

How to Create a Combined Report

Printing multiple reports is more convenient than ever!

We've received input from subscribers about their desire to print multiple reports, such as History and Tax full, along with Agent and Client Full reports. It's now possible! The Combined Reports feature that is now available on RMLSweb allows agents to print multiple reports for a maximum of 25 listings at one time. Agents can gather information related to a particular property or set of properties with fewer clicks of the mouse!



To create a Combined Report, select up to 25 listings on the Search Results screen and then choose "Combined Reports" from the "Select Report" drop down list. Due to the size of the report, Combined Reports are limited to 25 listings. You can drag and drop reports to arrange in the sequence you choose and also print or PDF a Combined Report.

A new report called Client Map is also available in Combined Reports. This report shows information similar to the Buyer Tour Map report and also has a large map image. Client Map is available on its own or can be included in Combined Reports.

If you'd like help getting to know Combined Reports, view this tutorial for more information:

Creating a Combined Report

For additional information or to attend a class on the RMLSweb system, please contact RMLS™ Training at 503-236-7657 or access the RMLS™ Training calendar under the Toolkit option. For immediate assistance you can contact the RMLS™ Help Desk

at 503-872-8002 (toll free 877-256-2169 or via e-mail at helpdesk@rmls.com).