

To create a new report in Realcomp – Start with your Saved Search as usual.

Put in any parameters and Search. Once there, click the drop down – select a different report format:

The screenshot shows the Realcomp Online web application in Microsoft Internet Explorer. The browser address bar displays <http://www.realcompnl.com/asp/renderList.asp>. The page title is "Ken - Buyer List With Photo Report". A navigation menu at the top includes Search, Prospects, Reports, Public Records, Data Sharing, Agent, Financial, External Research, Listing Manager, Message Boards, and Office Admin. A secondary menu below it shows "Announcements for Monday, February 09, 2009" and a "Log Off" button.

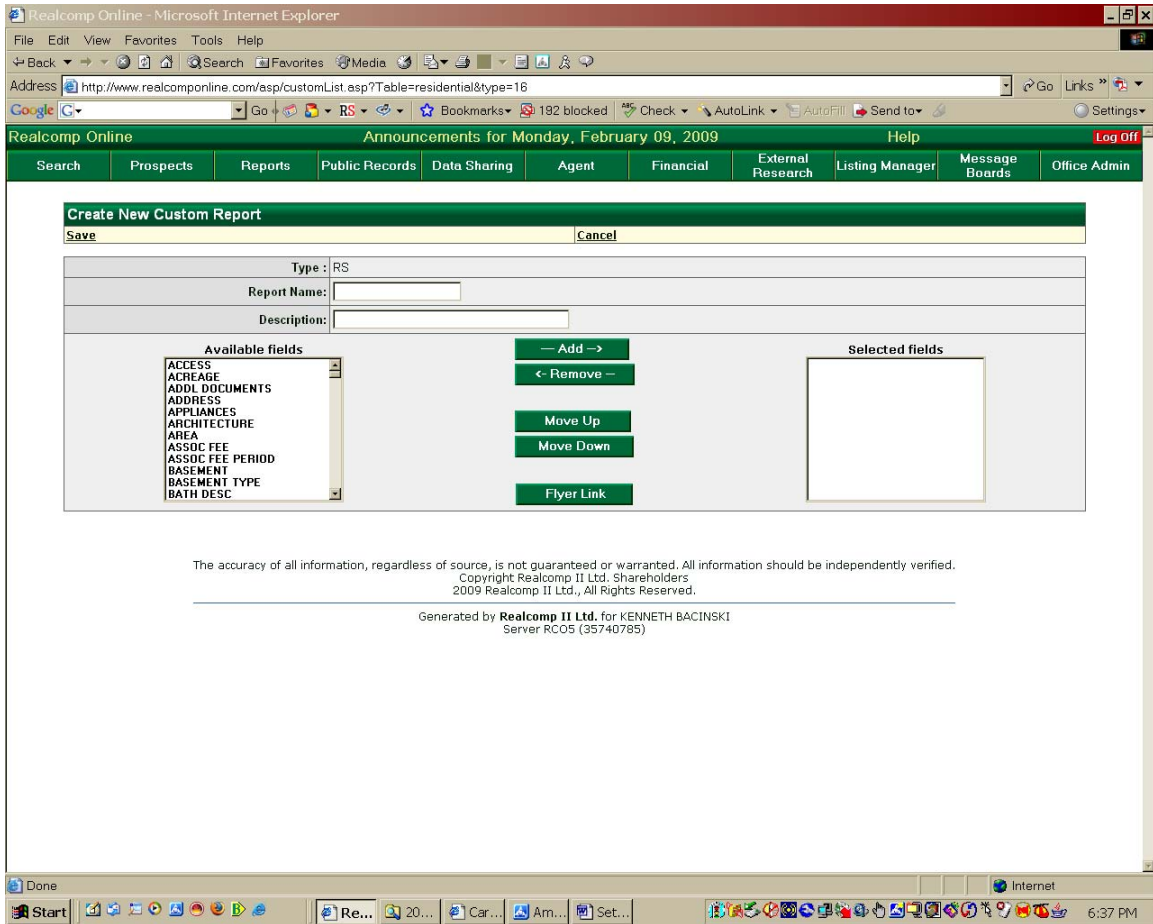
The main content area displays a table of search results. A dropdown menu is open over the table, showing options for "Select different report format":

- Buyer List No Photo
- Buyer List with Map
- Buyer List With Photo
- Drive-by Photo
- Inventory
- One Liner
- One Liner #2
- Wide Format CMA
- Third Party Export
- Custom Reports ---
- Design a New Report

