

STEP ONE

To create a Tour of Homes report,
Go to Quick Search. In the Status
Field Select Active and Active
Under Contract.

STEP TWO

Select City

SEARCHING BROKER OPEN HOUSE

STEP THREE

On Additional Search Options Select Broker
Open House Date, Enter the dates desired.

STEP FOUR

Select the resulting records to
display by clicking on the results
link.

STEP FIVE

Then select: Broker Tour Report

Save the search criteria as a
saved search to make running a
Tour of Homes report easier!

