

Printable: Profile & Settings

The screenshot shows the RPR user interface. At the top right, a user profile icon is highlighted with a green circle 1. A dropdown menu is open, showing options: Profile (highlighted with green circle 2), Settings, Data Tools, and Sign Out. The main content area is divided into two tabs: PROFILE and SETTINGS. The PROFILE tab is active, showing fields for Photo/Logo (with a 'Change Photo' button, highlighted with green circle 3), Contact Info (First Name, Last Name, Title, Office Name, Office Address 1 & 2, City, Brokerage Name, Brokerage Address 1 & 2), and Account Info (Last Name, Email Address, Password fields with 'Show' and 'Suggest' buttons, and a 'Save' button). A green circle 4 points to the 'MLS or CIE Info' section, which includes a dropdown for 'Select State' and a text field for 'Enter your MLS/CIE Agent ID'. A green circle 5 points to the 'Connected Apps' section, showing 'zipForm®' with an 'Unlink' button. A green circle 6 points to the 'RPR® Mobile Access' section, which includes a note about mobile devices and a visual representation of a tablet and phone. A green circle 7 points to the 'Save' button at the bottom of the Account Info section.

How do I update my profile?

- 1 Click your photo or initials on the upper right corner of the screen.
- 2 Select *Profile*.
- 3 Add your photo and/or logo, and contact information for all report covers.
- 4 Confirm you've added your MLS or CIE info.
- 5 Link your account to zipForm.
- 6 View mobile devices with access to RPR.
- 7 Always click *Save* when making changes to your account.

How do I update My Markets and Listing Settings?

- 8 Select *Settings*.
- 9 Move sliders to update New Listings or Recently Sold/Leased time frame for both Residential and Commercial flags.

To add to My Markets on the Homepage:

- 10 Enter a geographic area, such as Zip code or City.
- 11 Select *Add more*.
- 7 Click *Save*.
- View your *My Markets* on your homepage map.

The screenshot shows the RPR Settings page. At the top, there are tabs for 'Profile' and 'Settings' (highlighted with a green circle 8). Below the tabs are 'Save' and 'Cancel' buttons. The main content area is divided into two sections: 'Listings Settings' and 'My Markets'. The 'Listings Settings' section includes a note 'This affects how properties show up in maps and search.' and two sub-sections: 'Residential' and 'Commercial'. Each sub-section has sliders for 'Set New Listings to:' (30 days) and 'Set Recently Sold/Leased to:' (90 days for Residential, 180 days for Commercial). A 'Reset to Default' button is at the bottom of the sliders. A green circle 9 points to the 'Set New Listings to:' slider for Residential. A green circle 7 points to the 'Save' button at the bottom of the Listings Settings section. The 'My Markets' section includes a text input field 'Enter a market area to add:' and a list of markets: 'Scottsdale, AZ 85250', 'Livermore, California', and 'Scottsdale, AZ 85255'. A green circle 10 points to the 'Enter a market area to add:' field. A green circle 11 points to the 'Add more' button next to the list of markets.