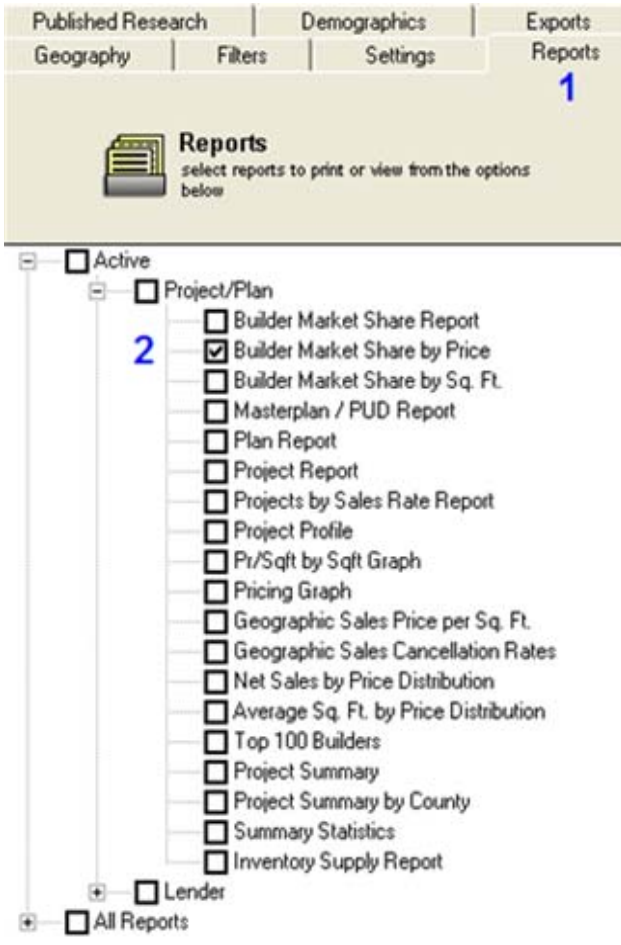


Builder InfoTools allows you to generate reports and graphs. This function in the program gives you the opportunity to analyze the projects you found.

To run a report:

1. Select the **Reports** tab from the Control Panel.



Note: There are different reports available based on your filter view (active, proposed or combined). If you do not see the report you are looking for, adjust your filter view.

2. Make a selection by placing a check mark next to the report desired.
3. Click **Get Report**.



Depending on the type of report you are running, there are several report parameters you can change. Below is the report parameters window for the Builder Market Share by Price Report.

The screenshot shows the 'Report Parameters' window for the 'Builder Market Share by Price' report. The 'REPORT TITLE' field contains 'New Home Builder Market Share by Price'. The 'REPORT DATE' field contains '02/20/2008'. Under the 'Ranges' section, 'Use Default Ranges' is checked. The 'Minimum' field is '100,000', the 'Maximum' field is '700,000', and the 'Increment (maximum 100K)' field is '50,000'. The '# of Builders' field is '20'. The 'Output' dropdown is set to 'PDF'. The 'Print Search Parameters' checkbox is checked. The 'Include Subject Properties in Report' checkbox is unchecked. The 'Run From Project List' checkbox is checked. The 'From' field is 'January 2007' and the 'To' field is 'Decemb 2007'. There are 'Cancel' and 'Get Report' buttons at the bottom.

You have the option to change the report title and date. If requested, select a ranking or sorting selection. With some builder ranking reports, you can also select the number of builders displayed and customize the ranking or pricing ranges. Most reports also allow you to change the date range on the report as well.

Depending upon your report selection, you may be able to print, preview, or export your report into a PDF or Excel format.

Note: If you entered a subject property, some reports allow you to include this in the report. To do this, check the **Include Subject Properties in Report** box. Not all reports allow subject properties.

Project List Reports vs. Market Level Reports

Some reports will allow you to generate the report from the Project List and others will only let you run it at the market level.

If you want to run a report from the Project List, place a check mark in the **Run From Project List** box.

If you want to only run a report from select projects in the Project List, “tag” them first, then check the **Run From Project List** box before you generate your report.

