



If there are any questions or comments about this material or the program, please contact Support@BpoMojo.com

VERSION 2.0

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INTRODUCTION

BPO Mojo is an advanced computer program designed to make the submission of BPO orders easy for BPO agents. BPO Mojo uses the intelligence of Microsoft Excel VBA combined with the speed and accuracy of Imacros to automate online form filling from a custom MLS export. The program was inspired by real BPO agents who knew that BPO automation could be taken to a higher standard.

BPO Mojo meets the requirements of online forms with automated data entry. This data is provided by a MLS export, user inputs & preferences and BPO Mojoes intelligence.

After BPO Mojo has been setup and configured for the user, a simplified user interface is used to complete fast and accurate BPO order submissions. The standard process is as follows.

1. The user selects appropriate comps in MLS and uses our custom export configuration to make this data available to BPO Mojo.
2. In Internet Explorer, the user navigates to the appropriate website/online form for the order submission.
3. On the main screen of BPO Mojo, the user selects the appropriate website/online form.
4. On the main screen of BPO Mojo, the user clicks on the "Fill Form" button. The "Comp Selection & Lot Sizes" screen is displayed.
5. On the lot size screen of BPO Mojo, the user selects the subject property and enters the lot size for each property then clicks "Continue" to proceed. The "Subject & Additional Information" screen is then displayed.
6. On the subject screen of BPO Mojo, the user enters any additional information in the required blue fields then clicks "Continue" to proceed.
7. In Internet Explorer, the online form is automatically filled. The user can then review the form and when satisfied, submit the form.

This version offers new features and enhancements from the previous version.

New Features:

1. We created a multiuser capability that allows unlimited users to use the same computer but store and maintain their own personalized default values. The primary user can be renamed but not deleted. All secondary users can be added, deleted and renamed. This feature is included in your 14 day trial and can be purchased for a one time fee on bpomojo.com for unlimited use.
2. We added an option that allows the user to select a year to determine the overall condition of the subject and comps based on the subject's year built.
3. We added the capability to re-run the form fill by storing the lot size and subject information already entered on the initial run. This is beneficial when determining the proper "fill form speed" for the user's system.



INTRODUCTION CONTINUED

4. BPO Mojo will now fill interior fields when the user selects "interior" in the "service performed" field on the subject form.
5. For 2-story properties, square footage is automatically split between the main floor and the top floor. The split ratio is 60% main floor and 40% top floor.

Corrections & Enhancements:

1. Corrections were made in the automated IE window selection.
2. Excel's Analysis Toolpak was removed as a requirement.
3. Other references were removed to reduce the overall system requirements.
4. The overall size of BPO Mojo was reduced to enhance overall performance and speed.
5. Corrections were made to support recent changes to specific BPO forms.

SYSTEM REQUIREMENTS

The minimum requirements to run BPO Mojo v2.0 are as follows.

1. IBM PC compatible computer with adequate speed.
2. An active internet connection. (High speed recommended for optimum performance).
3. Microsoft Windows Operating Systems (XP, Vista, Windows 7).
4. Microsoft Internet Explorer version 8 or newer. (Free download available for version 8 from Microsoft).
5. Microsoft Excel version 2000 or newer.
6. 25Mb hard disk space.
7. Enough RAM (memory) to run the program effectively. (Minimum 2gb recommended).
8. Data exported from MLS using the approved BPO export configuration.

Installation

BPO Mojo comes as a self-extracting exe file (BpoMojoSetup.exe). Just double-click on the file to start the installation and follow the on screen prompts. Uninstalls are done in the typical manner of most Windows programs.

By installing BPO Mojo on your system, you are bound by the End User License Agreement (EULA).

The original installation is a fourteen (14) day free trial. To continue using this software after the trial period has expired, you must purchase a product key from BpoMojo.com.



SETUP

There are a number of things that must be setup prior to using BPO Mojo. See the list below.

1. Microsoft Excel must be allowed to run macros without interruption.
 - a. For Excel 2000/2003:
 - i. In the Tools menu, select Macro then Security...
 - ii. On the Security Level tab click on the 'Low' selection. If you click on the 'Medium' selection, you will be prompted to allow the macros each time you open BPO Mojo.
 - iii. Click on the OK button.
 - b. For Excel 2007:
 - i. Click on the Microsoft Office button(upper left corner),
 - ii. Click on the Excel Options button.
 - iii. Click on Trust Center (on the left).
 - iv. Click on the Trust Center Settings... button.
 - v. Click on Macro Settings (on the left).
 - vi. Select enable all macros.
 - vii. Click on the OK button.
2. BPO Mojo will need to configure a custom export on your MLS free of charge. Please contact for your initial setup @ 1-877-BPO-MOJO (1-877-276-6656) option 1.
3. User defaults are only for the First American Residential Value View forms and should be entered into BPO Mojo for best results.
4. An MLS database is used to supply much of the information that BPO Mojo uses to complete orders. To ensure that MLS data is complete and formatted properly, it is important that only approved MLS databases and custom export configurations are used. Please contact for your initial setup @ 1-877-BPO-MOJO (1-877-276-6656) option 1.