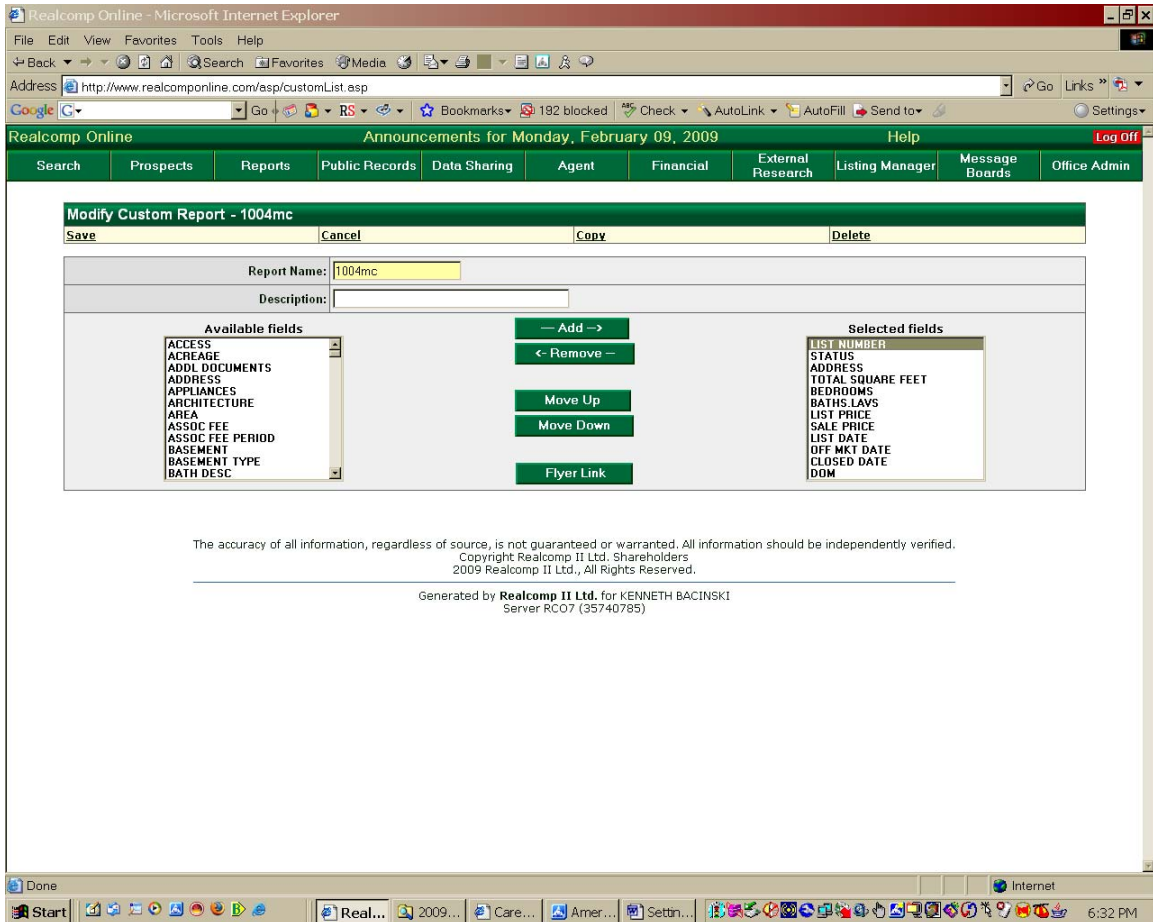
The table below shows the search results with columns: Photo, Price Status, MLS Prop. Type, Address, City, Area Number, Map Coord, Bed Bath Style, Sq.Ft., Exterior, Garage, Lot Size/Acres, Year Built, Summer Tax, Winter Tax, School Dist., Multi Tour Map, and Docs. The results are filtered to show 21 items, with the first few rows visible.

Photo	Price Status	MLS Prop. Type	Address	City	Area Number	Map Coord	Bed Bath Style	Sq.Ft.	Exterior	Garage	Lot Size/Acres	Year Built	Summer Tax	Winter Tax	School Dist.	Multi Tour Map	Docs
	\$850 SOLD	28135453 RS	32080 RUEHLE AVE	WARREN	03131	D - 6	3	1	BRICK, ALUMINUM UNFINISHED		40X118/0	1985	3,580	48	WARREN CON	M	<input type="checkbox"/>
	\$950 SOLD	28082797 RS	8697 EDGEWATER LN	WARREN	03131	D - 6	2	1.1	BRICK FINISHED, WALKOUT		IRREGULAR/0	1973	2,230	44	WARREN CON	M	<input type="checkbox"/>
	\$1,400 SOLD	28040297 RS	31329 ANITA DR	WARREN	03131	D - 6	4	1.1	BRICK FINISHED		2 CAR, ATT	1963	3,921	206	WARREN CON	M	<input type="checkbox"/>
	\$10,500 SOLD	28181134 RS	8289 FORD AVE	WARREN	03131	D - 6	3	1	ALUMINUM		1 CAR, DET	1953	1,258	18	VAN DYKE	M	<input type="checkbox"/>
	\$16,500 SOLD	28108995 RS	7511 LOZIER AVE	WARREN	03131	D - 6	2	1.1	ALUMINUM, VINYL		35X106/0.09	1928	906	20	VAN DYKE	M	<input type="checkbox"/>
	\$55,000 SOLD	27200827 RS	32080 RUEHLE AVE	WARREN	03131	D - 6	3	1	BRICK		40X118/0	1985	3,580	126	WARREN CON	M	<input type="checkbox"/>
	\$55,000 SOLD	27005884	8680 THIRTEEN MILE	WARREN	03131		2	1			2 CAR	1938	1,488	106		M	<input type="checkbox"/>

Scroll to 'Design a new Report'



You should get this screen. Give this report a name.



Choose and 'ADD' the fields from the left column to 'ADD' to the right column.

Name your Report – Anything – but I named mine 1004MC

This will get you all the parameters necessary for the report you need.

Follow the instructions in the second file for how to use it with the spreadsheet.

I hope this helps.

Let me know if you have questions.

This new spreadsheet was the brainchild of George Hatch on the West coast.

Be sure to drop him an e-mail to thank him.