

## CREATE REPORTS & BROCHURES

You must **Login** before you can create a report.

### To Create Reports

Reports assemble property listings into Adobe® PDF for print, email and fax and come in a variety of formats each containing varying amounts of information. Reports are used mainly for comparing several properties in one document.

- Click the check box next to each listing you wish to add to a report.
- Click **Create Report**.
- Choose a report format from the following options:
  - Single Line Report
  - Comparison Report
  - Summary Report
  - Full Page Report
  - Data Sheet Report
  - Multi-Page Report
- Click **Generate PDF**.

TIP: Once you have selected a report type, you may customize and rearrange some of the fields in the report's default layout by clicking the **Customize Report** button. Some reports allow you to determine the order in which listings are displayed, while others allow you to select which data fields appear, or which broker's information (your info or the listing broker's info) appears on the report.

- To open the report, click **View PDF Report**.
- To email the report as an attachment, click **Email PDF Report**.
- To print the report, click the printer icon in Adobe® Acrobat Reader.
- To save the report to your hard drive, click the save icon in Adobe® Acrobat Reader.
- Close Adobe® Acrobat Reader to return to the system.

## To Create Brochures

Brochures assemble single property listings into Adobe® PDF for print, email and fax and come in a variety of formats each containing varying amounts of information.

- Locate a property listing via property search, agent listings, listing ID, or listing catalog.
- Click the property name to select the property from the results list.
- TIP: Searching by listing ID will take you directly to the property listing overview.
- From property listing overview, click **Print Brochure**.
- Choose a brochure format from the following options:
  - Full Page Brochure
  - Data Sheet Brochure
  - Multi-Page Brochure

- Click **Generate PDF**.

TIP: Once you have selected a brochure type, you may customize and rearrange some of the fields in the report's default layout by clicking the Customize Report button. The customization options vary by brochure. Some brochures give you the option to select which data fields appear on the brochure.

- To open the report, click **View PDF Report**.
- To email the report as an attachment, click **Email PDF Report**.
- To print the report, click the printer icon in Adobe® Acrobat Reader.
- To save the report to your hard drive, click the save icon in Adobe® Acrobat Reader.
- Close Adobe® Acrobat Reader to return to the system.