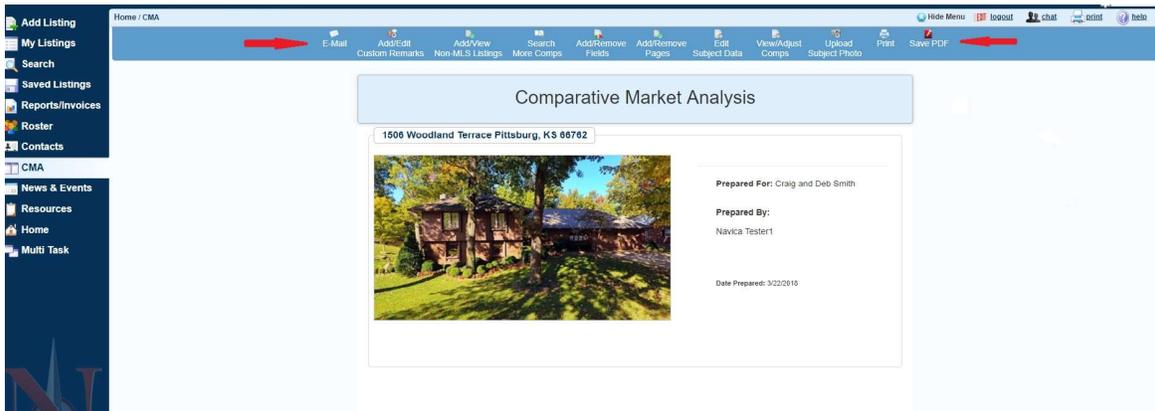
5. Select **Full CMA**, enter **Your Information** and click **Submit**.
6. To **Add a Subject Photo** Click the **Plus Sign** in the **Upload Subject Photo Box**. Once you have selected your photo **Click Upload Subject Photo**.
7. The **First Time** you **Create** a **CMA** you will be prompted to **Select** the **Fields** you wish to include. **Drag and Drop Desired Fields** from the **Available Fields Box** to the **Selected Options Box**. You have the **Option** to **Save As Template** or **Use Selected Fields**. If you **Save As Template** you will be able to **Set** as your **Default**.
8. Enter your **Subject Property Details** and **Click Continue**. If you entered an **Existing MLS Number** for your **Subject Property** these **Fields** will be **Populated**.
9. You will be able to do the following:
 - Add/Edit: Subject Data, Custom Remarks, Non MLS Listings**
 - Search Additional Comps**
 - Add/Remove Fields**
 - Edit Default Adjustments**
 - Sort Comp Order**
10. You have 3 Types of **Adjustments Available**:
 - Overall Adjustments**
 - Miscellaneous Adjustments**
 - Individual Comp Adjustments**

11. If using Multiple Statuses for your Comps you are also able to Select to Only Use Sold Prices In The Comparison.



- 12. Click **Complete CMA.**
- 13. You will be able to do the following:

- Email
- Add/View Non MLS Listings
- Search More Comps
- Add/Remove Fields
- Add/Remove Pages
- Edit Subject Data
- View/Adjust Comps
- Print
- Save As PDF



To Create A CMA From A Saved Search, follow these steps:

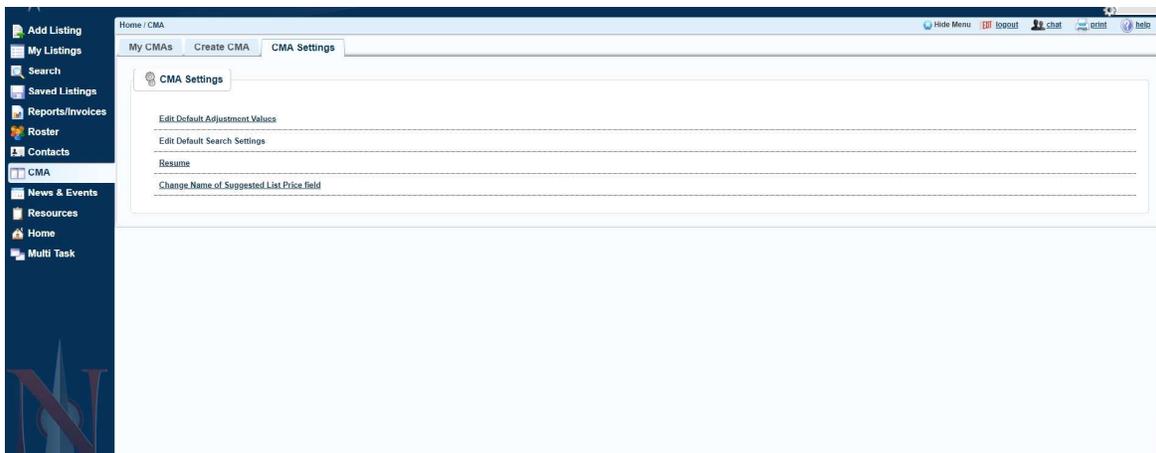
1. Click **Search** from the Navica menu.
2. Beside the **Property Type** click the **Button Saved Searches**.
3. Click on the **Saved Search** and click **Get Results**.
4. Follow **Steps 4 – 12** in **Creating A CMA From Searching**.

To Create A CMA From Saved Listings, follow these steps:

1. Click **Saved Listings** from the Navica menu.
2. Click on the **Name** of the **Folder** you created and **Saved** your **Listings** for the **CMA**.
3. Follow **Steps 4 – 12** in **Creating A CMA From Searching**.

