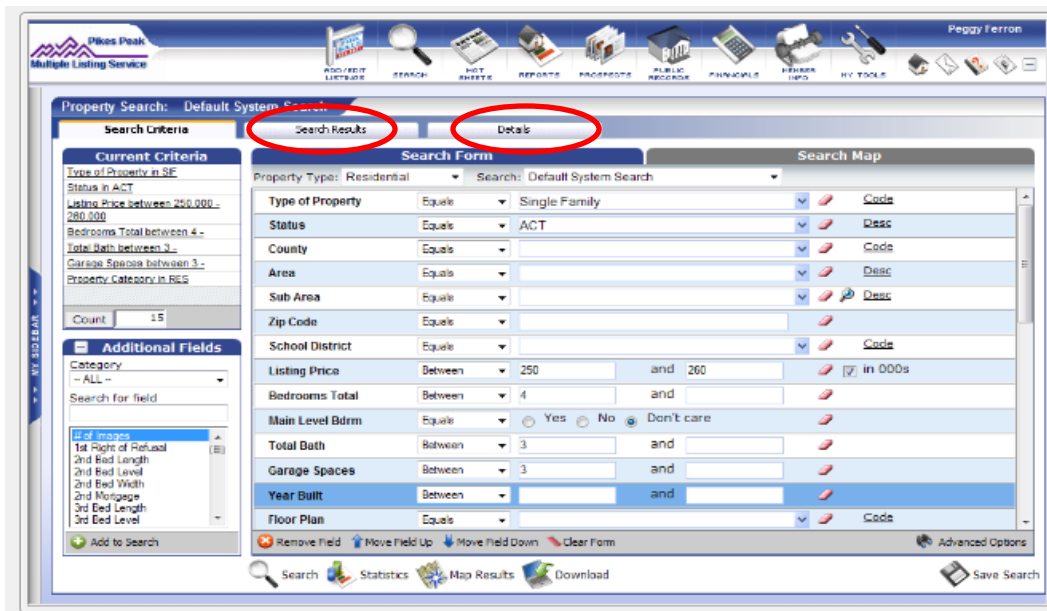


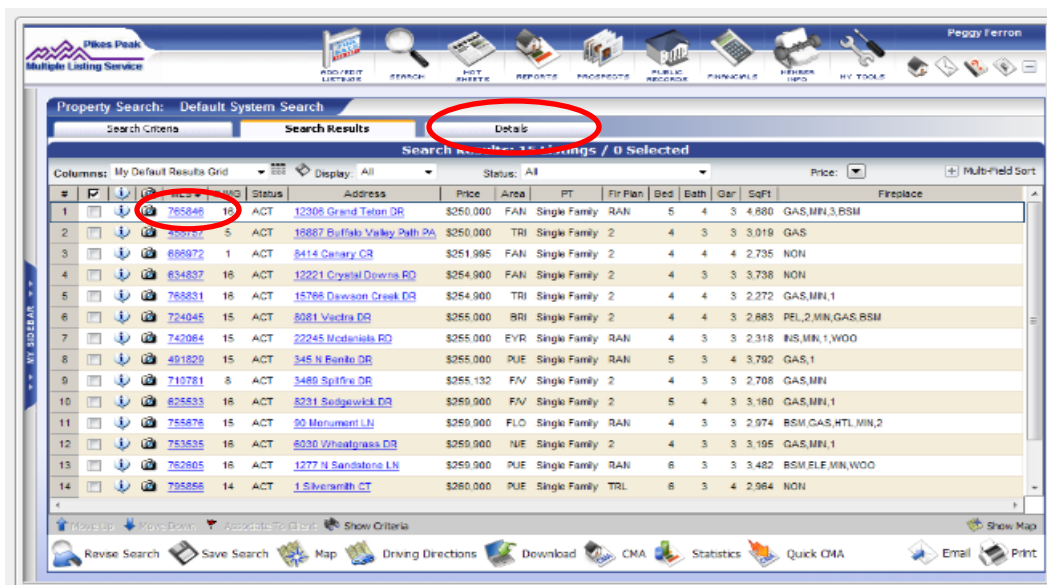
TEMPO^{5.0}

How to Set A Default Report to View Property Details

