

Office Inventory

The following information will assist you in completing a search of the office inventory for all listings within the Realcomp Online® system.

To complete an office inventory search, log in as the office broker or office assistant. From Realcomp Online®, click Search and Quick Search.

Select all property types in the Search Type field.

Click the All on Market or the All Off-Market button in the Status field to select the appropriate statuses.

Double-click the Select All Listing Types button to place a check mark next to all the possible Listing Type options.

Click on the Additional Fields button and select List Office ID and click OK.

Type your office ID number into the List Office ID field and click Search.

From the Search window, you can review your inventory using one of the current Realcomp Online® reports, or you may create your own custom report.

To create a custom report, click on Select Different Report Format from the search window and select Design New Report.

From the Create New Custom Report window, enter a Report Name and a Description.

From the Available Fields, select the desired fields you would like to appear on your search.

When finished adding the fields for your custom search, click Save to save and view your custom report.