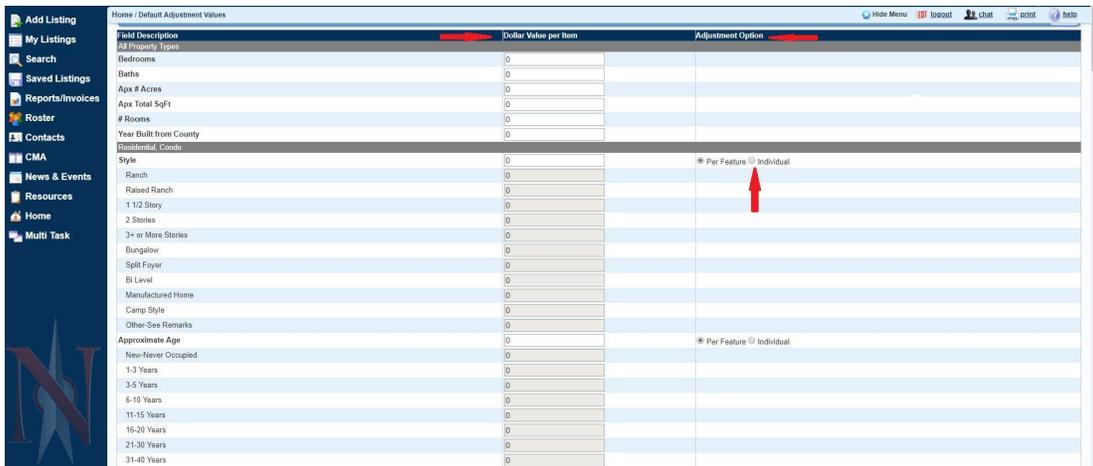
CMA SETTINGS

CMA SETTINGS provides the **Options** to **Edit Default Settings**, **Edit Default Search Settings**, **Create a Resume** and **Change the Name** of the **Suggested List Price Field**.



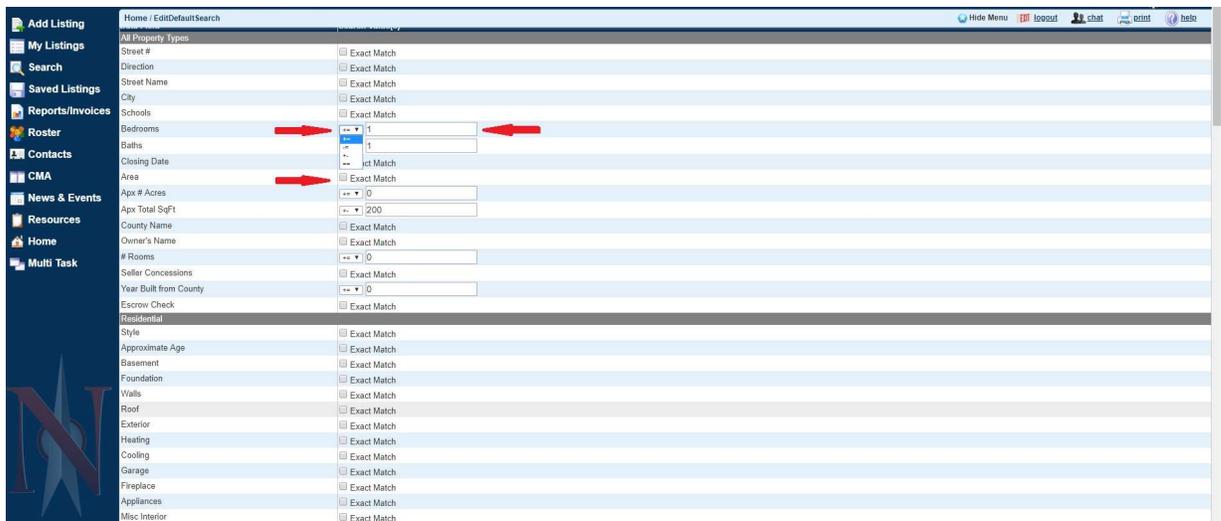
EDIT DEFAULT ADJUSTMENT VALUES

Choose the **Format** you wish to **Edit**. You will have **All** of the **Fields Available** for you to enter **Adjustment Values**. You will need to **Enter** the **Dollar Amount** for **Each Field** that you wish to **Adjust**. Some **Fields** provide you with the **Option** to **Set** a **Per Feature** or an **Individual Adjustment**. To **Use** a **Per Feature Adjustment** enter the **Dollar Amount** in the **Category Name** and **Select Per Feature**. By **Selecting** this **Option** the **Adjustment** will be made on all of the **Fields** within this **Category**. To **Use** an **Individual Adjustment** enter the **Dollar Amount** beside each **Field** you wish to **Adjust** and **Select Individual Adjustment**. By using this **Feature** you are applying an **Across Comp Adjustment**. Entering a **Value** here will ensure that the **Value** is **Added** or **Subtracted** to each applicable **Comp** within your **CMA**.



EDIT DEFAULT SEARCH SETTINGS

When **Searching Comps** for your **CMA** you have the **Option** of entering **Specific Criteria** for your **Searches**. This **Option** allows you to place **Value** on **Certain Fields** by requiring that the system on **Search Comps** that have the **Exact Features** as the **Subject**, or have **Features** that **Closely Resemble** the **Subject** within a **Specified Range**. For example, if your **Subject Property** has 4 Bedrooms you can set your **Search Settings** to only **Retrieve Comps** that have 3, 4 or 5 Bedrooms.

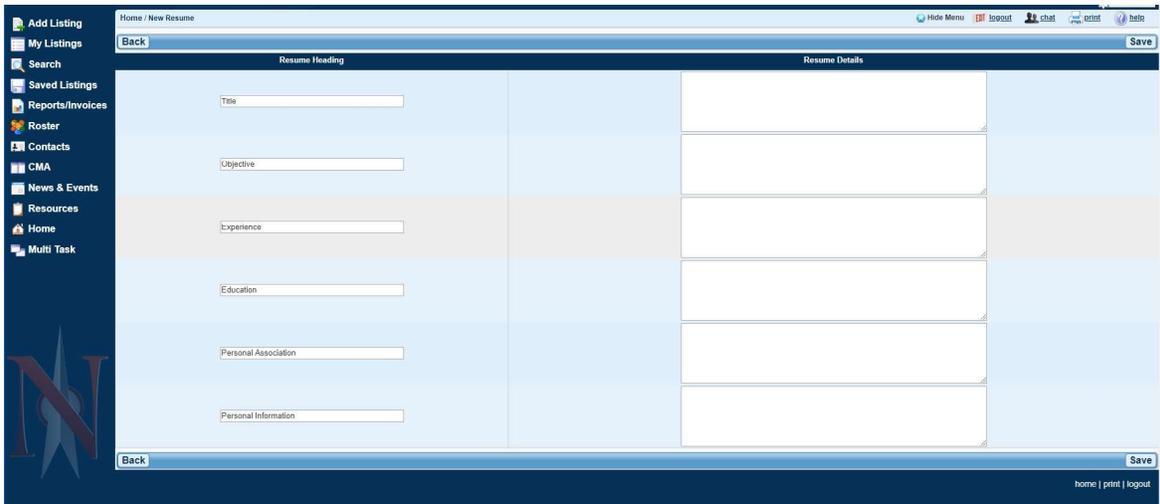


Place a **Check** beside the **Fields** that you want the **Comps** to be **Exact Matches** of the **Subject**.

