
Report Designer

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Creating Report Designs

You can build custom reports and flyers for use with listing searches. The design might include your own photo, name, phone, and address; as well as information about the brokerage. When you select report formats from the drop-down list at Search Results, your custom reports display in red, and are available to all TorontoMLS users in your office.

While creating your report, there may be a period when you are not entering any information via your keyboard or mouse. After a period of inactivity, your browser will "time out". To avoid the possibility of losing work due to an inactivity time out, **save your report periodically when creating it.** (See "To Save a Report", below.)

Using Report Designer Elements


Page Orientation and the Design Panel


The design panel is the white area (or white with blue grid lines) in the Report Designer window. This is where you place items to be included in your custom report.

The panel represents an area 6.5" by 8" (for portrait mode) or 8" by 6.5" (for landscape). On actual reports, a 3-pixel border displays and prints at this margin. To avoid butting items against the border, allow additional margins of at least one quarter inch all around. (See [Positioning By Eye](#).)




As you select and define items for your report, TMLS displays a preview of the item in the yellow border above the design panel. Use this as a guide when choosing font type, size, color, and so forth.


Before you begin, choose portrait or landscape orientation for your report. (A custom page option is coming soon.) Once you start adding items to your report you cannot change the page orientation.

Portrait Mode:  (6.5" x 8" text area on a 8-1/2" x 11" page). The centre point for portrait orientation displays as a magenta notch on the ruler at 3.25". Designs in portrait orientation are taller than the browser window, and when first opened, reports are scrolled to the top. If you want to work with your report centred vertically (between the top and bottom margins), double-click on the side ruler to reposition the report at the centre of the ruler.

Landscape Mode:  (8" x 6.5" text area on a 11" x 8-1/2" page). The centre point for landscape orientation displays as a magenta notch at 4". Designs in landscape orientation are both wider and taller than the browser window, and when first opened, reports are scrolled to the top left corner. If you want to work with your report centred horizontally (between the left and right margins), double-click on the top ruler to reposition the report at the centre of the ruler. Double-click on the side ruler to centre the report vertically.

Background Grid



You can use a small, medium, or large background grid to help you arrange items on your report. Select the grid tool  Grid, and then, if desired, click to decrease  or increase  the grid size. The grid is a design aid and does not display when you view or print the custom report.

Snap Items to Grid  is a convenient tool for quick placement. Rather than requiring you to precisely locate the item, Snap Items to Grid automatically positions the item at the closest grid intersection to the left and down from your set location. Place the item "in the ball park" and Report Designer does the rest.



Adding and Positioning Report Items

The key design items are labels, values, and images.

Labels are text items. A label can be associated with a value (e.g., "List Price" followed by the List Price value); or can be stand-alone text (e.g., a banner, or office information).

Click the Label button  and then enter the label's text. Assign the font type, size, color, and other font attributes. Click , Add Item. Move the crosshair onto the design panel by moving the mouse downward **without pressing the mouse button**. As the crosshair moves onto the design panel, the label becomes visible, with the crosshair at its bottom left corner. Continue moving the mouse to position the label, and then click to set its location.



Values are items from the TMLS data dictionaries (e.g., list price, address, type). Choose from a list of values. Choose only fields appropriate for the class for which you are designing the report.

Click the Value button , and then select a value from the drop-down list. Assign the font type, size, color, and other font attributes. Click . Without pressing the mouse button, move the mouse downward toward the design panel. When the crosshair enters the design panel the value marker appears. Guide the value to its desired location. Click to set its position.

For Multiple Features such as Exterior, if you want the report to display multiple features, you must select all the relevant output fields (e.g., both Exterior1 and Exterior2) to provide space on the report for all values.

A grey shaded space holder displays on the design panel to represent each value. It is set for the maximum width of the value. The actual data for that value is provided by the search. (See ["Values Aren't Always as Wide as They Seem"](#))

Images are: listing photos (full or thumbnail size), salesperson photos, and brokerage logos.




Click the Image button , and then select an image from the drop-down list. Click Add Item, . Move the mouse, without pressing the mouse button, toward the design panel. When the crosshair enters the design panel the photo marker displays. Place the photo anywhere in the panel. Click to set its position.



If you want to move an item after you set its position, place the mouse pointer over the item, hold down the mouse button, and then drag the item to the preferred location.

