

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

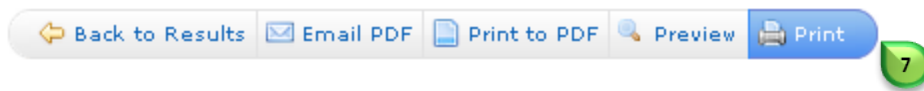
Print agent header & footer
 Print search criteria
 Ink saver; if any, don't print images

⚠ 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.

- 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