For **Fields** such as **Bedrooms** and **Baths** you may assign a **Range Value**. You may then determine whether your **Range** will be **=/+**, **-/=**, **+/-**, **=/-** to your **Subject**. For Example, if you assign a range of 1 beside Bedrooms and **Select +/-** and your **Subject Property** has 4 Bedrooms the **System** will **Search** for **Comps** that have 3, 4 or 5 Bedrooms only.

EDIT RESUME SETTINGS

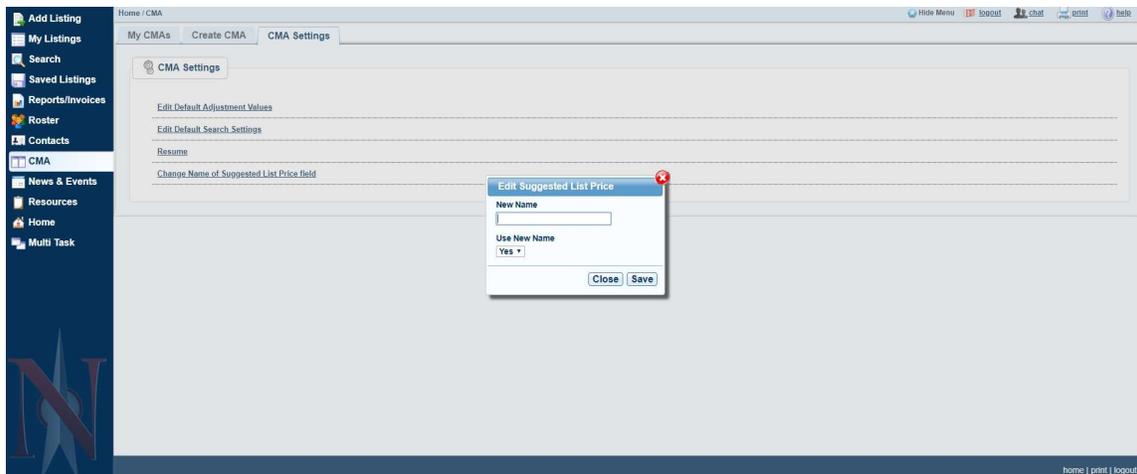
Under the **Resume Settings Option** you are able to add your **Personal Information** to Navica in order to compile a **Resume** to be included with your **CMA**. To do so **Click on Resume**. The **Fields of Information** to include when entering a **Resume** are: **Resume Heading, Objective, Education, Experience, Personal Association** and **Personal Information**. When you add your **Resume** you may **Select** it as the **Default Resume** that will automatically be placed in the **CMA** when you choose to include the **Resume** as an insert.



The screenshot shows the 'New Resume' form in Navica. The form is divided into two main sections: 'Resume Heading' and 'Resume Details'. The 'Resume Heading' section contains a 'Title' field. The 'Resume Details' section contains fields for 'Objective', 'Experience', 'Education', 'Personal Association', and 'Personal Information'. A 'Save' button is located in the top right corner of the form. The left sidebar contains navigation options such as 'Add Listing', 'My Listings', 'Search', 'Saved Listings', 'Reports/Invoices', 'Roster', 'Contacts', 'CMA', 'News & Events', 'Resources', 'Home', and 'Multi Task'.

CHANGE NAME OF SUGGESTED LIST PRICE FIELD

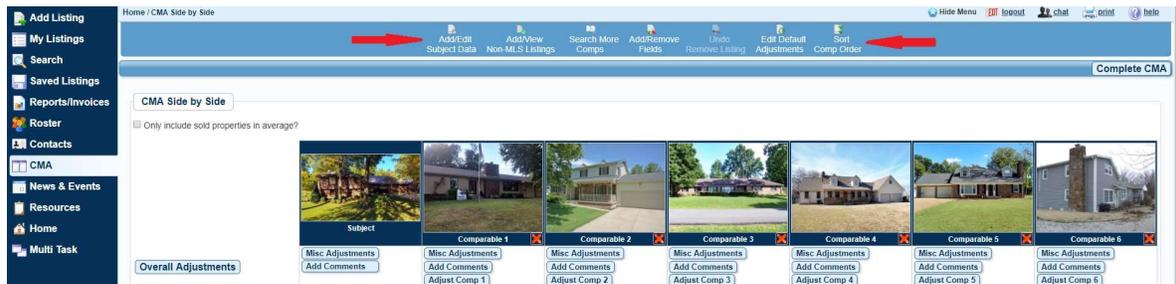
When creating your **CMA** you may wish to **Change** the **Name** of the **Suggested List Price Field**. To do so **Click** the link and then enter the **New Name**, **Select Yes** or **No** to use and **Click Save**.



The screenshot shows the 'CMA Settings' page in Navica. The page has tabs for 'My CMAs', 'Create CMA', and 'CMA Settings'. Under the 'CMA Settings' tab, there are links for 'Edit Default Adjustment Values', 'Edit Default Search Settings', 'Resume', and 'Change Name of Suggested List Price Field'. A dialog box titled 'Edit Suggested List Price' is open, showing a 'New Name' input field, a 'Use New Name' dropdown menu with 'Yes' selected, and 'Close' and 'Save' buttons. The left sidebar contains navigation options such as 'Add Listing', 'My Listings', 'Search', 'Saved Listings', 'Reports/Invoices', 'Roster', 'Contacts', 'CMA', 'News & Events', 'Resources', 'Home', and 'Multi Task'.