BPO Mojo is a "Time-Sensitive" program. This means the following things:

1. The initial version is a 14-day TRIAL version. After the required user registration, the initial version will be fully functional for fourteen (14) days. After the trial period ends, the product will become EXPIRED.
2. Purchased product keys, when entered and accepted, will add more days of full functionality. Only a valid product key can add more days of full functionality.

CAUTION: After the product has been run the first time, changing your system date will affect the number of remaining days of full functionality you have. Moving the system date back will invalidate your product key (aka license).

WEBSITE FORMS ON NEXT PAGE



WEBSITE AND FORMS

BPO Mojo works with a variety of websites and online forms. New websites and online forms will be added regularly. As existing online form are changed, BPO Mojo will be update as well to ensure that all available online forms will still continue function properly. Please allow some time for these update after changes are made to the online forms.

We currently support the following websites and forms:

- First American Residential Value View
- BPO3S
- BPO3S3L
- BPO3S3L_CW
- TPS3S3L page 1 & 2
- BPO1092C page 1 & 2
- CFMCREO page 1 & 2
- FNMABPOC page 1 & 2
- LITTONBPO



WEBSITE AND FORMS

BPO Mojo - Product Registration

User Information

Thank you for using BPO Mojo. New users must register before they can use this software. After registration has been completed, this software will be fully functional until the TRIAL period expires or until a purchased product key expires. After you have filled in all these fields, click on the Submit button.

First Name: Bpo Last Name: Mojo Area Code: 555 Phone Number: 555-5555

Email Address: example@bpomojo.com User Id: 2121781021 How did you hear about us? Other Search Engine

SUBMIT

Main Product Key

7 Days Until Expiration

Valid product keys allow you to extend the functional time period of this software. When you receive your new product key, you may enter it into the box below.

Current Product Key: TRIAL-D New Product Key: **ENTER**

Multuser Product Key

If you want to continue using the multuser capability after the initial trial period has ended, you must purchase a separate product key for this. This is a one-time purchase. After you have received your multuser product key, please enter it in the box below.

Multuser Product Key: **ENTER**

From this screen, the user can do the following things:

1. Enter & submit your registration information. This is required the first time you run BPO Mojo.
2. View your registration information (anytime during or after registration submission).
3. View the number of days until product expiration.
4. View your current product key.
5. Enter new standard product keys by typing or pasting them into the 'New Product Key' textbox and clicking on the "ENTER" button.
6. Enter a Multuser product key by typing or pasting it into the 'Multuser Product Key' textbox and clicking on the "ENTER" button.



OPTIONS

BPO Mojo - Options

Path To MLS Exported Data
C:\BPO Mojo V2.0
Please select the folder where you will be placing the MLS customexport.csv files. **BROWSE**

Equal Threshold \$
+/- 2000
Determines how close comps must be to the subject before they are considered equal.

Average Values In Your Area

\$/Bedroom: 2000	\$/Carport Space: 1000
\$/SqFt: 10	\$/Garage Space: 2000
\$/Acre: 20000	\$/Corner Lot: 3000
\$/Year: 300	\$/Cul-De-Sac: 3000
\$/Pool: 8000	\$/Gated Community: 3000
\$/Spa: 3000	\$/Golf Course: 3000
\$/Fireplace: 2000	

Fill Form Speed
 Fast
 Medium Fast
 Medium Slow
 Slow

Misc.
 Auto IE Selection
 Auto Comp Select/Comments
 Year Determines Overall Condition

CLEAR ALL VALUES **FACTORY DEFAULT VALUES** **EDIT/DELETE USER**

RUN SPEED TEST **SAVE AND EXIT**

SCREEN

From this screen, the user can do the following things:

