Property Guru
By CoreLogic

Saving, Printing and Exporting Search Results in Property Guru

The icon panel within Property Guru provides some basic summary information on the search results, but is also the place where you choose between printing, saving and exporting the list of results.

3.1 Property Guru Icon Panel

The fields in the icon panel provide the following information:

Results	The total number of properties included on the list and the number of records shown on the page you are currently viewing.
The number of pages in the list of results	This will vary depending on the number of results in the list. You can move between pages by using the specific page numbers or the "Next" and "Last" (or **First** and "**Previous**" depending on how many pages you have scrolled through).
"Columns" button	Allows you to add or remove certain fields of information displayed in the list (refer to Module 2 for more information).
Gross Sale Price and Rating Valuation statistics	Details the Maximum, Minimum, and Median figures and are based on the properties shown in the list only.
Icons (print, excel , save, mail merge)	Allows you to export the data displayed in the list in one of four ways depending on the icon selected. There are options here to save the list as a .PDF document, to print the list, to export the list to Excel or to export the list to Excel for the purposes of a mail merge. Details of how to export information are outlined below.
The "List", "Detailed List", and "Map" tabs	Allows you to alternate between those three different views (refer to Module 2 for more information on this).

3.2 – Printing a list of results

The print and save function allow you to retain a copy of searches for later referral, all at a click of a button.

By clicking on the printer icon Property Guru will load the list in PDF format in either a new tab within your browser or a new window altogether (depending on your personal internet browser settings);

Address	Status	Owners	Suburb	Town	Type	Sold	RV	Sale	Bdrm *	Land	Floor	Built
Click here for details		Masterton District Council	Solway	Masterton	OV		$8,000	n/a		85 m²	n/a	
Click here for details		Powerco Limited	Solway	Masterton	UE		$2,500	n/a		5 m²	n/a	
3 Daniell Street		Ormond, James Gerald & Niki Whaiora	Solway	Masterton	RD	17-Jun-04	$220,000	$186,500	3-4	630 m²	130 m²	1960 - 1969
4 Daniell Street		Hilhorst, Margyn Rubie & Nicholas Pomstra, Richard John	Solway	Masterton	RD	27-Sep-05	$195,000	$163,000	3	685 m²	90 m²	1960 - 1969
5 Daniell Street		Algie, Charlotte Sarah Pinkham, Aaron Thomas	Solway	Masterton	RD	29-Mar-10	$200,000	$195,000	3	630 m²	90 m²	1970 - 1979
6 Daniell Street		Knight, Barbara Harcourt	Solway	Masterton	RD	07-Aug-03	$200,000	$130,000		685 m²	100 m²	1960 - 1969
7 Daniell Street		Peters, Clive Steven & Sarah Ann	Solway	Masterton	RD	27-Sep-01	$235,000	$124,000		650 m²	100 m²	1960 - 1969
8 Daniell Street		Cherry, Melvyn James	Solway	Masterton	RD	10-Jun-10	$215,000	$209,500	3	660 m²	100 m²	1960 - 1969
9 Daniell Street		Oxford Street Limited	Solway	Masterton	RD	16-Jul-07	$235,000	$245,000	3	726 m²	100 m²	1970 - 1979
10 Daniell Street		Murphy, David Christopher & Helen Rose	Solway	Masterton	RD		$225,000	n/a		678 m²	120 m²	1960 - 1969
11 Daniell Street		Macintosh, Eric Robert	Solway	Masterton	RD	18-Jan-85	$200,000	$58,000		792 m²	100 m²	1960 - 1969
12 Daniell Street		Ferris, Alistair Eric Thom, Christine Jane	Solway	Masterton	RD	17-Jul-10	$195,000	$196,500	3	678 m²	90 m²	1960 - 1969

By clicking on the '**Save a Copy**' icon (next to the print icon), you will be able to save the list to your computer as a .PDF document.

Note: selecting this option from the '**Detailed List**' view may take some time to load due to the large amount of information and imagery required to be exported into the document.

3.3 – Exporting a list to Excel

Property Guru provides you with the option to export information to Excel so you can modify, manipulate and analyse the data in Excel. By selecting the Excel icon, the system will export the current page of the list you are viewing to your own Excel spreadsheet.

Note: the maximum number of results per export is 400. If the report exceeds thus number you will need to refine your search before exporting.

3.4 - Exporting the list for Mail Merge

The Mail Merge functionality can be used to support prospecting activities. By selecting this icon, a dialogue box will open asking if you want to save or open the list in Excel. You can select the save option if you would like to view the list at a later time, otherwise select the '**open**' option.
All pages of your chosen list will be exported to Excel; however only the owner names and the property address details (including the suburb, town, and post code columns) will be exported. You can then format the list as needed and save the list for the purposes of a mail merge.

3.5 Saving Searches

Property Guru allows you to save any of your searches for future reference. This is a great time saving feature that allows you to go back to any search result (be it an individual property or a list of results that you have spent some time refining) with a single click of your mouse.