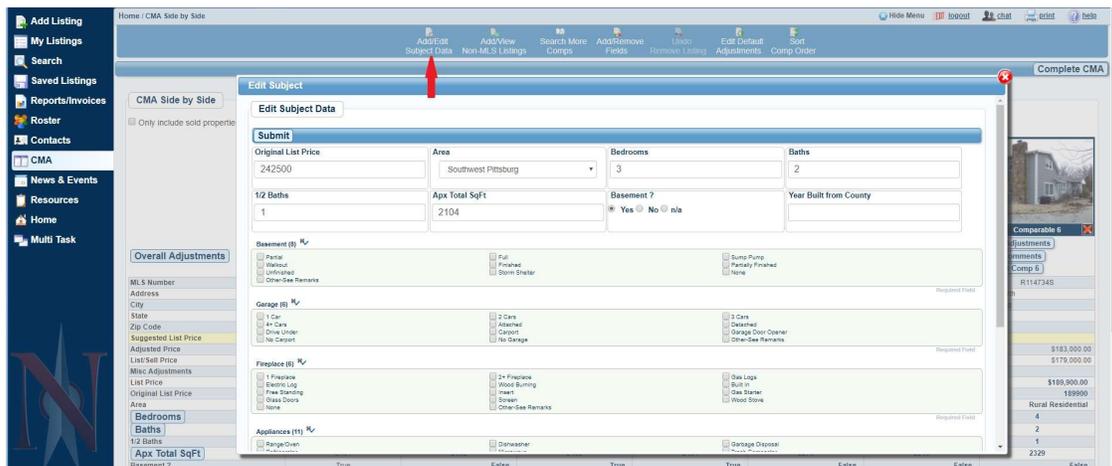
ADDITIONAL OPTIONS AND FEATURES

From the **CMA Side By Side** Screen you are able to **Add/Edit Subject Data**, **Add/View Non-MLS Listings**, **Search More Comps**, **Add/Remove Fields**, **Edit Default Adjustments** and **Sort Comp Order**.



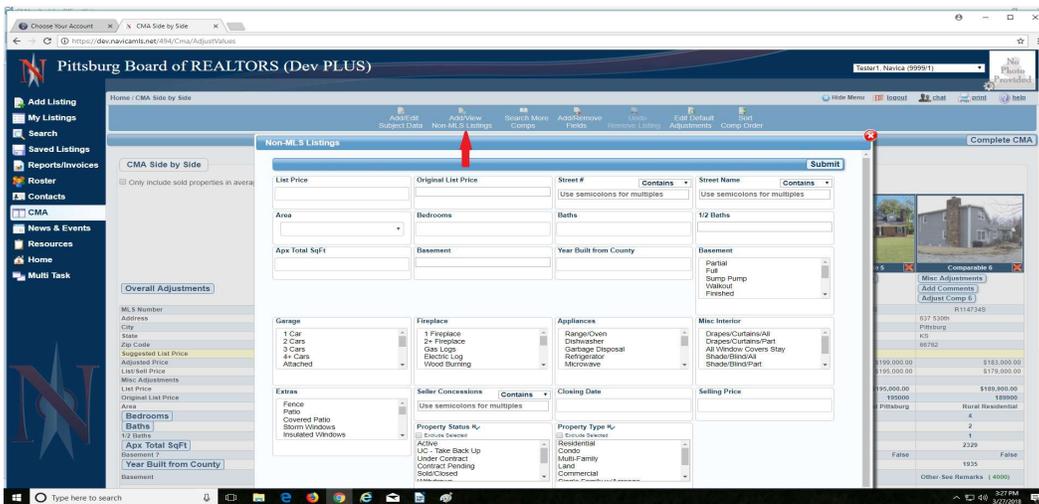
ADD/EDIT SUBJECT DATA

To **Add/Edit** your **Subject Property Data** click **Add/Edit Subject Data** on the **Toolbar**. Click **Submit**.



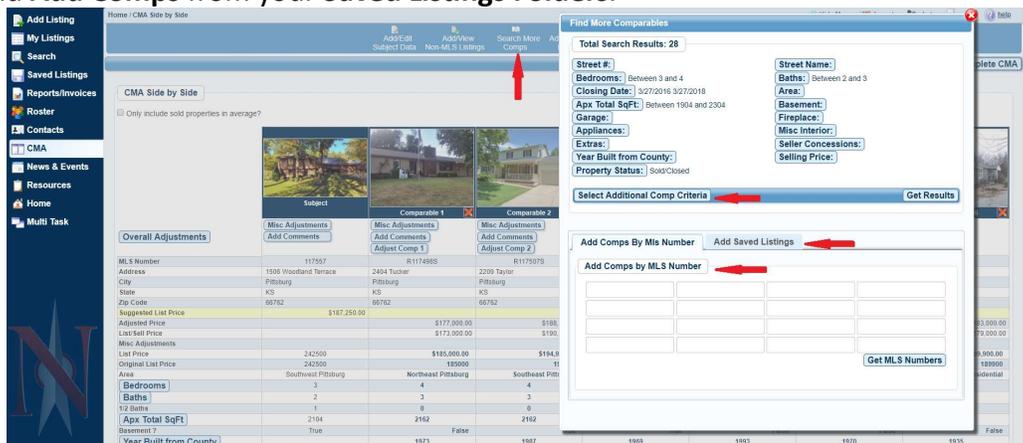
ADD/VIEW NON-MLS LISTINGS

If there is a **Property** you would like to use within your **CMA** that was not in the **MLS** such as a **FSBO** you may enter the Listing to **Add/View Non-MLS Listings** by clicking the feature on the **Toolbar**. This **Listing** becomes part of your **CMA's** only. The **Data Fields** for the **Non-MLS Listing** will be the same as the **Template** or **Default** you are using.