1. **Path to MLS Exported Data** - Enter or select the folder where MLS export files will be placed. Use the "BROWSE" button to select a folder.
2. View or edit the '**Average Values in Your Area**'. These are used to calculate some of the relative values of all properties. These values can be cleared by clicking on the "**CLEAR ALL VALUES**" button. These values can be reverted back to their factory defaults by clicking on the "**FACTORY DEFAULT VALUES**" button.
3. View or edit the **Equal Threshold \$**. This value is used to determine when a comp is to be considered equal to the subject property.
4. View or edit the Fill Form Speed. You can select a speed by clicking one of the five (5) choices. **CAUTION: Faster speeds can lead to unstable results and some fields may not fill properly. Medium Fast is recommended, but some computers can support the Fast Speed.**
5. Multiuser functionality is supported with the "**EDIT/DELETE USERS**" button. When clicked, this option opens a User Editor screen. (see image on page 8)
6. View or edit the **Auto IE Selection**. When selected, the proper Internet Explorer window is assumed to be open and will be used for the form filling. When deselected, the user may be prompted to select which of the active Internet Explorer windows to use for the form filling. (We recommend that this box **ALWAYS** stay checked)
7. View or edit the **Auto Comp Select/Comments**. When selected, this option chooses which comp is most comparable to the subject and enters comp comments automatically. When deselected, this option leaves comp selections blank and enters comp comments according to the users default values.
8. View or edit the **Year Determines Overall Condition**. When selected, the user will be prompted to select a cutoff year and the subject property's year built will automatically determine the overall condition of all properties.
9. It is important to run the speed test after running any maintenance programs on your computer. The speed test is also run during the initial setup of BPO Mojo. The speed test measures the speed of the user's machine in order to setup accurate and necessary delays.
10. Click on the "**SAVE AND EXIT**" button to save your options and exit this screen.

USER EDITOR



SCREEN

From this screen, the user can do the following things:

1. **Rename User** – To rename a user, select the user from the "Users" dropdown control then click on the "Rename User" button. You cannot use a name that is already being used.
2. **Delete User** – To delete a user, select the user from the "Users" dropdown control then click on the "Delete User" button. You cannot delete the primary user. The initial primary user comes from the name that was used to register that product.



MAIN



SCREEN

From this screen, the user can do the following things:

3. View the registration information or enter product keys by clicking on the **"Registration"** button.
4. View or edit the options by clicking on the **"Options"** button.
5. View the product license information by clicking on the **"About"** button.
6. View or hide links to purchase more days (product keys) by clicking on the **"Purchase More Days"** button.
7. Select the current user or add a new user by clicking on the **"Users"** drop down control. The initial user is always the Primary User (the name that was used to register the product).
8. Select an available website by clicking on the **"Websites"** drop down control. The user must select one of these before selecting a form.
9. Select an available form by clicking on the **"Online Forms"** drop down control. After a form has been selected, the **"EDIT DEFAULTS"** and **"FILL FORM"** button will become available.
10. If the user clicks on the blue **"EDIT DEFAULTS"** button, the user will be prompted to setup default values for their selected online form. (First American Residential Value View ONLY)
11. If the user clicks on the blue **"FILL FORM"** button, the "Subject Selection & Lot Sizes" screen will be displayed.

SUBJECT SELECTION AND LOT SIZES

BPD Mojo - Subject Selection & Lot Sizes - FARVV_BP03S3L_CW

PROPERTY ADDRESS	LOT SIZE IN ACRES
<input type="radio"/> 4854 W HAYWARD AVE	
<input type="radio"/> 4534 W BUTLER DR	
<input type="radio"/> 7542 N 48TH AVE	
<input type="radio"/> 7613 N 44TH DR	
<input type="radio"/> 3429 W BELMONT AVE	
<input type="radio"/> 4607 W BRYCE LN	
<input type="radio"/> 4144 W FRIER DR	

Please select the subject property.

CONTINUE

SCREEN

From this screen, the user can do the following things:

1. When the subject property has been included in the MLS export, the user must select which of the properties is the subject. (This is when you export 7 properties)
2. The user must enter the lot size for each property.
3. When all of the required information is entered, the user can continue to the next step by clicking on the blue **CONTINUE** button.



SUBJECT PROPERTY INFORMATION

The screenshot shows a software window titled "BPO Mojo - Subject Property & Additional Information (FANVA) (v1.0.0.10)". The form is organized into several sections:

