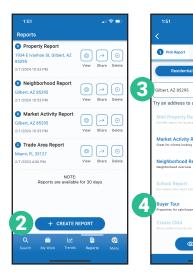
## Printable: Mobile Buyer Tour Report

## 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.
- 6 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.
  - © 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.
  - Reorder properties by selecting dropdown.
  - 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.
  - 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.
  - Customer Support: 877.977.7576



2 Add Properties 3







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