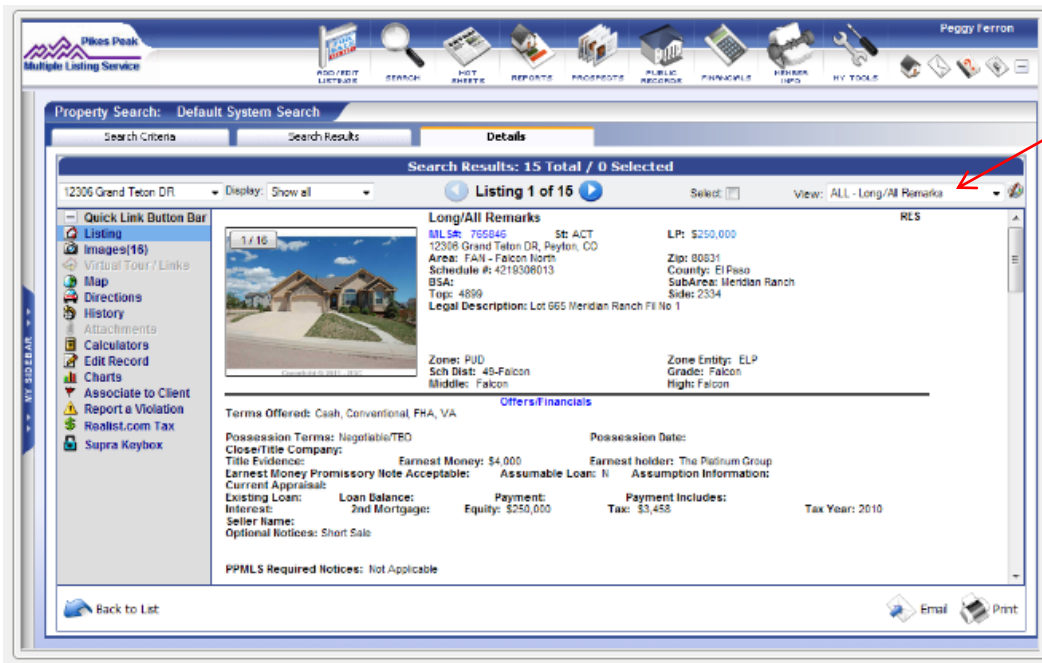
After entering search criteria, you have the option of clicking on the Search Results tab or the Details tab to view the listings.