- Subject Information:** Includes fields for "Subject Service Performed" (dropdown), "Distance To Subject From Your Office(s)" (text), "Subject Appears Vacant" (checkbox), "Occupancy Status" (dropdown), and "If Vacant, Is Subject Secure?" (checkbox).
- MLS Information:** Includes "MLS Number" (text), "MLS Status" (dropdown), "APN" (text), "Land Value" (text), "Assessed Value" (text), "Assessed Date" (text), and "Property Tax" (text).
- Property Details:** Includes "Potential Best Amount" (text), "Sq. Ft." (text), "Year Built" (text), "Private Pool" (checkbox), "Spa" (checkbox), "Car Storage" (text), "Car Capacity" (text), "Bedrooms" (text), and "Bathrooms" (text).
- Additional Features:** Includes "Fireplace" (checkbox), "Fence" (checkbox), "Heating/Cooling" (text), and "Energy Efficient Name" (text).
- Property Type:** Includes "Type" (dropdown), "Style" (dropdown), "Well/Septic" (text), "Patio Type" (text), and "Sales Type" (dropdown).
- HOA Information:** Includes "In HOA" (checkbox), "HOA Fees" (text), "HOA Paid" (text), "HOA Name" (text), and "HOA Phone" (text).
- Listing Information:** Includes "List Date" (text), "Current List Price" (text), "Listing Company" (text), "Broker Name" (text), and "Listing Company Phone" (text).
- Market Analysis:** Includes "Number of Listings in Direct Competition" (text), "Number of Current Market Area Listings" (text), "Current Price Range From" (text), "Current Price Range To" (text), "Number Competing Active Listings" (text), "Number of Competitive Listings" (text), "Price Range From (LOW)" (text), "Price Range To (HIGH)" (text), and "Number Competing Sales (Last 30 Days)" (text).
- Other Fields:** Includes "Repair Amount" (text), "Low Land Only" (checkbox), and "High Land Only" (checkbox).
- Condition:** Includes "Condition" (dropdown), "Dining Room" (checkbox), and "Family Room" (checkbox).

A blue "CONTINUE" button is located at the bottom right of the form. A small instruction box above the button reads: "To complete the form 100, click on the Continue button."

SCREEN

From this screen, the user can do the following things:

1. Enter subject information not included in the MLS export. The only fields that are required will have a blue background.
2. When all of the required information is entered, the user can continue to the next step by clicking on the blue "CONTINUE" button.



USER DEFAULTS

CRMV 670 RLS CW Defaults

SUBJECT INFORMATION

Subject Information | Neighborhood Information | Competitive Listings | Closed Sale Comps | Probable Sales Price

Subject Vandalized: Conformity To Neighborhood: Subject Location:

Cadastral PID: Subject Attached: Construction: Sub Structure:

Upkeep Needs Paint: Upkeep if Needs Paint, Paint Frequency: Upkeep Damaged Siding: Upkeep Broken Windows: Upkeep Broken Steps: Upkeep Rotting Wood: Upkeep Wall Cracking: Upkeep Cracked Driveway:

Upkeep Cracked Sidewalk: Upkeep Missing / Damaged Shingles: Upkeep Chatter: Subject Damaged (fire, water, etc.):

Subject Condition Comments:

SCREEN

From this screen, the user can do the following things:

1. View default values by clicking the tab control at the top of the screen.
2. Edit default values by clicking the tab control at the top of the screen.
3. Save default values by clicking the **"SAVE AND EXIT"** button.
4. Clear all default values by clicking the **"CLEAR ALL"** button.
5. Restore the factory defaults by clicking the **"FACTORY SETTINGS"** button.



OPTIMIZING PERFORMANCE

PC Performance:

To get the best performance from BPO Mojo it is recommended that the user do the following things.

1. During the automated form filling, please do not interrupt this process by using your PC for other purposes.
2. Run only the minimal number of applications that are needed for your BPO work.
3. The faster the PC, the better performance you will have.
4. The faster the internet connection, the better performance you will have.

MLS:

There are a few basic enhancements you can make to optimize saving your comps. Use the list below to help you start making changes that can speed up your overall BPO experience.

1. Select your 6 comps, if your subject has EVER been in MLS, please add it to your 6 comps selected and sort your list in "Status Ascending Order" and move the subject to the bottom of the list. If your subject has never been in MLS then proceed with your 6 comps and sort your list in "Status Ascending Order" (Figure 1).
2. Now you're ready to export from MLS to BPO Mojo. Click "Export" (Figure 2).
3. At this point you should be on (Figure 3). Select "Export Selected Matches", "Custom Text Export" (BPO Mojo v2.0), "Enter the verification Text" and click export.
4. (Figure 4) Click save.
5. (Figure 5a) Destination "My Computer C:/BPO Mojo v2.0 folder, name it "customexport.csv" and save, if "customexport.csv" already exists and you are asked to replace it choose yes. (Figure 5b).
6. Click "Return to Search Results" in MLS. (Figure 6).