- See [Aligning Items](#) for guidance on aligning and justifying items in your design.
- See [Positioning Items](#) for guidance on setting and changing the location of items in your report.
- See [Layout Basics](#) for guidance on making changes to items on the design panel, and for formatting instructions.

Creating a New Design

To Create a Report Design


1. Select the **Reports** tab at the top of any TMLS page.
2. At Report Tools, click **Report Designer**.
3. At **Page**, click portrait  or landscape .
4. If you want to display a background grid to help you position items on your report, select the **Grid** tool  **Grid**.

Click  to decrease grid size, or  to increase grid size.


If you use a grid, you may click  to choose Snap Items to Grid. You can turn this feature on or off any time while creating your design.

5. Add labels, values, and images to your report:


To add a label







- a. Click  and then type text for the label at the text box.
- b. Assign the font type, color, and size. You can italicize, underline, or make any text bold. TMLS previews the label above the design panel.
- c. Go to step 6.

To add a value


- a. Click  and then choose the value from the drop-down list.
- b. Assign the font type, color, and size. You can italicize, underline, or make any text bold. TMLS previews the value above the design panel.
- c. Go to step 6.


To add an image

- a. Click  and then choose the image type from the drop-down list.
- b. Go to step 6.

6. Click . The mouse pointer  transforms into a crosshair .
7. Using the mouse, move the crosshair onto the design panel (do not click or hold down the mouse button, just move it). The item (label, value, or image) appears. Position the item on the design panel, then click to set its location.
8. Continue adding items. (See [Aligning Items](#), [Positioning Items](#), and [Layout Basics](#) for guidance.)
9. Click  to preview your report. (See "To Preview a Report", below.) Make corrections as needed.
10. When your report design is complete, click . At **Save this report as**, enter a name for the report. Then click **Save**. Click **OK** at the confirmation message. Then click  to close the Report Designer window.


To Preview a Report

1. Click .
2. Enter an MLS# (or leave the text box blank - TMLS will choose an MLS# for you) and then click **Preview**.

3. TMLS displays the listing using your report design in a separate browser window, presenting the MLS# in the title bar.
4. Click  to close the preview window when you are finished previewing the report.

To Save a Report

















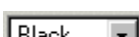

It is a good practice to periodically save your report while creating (or editing) it. After saving the report you can continue working on it or close the Report Designer window and navigate to other TMLS functions.













1. To save your report, click .
2. If this is the first time you're saving the report: At **Save this report as**, enter a name for the report. Then click **Save**. Click **OK** at the confirmation message.

If the report was previously saved: TMLS displays the report's name. Click **Save**. Click **OK** to overwrite the previous report, then click **OK** at the confirmation message.

Report Designer Toolbar

These functions are available at the Report Designer.

File Management	
	Open an existing report to edit or delete.
	Save a report with a unique name to preserve the original—or with the same name to overwrite a saved report.
	Preview the current report design with a listing.
Page Orientation	
	Standard portrait orientation.
	Landscape orientation.
	Custom page size...coming soon.
Grid	
<input type="checkbox"/> Grid	Select or clear background grid.
	Decrease grid size.
	Increase grid size.
	Snap Items to Grid.
Alignment	
	Align all selected items with the leftmost edge of the reference item.
	Centre all selected items in relation to the reference item.
	Align all selected items with the rightmost edge of the reference item.
	Align all selected items with the top edge of the reference item.
	Align all selected items with the bottom edge of the reference item.
Font Characteristics	
	Font type, applied to the label or value you're creating, or to all selected labels and values.
	Font size, applied to the label or value you're creating, or to all selected labels and values.
	Font color, applied to the label or value you're creating, or to all selected labels and values.
	Bold.

	Italic.
	Underlined.
Add Items	
	Create a Label. Enter text at the box provided, then choose font characteristics.
	Select a Value. Choose the value from the drop-down list, then choose font characteristics.
	Select an Image. Choose the image from the drop-down list.
	Add the item to the design panel.
Selection	
	Select All items. (To select individual items see Layout Basics .)
	Select Next. Selects each item in the design panel, one at a time, in the order they were added. This tool allows you to verify that no item is hidden behind another. CAUTION: TMLS clears currently-selected items when you click this tool.
	Cancel the selection of: all selected items on the design panel, or the addition of a new item.
Delete	
	Delete all selected items from the design panel.
Undo	
	Undo the <i>last</i> action. (You can only undo one action.)
Help	
	Help on using Report Designer

Tip: The Report Designer toolbar also displays a count of selected items (see below). Be sure to verify this count before applying formatting or alignment, because revisions are made simultaneously to **all** selected items.


