To create a Custom Report using a template:

From the Admin drop down menu select Custom Report Writer.

A Searc	hes <u>L</u> istings Tr <u>e</u> nds <u>T</u> ax Ca	a <u>r</u> ts Conta <u>c</u> ts Li <u>n</u> l	ks <u>P</u> roducts	s <u>A</u> dmin <u>H</u> elp	Q
				Your Preferences	
				Modify Your Profile	
O Speed	d Search	Q		Authorize Agent ID Sharing	
Broadcas	t Notices	Ema <u>i</u> l Alerts Setup			
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Filters				Manage Devices	
		Date Range: 10/	24/18	Manage Saved Searches	
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Date	Message Information			One Line Grid Setup	
<u>11/07/18</u>	New Report Templates		Custom Report Writer		
	From. MetroList Broadcast Me	ssage (ID. QANNOO	NC)	MLS Report Manager	<u> </u>
	Just Added To		Custom Export Setup		
	Prospector	17 Net	CMA Document Setup	S	
	To Help Make			CMA Default Field Setup	

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

Custom Report Writer • Tutori							
My Reports	New Report						
Search your report here Q	· · · · · · · · · · · · · · · · · · ·						
• Unpublished O Reports	Create a new report from scratch or use an existing report as a templo						
Personal OReports							
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MLS Wide <i>D Reports</i>	My Reports All						

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

MLS Wide Reports



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



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

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Page 0	1 1	1	isting Nu	2 mber		3 4		MLS Wide Unpublished		

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

Custom Report Writer							
	My Reports		New Report				
Searc	n your report here	Q					
•	Unpublished	0 Reports	Create a new report from scratch or use an existing report as a template				
-	Personal	1 Reports					
	Office	0 Reports					
	Company	0 Reports	Blank Copy Existing Import				
0 1	Recent Trash	1 Reports 0 Reports	Personal Al Select a report to edit, copy, preview, or delete				