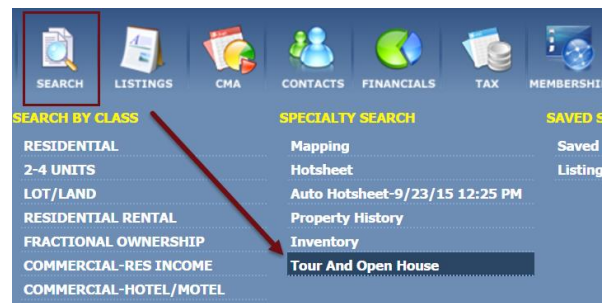


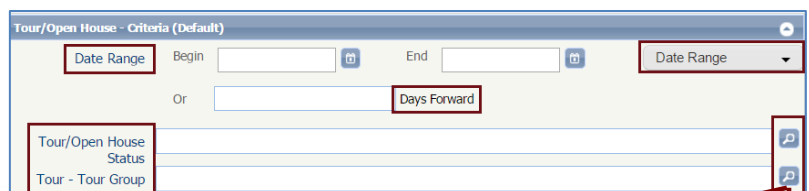
Click on the Search icon

- Select Tour And Open House.



Enter a Date Range

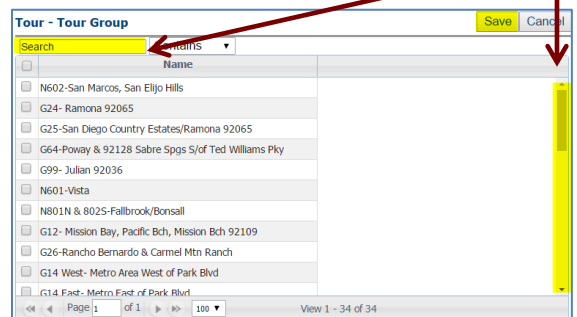
- Use your own dates,
- Select from preset Date Ranges, or
- Enter a specific number of Days Forward.



Select the Status; Tour or Open House

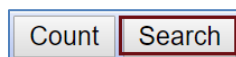
For a specific Tour Group, enter the Tour number or click the magnify glass to select from the list.

- Scroll down or use the Search box to find the Tour
- Check the box next to the Tour
- Select Save



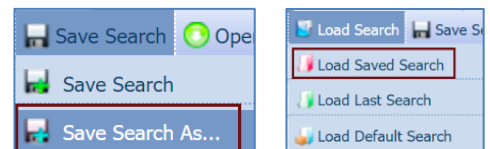
Add additional criteria if needed (optional).

Click Search to see the results

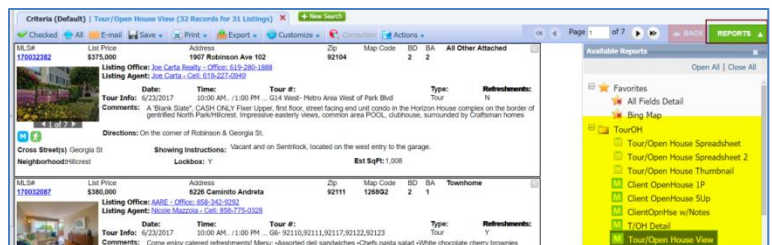


Save the Search (optional)

- To save a search hover over Save Search and select Save Search As, then name and save the search.
- Saved T/OH searches are stored in the Load Search tool.



Click Reports to view other Tour/OH reports (optional).



Find Tour and Caravan dates/times/locations on the AoR website

Or at <http://sandicor.com/resources/tours-caravans/>

- Tour/Caravan:* A marketing session to promote and view a property exclusively to Agents/Brokers, not the public.
- Open House:* A public viewing of a property hosted by the Listing Agent/Agent/Broker during specific dates and times.

