



# 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](http://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', 'Property Search', '725 W Kyle Ct', and 'Report Editor'. Below this is a blue header with 'Property', 'Templates', 'My Reports', 'Report Editor', and a 'Beta Feedback' button. 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', and 'Photos'. The main content area is titled 'Customize' and lists various report sections with expand/collapse arrows and item counts. A 'Reset' button is visible in the top right of the main area. On the right side, there's a preview of the report content, including 'Market Trends' and 'Key Details'. Several green callout boxes with arrows point to specific features: 'Live Preview!' points to the report preview; 'Reset to Preset Template' points to the 'Reset' button; 'Count of Items Selected per Section' points to the item counts in the section list; 'Expand & Contract Sections' points to the expand/collapse arrows; and 'Drag & Drop Sections' points to the section list items.

**Live Preview!**

**Reset to Preset Template**

**Count of Items Selected per Section**

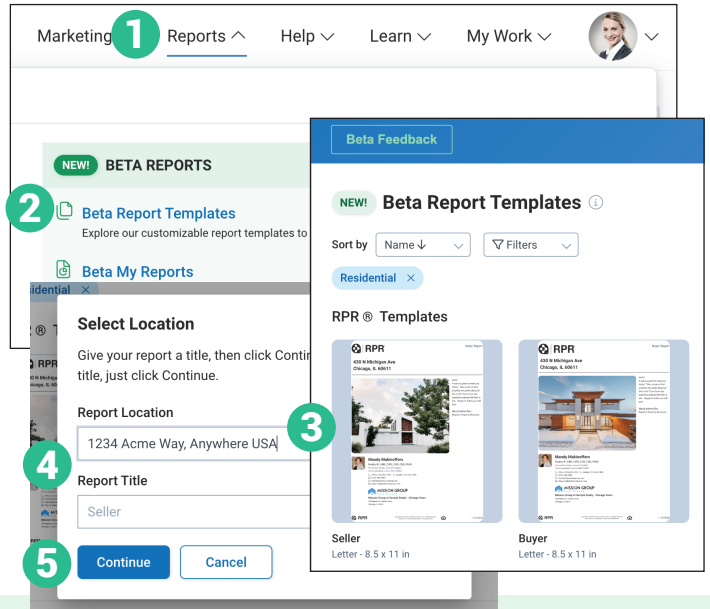
**Expand & Contract Sections**

**Drag & Drop Sections**

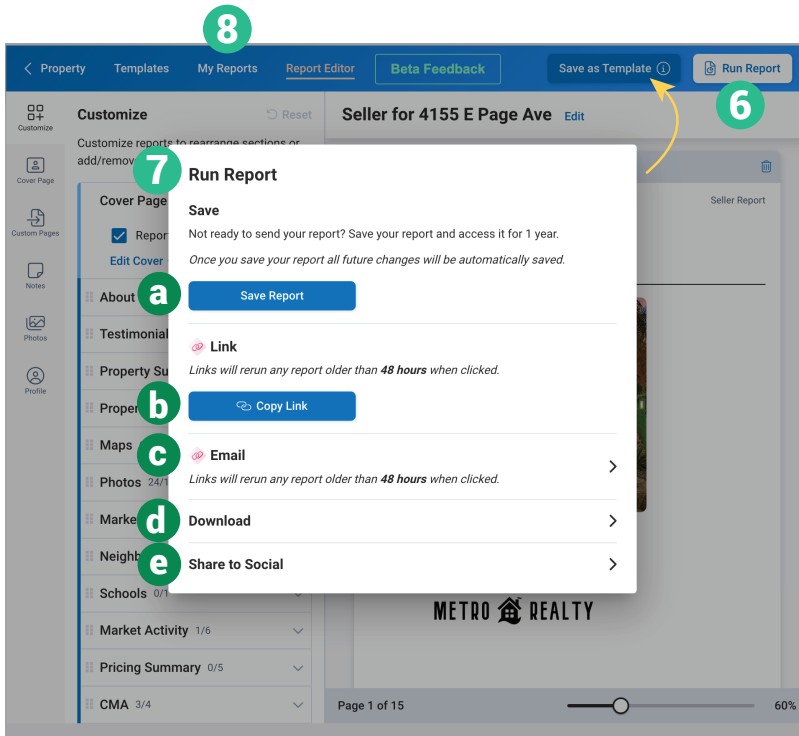


## How do I create a property report?

- 1 Select *Reports* from the top navigation menu.
  - 2 Select *Beta Report Templates*.
- or- From a *Property Details* page, select *Create Report*.
- 3 Choose from the RPR Templates: Buyer or Seller or 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.