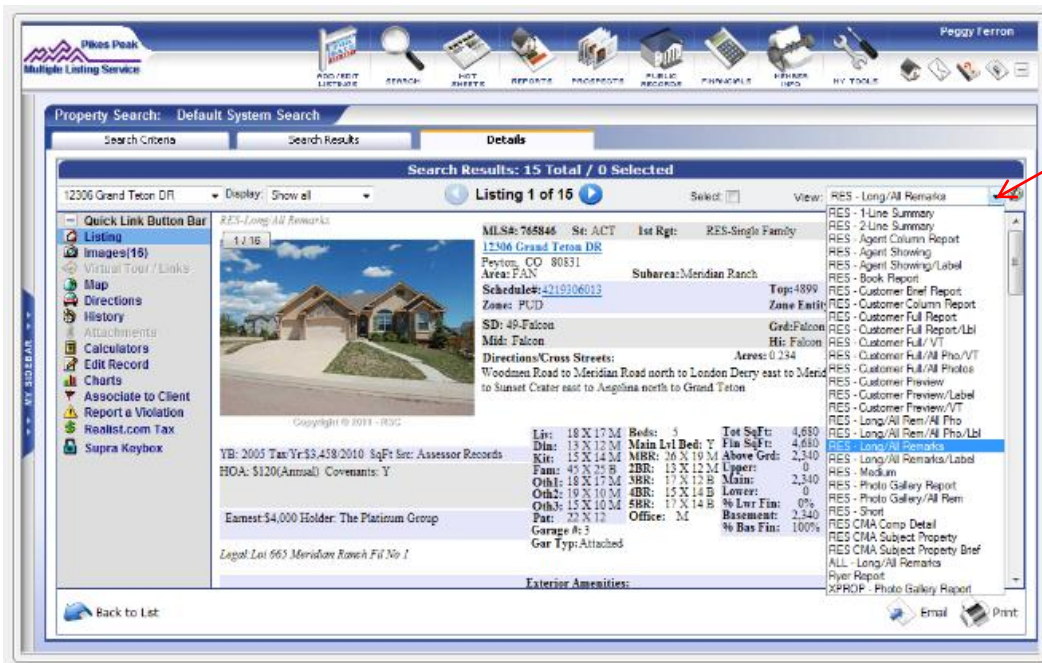
Clicking on either the MLS number on the Search Results screen or on the Details tab will open the report screen.



In the Residential property category, by default the RES-Long/All Remarks report is displayed.

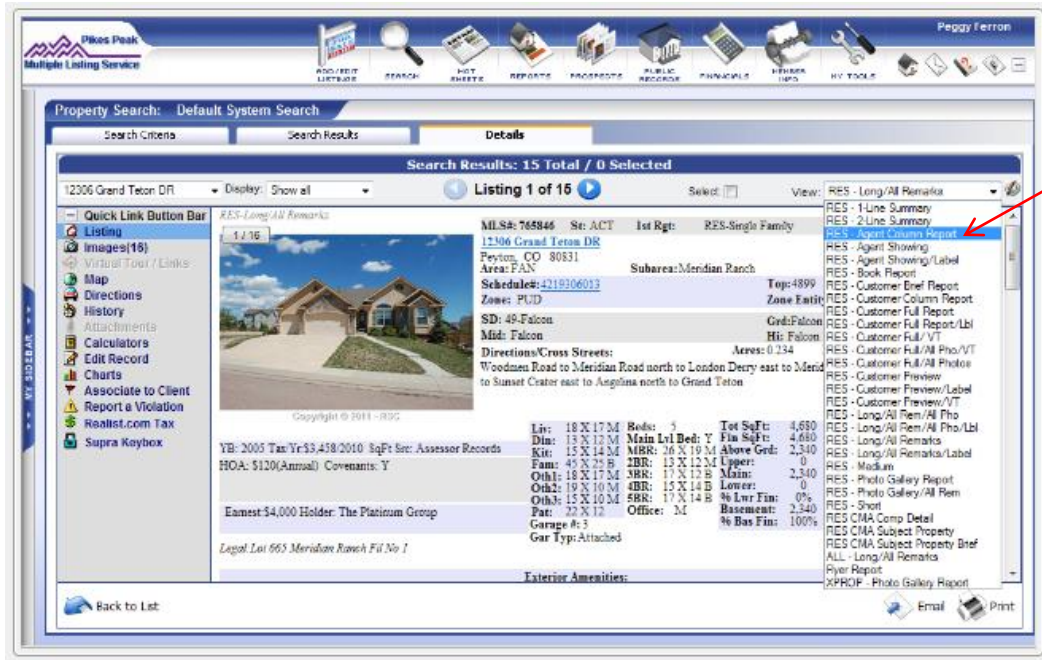


To select an alternate report to view the listing, click on the View drop-down.

