Create Welcome Report from Scratch

In this example we will create a Welcome report for new tenants.

1. Go to Reports, Unit Reports.
2. Click Manage Reports, then New.
3. Click OK to accept the Unit driving table.
4. On the Report Information and Page Layout tabs, change the name of the report to Welcome Information or New Tenant Information or whatever you choose.

5. On the Report Fields tab mark the fields shown below.

7. On the Report Options, Contacts screen, in the Address fields, unmark the Name checkbox.
8. On the Column Fields tab, mark the fields shown below.

9. On the Column Fields tab, in the Set the column order:
   ◊ Highlight Name [Manager].
   In the Position field choose New Column. In the Column Label Override type Manager.

   ◊ Highlight Email [Manager].
   In the Position field choose Stack Below.
Highlight Day [Manager]. In the Column label override field type Day/Night.

Highlight Night [Manager]. In the Position field choose Stack Below.

Highlight Welcome [Category]. In the Position field choose New Column. In the Column Label Override type Utilities.

Highlight Listing [Category]. The Position field should be Default. In the Column label override field type Amenities.
10. On the Group Fields tab
   ◊ Mark Name under Unit (Driving Table).
   ◊ In the Alignment field choose Center.
   ◊ In the Format field choose Single Line.
   ◊ Mark the checkbox Display as Section Header.
   ◊ Mark the checkbox Display before Column Headers.

11. Preview and Save.
Information about your rental
September 22, 2014

436 Fairway Drive

<table>
<thead>
<tr>
<th>Unit Address</th>
<th>Unit Type</th>
<th>Sq Ft</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>436 Fairway Drive</td>
<td>Single Family</td>
<td>2250</td>
<td>Active</td>
</tr>
<tr>
<td>Vienna, VA 22180</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manager</th>
<th>Day/night</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emma Bull</td>
<td>703-555-3210</td>
<td>703-555-6299</td>
</tr>
<tr>
<td><a href="mailto:EmmaB@promas.com">EmmaB@promas.com</a></td>
<td>703-555-1234</td>
<td></td>
</tr>
</tbody>
</table>

Utilities: Electric-Dominion Virginia Power 888-123-4567
Water: Included in rent - turnover is at back right ceiling in basement
Trash: AAA - Tuesday and Friday pickup
Cable: Comcast - included in rent - 703-555-9876

Amenities: Deck
Gas Stove
Hot tub
Mail convenient
Near Metro
Swim Club membership

12. If you would prefer not to have the shaded lines, on the Column Fields tab, Position field for Name [Manager] and Welcome [Category] choose New Column Card.
# Information about your rental

## September 22, 2014

**436 Fairway Drive**

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**Utilities**
- Electric-Dominion Virginia Power 888-123-4567
- Water - Included in rent - turnoff is at back right ceiling in basement and behind the house
- Trash - AAA Tuesday and Friday pickup
- Cable - Comcast - included in rent - 703-555-9876

**Amenities**
- Deck
- Gas Stove
- Hot Tub
- Mall Convenient
- Near Metro
- Swim Club Membership