Items Selected: 9 Operations will affect all selected items!

Positioning Items

Positioning New Items

After clicking **+** Add Item, move the crosshair onto the design panel by moving the mouse downward **without pressing the mouse button**. As the crosshair moves onto the design panel, the label, value, or image becomes visible, with the crosshair at its bottom left corner. Continue moving the mouse to position the item, and then click to set its location.

The crosshair, representing the bottom left corner of the item, helps you to position items along grid lines. You can accurately line up the crosshair with a vertical and horizontal line on the grid. Crosshair positioning is ideal for items you intend to left-align.

While positioning, if you decide to cancel the new item, click  (before clicking to set the item's location).

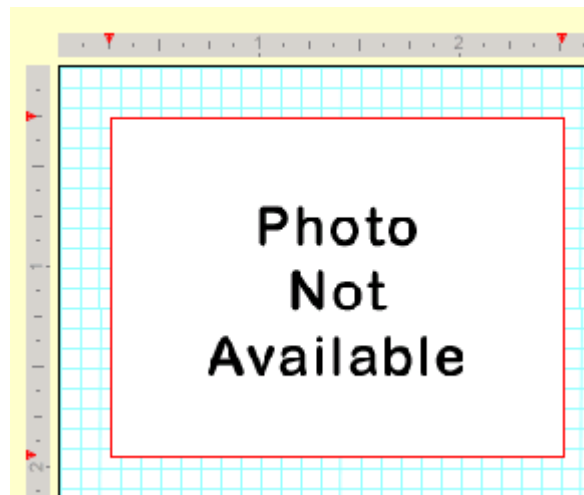
Re-Positioning Placed Items

To re-position a label, value, or image, click on the item, hold the mouse button down, and move the mouse pointer. The item moves with the mouse pointer. When you are satisfied with its placement, release the mouse button to set the new position.

Positioning by Eye

Using the grid, the ruler bar - and "Snap Items to Grid" when desired (see below) - you can accurately position items by eye. Red notches on the top and side rulers reflect the item's location as you move it. (Report Designer displays a centre notch on the top ruler bar in both portrait and landscape orientations.)


The red notches on the ruler bar help you to position items, especially helpful for setting quarter inch (or wider) margins:



Once positioned by eye, you can align groups of items in precise rows and columns. (See [Aligning Items](#).)

NOTE: There is no need to centre items by eye; instead, right click and then select a centring option from the popup menu.

Snap-To Positioning

Snap Items to Grid  is a convenient tool for quick placement of items along a particular gridline. Move the item into approximate position along grid lines. When you set the approximate position, the item snaps down and left to the next grid intersection.

Values Aren't Always as Wide as They Seem

The number of characters contained in a value varies widely between listings. For example, the value for the Style field may be 8 characters for one listing (Bungalow) but 15 characters for another (Raised Bungalow). Every field in the TorontoMLS database has a maximum width. For Style, the maximum width is 16. (See Residential Freehold Data Dictionary.)

When you add a value to the design panel, the space holder you move into position is sized to approximate that value's **maximum** width, adjusted for the specified font and size. (NOTE: Because browser fonts are proportional - M's and W's take more space than I's, for example - TMLS can only estimate the width for each value.) For layout purposes, value space holders show maximum width to ensure that you don't position values too close to other items on the page.

TMLS does not know ahead of time which listings you'll view with the report. Your custom report, therefore, must accommodate maximum widths. Don't be concerned if, when you run a search and view your custom report, extra space appears when a listing's value is much shorter than the maximum.

Example - Value Widths

In the report design below, the space holder for the Fam Rm value shows the maximum width for that field. The Gar Type label to its right cannot be positioned any closer without danger of an overlap.

