Generate Reports

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

- 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

- Select the report of interest ⑥

    Note: Hold the control key to select multiples

- Options are presented on the button bar **7**

Back to Results | Email PDF | Print to PDF | Preview | **Print** **7**
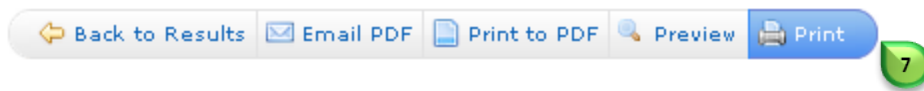
- Options include:
  - Email PDF
  - Print to PDF
  - Preview
  - Print

- 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**