

Printable: Mobile Buyer Tour Report

How do I create a Buyer Tour report?

- 1 Select *Reports* from the Homepage.
- 2 Confirm your location in the search bar, or change your search location and select the magnifying glass.
- 3 Choose *Buyer Tour*.
- 4 Add Properties.
 - a Select *List* to view properties in list form.
 - b Tap *Add Known Properties* and enter an address or Listing ID to manually add a property to the tour.
 - c Select *Add* to add properties to report.
 - d Select *Remove Property* to remove properties.
- 5 Select *Next*.
- 6 Confirm Properties.
 - e Reorder Comps by selecting dropdown.
 - f Select *Remove* to remove listing.
 - g Add notes to comp.
- 7 Select *Next*.
- 8 Pick Data.
 - h Toggle *All Report Sections* to *No* to include or omit report elements.
 - i Toggle *Cover Page Elements* to *No* to include or omit cover page elements.
- 9 Select *Next*.
- 10 Select a report delivery method.
- 11 Select *Download* or *Email* then *Run Report*.