Fam Rm:	Family Rm Family	Gar Type:	Garage Type Gara
Basement:	Basement1 Ba	Exterior:	Exterior1 Exteri
	Basement2 Ba		Exterior2 Exteri
Fireplace/Stv:	F	Drive:	Drive Driv

Listings viewed using this custom report vary in the amount of space taken by Fam Rm:

For Listing A, the Fam Rm value takes less space than allowed:

Kitchens: 3
 Fam Rm: Above Grade Gar Type: Detached
 Basement: Apartment Exterior: Brick
 Stone
 Fireplace/Stv: N Drive: Lane

For Listing B, the Fam Rm value takes most of the space allowed:

Kitchens: 4

Fam Rm: Below Grade/None Gar Type: Detached

Basement: Apartment Exterior: Brick
W/O

Fireplace/Stv: Y Drive: Lane

Layout Basics

Selecting and Unselecting Items for Revisions

Selecting Items

After an item is positioned on the design panel it can be changed. You must select an item before you can:

- change font characteristics;
- revise label text;
- change the value selection from the drop-down list;
- re-align items.

There are two ways to select an item:

- Hold down the ALT key and click (ALT+Click).
- Right click on the item and choose "Select/Unselect Item" from the popup menu.

A border appears around the item when selected.

You can make as many changes as you want while an item is selected. For example, you can change a label name (at the text box), increase its font size or color, and underline it. You can make changes to more than one item at a time.

After making all changes, you **must** cancel the selection. Click  to cancel the selection of all items.

Selecting Multiple Items

If the type of edit is common to more than one item, you can edit them all at the same time (e.g., you can change the font size of all labels simultaneously). Click each item while holding down the ALT key (ALT+Click).

When selecting multiple items, the one you select first is significant. This is the item TMLS uses as a reference for aligning the others. The border surrounding the first selected item has a black overlay to identify it. Select all remaining items in any order. All selected items, except the first, have a red border.

To select all items on your design panel click Select All . When using Select All, if you need to re-assign the reference item, use the popup menu.

ALT+Click selection	Be sure your first selection is the reference item; select other items in any order.
Popup Menu selection	Choose "Set as Reference Item" to select the reference item; choose "Select/Unselect Item" to select other items, in any order.

The number of currently-selected items displays, in red, on the toolbar. Because all selected items are changed simultaneously, always check this number to prevent your actions from affecting more items than you had planned.


If you realize that you don't want to revise one or more of the items you've selected, you can cancel individual selections. Use ALT+Click to cancel the selection of an item. When you have multiple items

selected, you cannot cancel the selection of the *reference* item. (However, using the popup menu you can assign a new reference item, then you can cancel the selection of the former reference item.)


After making all changes, you **must** cancel the selection. Click  to cancel the selection of all items.

To Cancel a Selection

After completing changes to a selected item or items, you **must** cancel the selection. If you neglect to cancel the selection, and you then go on to select other items, your original selection (or selections) is affected by any action you take. Always check the number of items selected, displayed on the toolbar.

- Click , or
- Right click on the item and choose "Select/Unselect Item" from the popup menu.

Avoiding Hidden Items

While designing, if you cover an item with another without realizing it, your finished report may show overlapping items when viewed or printed. To ensure that your report has no hidden items, use the  Select Next tool to select each item in turn. The Select Next tool brings hidden items to the foreground.







Caution: Select Next causes TMLS to clear currently-selected items.

Formatting

Assigning Font Characteristics


After entering text for a label or selecting a value, assign the font type, size, and other font attributes. You can independently choose font characteristics for each label and value, but it is efficient to specify these before adding the new item.



NOTE: You may need to re-adjust alignment or re-centre an item after a font size change.

	Choose a font type from the drop-down list. Font type is applied to the label or value you're creating, or to all selected labels and values.
	Choose a font size from the drop-down list. Font size is applied to the label or value you're creating, or to all selected labels and values.
	Choose a font color from the drop-down list. Font color is applied to the label or value you're creating, or to all selected labels and values.
	Bold.
	Italic.
	Underlined.

Undoing and Deleting



Undoing an Action

Click  to undo the *last* action. (You can only undo one action.)

If you click  to add an item to the design panel, then decide to abandon the item, click  to cancel.

Deleting Items

There are two ways to delete an item:

- ALT+Click to select the item, or click  to select all items, and then click  to delete.
- Right click on the item and choose "Delete Item" from the popup menu.

Aligning Items

The Popup Menu

From the popup menu, one item at a time, you can centre items on the page and select, unselect, or delete them. You can also justify a value within its maximum width.


