RPR® | Next Gen Reports Beta

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.

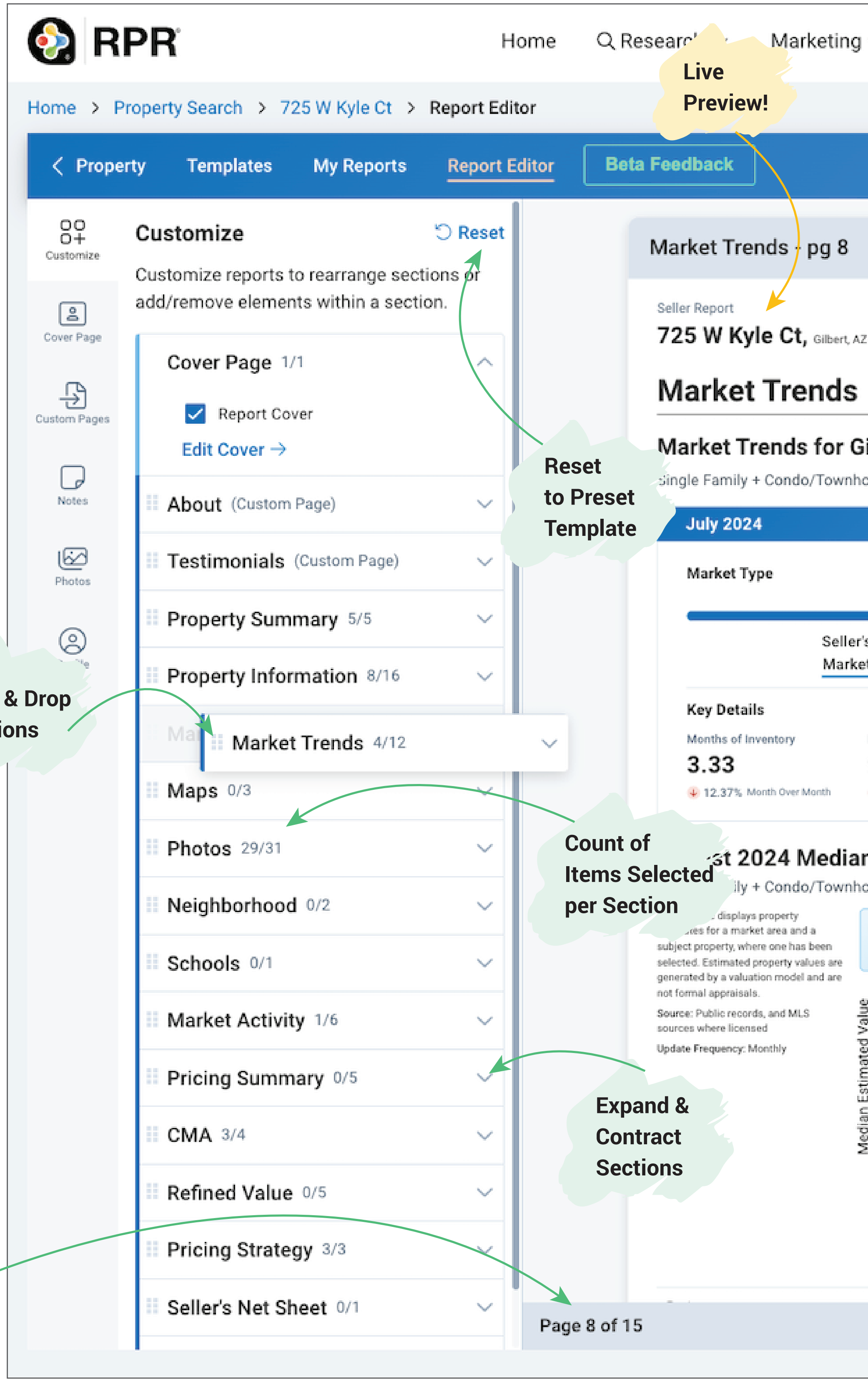
Cover Page: Customize your cover photo, profile information, and include a personal message directly on the report.

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.

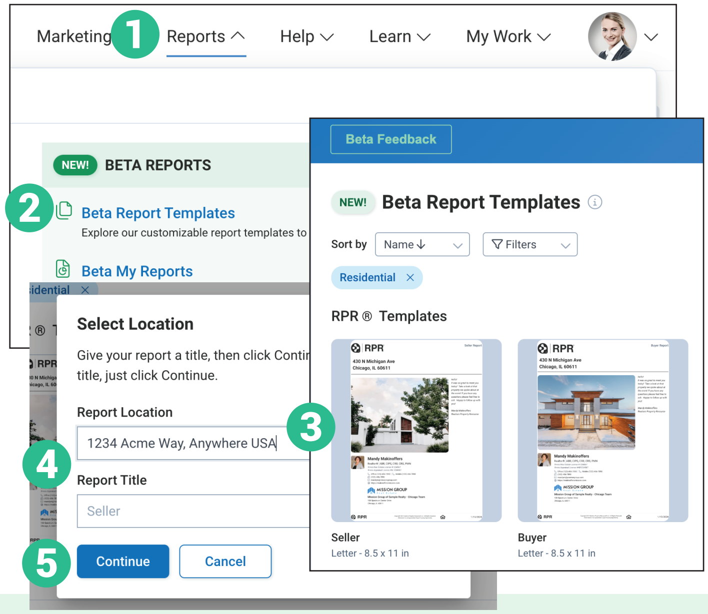
Photos: Determine which photos you want to include or exclude from the report.

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



RPR Next Gen Reports **Beta**

How do I create a property report?

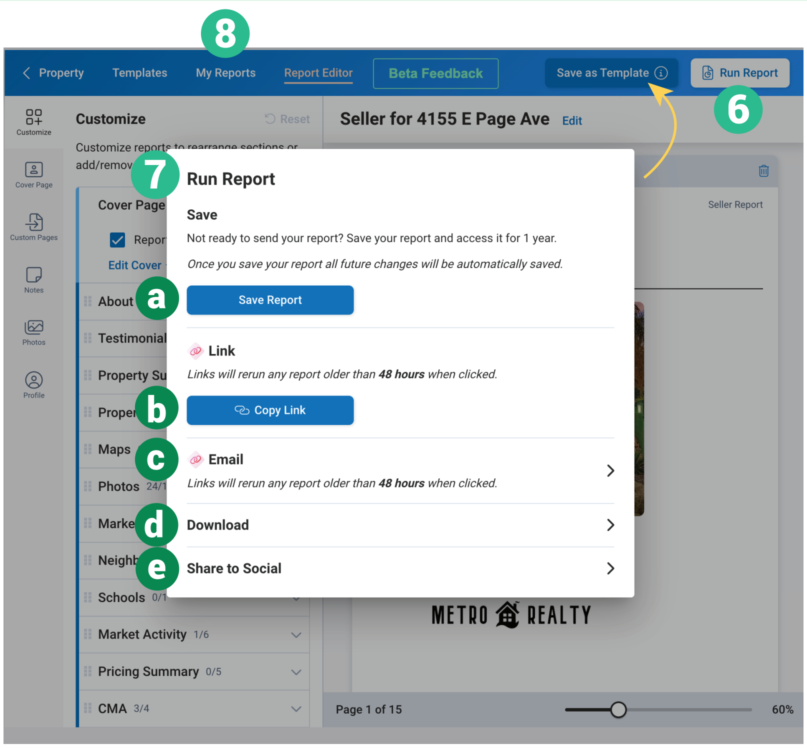


1. Select *Reports* from the top navigation menu.
2. Select *Beta Report Templates*.

-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.

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