

Creating a Custom Display (Report)

If you want to have fields displayed on a one-line report that are not currently in the default reports, you can make a custom display.

1. Select Settings from the My RCO menu. On the Settings page, select Custom Displays.

🗟 <u>Custom Displays</u>
Number of Custom Displays: 11
Section Exports
Number of Custom Exports: 3
IDX Configuration
Number of IDX pages: 0 active, 0 inactive

2. From this page you can edit a custom display that you made previously or click the Add button on the right to add a new report. Be sure to select the desired property type from the drop-down at the top so get are given the correct list of available fields.

Residential 🗸	
water Tami custom report Testing Copy of Grid Single Line Residential Grid Display Copy of Grid Single Line exp date	Move Up
	Move Down
	Add
	Edit
	Сору
	Delete

3. Give your new report a name and move the desired fields from the left column to the right column to add them to your report. Highlight the field name once it's moved to the right side and use the Up and Down buttons to put it in your desired order.

4. Click Save at the bottom when finished to save your new display.

Display Name My perfect report	×		Print Lay	out Single Line Wrapped	
Available Residential Columns ITL:SAVERATURING Open House Open House Open House Upcoming Ordginal List Price Other Features Out Buildings Ownership Parcel Number Parking Perding Date Percent Tilled Percent Tilled Percent Tilled	^	Add-> <-Remove	Selected Columns MLS Area Major Address Baths. Lavs Price Beds Total		Up Down
Photo Viewer Pool YN Porch Type Possession PRD Price Private Remarks Property History Search:	~	Custom Column Label: Price Pixel Width: 30 Note: Default wid	dth is recommended.	lignment: ○ Left ● Right ○ Center □ Wrap Line	

5. This report will now be available for display using the Display drop-down list at the upper right of your search results. All custom report names will start with "my:".

		🔍 Criteria	💹 Мар	Results
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