Right click on any item to view the popup menu, then select the option you want.

Justifying Single Items

From the popup menu, you can centre any single item on the page; or left-justify, right-justify, or centre a value within its maximum width. (For a discussion of value widths, see [Values Aren't Always as Wide as They Seem.](#))






Examples - Justifying within a Value's Maximum Width

Salesperson 1 Salesperson 1 S , of List Broker List Broker List Br

- The value, "Salesperson 1" is right justified within its maximum width (use popup menu option Right Justify).
- The label, ", of" is [positioned by eye](#).
- The value, "List Broker" is left justified within its maximum width (use popup menu option Left Justify).
- All three items are bottom aligned (use alignment tool .

Aligning Items as a Group with Alignment Tools

You align selected items as a group in relation to one already-positioned "reference" item. Items can be right, left, top, or bottom aligned - or centred - in relation to the reference item. After selecting the items you want to align, click the appropriate alignment tool on the toolbar:

	Align all selected items with the leftmost edge of the reference item.
	Centre all selected items in relation to the reference item.
	Align all selected items with the rightmost edge of the reference item.
	Align all selected items with the top edge of the reference item.
	Align all selected items with the bottom edge of the reference item.


When aligning multiple items, select only items that you want arranged in a row or a column:

- A column of items to be left- or right-aligned
- A column of items to be centred
- A row of items to be top- or bottom-aligned

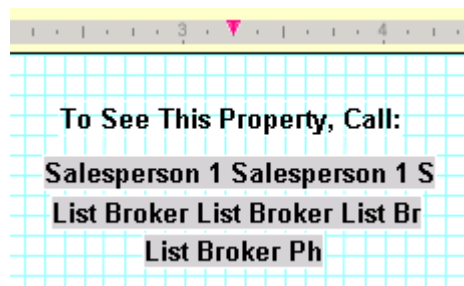
You can re-position an aligned group of items without disturbing their alignment. (See [Report Designer Tips.](#))



CAUTION: If you select an item from an unrelated row or column, unexpected overlapping - or apparent loss - of items may occur when aligning.

To Align a Group of Items

1. Position the first item, and then ALT+Click to [select](#) the first item.
2. ALT+Click to select each additional item in the group.
3. Click the appropriate alignment tool.
4. Once the alignment is complete, use the Cancel Selection tool  to cancel selected items.



Examples - Centring Grouped Items Between L&R Margins



- Select (ALT+Click) the reference item, already properly positioned
- Select all additional items to be centred in the column
- Click the Centring alignment tool 
- Click the Cancel Selection  tool in order to de-select all selected items



Examples - A Row of Items Bottom-Aligned



- Select (ALT+Click) the reference item, already properly positioned
- Select all additional items to be bottom-aligned
- Click the bottom-alignment  tool
- Click the Cancel Selection  tool in order to de-select all selected items





Examples - A Column of Prices Right-Aligned

Original Price: \$99,999,999,999
Prior Price: \$99,999,999,999
List Price: \$99,999,999,999
Sold Price: \$99,999,999,999
Taxes: \$99,999,999

- Select (ALT+Click) the reference item (select the widest value, if the values vary in width)
- Select all additional items to be right-aligned
- Click the right-alignment  tool
- Click the Cancel Selection  tool in order to de-select all selected items

Examples - Aligning Columns of Labels and Values

Type:	Type	Type	Type	Typ
Style:	Style	Style	Styl	
Rooms:	99			
Bedrooms:	9			
Washrooms:	99			

- Select (ALT+Click) the reference item for the column of labels, already in position
- Select all additional labels to be right-aligned in the same column
- Click the right-alignment  tool
- Click the Cancel Selection  tool in order to de-select all selected items
- Select (ALT+Click) the reference item for the column of values, already in position
- Select all additional values to be left-aligned in the same column
- Click the left-alignment  tool
- Click the Cancel Selection  tool in order to de-select all selected items

Editing and Deleting Report Designs

Use the edit feature to improve upon one of your office's custom reports, or develop a new report from an existing one.




You can reposition or re-align existing items, change font characteristic, add new items, or delete unwanted ones. (See [Layout Basics](#), [Positioning Items](#), and [Aligning Items](#).) When revising labels, correct the text at the text box.