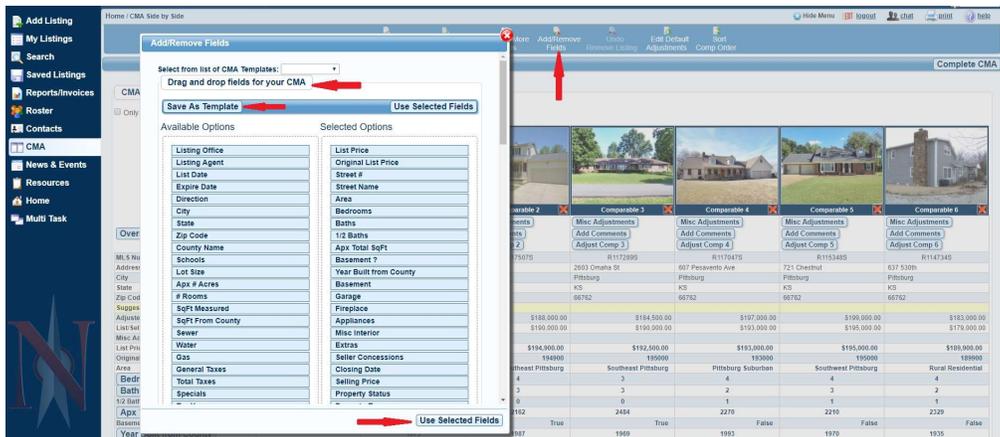
SEARCH MORE COMPS

If you need to **Add Additional Comps** you can **Search** for more from the **CMA Side By Side** Screen. **Click Search More Comps** on the **Toolbar**. You may **Add Additional Comp Criteria**, **Add Comps By MLS Number** and **Add Comps** from your **Saved Listings Folders**.



ADD/REMOVE FIELDS

If you wish to **Change** the **Fields** that are currently being used on your **CMA** Click **Add/Remove Fields** on the **Toolbar**. To **Add Fields** Drag and **Drop** the **Fields** from the **Available Options Box** to the **Selected Options Box**. To **Remove Fields** Drag and **Drop** the **Fields** from the **Selected Options Box** to the **Available Options Box**. You may also **Adjust** the **Fields Up** or **Down** in the **Selected Options Box**.

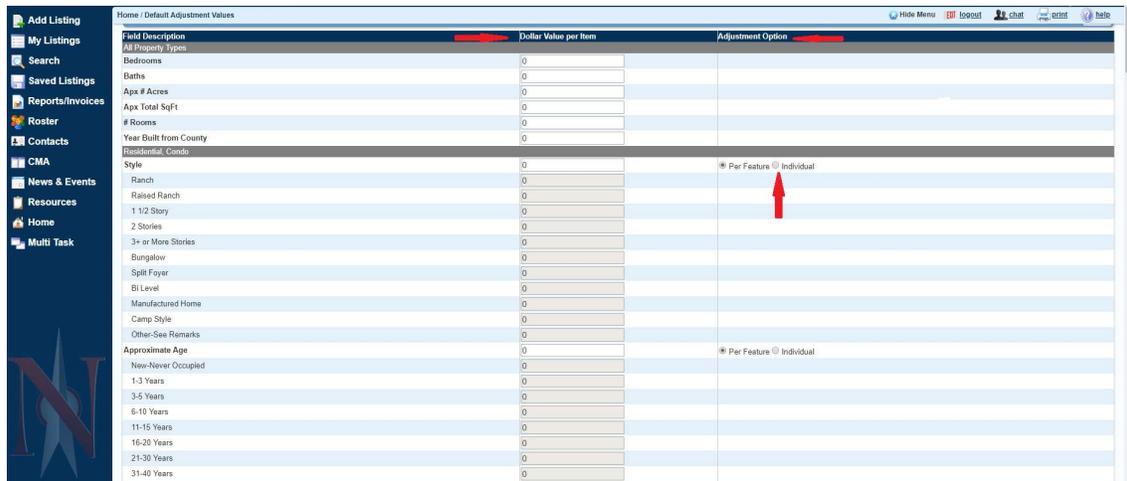


ADJUSTMENTS

There are **3 Types of Adjustments Available**; **Overall Adjustments**, **Miscellaneous Adjustments**, and **Individual Comp Adjustments**.

OVERALL ADJUSTMENTS

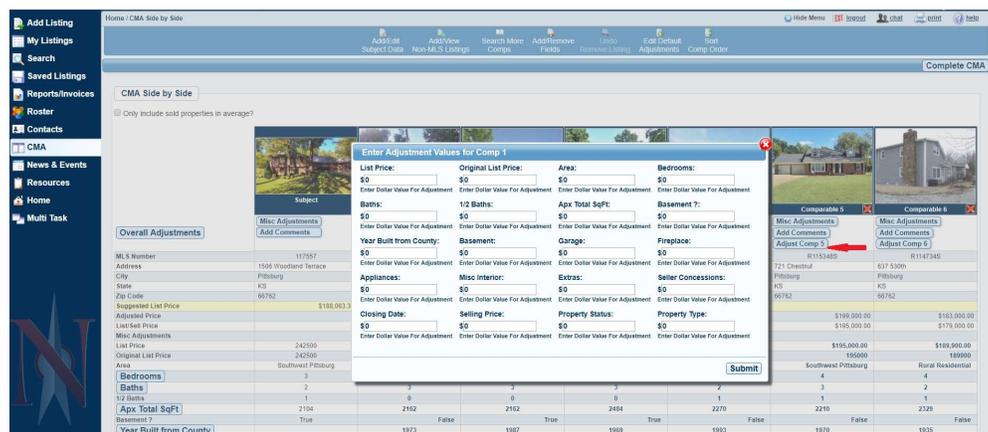
You will have **All of the Fields Available** for you to enter **Adjustment Values**. You will need to **Enter the Dollar Amount** for **Each Field** that you wish to **Adjust**. Some **Fields** provide you with the **Option to Set a Per Feature** or an **Individual Adjustment**. To **Use a Per Feature Adjustment** enter the **Dollar Amount** in the **Category Name** and **Select Per Feature**. By **Selecting this Option** the **Adjustment** will be made on all of the **Fields** within this **Category**. To **Use an Individual Adjustment** enter the **Dollar Amount** beside each **Field** you wish to **Adjust** and **Select Individual Adjustment**. By using this **Feature** you are applying an **Across Comp Adjustment**. Entering a **Value** here will ensure that the **Value** is **Added** or **Subtracted** to each applicable **Comp** within your **CMA**.