3.5.1 - Recent Searches

Property Guru will automatically save a temporary copy of any searches you may complete while logged into the website. The search details will appear in the '**Recent Searches**' panel. It is important to note that as soon as you log out of Property Guru, any recent searches will be deleted when you next log in.

3.5.2 - Accessing Recent Searches

You are able to access the recent searches you have completed within a current session from the panel located in the upper right hand corner of the screen. By default, Property Guru will display your saved searches and you will need to click on the '**Recent**' tab to display your recent searches.

Any recent searches are saved under the name of the location that you searched for. By clicking on the location name, Property Guru will load and display that search.
You can click on the save icon to save the recent so that it is permanently accessible search (refer to point 5.5 for more information on saved searches).
You can click on the delete icon, to delete a recent search from the list.

3.5.3 - Saving a List of results to your Property Guru Account

Property Guru offers you the ability to save a list of results. This is particularly useful if you are keen to save the search for future reference, for example if the search has multiple uses or is one you have refined for a specific purpose (refer to Module 2 for more information on refining and formatting searches).

To save a search you will need to click on the save icon within the icon panel above the list or on the Property Summary Report screens.

By clicking on the save icon the following pop up box will appear.
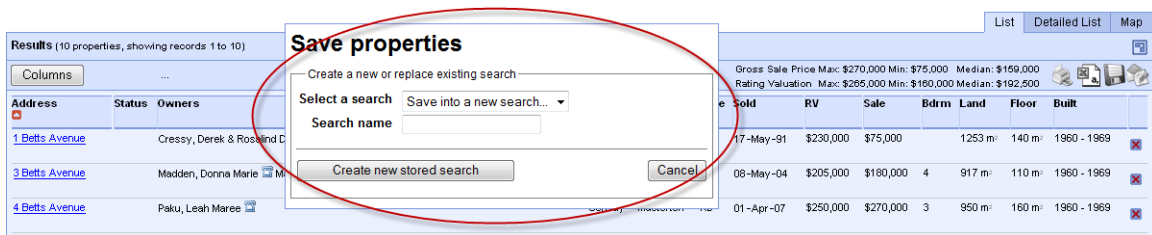
You will need to enter an appropriate Search Name into the '**Search name**' field.
Once you have named the search, you need to click on '**Create new stored search**'.
If you have saved your search successfully the message below will appear in place of '**Save Properties**' box.
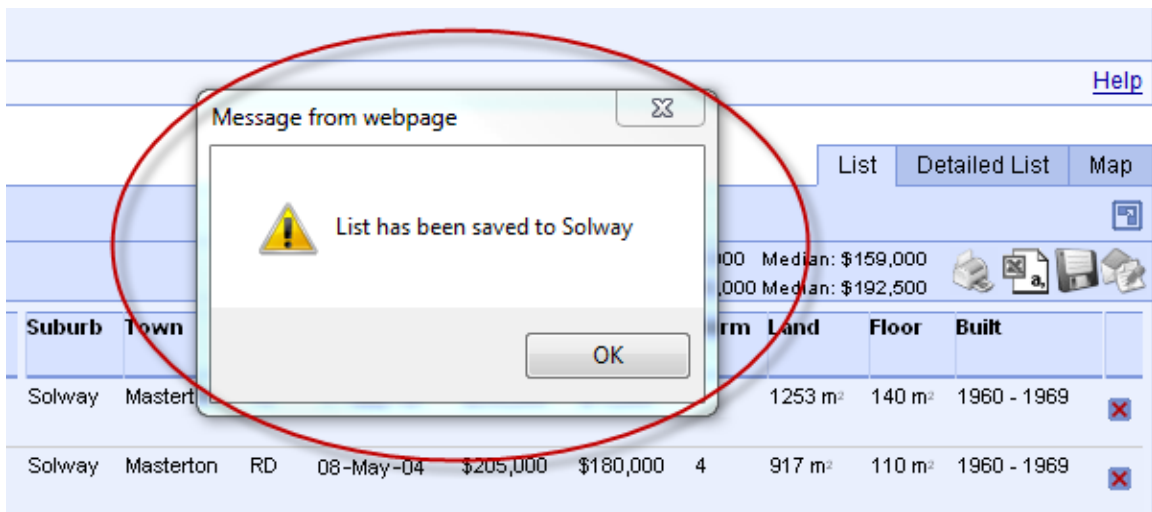
### 3.5.4 - Saving an Individual search result

When you search for a specific property you can also save this as a search for later reference in much the same manner as above. From the Property Summary page (refer to Module 4 for more information on this) you will need to click the save icon.
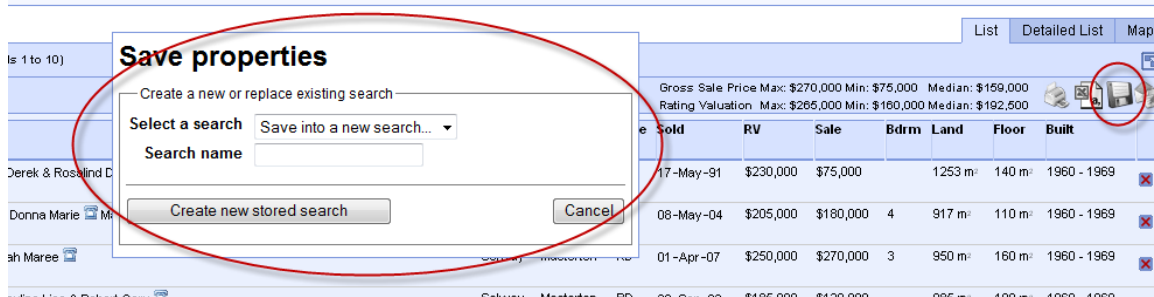
Once the Save Property pop up box appears, you will need to enter the name of your search and then click on the '**Save**' button.