Tag	Community	Name	Status
<input checked="" type="checkbox"/>	Hillcrest	12 ON POLK	Active
<input checked="" type="checkbox"/>	Imperial Beach	1340 HOLLY	Active
<input type="checkbox"/>	Hillcrest	301 UNIVERSITY	Active
<input type="checkbox"/>	Pacific Beach	3910 AT THE BEACH	Active
<input checked="" type="checkbox"/>	La Mesa	ADAGIO AT LAKE MURRAY	Active
<input type="checkbox"/>	Chula Vista	AGAVE AT WINDINGWALK	Active
<input checked="" type="checkbox"/>	San Diego	ALCALA AT DEL SUR	Active
<input type="checkbox"/>	El Cajon	ALDER WOODS	Active

Market level reports are reports that can only be generated from data at the county level, these reports cannot run from the Project List. There are two market level reports, they are the **Summary Statistics Report** and the **Inventory Supply Report**.

To run a Market Level report:

1. Place a check mark next to the report you want to run, then click **Get Report**.

2. A Report Criteria window will appear. Select the county in which you want the report to pull information from (you can select more than one county at a time).

3. Customize your date range and select your Output (PDF or Excel).
4. Click **Get Report**.

Note: To exclude builder cancelled projects place a check mark in the **Exclude Cancelled Projects** option.

There are 2 graphing reports you can generate in Builder InfoTools: **Price/Square Feet by Square Feet Graph** and **Pricing Graph**.

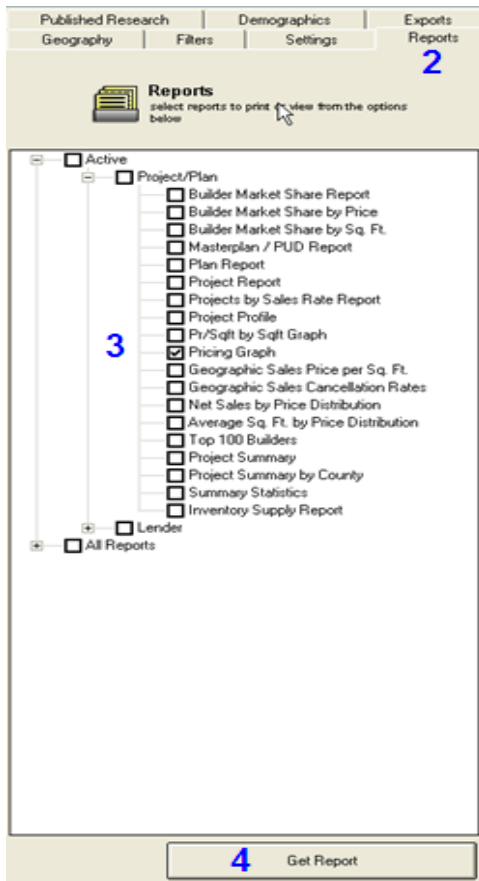
To run a Graphing Report:

1. Tag the projects in the Project List you want to place in the graphing report.

Tag	Community	Project
<input checked="" type="checkbox"/>	La Mesa	SERRAMAR AT FLETCHER HILLS
<input type="checkbox"/>	Escondido	RANCHOS AT VISTAMONTE (THE)
<input checked="" type="checkbox"/>	Santee	STONERIDGE
<input type="checkbox"/>	El Cajon	CAMED CLASSICS SHADOW MOUNTAIN
<input checked="" type="checkbox"/>	Chula Vista	MONTECITO
<input type="checkbox"/>	La Costa	CORDELANE AT LA COSTA GREENS

Note: Limit the number of projects you want to graph to 9 projects, otherwise the graph may get a little crowded.

2. Select the **Reports** tab in the Control Panel.



3. Place a check mark next to the graphing report you want to generate.

4. Select the **Get Report** button.

5. A graphing report parameters window will appear. You can change the title of the report, the date, and what type of output (PDF or Excel).

REPORT TITLE (100 chars. max)
Pricing Graph

REPORT DATE (Ex. mm/dd/yyyy)
02/20/2008

Output PDF **5**

6 Include Subject Properties in Report

Cancel **7** Get Report

6. If you want to include a subject property in the report, check the **Include Subject Properties in Report** box.

7. Select the **Get Report** button.

The graph then appears. You can change the format of the report by using the tools across the top of the graph. When the graph appears the way you want it to, click **Run Report** to generate a PDF file.

