



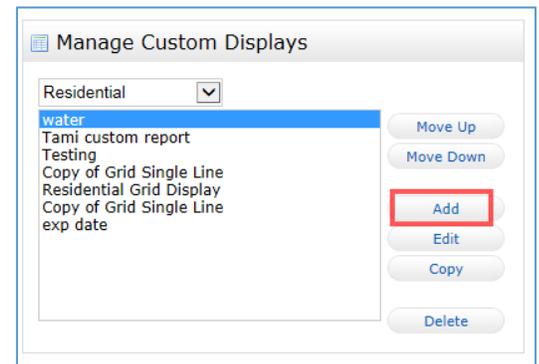
Creating a Custom Display (Report)

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.

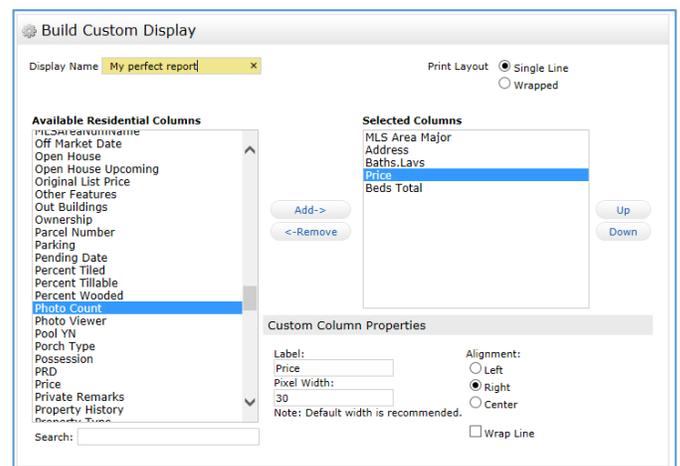
1. Select Settings from the My RCO menu. On the Settings page, select Custom Displays.



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 you are given the correct list of available fields.



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.

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:".

