

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 *Search*.
- 3 Choose *Create Buyer Tour*.
- 4 Add properties.
 - a Select *List* to view properties in list form.
 - b Select *Add to Tour* to add properties to report.
 - c Select *Remove Property* to remove properties.
- 5 Select *Next*.
- 6 Confirm Properties
 - d Reorder Comps by selecting dropdown.
 - e Select *Remove* to remove listing.
 - f Add notes to comp.
- 7 Select *Next*.
- 8 Choose Report Elements.
 - g Toggle Report Section to *No* to include or omit report elements.
 - h Toggle *Cover Page Elements* to *No* to include or omit cover page elements.
- 9 Select *Next*.
- 10 Select a report delivery method.
- 11 Select *Get Report*.