FIGURES SHOWN ON THE FOLLOWING PAGES



FIGURE 1

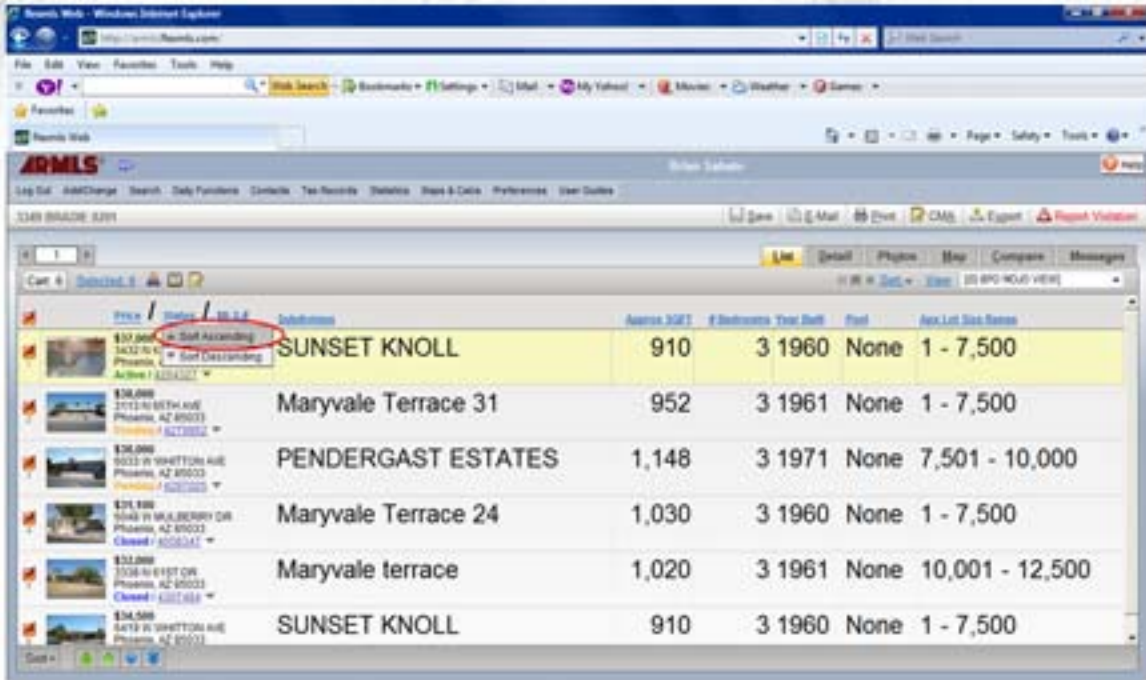


FIGURE 2

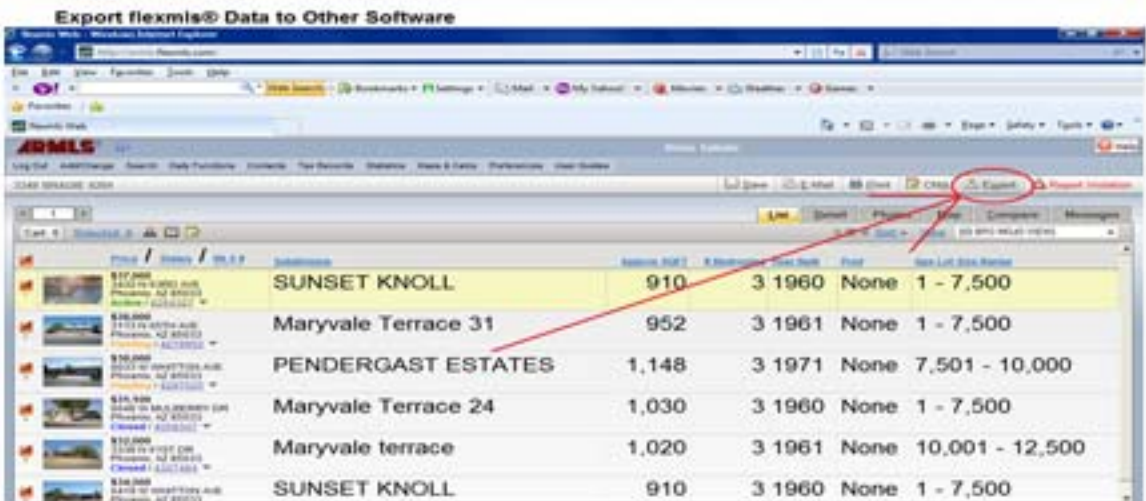


FIGURE 3

Export flexmls® Data to Other Software

1. Select The Data To Be Exported

- Export all matches (6 records)
- Export selected matches (6 records)

