

DEKALB AREA AND SAUK VALLEY MEMBERS WILL NOW BE ENTERING CARAVANS / TOURS!

DIRECTIONS FOR ENTERING CARAVANS / TOURS

The caravans / tours may be entered anytime – just like entering an open house.
This procedure is very similar to the Open House Feature.

ENTERING A CARAVAN / TOUR IN NIHOMES

- Log in to www.nihomes.com
- Search
- Tours / Caravans
- Choose your listing from the drop down on the right hand side of the page.
- Choose Agent Tour
- Date of Caravan/Tour
- Start Time of Caravan/Tour
- End Time of Caravan/Tour
- Comments – Please add directions to the property in this area and whether or not it is second time on caravan.
- Hosted by – Optional
- Add

TO PRINT A CARAVAN / TOUR SHEET

- You can hit FILE PRINT to print the whole Caravan sheet
- “FILTER” - Lets you choose a specific town, ownership type, etc.-after selecting your choices –click on “Filter” – this deletes everything else from the caravan / tour sheet. Then File Print.

TO DELETE A CARAVAN / TOUR SHEET

- The list will automatically delete on Caravan /Tour date after working hours. You may then enter your caravan / tour for the following week.
- If you need to cancel a caravan:
 1. Log in to www.nihomes.com
 2. Search
 3. Tours / Caravans
 4. Click on the pencil to the right of your caravan
 5. Click on the red “x” next to the caravan
 6. Answer yes to “Are you sure?”

You may want to check the caravan / tour list before you go on that morning for any changes / cancellations.

**PLEASE CALL DAAR WITH ANY QUESTIONS - 815-899-3301 or email
jo@nirealtor.com**