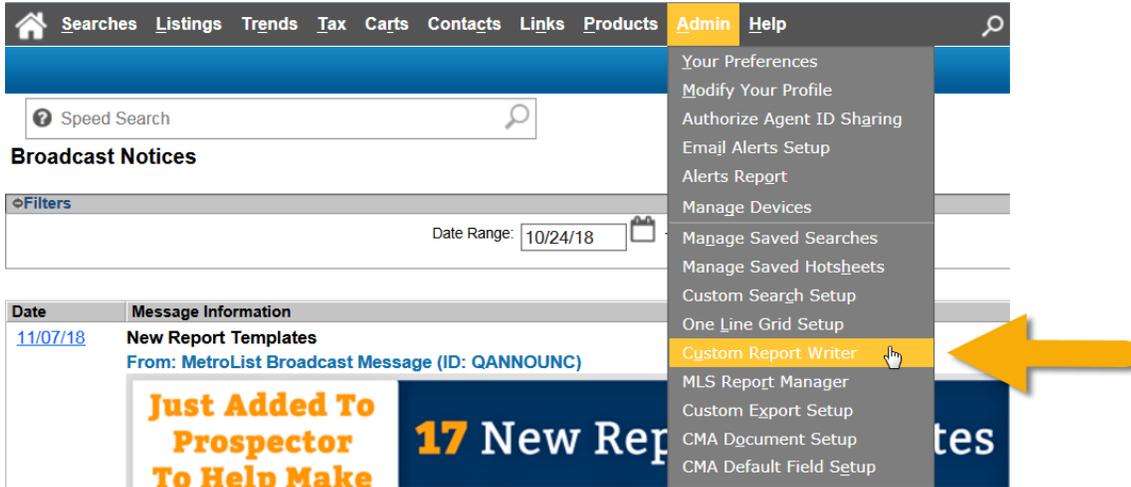
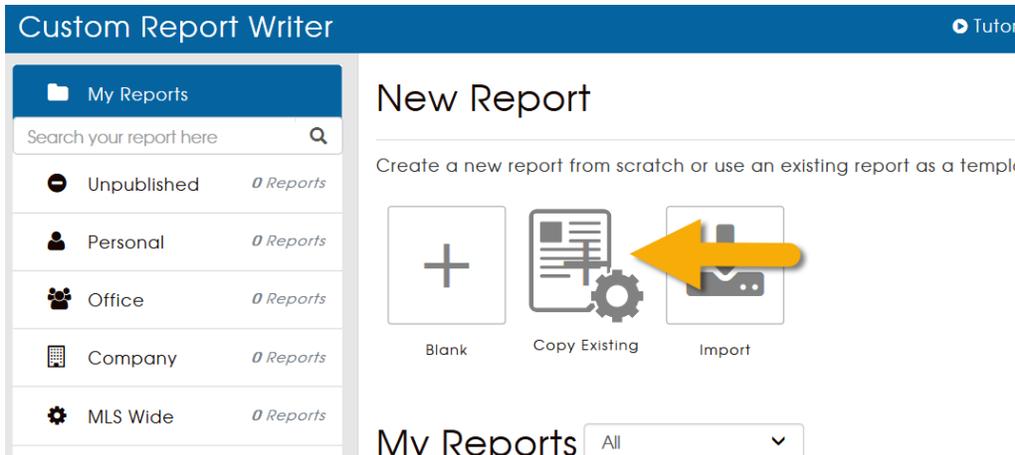


To create a Custom Report using a template:

From the **Admin** drop down menu select **Custom Report Writer**.



Click on **Copy Existing** under the **New Report** section.



Click on desired Report template under the **MLS Wide Reports** section.

MLS Wide Reports



Rename the Report and click on **Create**.

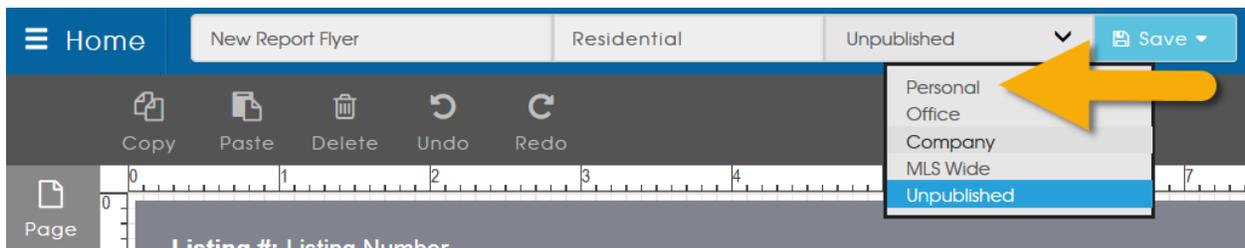
New Report ✕

Enter a name for your report

 ✕

Create Close

Edit Report if desired, then select publish type from drop down menu. Click **Save**.



Report is now published and will show when choosing a Report in Prospector.

