



Tempo Reports-Adding DRE License #

1. **Log into Tempo.**
2. **Know the name of the report** you would like to add the DRE License # to.
(Note: If you are not sure of the name of the report you want, open up any search and click the "Details" tab. When the "Details" screen opens up, click the "View" drop-down arrow on the top right hand side of the screen. Be sure to write down the report name.)
3. From the Tempo navigation bar hover over "Reports" and click "Report Manager" from the drop-down menu.
4. **Checkmark the report** you want to add your DRE License # to.
(Note: Remember there are almost 300 reports in Report Manager, but you can click the "Type" drop-down arrow at the top middle of the screen and choose reports of just Residential or any other type.)
5. At the bottom of the screen click the "Copy Report" icon.
(Note: A template of the chosen report displays.)
6. At top left side of screen under "Select Category" click the "Residential" drop-down arrow and choose "My Agent Information".
7. At the bottom of long data field list checkmark "Include Label" box.
8. **Press, hold and drag "DRE License #" from data field list to where you want it in an open space on the report template.**
9. **Click the Save button (floppy disk icon) at top left hand corner of screen.**
10. **Name your new custom report template, then click "OK".**

Now whenever you are on the Search Results "Details" tab and click the Report view drop-down box, one of the report choices will be the report you made with the DRE License # included.

NOTE: You can make this report one of your top ten Favorites (shown in yellow) in the "View Reports" drop-down list. To do this, click on "My Tools", "Edit Favorites". Click on the report on the left, then click the right-arrow to move it onto the list. Click "Save".