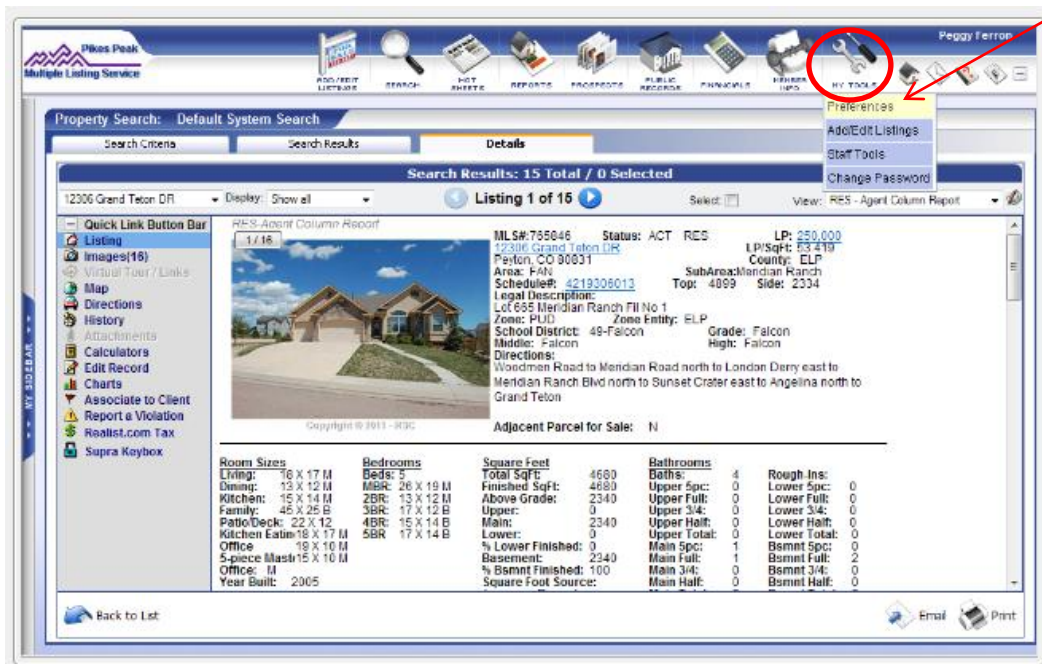


Click on the report you want to view. All listings found on this search will now be displayed in that report format.

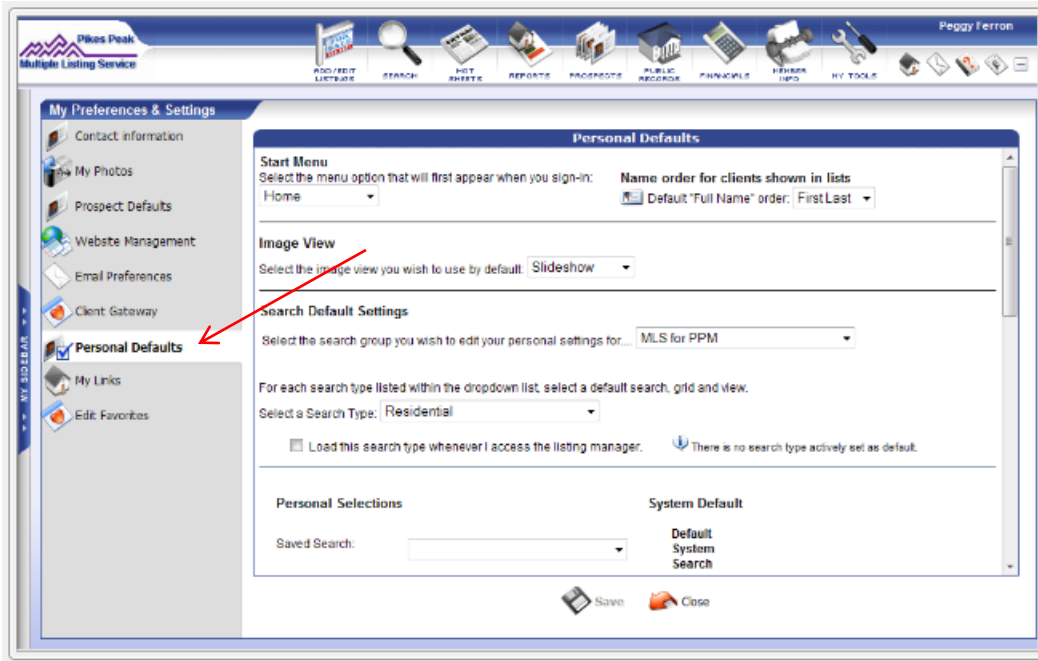
If you find that you are always changing the report to use to view the listing details, you can set any of the reports on the list as the default to display each time you click on the Details tab or on the MLS number.



