

Printable: Mobile Buyer Tour Report

How do I create a Buyer Tour report?

- 1 Select *Reports* from the Homepage.
- 2 Select *Create Report*.
- 3 Confirm your location in the search bar, or change your search location and select the magnifying glass.
- 4 Choose *Buyer Tour*.
- 5 Add properties:
 - a Tap a property on the map or swipe up to see properties in a list view.
 - b Select *Add* to add properties to report.
 - c Select *Remove* to remove properties.
- 6 Select *Next*.
- 7 Confirm Properties:
 - d Tap *Add Known Properties* and enter an address or Listing ID to manually add a property to the tour.
 - e Reorder properties by selecting dropdown.
 - f Select *Remove* to remove listing.
 - g Add any related notes.
- 8 Select *Next*.
- 9 Pick Data:
 - h Toggle *All Report Sections* to *No* to include or omit report elements.
 - i Toggle *Cover Page Elements* to *No* to include or omit cover page elements.
- 10 Select *Next*.
- 11 Select a report delivery method.
- 12 Tap *Run Report*.

