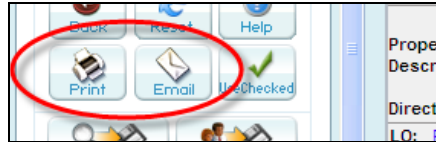


Emailing and Printing Listings in InnoVia

There are two ways to print or email listings from your search results in InnoVia: via the **Print** and **Email** buttons on the left, or through the **Use Checked** button.

Print and Email Buttons



The only thing these two buttons will do is print or email **exactly what is showing on your search results screen**.

Use these buttons if you are already viewing the listings in the display you would like to print or email.

You **cannot** check off specific listings and then click these buttons to Print or Email just those listings, as it will print or email the entire list of results.

Use Checked



To print or email specific listings from a list of results, check those listing off, and click the **Use Checked** button.

Inside the window that opens, choose either "Print" or "Email" for the first question.

For questions 2 and 3, choose how you would like to sort the listings, and what display you would like to print or email. Click "Show Selection" at the bottom to go to the next step.

A screenshot of the 'Selected Data' dialog box in InnoVia. The dialog box has a title bar and a main area with several questions and options. The 'E-Mail' option is circled in red. The 'Number of Selected Items' is set to 3. The questions are: 1. What would you like to do with the selected items? (Options: Print, Re-Group, E-Mail, Copy MLS # to Clipboard, View Map, Slide Show, CMA, Horizontal CMA, Prospect Cart, Listing Cart, Driving Directions (Max 20)). 2. How would you like the selected items sorted? (Sort Results By dropdown). 3. How would you like the selected items displayed? (Multi-Row Customer dropdown). 4. Buttons for 'Show Selection' and 'Cancel'.