Profile & Settings Page

The Profile & Settings page is where you'll go to configure your saved criteria and results, default views and maps in RE Record Search. You'll also set up your options for branding and customizing Property Reports. Everything is on one page, so it's easy to find exactly what you need.

Branding

If you'd like to customize your Property Reports with a logo or other image and your name and address, just check the box to add branding, fill in the appropriate fields, and click the Save button.

Email Address

Enter the default email address to use when sending emails from within the program and click the Save button. You will have the ability to change on screen when sending an email.

Map Directions

When viewing directions on a map, you can set a default starting point by entering an address here and click Save.

Saved Criteria

All of your saved criteria are listed here. Click the pencil icon to edit the name of any listing, or click the X icon to delete it.

Saved Results

Same as the saved criteria above, you can change the name of or delete any of your saved search results.

Custom Results

To specify the default view for your search results, select Simple View or Custom View. Simple View will show you the property address, listing status, parcel ID, and owner's name.

Custom View allows you to choose exactly which criteria you see on the results page. Check the box next to each item you want to see, uncheck those you'd like to hide, and click the icon on the right side to drag the items into the proper order. You can choose up to 8 items to include.

Map/List View

Choose whether your search results are shown in Map View or List View by default.

Property Report

Show or hide specific sections on the Property Report by checking or unchecking those sections and clicking the Save button.

PROPERTY REPORT

Select which sections you want to appear on the property report

☑ Location   ☑ Property Summary   ☑ General Parcel Information   ☑ Owner   ☑ Sales History

☑ Tax Assessment   ☑ Mortgage History   ☑ Assignments & Releases   ☑ Lien History   ☑ Buildings

☑ Extra Features   ☑ Permits   ☑ Lot   ☑ Utilities/Area   ☑ Legal   ☑ Flood Zones

SAVE

Home Improvement

When adding improvements to the Refined Values page of your Property Report, you can decide which property value is to be increased by the value of those improvements. Just choose one of the three options show below, and click Save.

HOME IMPROVEMENT

Add the Improvement Value to

○ Average Cost Per Sq. Foot/Acre   ○ House Price Index   ● Average Sales Price/Tax Appraisal Ratio

SAVE