

# geoport – how to order real estate data online



## (1) Login

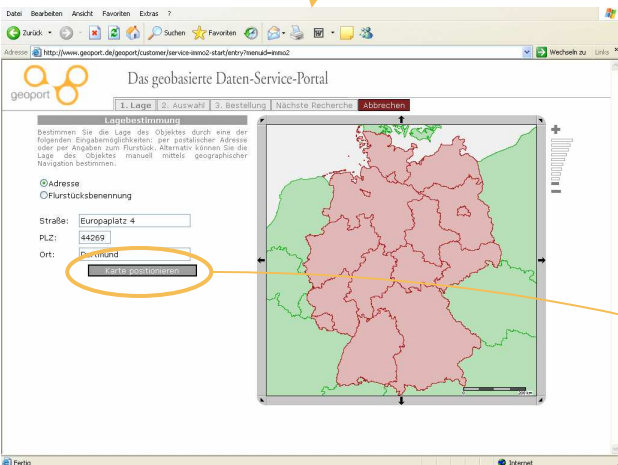
Please login on [www.geoport.de](http://www.geoport.de) with your known user login.

If you encounter any problems, please call our hot-line +49 (0) 231 427 888 - 28 for fast support.

## (2) Choose a Service

Please choose the geoport service you need :

- "Recherche von Daten ..." = basic location data, city maps, ground values, cadastral maps, socio economy, rents, ...
- "... Wettbewerbssituation ..." = retail trade competition reports incl. shopping centres and socio economic potential
- "... Bewertung ..." = in situ services: object photographs, visiting of objects, valuation of smaller residential objects.



## (3) Define object location

You may define object locations by

- address (radio button & type in)
- "Flurstücksbenennung" (cadastral plot number (radio button & list & type in) for some federal states)
- click on a position in the map (please note the zoom step bars to the right of the map)

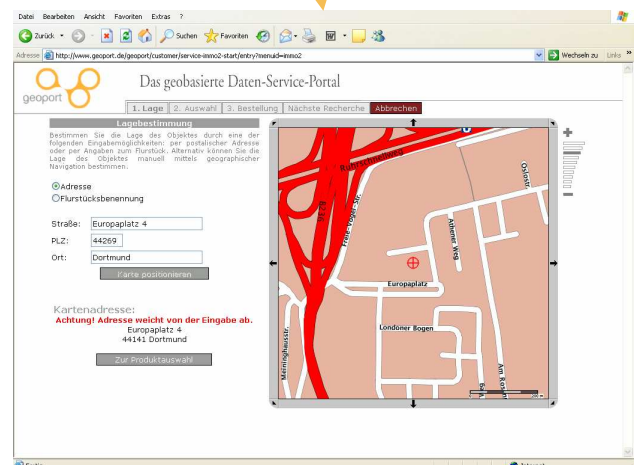
After entering address / plot data click "Karte positionieren" (position map)

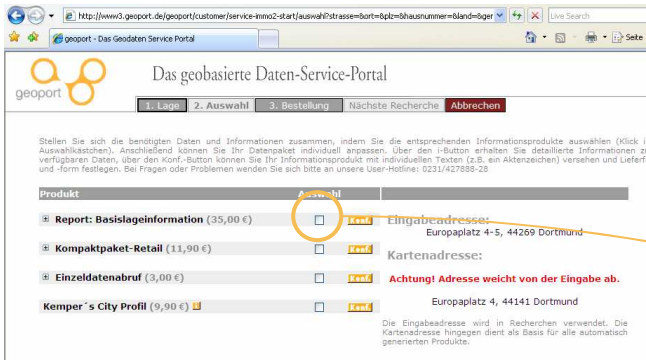
## (4) Check object position

Your input address / plot data ("Eingabeadresse") is geocoded by geoport and referenced to a map location corresponding to a known address ("Kartenadresse") (map address) which is shown.

The map location itself is shown in the center of the map to the right. If you want another location to be used, click ONCE to re-position within the map frame.

Click on „Zur Produktauswahl“ (to product choice) to start the product list production.





### (5) Choose out of a product list

geoport checks which products are available for the location and offers them to you in a choice list with single and total price.

Please use the check boxes to make your choice.

Via the „i“-Button you get information on the data source. Via the „Konf“ (configuration) button you may have additional choices (e.g. WORD or PDF) or have to give some additional input.

### (6) Start the order process

Clicking on the Button „Bestellung“ (order) starts the first step of the ordering process.

You may reset your geoport choice completely by clicking on „Abbrechen“ (cancel)



### (7) Confirm your order

You see a summary of the data you choose and the end price WITHOUT VAT. Please confirm your order by clicking on „Bestellen“ (order).

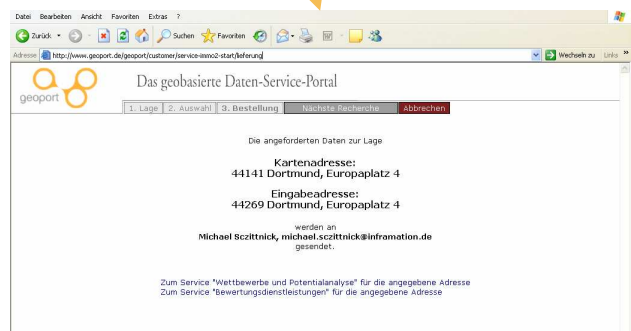
If you are not sure, or if you want to make changes to your order, click on „Korrigieren“ (correction) and proceed with step (5) as above.



### (8) Delivery

The data you have ordered will be sent to the email address of your geoport account as shown.

By clicking the links offered, you get directly to other geoport services for the SAME location:



## Contact the geoport team

In case you need any help or further information, please don't hesitate to call the geoport team at **+49 (0) 231 / 427 888-28** or email [geoport-betrieb@on-geo.de](mailto:geoport-betrieb@on-geo.de). We also guide you step by step on the phone to bring you safely through your first geoport research.

Best success!

Your geoport-Team