



Build, Customize and Preview With Ease!

The new, templated, fully customizable reports are a game-changer, empowering REALTORS® to create impactful, data-driven presentations that build trust and drive successful transactions.



Customize: Drag and drop individual sections; add, move or rearrange individual elements per section. Watch your changes update in real time.



Cover Page: Customize your cover photo, profile information, and include a personal message directly on the report.



Custom Pages: Add your biography, client testimonials or marketing plan sheets to your reports. RPR has created free Canva templates for you to customize your own. Find them at rpr.me/canva-pages.



Notes: Showcase any notes you've added to the report from the Property Details page or RPR app. Simply check or uncheck what you want shown on the report.



Photos: Determine which photos you want to include or exclude from the report.



Profile: A direct link back to the profile page to update your photo, logo and all cover page info.

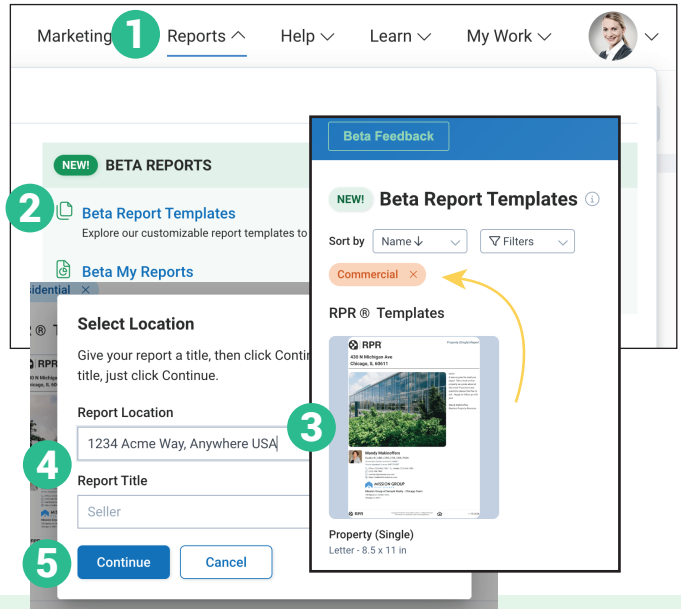
Report Page Count

The screenshot shows the RPR Report Editor interface. At the top, there's a navigation bar with 'Home', 'Research', 'Marketing', and 'Report Editor'. Below this is a breadcrumb trail: 'Home > Property Search > Search Results > 8320 S Hardy Dr > Report Editor'. The main area is divided into a left sidebar and a main content area. The sidebar contains icons for 'Customize', 'Cover Page', 'Custom Pages', 'Notes', 'Photos', and 'Profile'. The main content area is titled 'Customize' and has a 'Reset' button. It lists various report sections with their counts and expand/collapse arrows: 'Cover Page 1/1' (with a checked 'Report Cover' option and an 'Edit Cover' link), 'About (Custom Page)', 'Testimonials (Custom Page)', 'Property Summary 4/4' (highlighted with a green callout), 'Property Information 16/19', 'Maps 0/3', 'Traffic Counts 2/2', 'Photos 11/57', 'Schools 0/1', and 'About RPR 1/1'. To the right, a preview of the report is shown, titled 'Property (Single) Report' for '8320 S Hardy Dr'. It includes a 'Property Summary - pg 4' section, a 'List Price' of '\$7,500,000', and a 'Per Sq Ft' price of '\$167'. A yellow callout 'Live Preview!' points to the preview area. A green callout 'Reset to Preset Template' points to the 'Reset' button. Another green callout 'Count of Items Selected per Section' points to the counts in the section list. A green callout 'Expand & Contract Sections' points to the expand/collapse arrows. A green callout 'Drag & Drop Sections' points to the section list. A green callout 'Report Page Count' points to the 'Page 4 of 16' footer.

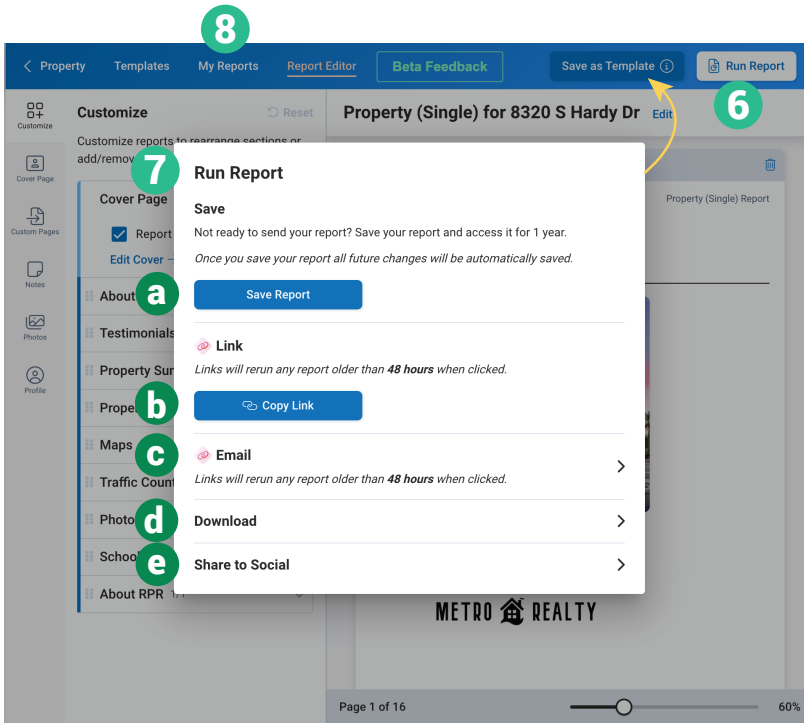


How do I create a Commercial property report?

- 1 Select *Reports* from the top navigation menu.
 - 2 Select *Beta Report Templates*.
- or- From a *Property Details* page, select *Create Report*.
- 3 Choose the RPR Property (Single) template or from your own customized templates.
 - 4 Enter in a *Report Location* and *Report Title*.
 - 5 Select *Continue*.



RPR's New Dynamic Link! Once the report is generated and shared via a link, that link will produce a PDF report every time it's clicked. If 48 hours have passed since the last click, the report will be re-generated with the latest data instead of displaying the previously generated PDF. This ensures clients are always seeing the most up-to-date information without the need to manually refresh or send new links.



How do I run a report and access it later?

- 6 Select *Run Report* from the upper right of the Report Editor.
- 7 Choose from one of the following:
 - a **Save Report:** Save your report to continue editing later.
 - b **Link:** Copy a link to the report that will update every 48 hours when clicked.
 - c **Email:** Send an email to your client with a link (that will update every 48 hours) to the report.
 - d **Download:** Download a PDF file of the report.
 - e **Share to Social:** Share your report to Facebook, LinkedIn or X.
- 8 Select *My Reports* to access all saved and run reports (from both website & mobile.)



PRO TIP

Crafted the perfect report? Save it as your own custom template, so you don't have to start from scratch again! Select *Save as Template* and follow the prompts.