### 3.5.5 - Accessing your Saved Searches

Once saved, your searches will appear (under the saved name) in the '**Saved Searches**' panel found in the upper right hand corner of the Property Guru screen.
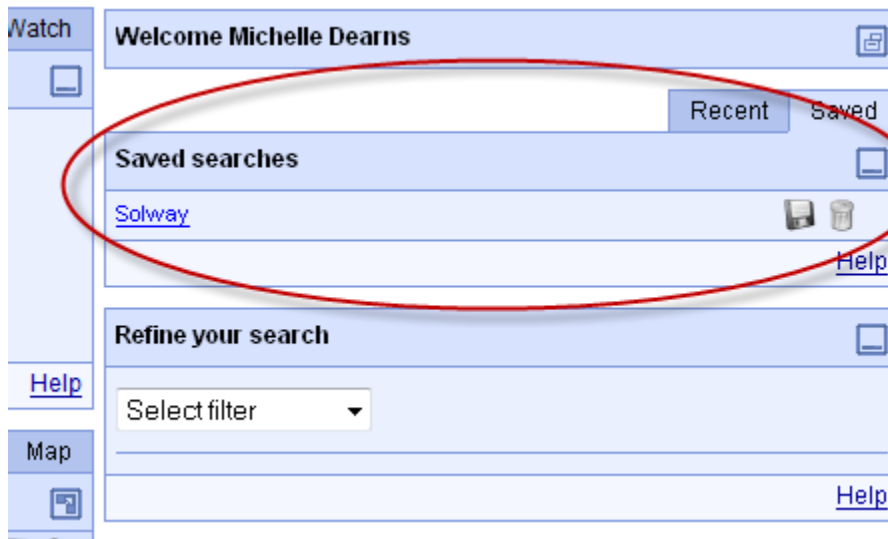
To open your saved search, click on the name of the search and this will open and display the saved search.

3.5.6 - Changing the name of your Saved Search

By clicking on the 'save' icon in the saved searches panel you will be able to change the name of a saved search. A dialogue box will appear entitled 'Name of query?' Simply type in the new name of the search and click on 'OK' in order to save the new name.
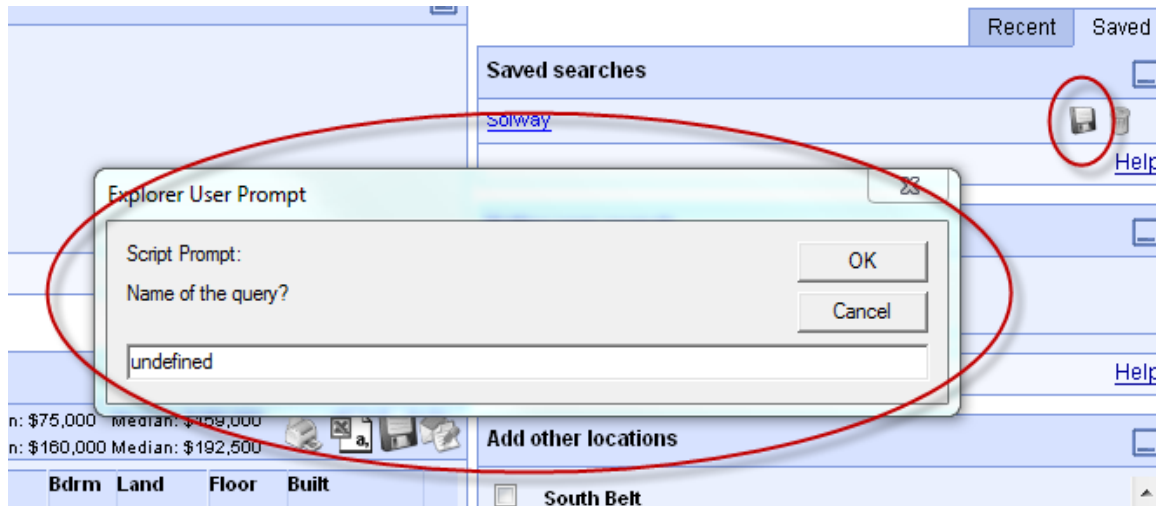
3.5.7 - Deleting Saved Searches

Saved searches are easily deleted if you no longer have use for them. Simply click on the delete icon to delete the selected search. This is indicated by the 'rubbish bin' icon.

Note: there is no dialogue box that will appear asking if you are sure you want to delete the search so you must be sure about which saved search you want to delete.