Reports

MLS Number Search

When you know the MLS#(s) for the listings you want to view, MLS# Search allows quick retrieval. TorontoMLS allows entry of up to twenty one MLS#'s.

TMLS displays the results of MLS# Search in the same one-line format as the Search Results List. (See About the Listings Search Results List.) Use the default format, or choose from the list of custom formats.

You can also choose to view or print any or all listings in one of a variety of report formats. (See Viewing Listings.)

To Perform an MLS# Search

1. Select the **Reports** tab at the top of any TMLS page.
2. At **Search By MLS#**, enter the MLS# for each listing you want to retrieve.
3. At **Select Search Results Format**, choose the default report or any custom format from the drop-down list.
4. Click **Submit** to submit the search, or **Clear** to discard your search text.
5. View the search results.

NOTE: To revise and resubmit the search criteria without starting again from scratch, click Revise Criteria.

Notice Pages

Notice Pages provides a report of all new and changed listings in your market areas.

- Customize Notice Pages by selecting one or more property classes; for sale or for lease; and an Area, one Municipality, and one or more Communities. Select a time frame for your Notice Page. Choose to view or print the updated listings.
- Once you customize Notice Pages, you can save the settings for future Notice Pages. You can revise the settings at any time. The system saves your choices for the following fields: Class(es), For Sale or Lease, Area, Municipality, Community, and Notes & Revisions.
- TorontoMLS keeps track of the date of your last Notice Page. After you've established your initial Notice Page, the system defaults to "Since Last Update" at the Days Back field for a report representing all new and changed listings since your last Notice Page. Alternatively, you can run Notice Pages for any one of a list (up to fourteen) of "days back" from the present.
- You can rerun your last Notice Page by selecting "Rerun Last Update" at the Days Back field.
- Notice Pages are organized by type of update (e.g., new listing, price change). You can scroll through all headings, or go directly to a specific heading by clicking on its corresponding link at the top of the Notice Page.
- To print the Notice Pages, specify "Print" view (the default is "Display") before running the Notice Pages.

Using Notice Pages

To Create (or Change) Your Notice Pages Settings

1. Select the **Reports** tab at the top of any TMLS page.
2. At **Report Tools**, click **Notice Pages**.
3. Click to check one (or more) **Class**.
4. At **For Sale or Lease**, select one (or more) check box.
5. Select an **Area**, one **Municipality**, and optionally one or more **Communities**, if available.
6. At **Days Back**, choose the time frame for the Notice Pages.
7. At **View**, choose **Display** or **Print**.
8. Click if you want to include **Notes & Revisions**.
9. Click **Save**.
10. Click **Update Now** to run the Notice Page report; or click **Cancel** to return to the Reports page.

To Run Notice Pages With Saved Settings

1. Select the **Reports** tab at the top of any TMLS page.
2. At **Report Tools**, click **Notice Pages**.
3. Click **Update Now** to run the Notice Page; or click **Cancel** to return to the Reports page.

NOTE: You can make changes to the class, Area/Municipality/Community, for sale/lease, or notes & revisions settings; however, TMLS requires you to save them as your new format before running Notice Pages. Other changes can be made (e.g., Days Back or View) without saving them.

Displaying the Notice Pages

When the Notice Page report displays, listings are grouped by heading. You can:

- Scroll through all Notice Page headings to view all new and changed listings.
- Click on a heading at the top of the Notice Page to go directly to listings of that specific type.

To Print the Notice Pages

If your Notice Pages settings require the report to be printed, TMLS displays your report in a printable format in a secondary browser window. To print:

1. Choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print**.
4. Close ⊠ the browser window to return to the Notice Pages settings page.

To View and Print a Listing Report

1. Click on the **MLS#** for any listing at the displayed Notice Pages to view the full broker report. (See Viewing Listings.)
2. At the listing report, click **Print View**. TMLS displays the listing in a printable format in a secondary browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print**.
6. Close ⊠ the browser window to return to the displayed listing. Click **Back** to return to Notice Pages.

Tips:

- To delete temporary changes made to settings and restore the saved settings, click Reset.
- Click any MLS# link to view the listing.
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See Special Printing Format.)
- When navigating through the displayed Notice Pages, you can click Top at the beginning of any heading to return to the beginning of the report.

History

History enables you to track a listing from its original entry to its present state. TorontoMLS displays the original input, all edits, and all status changes in chronological order, with the date and time of each change and the user who made the change. You can view or print the entire history, or just transactions made after listing entry.

Include up to twenty-one listings in the history report.

You can also view and print an individual listing's history at its "full" listing reports.

Using the History Report

To Run a History Report

1. Select the **Reports** tab at the top of any TMLS page.
2. At **Report Tools**, click **History**.
3. At **Enter MLS#**, enter the MLS# for each listing for which you want to obtain a history report.
4. At **Transactions Only?**, choose N to view the full broker report as well as all changes, or Y if you want only the changes.
5. Click **Submit** to submit the request, or **Clear** to discard your responses.
6. TMLS displays history reports for all listings you have chosen. Scroll through the reports to view changes to the listings.

To Print a History Report

1. At the History report, click **Print View**. TMLS displays the entire History report in printable format in a secondary browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options, then click **Print** to print.
4. Close ✕ the browser window to return to the History report.

Tip:

You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See Special Printing Format.)

Report Designer

See [Creating Report Designs](#).

MLS Sold Statistics

Use MLS Sold Statistics to generate summaries of single family dwelling sales. Choose either of the following report types:

- **Most recent sold statistics** - for summaries providing year-to-date and month-to-date statistical data. Note: The system generates statistical data at midnight each day. Therefore, the information provided in these summaries is current to the last midnight run. The date of the statistical data is indicated in the title at the top of each summary page.
- **Historical sold statistics** - for summaries providing year-to-date and month-to-date statistical data through the last day of the month chosen.

Choose an Area and one or more Municipalities for which you want statistics.

- **Summary Report**: For each Municipality, the system shows the number of Actives, Sold dates, Averages and Median's for both month and year.
- **Detail Report**: for a particular Municipality, the system shows statistics for active, sales, and average, median, minimum, and maximum sales figures are broken down for each property type for both month and year.

Using MLS Sold Statistics

To Run an MLS Sold Statistical Summary

1. Select the **Reports** tab at the top of any TMLS page.
2. At **Report Tools**, click **MLS Sold Statistics**.
3. At **Please Select a Timeframe**, choose **Most recent sold statistics** or **Historical sold statistics**.

    If you choose Historical, select a Month and Year.
4. At **Area**, choose from the drop-down list.
5. At **Municipality**, choose one or more from the drop-down list. (CTRL+Click to choose more than one.) If you don't choose at least one Municipality, the system assumes you want to view statistics for all Municipalities in the selected Area.
6. Click **Submit**.
7. At the report, click any Municipality to view a detail report showing statistics by property type. Click **Back** to return to the summary report.

To Print a Statistical Summary or Detail Report

1. At the statistical summary or the detail report for a particular Municipality, click **Print View**. TMLS displays the corresponding report in a printable format in a new browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print**.
5. Close ☒ the browser window to return to the statistical summary.

Tips:

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See Special Printing Format.)
- Click Back to display the previously viewed report.