

DataQuick Online

Getting Started

Welcome to DataQuick Online

Building your own marketing lists doesn't get any easier.



The real estate information expertsSM

Download Anzio Lite™

If you do not have HyperTerminal, you must download and install Anzio Lite software.

1. Go to www.dataquick.com and click **Products and Services**.
2. Under the Research heading, click **Online**.
3. Click **Download Software**.
4. When prompted, save the file to your desktop. Click **Close** when the download is complete.
5. Double-click the **anzulsetup** icon on your desktop.
6. Click **Yes** or **Next** at each prompt to finish the installation.
7. Go to www.dataquick.com and click Products and Services.
8. Under the Research heading, click **Online**.
9. Click **Log In Now!**. Anzio displays a 15 second countdown.
10. If Anzio asks you for a terminal type, select **VT220** and click **OK**.
11. Click **File** and click **Save Defaults**.
12. To continue, see **Log On to Data Quick Online** (page 2).

Note: If you have HyperTerminal, you do not need to download Anzio Lite.

A. Check for HyperTerminal

HyperTerminal is a program you use to connect to online services like DataQuick Online. To access the DataQuick Online databases, you must have HyperTerminal on your PC.

Here's how you can check:

1. Click the Windows **Start** button.
2. Point to **Programs**.
3. Point to **Accessories**.
4. Point to **Communications**.
5. If HyperTerminal displays in the Communications menu, follow the instructions below to set up HyperTerminal. If you do not have HyperTerminal, follow the instructions in the panel to the left to install Anzio Lite. Anzio Lite will also allow you to connect to DataQuick Online.

B. Set Up HyperTerminal

You must have your Internet connection running to connect to DataQuick Online.

1. Start HyperTerminal.
2. In the Connection box, enter **DataQuick Online** in the Name field.
3. Click any icon in the Icon field and click **OK**.
4. In the Connected To box, click **TCP/IP(Winsock)** in the Connect Using list.
5. In the Connected To box, enter **online.dataquick.com** in the Host Address field.
6. Click **OK**. If you're connected properly, you'll see WELCOME TO DIN, PLEASE LOGON.
7. Click **File** and click **Save As**.
8. Click **Desktop** from the Save In list and click **Save**.

Congratulations!

You are now ready to log on to DataQuick Online!

C. Log On to DataQuick Online

1. Double-click the DataQuick Online icon on your desktop.
If you are using Anzio Lite, go to www.dataquick.com, click the drop-down arrow in the Product Log In list, and click **DataQuick Online**.
2. At the prompt, enter your logon and press **Enter**.
3. Enter your password and press **Enter**.
Your password will not display as you enter it.

D. Set Up Privacy Registration

DataQuick Online's database may include some properties on a Do Not Call or Do Not Mail List. If your search purpose is for marketing, some property records may not be displayed. To ensure the best possible search results, you will need to set up Online's Privacy Registration.

1. Log on to DataQuick Online. From the Database Menu, enter **5** and press **Enter**. The DataQuick Privacy Registration Menu displays.
2. Enter **A** and press **Enter** to register online.
3. Enter the letter code for the first type of search you will perform. (Example: Enter **I** for mortgage leads searches). Press **Enter**.
4. Enter the letter code for the purpose of this search (Example: Enter **M** if you are performing mail marketing searches). Press **Enter**.
5. Enter **Y** to confirm your choice and press **Enter**.
6. If you are performing other types of searches, repeat steps three through five for each additional search type.
7. When you have completed your selections, enter **2** and press **Enter** to return to the Registration Menu.
8. Enter **E** and press **Enter** to return to the Database Menu.

For additional information about DataQuick privacy, go to the DataQuick Privacy Registration Menu, enter **D**, and press **Enter**.

Keyboard Quick Tips

Move Back One Step

(Whoops Key) Enter ! (exclamation point) then press Enter.

Stop Search in Progress

(Break Key) Enter * (asterisk) and press Enter.

Search a Range

(Through Key) Use – (hyphen) as in 94170-094725

Separate Criteria

(Separate Key) Use , (comma) as in 947,957,958.

E. Select a Database

1. From the Database Menu, enter the letter code for the type of search you want to perform.
2. Press **Enter**

Database Descriptions

A. Real Estate

Review appraisals, verify real property ownership, and create marketing lists.

B. Statewide Searches

Search for real property data by owner's name, property and mail address, or parcel number. You can search the western United States using this database.

D. Verifacts

Determine the approximate market value of a specific property. Verifacts provides a profile on the subject property, sales comparisons, and a sales history.

E. Business Link

Target specific businesses for telemarketing or direct mail using this business-to-business database.

G. New Homes/New Owners

Generate marketing lists by locating new home owners or recent resales.

I. Mortgage Leads

Generate marketing lists by targeting loans made by specific lender geographic area, all lenders in a county, seller carrybacks, and individual hard money lenders.

J. Flood Zone Data

Locate properties eligible for flood insurance coverage and flood certificates.

K. Foreclosure Data

Search for distressed properties by Notices of Defaults, Notices of Trustee Sales, and REOs.