To select a report to use as your default, mouse over the My Tools icon at the top of the screen and click on Preferences.

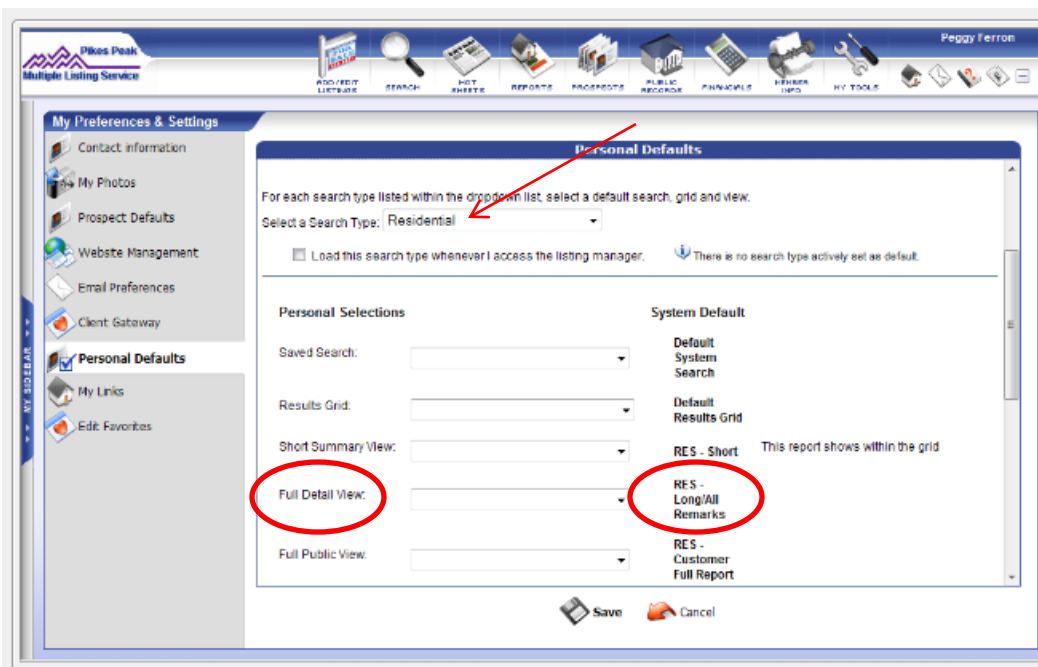


On the My Preferences & Settings screen, click on Personal Defaults.



