

Generate Reports

Reports can be Emailed as PSD, Printed to PDF, Previewed, Printed, Printed and Emailed from Matrix from the search **Results** tab 1

MLS #	Sts	Style	Address	City	Zip	List/Sold \$	Beds	Baths	Total Sq Fin	Sqft	Listing Office
1119115B	A	Ranch/1 Story	5500 E 72ND Avenue	Commerce City	80022	\$550,000	5	2	872	872	Mb Moser Real Estate Group
1174679B	A	Ranch/1 Story	8400 STEELE Street	Denver	80229	\$445,000	3	2	3360	1,680	Keller Williams Avenues Realty
1202746B	A	Ranch/1 Story	7000 MONACO Street	Commerce City	80022	\$137,000	3	1	1680	1,320	Mb Moser Real Estate Group

- Scroll down to locate the **Button Bar** 2

Note: The Button Bar is activated when you select at least one result by placing a check mark next to the property 3

- Select **"Print"** 4

- Verify the number of results you want represented in the report 5

Print which format(s)? To select multiple at once, hold Ctrl while you click (option key, on a Mac).

- my:Zip Single Line
- Non Grid Single Line
- Single Line
- Gallery
- Full
- Hotsheet
- Client Single Line
- Client Thumbnail
- Client Full
- Multi-Map
- Reports below print as PDF only -----
- CMA 1 Line
- 1004MC Report Summary
- 1004MC Report Detail
- Photo Gallery

Print agent header & footer
 Print search criteria
 Ink saver; if any, don't print images

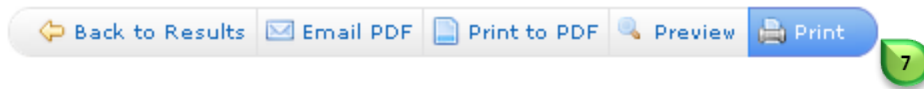
⚠ One or more of the selected displays or reports can only be printed as a PDF. Options above do not apply to PDF-only reports.

Back to Results | Email PDF | Print to PDF | Preview | Print

- Select the report of interest 6

Note: Hold the control key to select multiples

- Options are presented on the button bar 



- Options include:
 - Email PDF
 - Print to PDF
 - Preview
 - Print
- Click on the button of interest

Note: Reports cannot be edited or exported. They are PDF only

Note: You can change reports only by changing your search criteria