QUICK START · SETTINGS

# Set it once: your comp answers and your grid rows NEW

Two minutes once, and every report starts closer to done.

## 1 Open Settings

Tap the three lines at the top right, then Settings.

## 2 Answers I give on every comp: tap Change

Pick the answers you give every time: Property Rights Appraised (Fee Simple), All Rights Included (Yes), Transfer Terms (Typically Motivated, when the sheet does not say), Attached or Detached (when the sheet does not say), and Design (Style) for each story count, like Ranch for 1 story. Primary Access, Neighborhood Name, Construction Method and Zoning Compliance are there too. Ask me each time leaves one alone. Tap Done.

## 3 What they fill

Only the empty boxes on your comps. Your MLS sheet and anything you type always win. In the comp grid, every box your setting filled says your setting. Saved when you tap; boxes you already answered stay as they are.

## 4 Rows I use in the grid: tap Change

Choose Only the rows I pick, and tick the rows you actually use, like Cooling. Tap Done.

## 5 When your report opens in TOTAL

The rows you did not pick stay closed, so they do not show up full of red boxes. A row the subject answers still opens, so its comps go filled, not empty. You can turn any row on for one report in the comp grid.

**WHAT TRIPS PEOPLE UP**

A new setting never changes a box you already answered. To stop one answer, set it back to Ask me each time.

**ALWAYS YOURS**

These are your own answers, not drafts: a box your setting filled is plain, never teal, and says your setting. Change it in the grid like any answer.