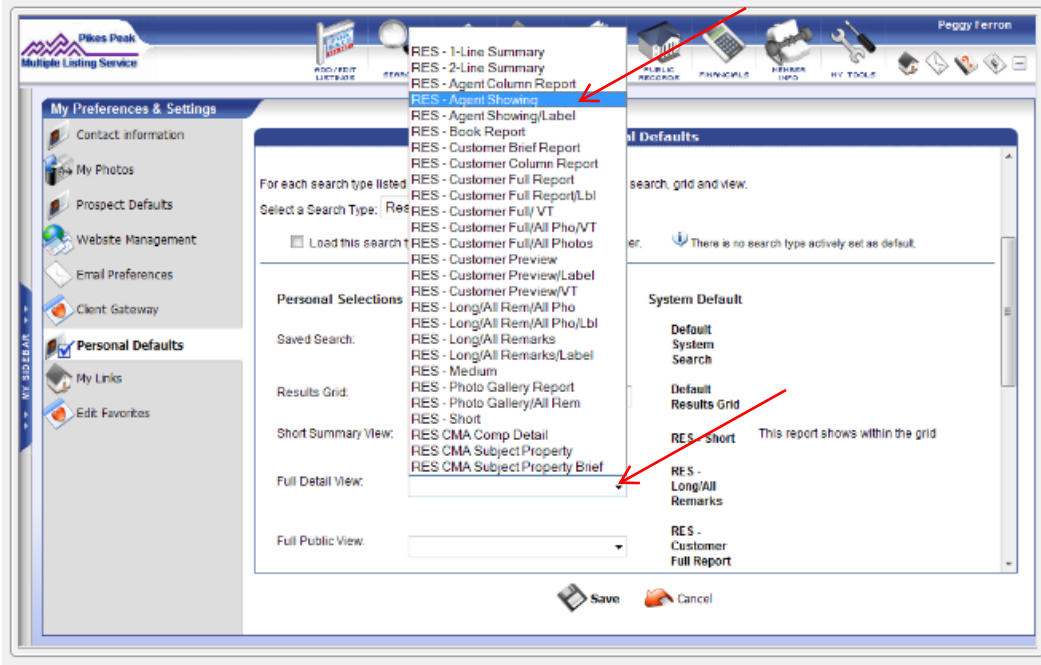
On the Personal Defaults screen, Residential is selected as the Search Type.

In the Personal Selections section, you'll see Full Detail View listed. To the right in the System Default column, RES-Long/All Remarks is listed.

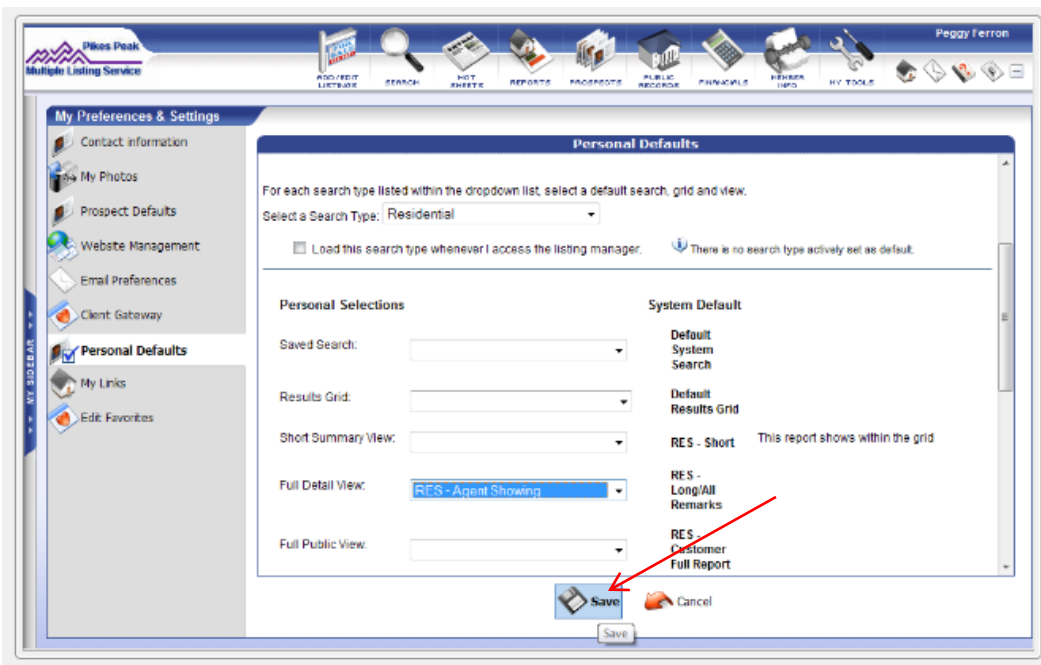


To select another report to automatically display the search Details, click on the drop-down to see the list of Reports.

