

New AOIR Xposure Checklist

For Parallel Launch Starting September 24th, 2024.

- Log into the Association Dashboard [visit](#)
- Check your Clients [visit](#)
- Check PCS emails and Saved Searches [visit](#)
- Customize the new AOIR Xposure [visit](#)
- Compare your Listings [visit](#)
- Deadline to submit Draft Listings [visit](#)
 - Kootenay: October 20
 - Kamloops and District: October 27
- Download important CMAs [visit](#)
- Report any problems/issues [visit](#)
- Sign up for Training [visit](#)

Important Dates to Remember:

- **September 24th:** Launch of parallel access for Kootenay and Kamloops and District Xposure users
- **October 22nd:** Go-live for Kootenay Xposure users
- **October 29th:** Go-live for Kamloops and District Xposure users

BLACKOUT DATES:

KOOTENAY: Listing input and maintenance will **NOT** be available from Monday, October 21st at 10 AM Pacific Time to Tuesday, October 22nd at 8 AM Pacific Time.

KAMLOOPS AND DISTRICT: Listing input and maintenance will **NOT** be available from Monday, October 28th at 10 AM Pacific Time to Tuesday, October 29th at 8 AM Pacific Time.

1. Log into the Association Dashboard



Click the AOIR Xposure tile after logging in to the [Dashboard](#).





AOIR Xposure

2. Check your Clients

- Are they all showing for you in the new system?
- Are the details accurate?

If any details are not accurate, **please do not make changes in the AOIR Xposure system**. Contact support@interiorrealtors.com for assistance.

3. Check PCS Emails and Saved Searches

It is recommended to check each of your Auto-Emails and Saved Searches to see if you need to modify the criteria.

BETWEEN SEPTEMBER 24TH AND YOUR GO-LIVE DATE:

- Make sure you have reviewed your Clients (as above).
- Make sure you have reviewed your PCS Search criteria.
- Continue to use Kootenay or Kamloops Xposure to create new PCS clients.

AFTER YOUR GO-LIVE DATE: PCS emails will automatically be activated from the new AOIR Xposure unless the criteria for the search does not match the new data schema. An icon will indicate which searches need to be reviewed – further instructions are below.

RealtyServer has added two columns, "*Client Changed*" and "*Search Changed*". The Search Changed column doesn't show for clients with multiple searches unless you click the down arrow on their name. You can sort by Client Changed but not the other. Client Changed column says "Yes" and the Search Changed column says, "Needs Review".

In the example below, the 3 PCS searches that say, "*Need Review*" Will be at the top of the screen, and those are the only 3 that would not be active come the 17th. The columns will only be active for the transition period and will likely be removed once all regions are live.

AOIR Xposure AOIR Control Center							
Home Search Hotsheet Clients Listing							
Actions	T	View	♥	Name	Search Title	Client Changed	Search Changed
☐	✓	👤	0	[blurred]	Naramata Properties For Sale	Yes	Needs Review
☐	✗	👤	0	[blurred]	Penticton & Area	Yes	Needs Review
☐	✓	👤	0	[blurred]	Lakefront Property	Yes	Needs Review
☐	✗	▶		[blurred]	(5 searches) Expand...	Yes	
☐	✓	▶		[blurred]	(2 searches) Expand...	Yes	
☐	✗	▶		[blurred]	(3 searches) Expand...	Yes	
☐	✓	👤	0	[blurred]	Penticton & Area Lakefront	Yes	Needs Review

4. Customize New AOIR Xposure

Although most of your customizations will have been brought into the New Xposure, please ensure the criteria and details remain accurate.

a) Saved Lists and Favourites:

Are your Saved Lists and Favourites available on your home screen? If not, you're welcome to set them up in the new system.

b) My Account

Check that your information, photos and logos are available under "More, My Account"

c) Web

Check that your web options are correct under "More, Web"

d) Branding

Check that your custom branding has been transferred under "More, Branding"

5. Compare your Listings!

It's important to ensure that all your listing data has migrated properly – the quicker we can address any issues, the better! Check your listings in New Xposure – *is everything where you expect to see it? Are any fields missing or blank?*

- We suggest opening both your current and the New AOIR Xposure listings and comparing each one very carefully, paying special attention to the Property Types.
- If anything is incorrect or missing, please see how to report issues under #8 below.

6. Submit Draft Listings before the Deadlines

Draft listings in Old Xposure will not convert to the new AOIR Xposure.

Please ensure you submit any Draft listings that you want to keep before the deadlines outlined above, or you will need to re-enter them in the new AOIR Matrix after Go-Live.

7. Download CMAs

Any CMAs in Old Xposure will not convert to the new system. Please ensure you download or print any important CMAs (these will still be available to download from Old Xposure after Go-Live for a short time).

1. Click on the CMA tab
2. Select "Open" next to the CMA you'd like to download
3. Click on Results (3)
4. Click on Send (5)
5. Select "Create CMA Print Document"
6. Choose your template and click on Create CMA Document
7. Download as PDF or Word Document
8. Save to an appropriate location

8. Report any problems or issues

System issues or problems: support@interiorrealtors.com

Feedback and suggestions: feedback@interiorrealtors.com

Screenshots and detailed descriptions are really appreciated!

9. Sign up for Training

Attend at least one training session for your tier's launch and your name will be entered into a prize draw!

Register by clicking the button below, further Go-Live training dates will be added soon!

REGISTER for Training