

Real Trend Reports Tutorial

Download Report from Website

Real Trend Reports for the current and prior months are available for subscribers to access two ways – through the MMTinfo website and from the REARS program. In this tutorial, we'll describe the steps to access the Real Trend Reports using both methods.

Go to MMTinfo website and in the upper right corner click on **Customer Login for Reports**.



Figure 1

1. On the screen that displays, enter your **Customer Number**, **Customer Password** and **User Password**. This is the same customer number, password and user password you enter to download the monthly data updates through REARS. If you need to create a new user password, refer to Add New User Account instructions after this section.

mmtinfo
Metro Market Trends

Items marked * are required

Customer Number: *

Customer Password: *

Leave blank if you need to add a new user account

User Password:

Figure 2

- Once you're logged in, the system displays a screen similar to the following. To view the available Real Trend Reports, click on **View Available Reports**.



Figure 3

- The available reports for all the counties to which you subscribe will display. The reports are available as a PDF file and are named by the month and year, so 122007.PDF is the December 2007 trend report. In the example below, the trend reports for Alachua County from November 2006 through December 2007 are shown. Double-click on the report you wish to display.

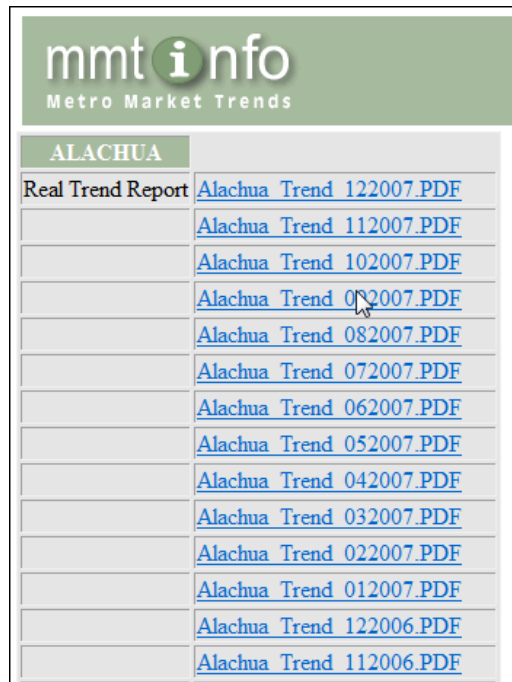


Figure 4

4. The Real Trend Report will display similar to the following:

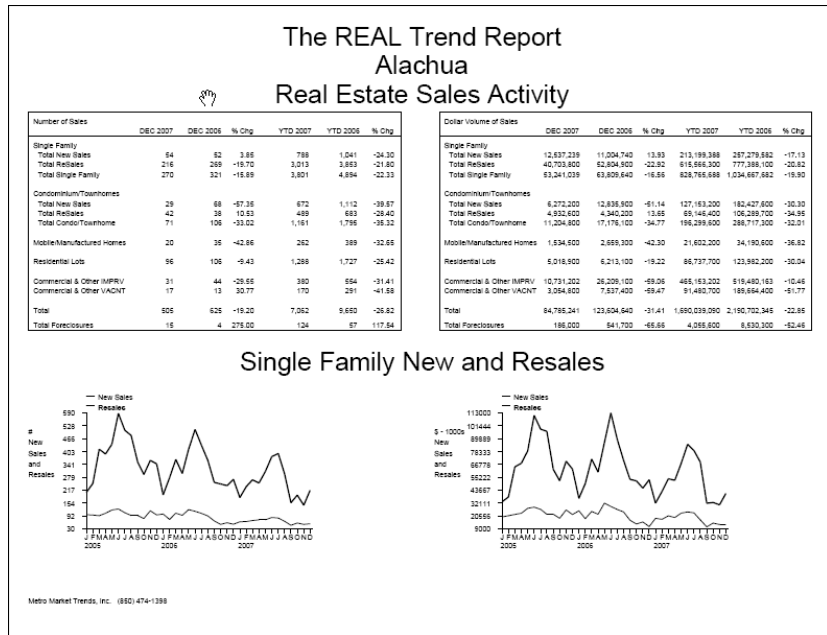


Figure 5

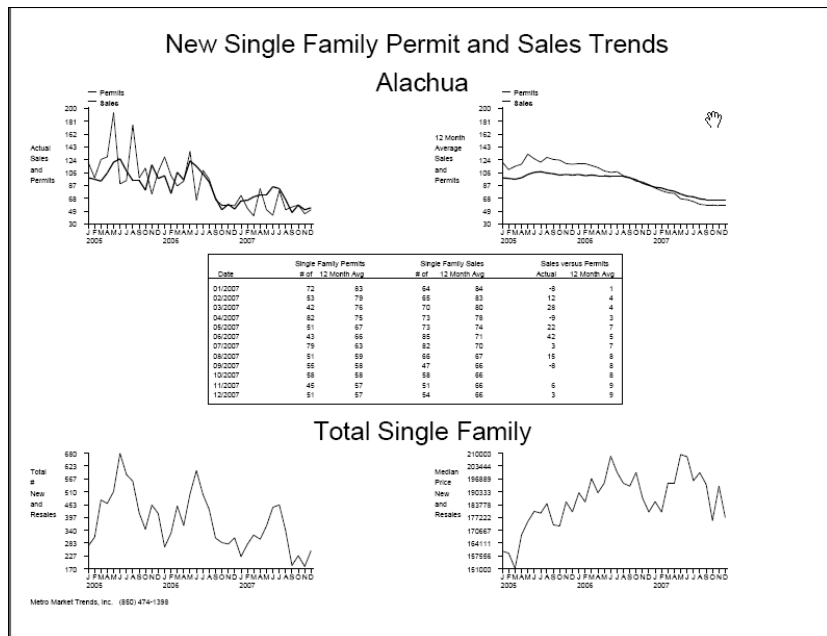


Figure 6

Add a New User Account

1. When you need to create a new user account for someone in your office, you should log in with the **Customer Number** and **Customer Password**, but leave the **User Password** field blank.



mmt info
Metro Market Trends

Items marked * are required

Customer Number: *

Customer Password: *

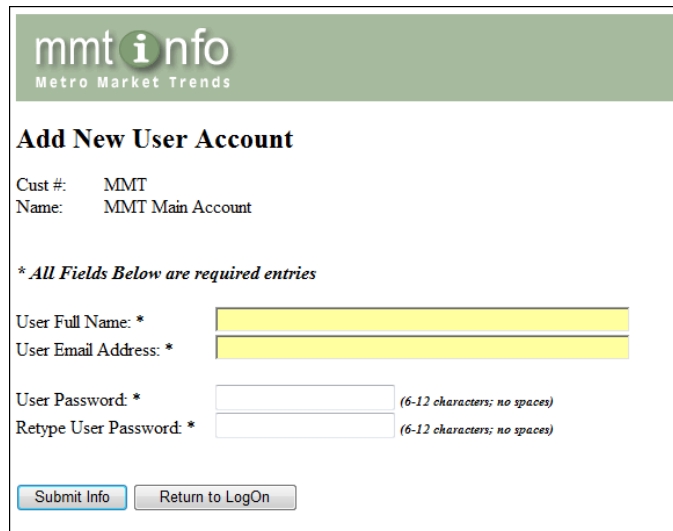
Leave blank if you need to add a new user account

User Password:

LogOn

Figure 7

2. On the next screen that displays, enter the new user's **Full Name** and **Email Address**. Then enter a user-defined **Password** that is 6-12 characters in length without spaces. Re-type the user password, then press **Submit Info**.



mmt info
Metro Market Trends

Add New User Account

Cust #: MMT
Name: MMT Main Account

** All Fields Below are required entries*

User Full Name: *

User Email Address: *

User Password: * (6-12 characters; no spaces)

Retype User Password: * (6-12 characters; no spaces)

Submit Info Return to LogOn

Figure 8

Change User Account Information

1. To update or change a user name or email address, from the main screen, click on **View/Change User Account Information**.