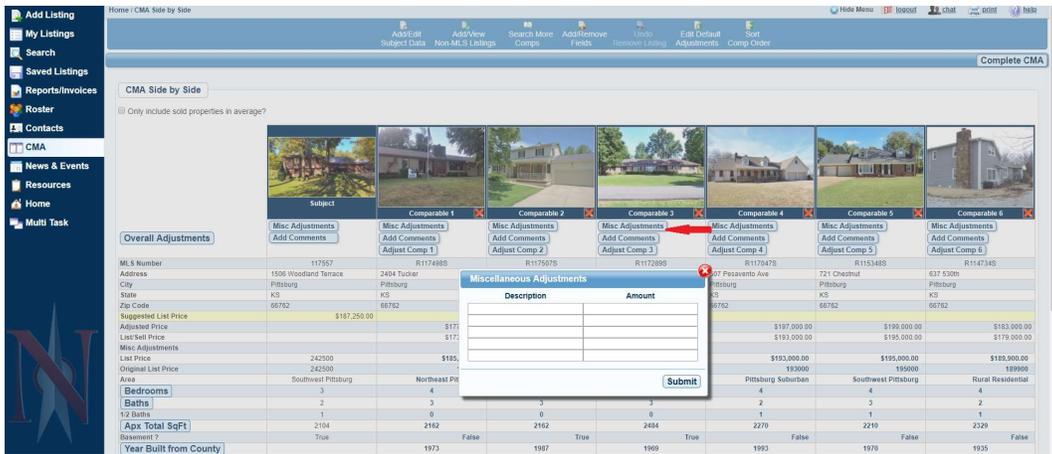
Overall Adjustments can be Preset In CMA Settings, Edit Default Adjustment Settings.

You are also able to make Adjustments on each CMA by clicking on the Overall Adjustments Button or on Edit Default Adjustments in the Toolbar.

You may also Adjust each Individual Comp by clicking on Adjust Comp underneath each Comp Photo. If you are Subtracting Value for a Field you MUST put the Minus (-) Sign in front of the Dollar Amount.

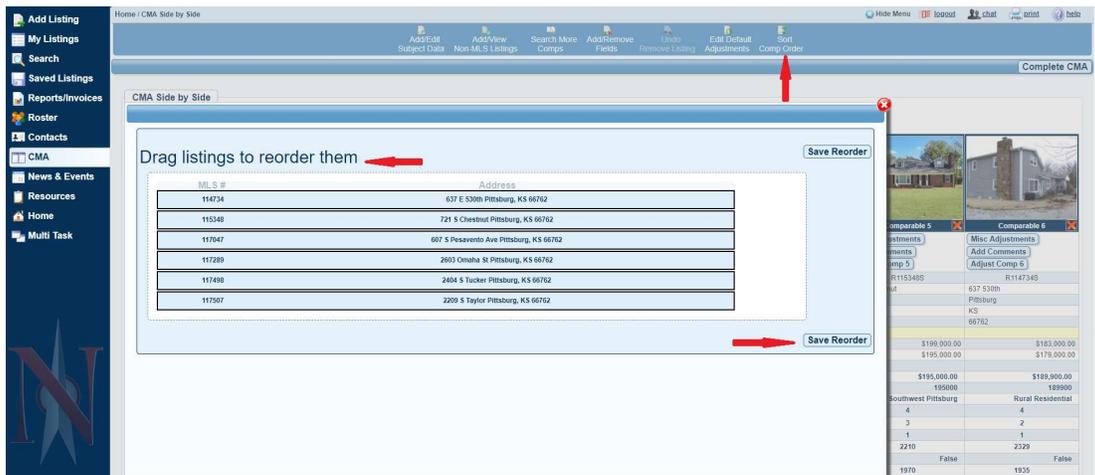


You also have the ability to make Miscellaneous Adjustments to Each Individual Comp as well as the Subject Property. You may enter up to 5 Miscellaneous Adjustments. If you are Subtracting Value for a Field you MUST put the Minus (-) Sign in front of the Dollar Amount.

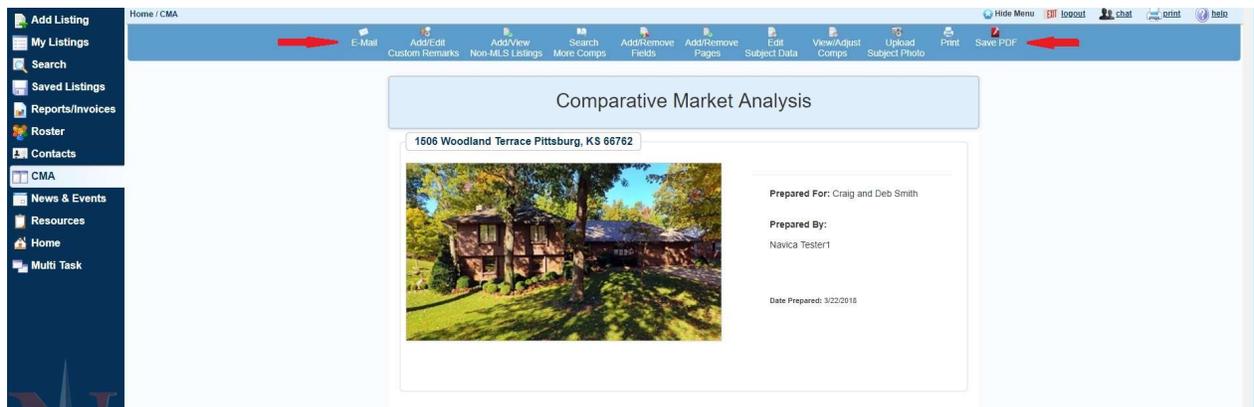


SORT COMP ORDER

To Change the Order the Comps are Displaying, Click Sort Comp Order on the Toolbar. Drag and Drop to your Desired Order and Click Submit.