NOTE: You may need to re-adjust alignment or re-centre an item after a font size change.



You can edit a report created by someone else; however, when saving the report, TorontoMLS requires you to give it a new name. The original report remains intact, without edits, and the edited version belongs to you.

You can only delete your own reports.

To Edit a Report Design

1. Select the **Reports** tab at the top of any TMLS page.
2. At Report Tools, click **Report Designer**.
3. Click .
4. At **Select a report to edit**, choose from the drop-down list (your own reports display in red). Then click **Edit**. Revise any items in the report. (See [Layout Basics](#), [Positioning Items](#), and [Aligning Items](#).)
5. When your report is complete, click . At **Save this report as**, TMLS displays the current name for the report. You can use this name or enter a new one. Then click **Save**. If you use the same report name, TMLS asks your permission to overwrite the previous version. Click **OK** to overwrite, then click **OK** at the confirmation message.
6. Click  to close the Report Designer.

To Delete a Report Design

1. Select the **Reports** tab at the top of any TMLS page.
2. At Report Tools, click **Report Designer**.
3. Click .
4. At **Select a report to edit**, choose from the drop-down list. Then click **Delete**.
5. Click **OK** to confirm deletion. TMLS indicates the report is deleted. Click **OK**.
6. Click  to close the Report Designer.

Report Designer Tips

Re-Positioning an Aligned Group of Items






You can use the mouse or the numeric keypad's cursor movement keys (with Num Lock turned on) to shift a row or column of previously-aligned items. Using the mouse you can move the aligned group to any location. The keypad option allows you to shift the group one pixel (i.e., a small increment on the screen) at a time to fine-tune its position. If Snap Item to Grid is turned on, the group is shifted one grid intersection at a time instead of one pixel.

Select (always use ALT+Click) the aligned items that you want to fine-tune; in this case, the reference item has no importance.


The following applies to the keypad option:

Keypad Key	Action
8	Shift the group up
2	Shift the group down
4	Shift the group left
6	Shift the group right

Caution: Be careful not to click anywhere outside of the design panel (not even on the popup menu or toolbar buttons) while you press Num Lock and begin using the cursor keys. If you click anywhere outside of the design panel, fine-tune positioning will not work properly. To avoid clicking outside of the design panel, use keypad keys instead of toolbar buttons for the following:

Keypad Key	Tool Replaced	Action
5		Turns on/off "Snap-Items-to-Grid"
+		Increase grid size
-		Decrease grid size
*	 Grid	Turn grid on/off
Esc		Cancel selections

To Re-Position an Aligned Group of Items:

1. ALT+Click to select each item in the group.
2. Position the cursor over one of the items in the group, and then depress the left mouse button. Drag the group to its new position; or press Num Lock and use cursor-movement keys on the numeric keypad.
3. Once the adjustment is complete, use the Cancel Selection tool  to cancel selected items.
4. If you switched Num Lock on at step 2, press it again to switch it off.

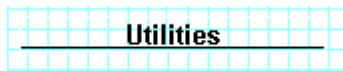
Creating a Horizontal Rule

To See This Property, Call:

To create a horizontal rule of any length:

1. Click **A** to create a label.
2. At the Label text box, press the underline key on the keyboard until the line is as long as you want (check the line's length in the preview area above the design panel).
3. To increase the line's weight (thickness), select a larger font size and click the Bold tool **B**.
4. Add **+** the label to the design panel.
5. Once positioned, you can centre the line between the left and right margins (right click to view the popup menu, then select "Centre Horiz. on Page"); or centre-align **→|←** the rule in a column with other items.

Creating a Ruled Section Heading



To create a ruled section head label:

1. Click **A** to create a label.
2. Set the size and other font characteristics.
3. Click the Underline tool **U**.
4. At the Label text box, type the heading text. Underlining appears.
5. To extend underlining to the left of the heading text, position the cursor at the left of the heading text and then press the spacebar as many times as you wish in order to insert underlined spaces.
6. To extend underlining to the right of the heading text, position the cursor at the right of the heading text and then press the spacebar as many times as you wish in order to add underlined spaces.
7. Add **+** the label to the design panel.


Speeding Up Report Creation

Instead of creating a new design from scratch, it may be simpler to modify an existing custom report and save it with a new name. See [Editing and Deleting Report Designs](#).