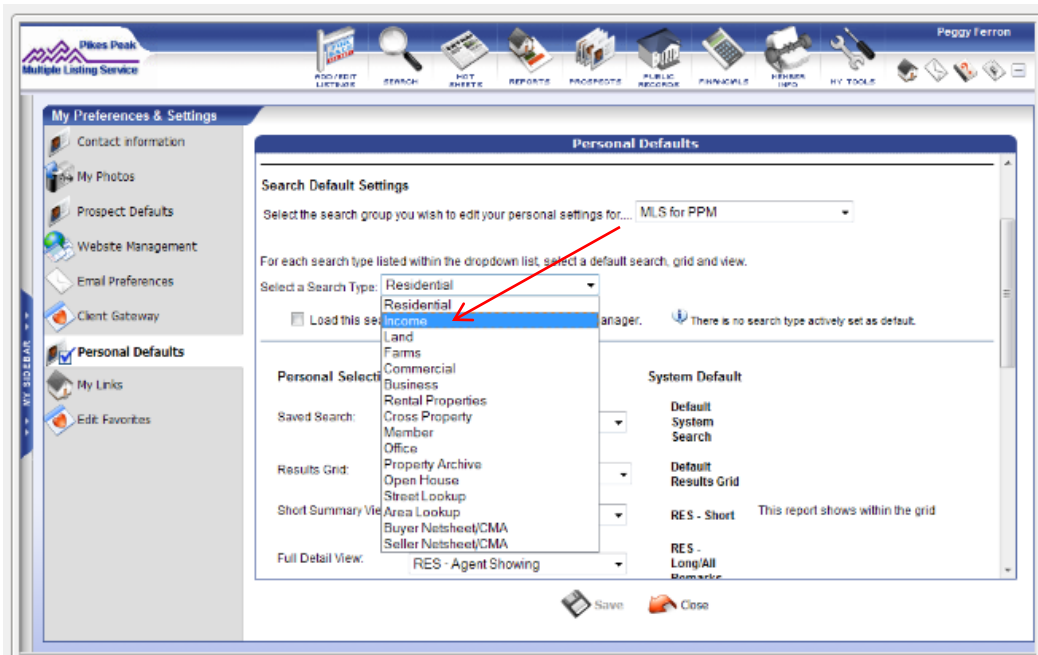
Click on the report that you want to make your default.



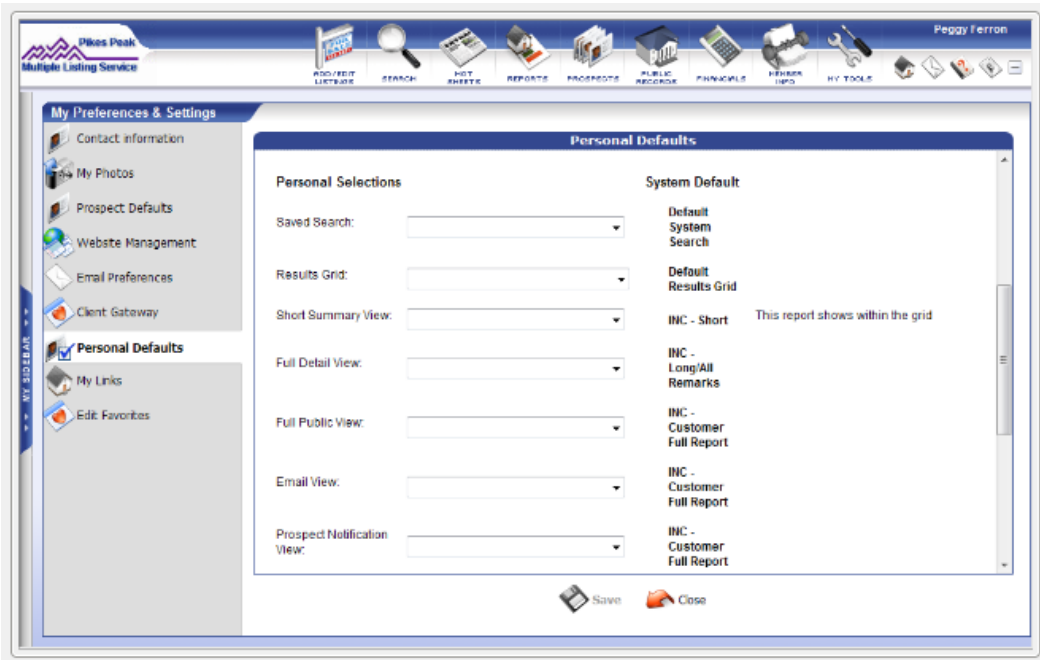
Click on Save on the bottom of the screen. From this point on each time you view search details, the Report you selected here will be displayed.