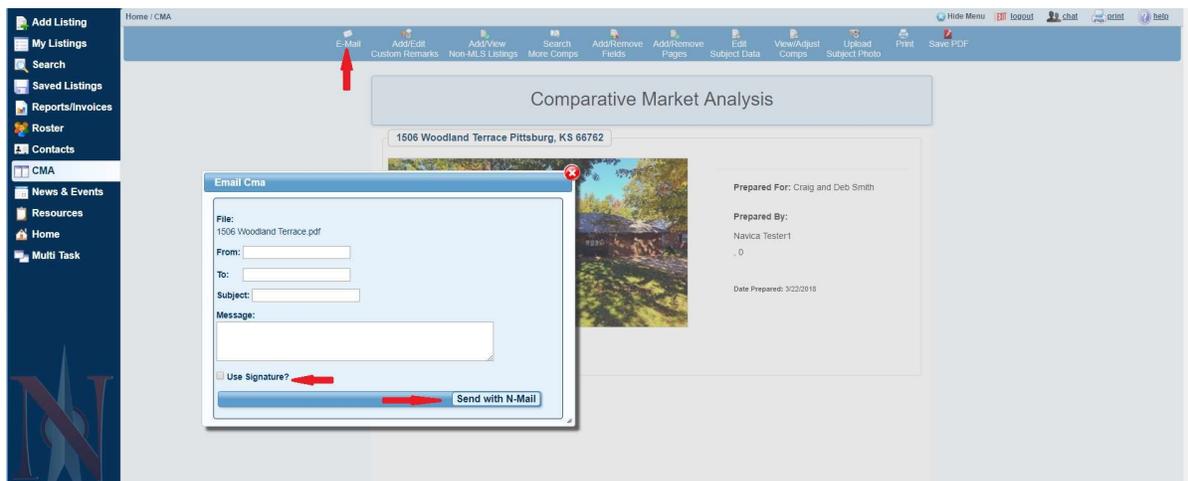


Once you Click Complete CMA you will have further **Additional Options** and **Features** such as: Email, Add/Edit Custom Remarks, Add/View Non-MLS Listings, Add/Remove Fields, Add/Remove Pages, View/Adjust Comps, Upload Subject Photo, Print and Save as PDF.



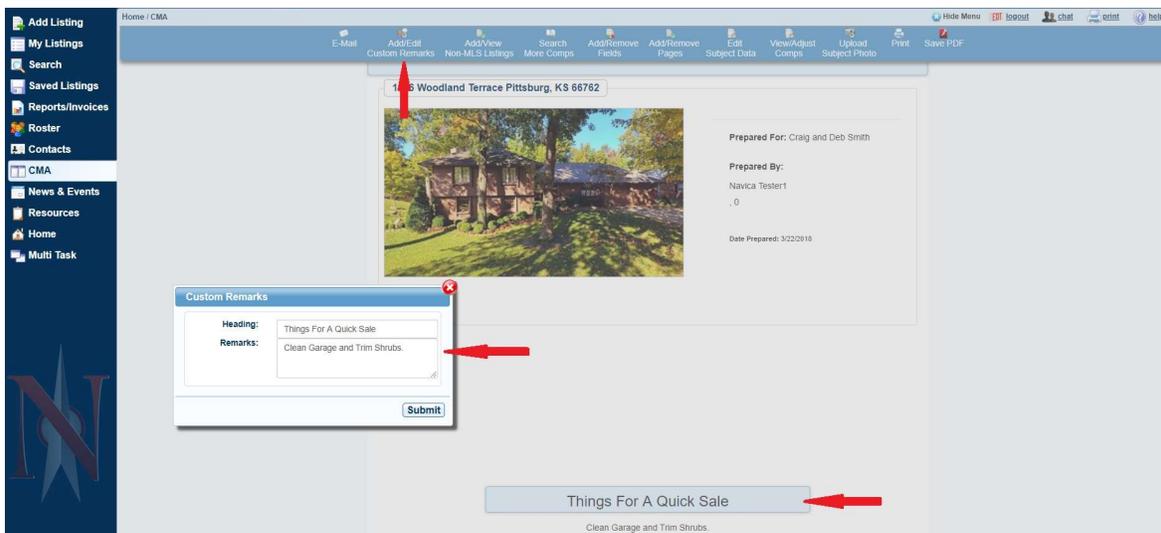
EMAIL CMA

To **Email** your **CMA** Click **Email** on the **Toolbar**. Enter your information and **Click Send With N-Mail**. This will convert the **CMA** to a **PDF** file and **Email** it from you to your customer thru the **Navica Email Server**. **NOTE:** If you want to use your **Email Signature** within Navica please be sure to place a **Check** in the box. If you do not have and **Email Signature** it can be **Added** by clicking either on your **Photo** in the **Top Right Corner** of the **Screen** or the **Gear** directly beneath it.