Search Tips

Address Search

For a specific address, just enter address number, street name, and the standard suffix abbreviation. Use the + (plus) symbol as a wild card after the street name if you:

- Are Unsure of exact spelling
- Want to retrieve all occurrences of the street name
- Want to locate compound street names

Business Name Search

Enter the company name when prompted for the Owner's last name

F. Complete a Search

1. Follow the screen prompts to set your search criteria. Remember to press **Enter** after each entry.
2. After you enter your search criteria, you will see the prompt: Enable Downloading and Press <Enter> when Ready. Before you press enter, you will need to capture your data. In the menu bar, click **Transfer** and then **Capture Text**.
3. In the Capture Text window, click **Browse**.
4. Select a place to save the data file. (Consider saving to your Desktop or in a designated folder).
5. Save the file with a recognizable name and .txt extension (Example: refinance.txt). Click **Save**.
6. Click **Start** in the Capture Text window and press **Enter**.
7. When the records are finished downloading, you will see the prompt: Disable Download then Press <Return> to Continue. Disable data capture by clicking **Transfer**, **Capture Text**, and **Stop**.
8. Press **Enter**. At the prompt, enter:
Y if you want to save your search criteria for later use or
N if you do not want to save your search criteria
9. Press **Enter**.

If you are using Anzio Lite , click **Capture** instead of Capture Text. Anzio Lite has fewer steps and does not include the **Capture Text** window.

Mail Merge with Microsoft® Word

Each version of Microsoft Word offers a slightly different way of creating mail merges. The steps below are for Word XP. Please access the Help section in your version for more details.

1. Open a new document in Word.
2. Click **Tools**.
3. Click **Letters and Mailings**.
4. Click **Mail Merge Wizard**.
5. Click **Labels** in the Mail Merge Wizard and click **Next-Starting Document**.
6. Click **Label Options**, select your label format, and click OK.
7. Click **Next-Select Recipients**.
8. Click **Browse**. Locate the Excel spreadsheet you created using the Online Translation Utility.
9. Use your Excel spreadsheet as the data source and follow the additional prompts in the Merge Wizard.
10. Click **Complete The Merge** when complete.

G. Using Downloaded Data

To create mailing lists and labels go to www.dataquick.com to download DataQuick's ListTools.®

If need to create a mail merge in Word or other business applications, contact our Customer Care Center at 1.800.888.4492 to receive DataQuick's Online Translation Utility. The utility automatically adds the necessary headers to your data, based on the type of search you performed.

1. Use DataQuick Online to complete a search and download your data.
2. Open the Online Utility.xls in Excel.
3. If prompted, click Enable Macros.
4. Click the button for the type of data you downloaded.



Click the type of data.

5. The Open dialogue box displays. Locate the file you downloaded and click **Open**.
6. Click **OK** in the Microsoft Excel dialogue box.
7. Save the file as an Excel file (.xls extension).
8. Click **OK** in the Microsoft Excel dialogue box.
9. Your data now appears in Excel with the proper headers.

See the panel to the left to see how you can create mailing labels in Microsoft Word.

Default Type Menu

This menu allows you to choose the type of foreclosure data in your search. You can search for matched or unmatched records.

Matched and Unmatched Records

Matched records are complete records that contain both the default and property information. Unmatched records are incomplete records that only contain the default information and do not include property address or description.

Notices of Default

Search for properties where property owners go into default with their trust deed.

Notice of Default records remain in the database for 180 days unless a Notice of Trustee Sale is filed.

Notices of Trustee Sales

Search for Notices of Trustee Sales to view properties that are scheduled for trustee sale. These records will provide you with the sale date and time, where the sale will be held, and the opening bid.

Notice of Trustee Sale records remain in the database for 111 days unless the property transfers ownership.

REOs Search for REOs to purchase repossessed properties from a lender. You can enter all or a portion of the lender name for your search.

REO records remain in the database until the property is sold.

Download Foreclosure Data

When you log on to the Foreclosure database, you'll have access to foreclosure data that includes Notices of Default, Notices of Trustee Sales, and Real Estate Owned (REO) properties.

1. Log on to DataQuick Online.
 2. From the Database Menu, enter **K** for Foreclosure Data and press **Enter**.
 3. A message displays describing your privacy setting. Press **Enter**.
 4. A message displays describing the Foreclosure Database. Press **Enter**.
 5. Enter the number for the state and press **Enter**.
 6. Enter the number for the county and press **Enter**.
 7. Enter the number for default type and press **Enter** (see default type descriptions in the panel at the left).
 8. Enter the number for your search option and press **Enter**. If prompted, enter specific search criteria and press **Enter**.
 9. Enter the number for the types of properties that you are searching for and press **Enter**. You can enter multiple options by separating each number with a comma (Example: Enter 4,5 for single family residences and condos).
 10. Refine your search by entering up to 3 options in the Sub Select Menu and press **Enter**. Separate each option by a comma (Example: Enter 4,5 to search by the amount of the default trust deed and the amount of original sale). If prompted, enter the date range or amount and press **Enter**.
 11. Enter the number for one of the following options and press **Enter**:
(4) Download Format: Data format to comma delimited file for mail merging and labels.
(5) Detail Format: Data format as a text file that is printable and readable.
 12. Enter the number of records to download and press **Enter**.
 13. Enable Capture Text and begin download:
 - a. In the menu bar, click **Transfer** and click **Capture Text**.
 - b. In the Capture Text window, click **Browse**, choose a directory, and save the data.
 - c. Click **Start** in the Capture Text window.
 - d. Press **Enter**.
- If you are using Anzio Lite™, click **Capture** instead of **Capture Text**.
14. When the records are finished downloading, disable Capture Text:
 - a. In the menu bar, click **Transfer** and click **Capture Text**.
 - b. Click **Stop**.