



Office Manager

Point Click Manage

Overview

eTrac's flagship product eTrac Office Manager is the premier online office management solution designed specifically for real estate appraisals companies!

eTrac Office Manager is an online software program that allows you to receive, track, and deliver orders efficiently throughout the entire appraisal process.

How can you benefit from using eTrac Office Manager as your office management solution?...

- Seamless integration with most major real estate appraisal forms vendors such as ACI
- Accurately stay on top of your financials
- Offer 24/7 customer service and stay ahead of your competition
- Increase your profits by gained efficiencies a managing the appraisal process
- Reduced staffing and client management related issues by automating many everyday tasks
- Easily communicate and share documents with your appraisers, clients and staff
- Instantly have a networked solution for your appraisal office that keeps everyone on the same page
- Reduce time and cost associated with traditional appraisal delivery
- Access your system from anywhere in the world
- Eliminate all costs associated with maintaining an in-house solution

The only office management solution you need

- **Works with tools you already own.** Because of our relationships with other vendors we are able to provide you with many time saving interfaces that directly integrate with your current software. eTrac Office Manager currently interfaces with most appraisal forms software vendors and additional interfaces are in development. These integrations allow you to reduce the re-keying of data saving time and money and you can't get them anywhere else.
- **100% web-native solution.** Everything is handled directly from your web browser. This means no installs or downloads, and future updates are easy and completely transparent. It also means you can manage your business from anywhere you can access the Internet. Whether you are at the home, the airport, or your favorite Internet Café eTrac is always available.
- **Works with any web site.** eTrac Office Manager can interact with your already existing web site so your previous investment is not lost. So whether you use eTrac Web Studio, Brand X, or have a custom developed web site you know that everything will work perfectly.

- **The system that grows with you.** eTrac Office Manager is flexible and expandable so as your needs change so does eTrac. Many of our clients began with a single user license and have grown their business to require all the features of a multiple offices package. Whether you are just starting your appraisal business or a season veteran eTrac let's you accomplish more tasks in less time. The best part is that you can easily upgrade your license at anytime online.
- **Easy to setup.** eTrac Office Manager is so simple to setup you can be up and running minutes after you get off the phone with your sales representative. All you need is Internet access and your logon information and you are ready to go.
- **Easy to own.** Many of our customers have spent thousands of dollars developing their own sites and still switched to eTrac. The eTrac offering simply does more than any site you could develop and cost less to maintain. eTrac solutions do not require you to buy any additional hardware or software like servers or database programs. If you are viewing this site you already have everything you need. No need for high priced computer consultants or techie fiends to help you keep everything running.

Benefits

eTrac Office Manager allows you to receive, track, and deliver orders efficiently throughout the entire appraisal process. eTrac Office Manager is the most comprehensive real estate appraisal office management software solution available today. Take a look at our list of benefits and we're sure you'll agree:

Benefits for your company

- **Streamline work flow.** eTrac Office Manager offers flexible file management capabilities which facilitate document exchange from clients, staff, appraisers and reviewers. No more waiting for emails, now all your documents can be attached to your order within eTrac Office Manager.
- **Accurately stay on top of your financials .** It's very easy when things get real busy to let things slip through the cracks. eTrac Office Manager ensure that you get paid even if you're buried in work.
- **Offer 24 / 7 customer service to your clients.** Differentiate yourself from your competition by adding extra value during the appraisal process with superior support and communication.
- **Industry Compatibility.** Our exclusive relationships with key Industry vendors allow us to provide your company with many time saving interfaces that directly integrate with software you already use. eTrac is constantly expanding our partnerships to provide our customers with the most comprehensive end-to-end solution available. eTrac Office Manager currently interfaces with most major appraisal forms software vendors and additional interfaces are currently in development. These integrations reduce the re-keying of data, saving you time, money and you simply can't get them anywhere else.
- **100% web-based solution.** Everything is handled directly from your web browser. This means no installs or downloads, and future updates are easy and completely transparent. It also means you can manage your business from anywhere you can access the Internet. Whether you are at the home, the airport, or your favorite Internet Café eTrac is always available.
- **Leverage your existing investment.** eTrac Office Manager works with any web site so your previous outlay is not lost when you choose eTrac. So whether you use eTrac Web Studio, Brand X, or have a custom developed web site you know that everything will work perfectly.
- **Return On Investment.** eTrac solutions have zero startup costs so they can positively affect your bottom-line from day one. eTrac Office Manager can save you countless hours that you can re-allocate to marketing your business or producing even more appraisal reports. eTrac Office Manager can also help you decrease your cost of operations by minimizing phone charges, slashing paper usage and cost associated with shipping hard-copies of appraisal reports.
- **Scalable and adaptive.** eTrac Office Manager is flexible and expandable so as your needs change so does eTrac. Many of our clients began with a single user license and have grown their business to require all the features of a multiple offices package. Whether you are just starting your appraisal business or a season veteran eTrac let's you accomplish more tasks in less time. The best part is that you can easily upgrade your license at anytime online.
- **Low Total Cost of Ownership (TCO).** The eTrac offering simply does more than any site you could develop and cost less to maintain. The eTrac product line is constantly evolving at a furious pace and updates are frequent and free. eTrac solutions do not require you to buy any additional hardware or software like servers or database programs so you have zero startup costs. No need for high priced computer consultants or techie fiends to help you get and keep everything up and running.

Features

eTrac Office Manager features that enhance your real estate appraisal company

- **User-friendly interface, just 'Point and Click'.** Easy to use system even for a novice computer user. System also comes with clear user guides and a handy online help system.
- **Online Ordering** – You are notified via email of all new order and can easily assign them to appraisers with point and click accuracy with no re-keying of order information.
- **Download Orders.** Transfer your order information into your favorite form filling software to avoid re-keying of data. Most major vendors supported.
- **Automated Status Updates.** Create profiles for each client contact and have them notified only on certain status changes.
- **Muti-level security.** Keep finances private with varying levels of access for your staff.
- **Complete accounting system.** Support all accounting function including accounts receivable, accounts payables. Produce invoices, monthly statements, outstanding balance reports, and commission reports.
- **Comprehensive reporting capabilities.** Build-in reports include workload, open orders by appraiser and client, client business percentage and net fees earned.
- **Integrated deliver system** Easily send completed appraisal orders to your clients via instant link or attachment.
- **Integrated e-mail capabilities and e-mail logging.** Email clients and appraisers directly from the order. All communications are permanently logged for your reference.
- **Office notes.** Create notes on appraisal orders to track of pertinent information.
- **Secure Client Access.** Clients can quickly order appraisals, check status, view statements and download appraisals orders.
- **Secure Appraiser Access.** Appraiser can remotely access your system to pickup assignments, scheduled appointments, update status and deliver appraisals files.
- **Secure Reviewer Access.** Reviewers can manage their workload, upload and download appraisal files and score appraiser performance.

Requirements

eTrac Office Manager is 100% web-based solution which means there are no complicated installs or downloads, and future updates are completely transparent.

Internet Access Requirements

- Dial-up connections - Minimum 40k
- Broadband connections - Supports all high-speed connection including Cable, DSL, T1 and Satellite
- * High-speed connections are strongly recommended.

Web Browser Requirements

- Microsoft Internet Explorer version 5.5 or above with cookies enabled.
- AOL 8 or above with cookies enabled.
- Microsoft XML Parser (Installed automatically if not present)
- cookies enabled.