2. Select The Type of Export

- Generic Text Export
 - The export format changed in January 2006 to use more accurate column descriptions. Check the box preceding this sentence if you would like the export in the old format. Please be aware, however, that the column descriptions may not accurately describe the contents of the data in the columns.
- Custom Text Export **BPO MOJO v2.0**
- E-Neighborhoods Export
- Pocket Real Estate
- Pocket Real Estate File v2.8
 - Include Entire MLS Contact Information
- Toolkit CMA Export

3. Please enter the verification text in the box below



nktwdyv

4. Click the Export button to receive the data

Export

FIGURE 4

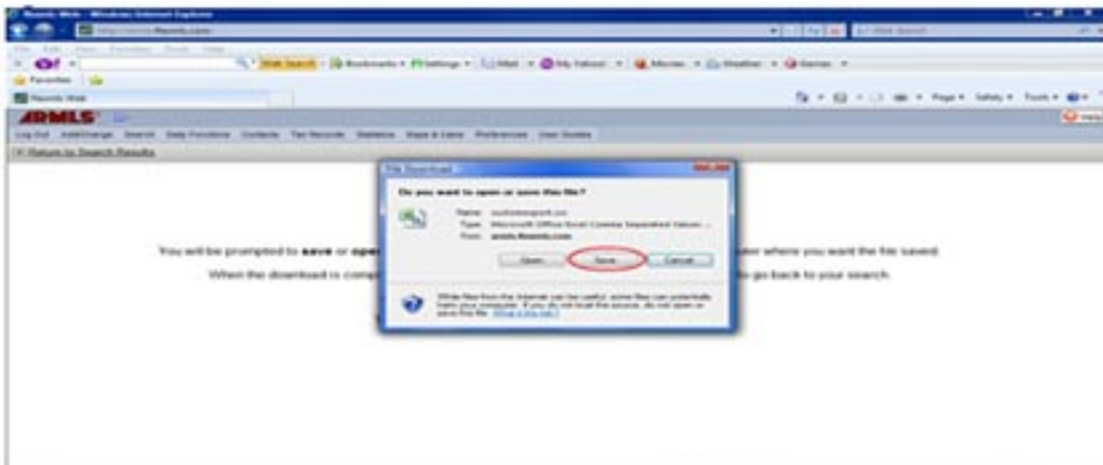


FIGURE SA

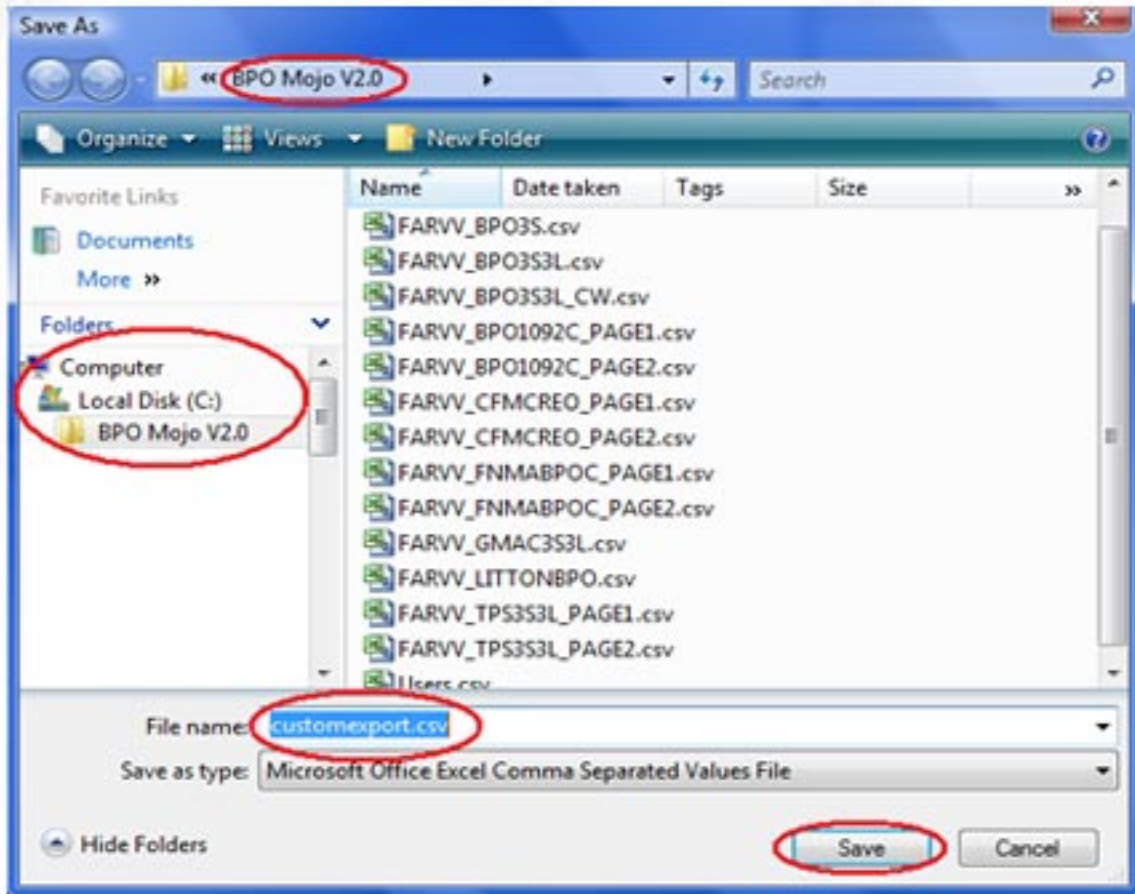


FIGURE SB

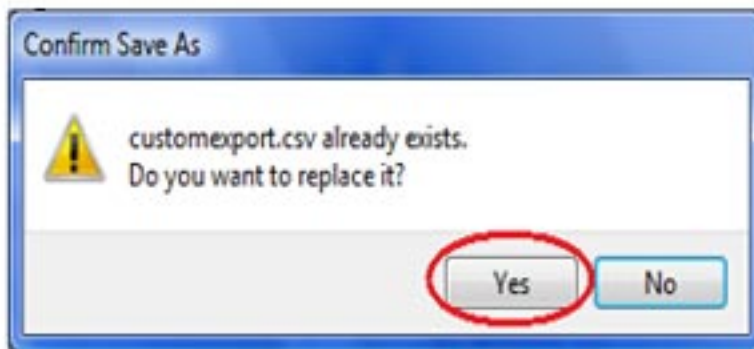


FIGURE SA

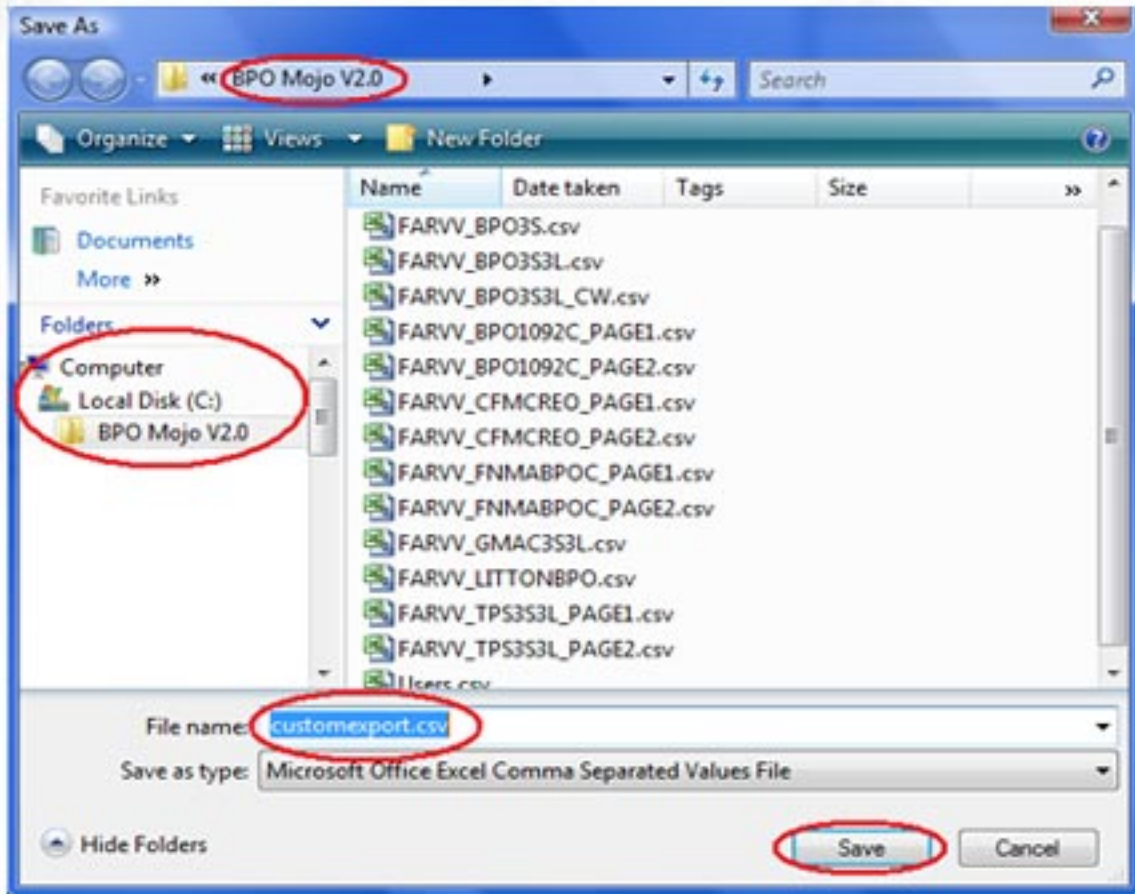


FIGURE SB

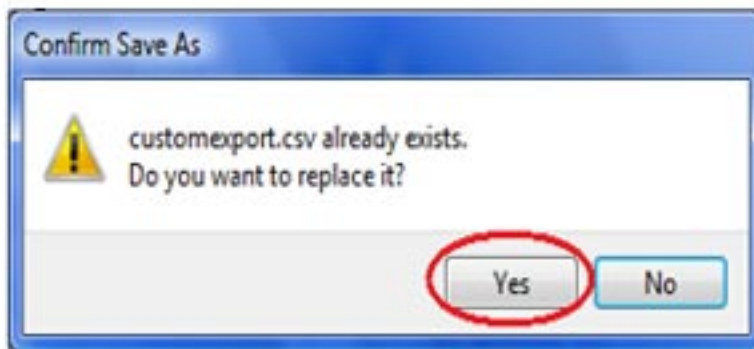
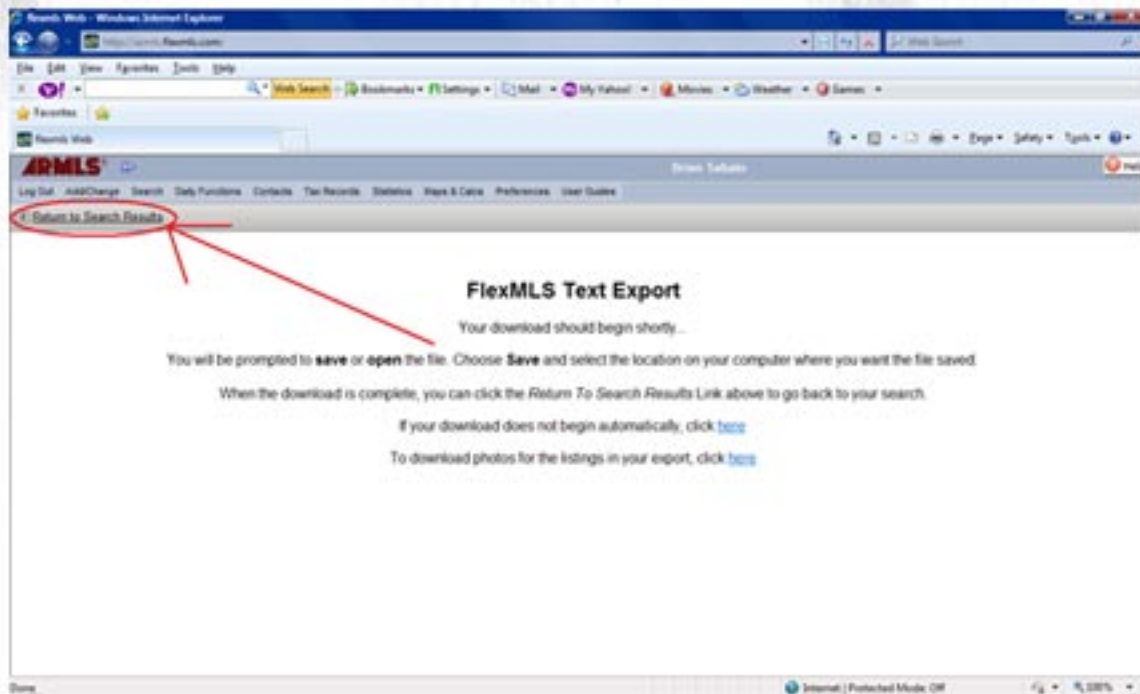


FIGURE 6



SUPPORT

The preferred method of support is provided through our website at <http://bpomojo.com/reo/index.php/support>

Please fill out a trouble ticket in its entirety and submit it for review.

We strive to make our products and services the best they can be.

We want to hear your comments and concerns.

If you have any ideas to improve our products, please forward them to

Support@BpoMojo.com

Positive feedback and Testimonials are always welcome and highly appreciated, please take the time to tell us how we're doing at <http://bpomojo.com/reo/index.php/testimonials>

