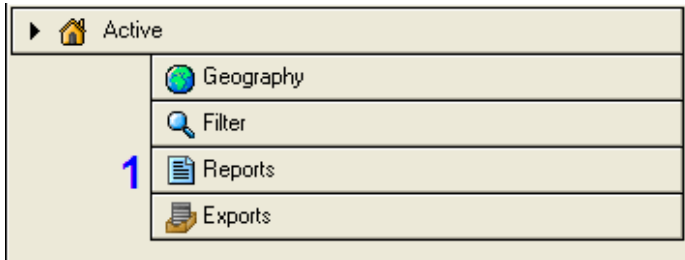


Builder InfoTools allows you to generate reports and graphs. This function in the program gives you the opportunity to analyze the projects you found.

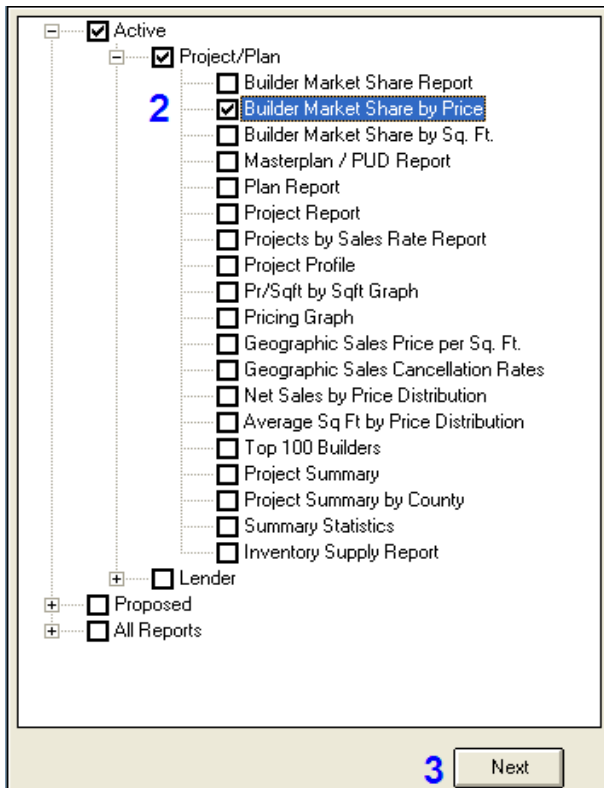
To run a report:

1. Select the **Report** subcategory in the **Filter View** that you conducted your initial search.



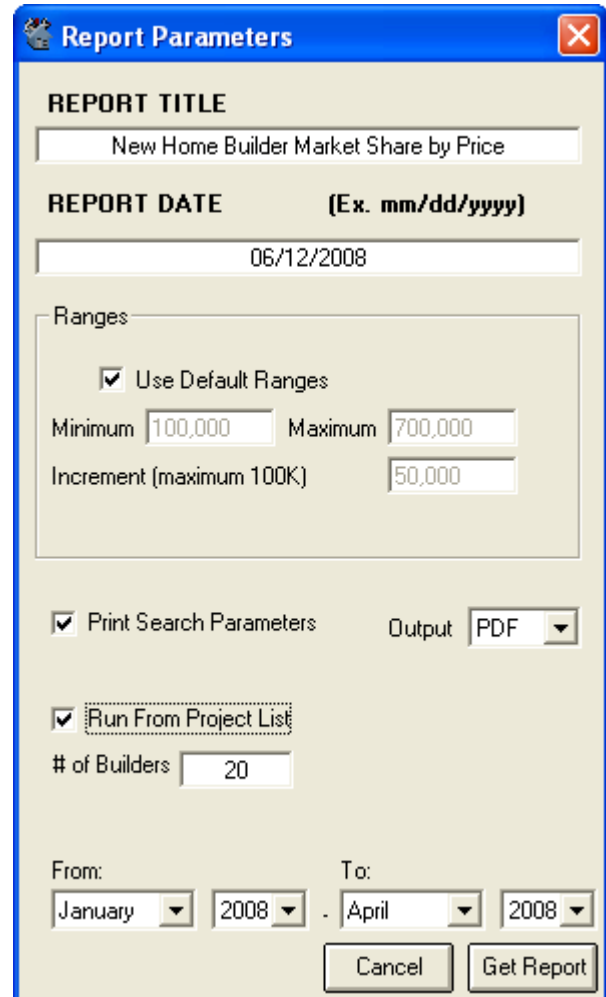
Note: There are different reports available based on the filter view you selected (active, proposed, combined, masterplan, coming soon). If you do not see the report you are looking for, adjust your filter view.