The screenshot shows the 'mmt info Metro Market Trends' header. Below it, the user's account details are listed: Cust #: R962, Name: ABC Realty, User: John David Miller, and Last Login: 12/28/2007 12:01:00 PM. A list of links is provided: Change User Password, View/Change User Account Information, View Available Reports, Sign Up for Report EMail Notification, and Upload File to MMT. A mouse cursor is positioned over the 'View/Change User Account Information' link.

Figure 9

2. A screen similar to the following will display where you can make the necessary changes.



The screenshot shows the 'mmt info Metro Market Trends' header. Below it, the title 'User Account Information' is displayed. The user's account details are listed: Cust #: R962, Name: ABC Realty. Below this, a note states 'All Fields Below are required entries'. Two input fields are shown: 'User Full Name' with the value 'John David Miller' and 'User Email Address' with the value 'jdmill@abcrealty.com'. At the bottom, there are two buttons: 'Submit Info' and 'Return to Client Menu'. A mouse cursor is positioned over the 'Submit Info' button.

Figure 10

3. Note on figure 9 above, you can also sign up to receive an email notification whenever a new Real Trend Report is available.

Download Report from REARS

In addition to downloading the Real Trend Reports from the MMTinfo website, you can also access the reports from the REARS program using the steps below:

1. Through the REARS Program select Data Updates → Check for <County Name> Report Updates.

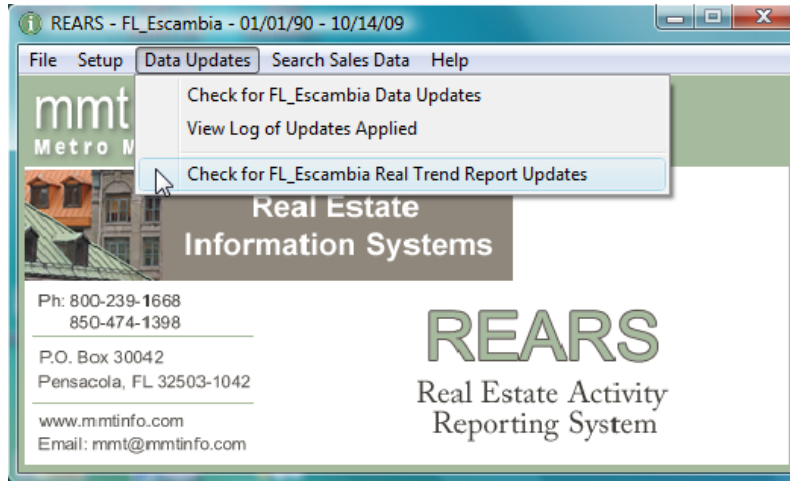


Figure 11

2. Enter the **Customer Number**, **Customer Password** and **User Password**, then press **Logon**. Note, if you've previously clicked on **Remember Me**, in the lower left corner, the logon information will automatically default.

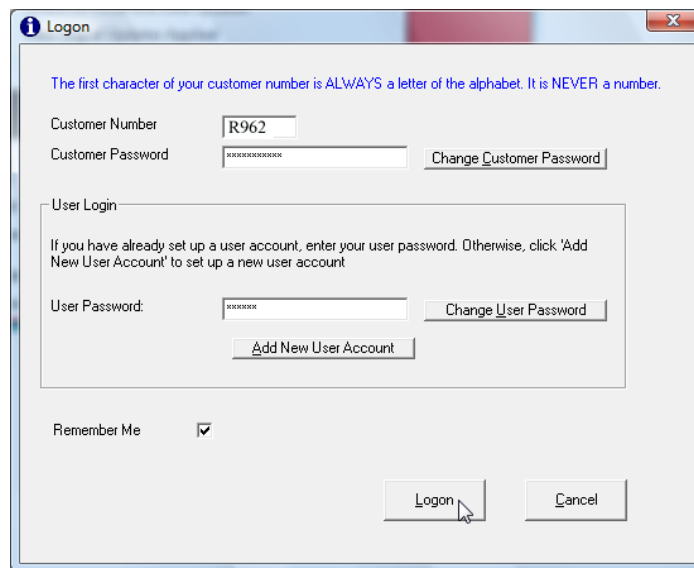


Figure 12

3. You will now see the screen shown in Figure 2 and should follow the steps outlined above.