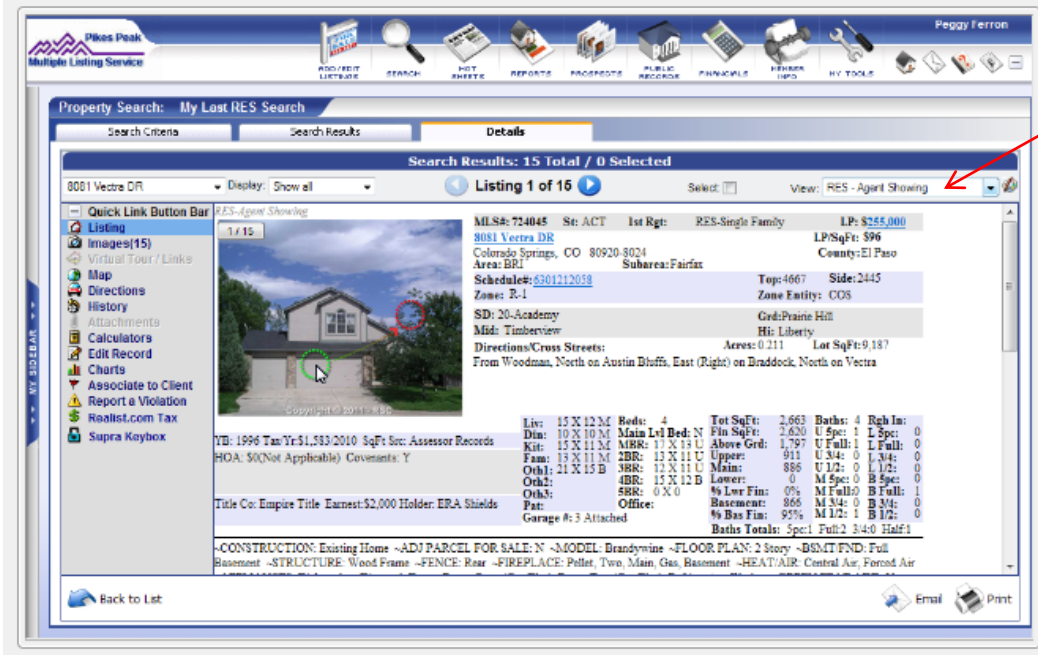
The Personal Selections are property category specific. To select a default report for a different property category, first select that property category on the Select a Search Type drop-down list.



You can now select the Report to be the default for that property category.



On the Search Details screen, the report that you selected as your default report is displayed.



Setting a default report when viewing property details will save you keystrokes as the report you want to see will automatically be displayed each time you do a search.

If you have questions, please call RSC at 719 635-5040, Monday-Friday, 8am-5pm.