2. Make a selection by placing a check mark next to the report desired.



3. Click **Next**.

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.



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. Not all reports will have this option.

Report Parameters

REPORT TITLE
New Home Plan Report

REPORT DATE [Ex. mm/dd/yyyy]
06/12/2008

Sort By
Project
Ascending Descending

Print Search Parameters Output PDF
 Include Subject Properties in Report
 Run From Project List

From: January 2008 To: April 2008
Cancel Get Report

If you want to run a report from select projects in the Project List, "tag" them first, then check the **Run From Project List** box before you generate the 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 the **Next** button.

Project Summary by County
 Summary Statistics
 Inventory Supply Report
 Lender
 All Reports
Next

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).

Summary Statistics Report Criteria

Select counties from the list below:

- Phoenix-Mesa, AZ
- Punta Gorda, FL
- Racine, WI
- Reno, NV
- Riverside-San Bernardino, CA
- Rochelle, IL
- Rockford, IL
- Sacramento, CA
- Salisbury-Ocean Pines, MD
- San Diego, CA
- San Diego, CA
- San Francisco Bay Area, CA
- Sarasota - Bradenton, FL
- Seattle-Tacoma-Bremerton, WA
- South New Jersey, NJ

Begin: January 2008 End: March 2008
Output: PDF
 Exclude Cancelled Projects
Cancel Get Report

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*.

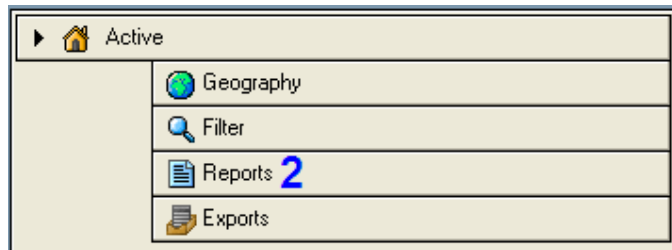
To run a Graphing Report:

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

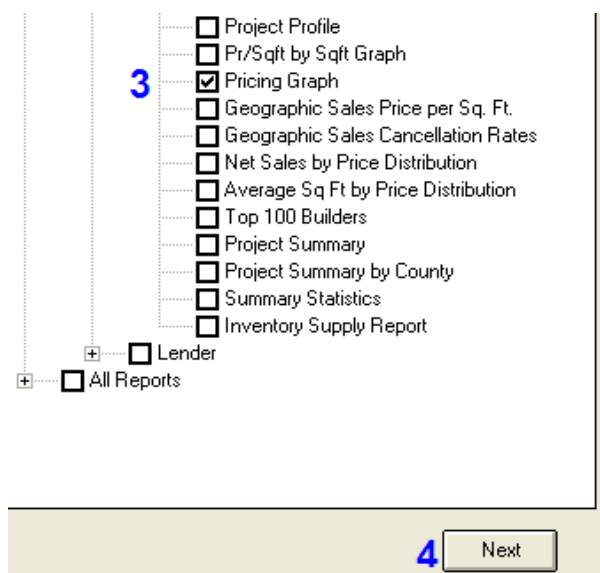
Tag	Community	Project
<input checked="" type="checkbox"/>	La Mesa	SERRAMAR AT FLETCHER HILLS
<input checked="" type="checkbox"/>	Escondido	RANCHOS AT VISTAMONTE (THE)
<input checked="" type="checkbox"/>	Santee	STONERIDGE
<input checked="" type="checkbox"/>	El Cajon	CAMEO CLASSICS SHADOW MOUNTAIN
<input 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 **Report** subcategory in the **Active Filter View**.



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



4. Select the **Next** 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).

The screenshot shows a 'REPORT TITLE' window. The title is 'Pricing Graph'. The 'REPORT DATE' is '06/12/2008'. There is an 'Output' dropdown menu set to 'PDF'. A checkbox for 'Include Subject Properties in Report' is present. At the bottom, there are 'Cancel' and 'Get Report' buttons. Blue numbers 5, 6, and 7 are overlaid on the form to indicate steps.

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 or Excel file.