Multiple Listings Per Page Requires Standard Thumbnail Reports

Custom reports allow only one listing per page. If you want to display several listings on a page, use TMLS' standard thumbnail report formats.

Minimizing Report Designer

Report Designer displays in a separate browser window. You can minimize the window (click ) , navigate to other TMLS functions, then return to Report Designer. Click the Report Designer icon at the Windows task bar (at the bottom of the screen), to re-open the Report Designer window.

Salesperson Photos and Brokerage Logos

You can place your photo and/or office logo in a report design if you have sent them to MLS to be stored in the TMLS system.


Salesperson Photos: Send your photo via email to memphotos@trebnet.com as a jpeg file (.jpg) attached to the email. The format should be 90 by 120 pixels and the filename should be `yourmembersnumber.jpg`. In addition, the subject-line of the email should read `your name photo` (e.g., `John Smith photo`). Be sure to also include your name and MLS Member number in the body of the email.

Brokerage Logos: Send your brokerage logo via email to offlogos@trebnet.com as a jpeg file (.jpg) attached to the email. The format should be 200 by 200 pixels maximum and the filename should be `yoursixdigitbrokercode.jpg`. In addition, the subject-line of the email should read `office name logo` (e.g., `Real Good Real Estate logo`). Be sure to also include the office name and your office Brokerage Code in the body of the email.

Troubleshooting Report Designer

If Items on your Custom Report Overlap

If when viewing or printing a listing in a custom report format you notice overlapping text, it may be because you positioned an item on top of another. Open the report in Report Designer and check the items in the vicinity of the problem. Move values or images to ensure that another item is not *underneath* it. If you find an item beneath, move or delete it.

Hint: You can select each item in turn, bringing hidden items to the foreground, by clicking the  Select Next tool repeatedly.

If You Can't Find the Report Designer Window

If you are working with the Report Designer and "lose" the window, it may be minimized. Check the Windows task bar (at the bottom of the screen), for the Report Designer icon. Click the icon to open Report Designer.

If Report Designer Won't Open and a Message Appears

If you attempt to open Report Designer at the Report menu page and receive a message asking you if you're sure you want to navigate away from this page, this indicates that Report Designer is already open (and minimized) from a previous work session and that changes have not been saved.

- To return to the previously-open Report Designer window, click Cancel to close the message, and then click the Report Designer icon on the Windows task bar (at the bottom of the screen).
- To abandon the previously-open design without saving the changes, click OK, and then click the Report Designer icon on the Windows task bar to restore Report Designer.

If Report Designer Won't Open and No Message Appears

If you attempt to open Report Designer at the Report menu page but nothing happens, this may indicate that Report Designer is already open and either minimized or hidden behind another open window. Click the Report Designer icon on the Windows task bar to restore Report Designer.

If You Experience Font Problems


The Font drop-down list may include fonts that are not installed on your PC. If you select a font that does not appear as you expect it to, this is because the browser has substituted an available font. Select a font that you are certain is installed on your system.

Similarly, if a font you select for a custom report is not installed on another user's computer, and that user attempts to view or print a listing using your custom report, an available font will be substituted.

NOTE: Because Report Designer is a browser application its font list is preset. (The system cannot access information about the fonts installed on your own computer, as Windows applications do.)

If Unexpected Repositioning Occurs When Aligning Items as a Group

If, when you select a group of items and then align them with the toolbar alignment buttons, you find that an item overlaps another or disappears altogether, this may be because you have selected an item that

should be aligned separately from this group; or because you chose the wrong alignment tool. Click Undo  to undo your action.

When aligning multiple items, select only items that that you want arranged in a row or column:

- A column of items to be left- or right-aligned
- A column of items to be centred
- A row of items to be top- or bottom-aligned

If You Lose your Report Design Because TMLS "Times-Out"

While creating your report, there may be a period when you are not entering any information via your keyboard or mouse. After a period of inactivity, your browser will "time out". To avoid the possibility of losing work due to an inactivity time out, save your report periodically when creating it.

If an Item Shifts from the Location You Want It In

If you position an item to a precise location that you want, but it shifts from that position when you click to set it, turn Snap Items to Grid off. Although a valuable tool when designing a report, this feature may interfere with precise positioning. You can turn Snap Items to Grid on and off at any time. Turning this option off does not change the position of items previously set.