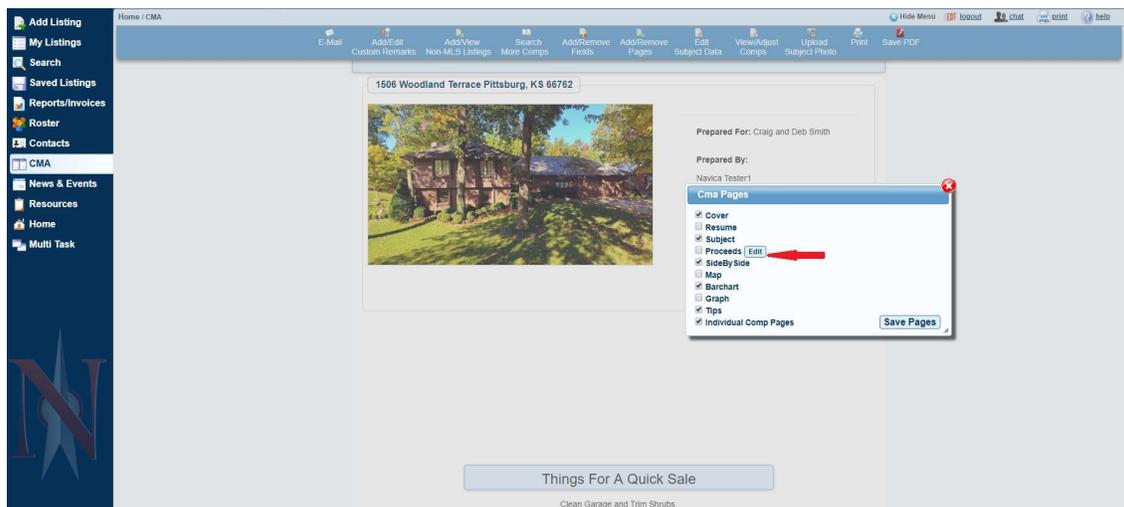
ADD/EDIT CUSTOM REMARKS

On the **Toolbar** Click on **Add/Edit Custom Remarks**. These **Remarks** will appear on the **Cover Page** of your **CMA**.



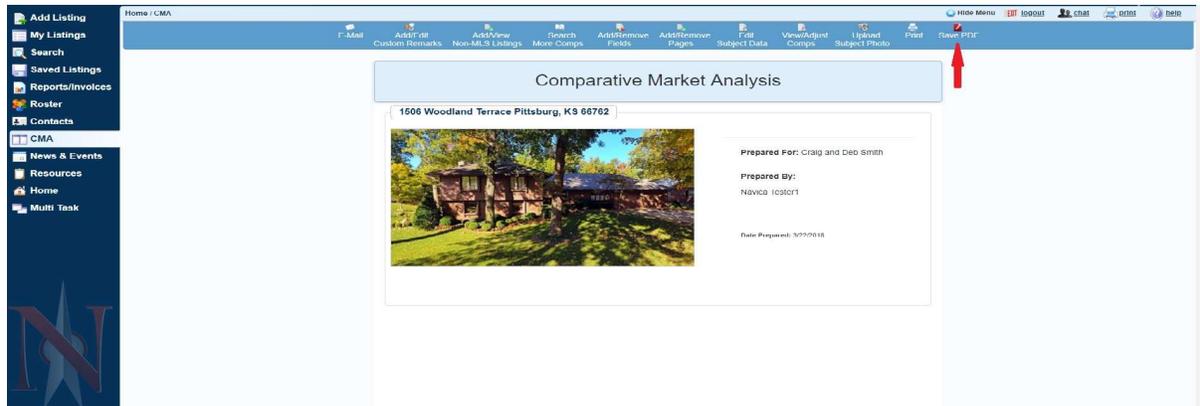
ADD/REMOVE PAGES

This feature allows you to determine which **Pages** you wish to Include in **Each CMA**. To **Enter a Seller's Proceeds Sheet** Click **Edit** beside **Proceeds**.

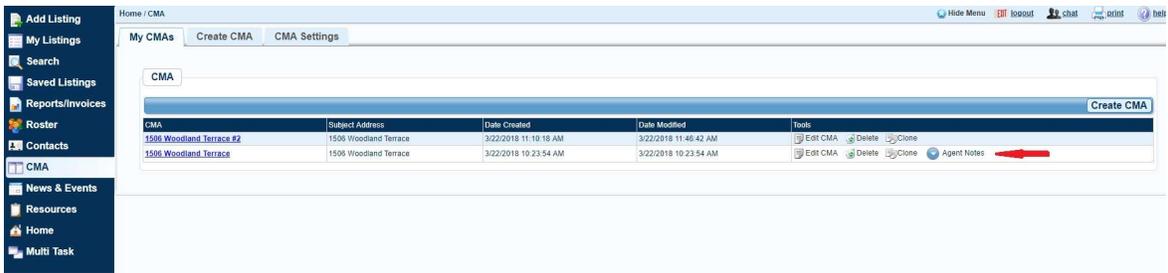


SAVE PDF

Once you have **Completed** the **CMA** you may choose to **Save** as a **PDF** file. Click **Save PDF** and then you may choose the location where you **Save** the **File**. You may then **Print** as a **PDF** or **Send** as an **Attachment** in your **Personal Email Package**.

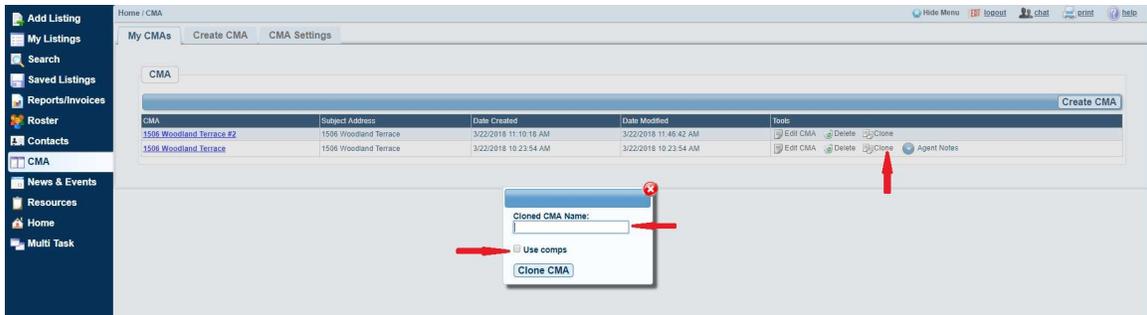


Once your **CMA** has been **Completed** you will have the **Options** to **Edit**, **Clone** or **Delete** your **CMA**. You will also be able to **View** any **Custom Notes** you have entered.



CLONE CMA

If you choose to **Clone** an **Existing CMA** you will be prompted to **Name** it and you will have the **Option** to **Use the Comps** for the **New CMA**. Place a **Check** in the box for **Use Comps**.



AGENT NOTES

You will be able to **View** any **Custom Remarks** you have entered by clicking on **Agent Notes**.

