ENCOMPASS REAL ESTATE SCHOOL

Getting Started With RPR

Student Reference Guide: Realtors Property Resource, step by step

Built from the current RPR website, October 2026. Every button and tab name in this guide was checked on a live RPR account.

Use it alongside class, then keep it at your desk. Each section covers one job (search, run a CMA, build a report) with numbered steps and a screenshot of what you should see.

What is inside

- **1.** Getting started: signing in, the Home page, the menus, and getting help
- **2.** Searching for properties and working with your results
- **3.** The property page, tab by tab
- **4.** Refining a value
- **5.** Running a CMA
- **6.** Creating, sharing and downloading reports
- **7.** Neighborhood pages
- **8.** Market Trends and Market Activity
- **9.** School Search
- **10.** My Updates: notes, photos, equity and the Seller's Net Sheet
- **11.** Your profile and settings
- **12.** My Work, Learn and Help
- **Appendix A:** Button and tab cheat sheet
- **Appendix B:** Sources

> **Note** RPR updates its screens a few times a year. If a button looks a little different on your screen, look for the same words in the same area. Your menus and some options can vary with your MLS, brokerage and account.

1. Getting started

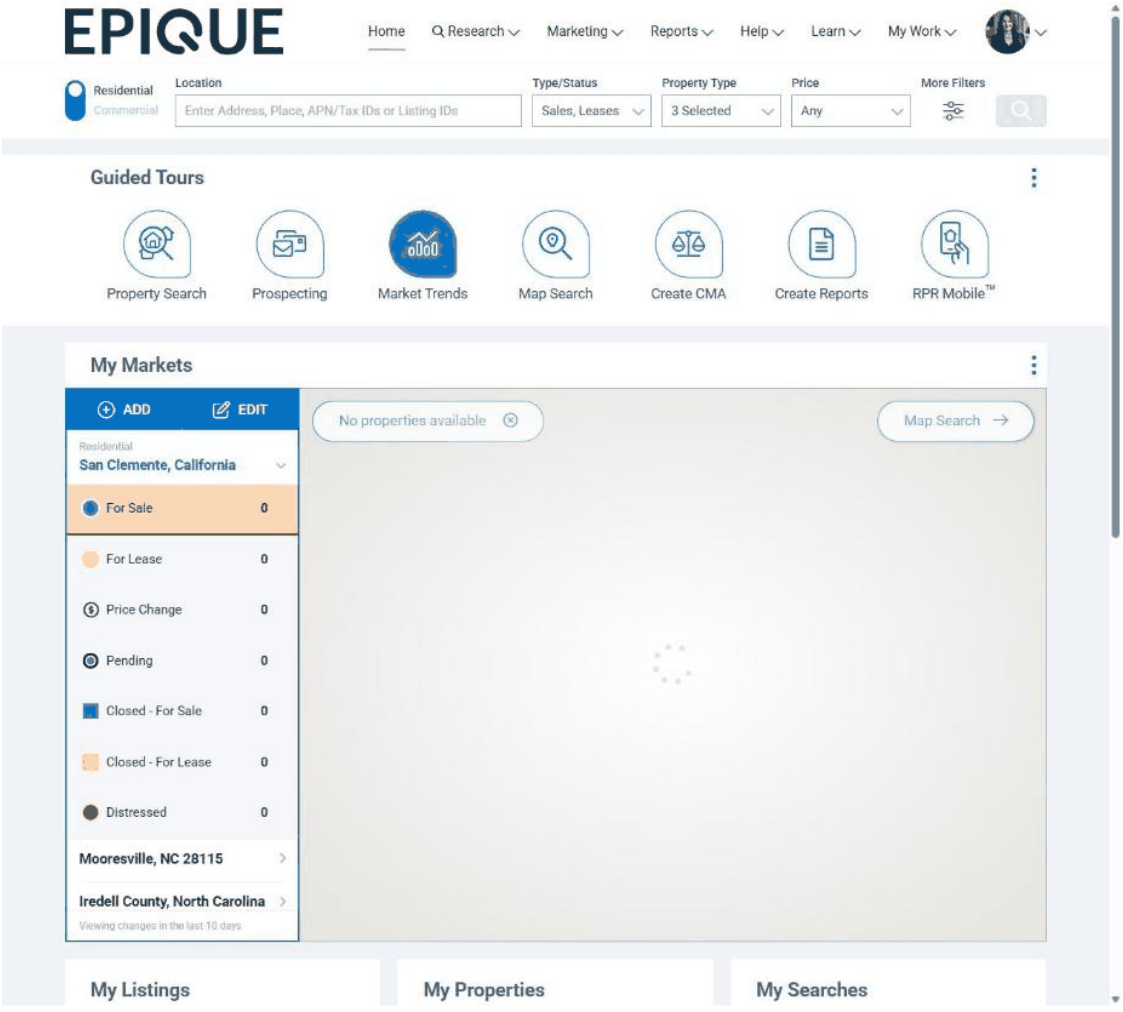
What RPR is

Realtors Property Resource (RPR) is a free benefit of your National Association of REALTORS® membership. It combines MLS listings, public records, and market statistics in one place so you can research a property, estimate its value, study a neighborhood and build professional reports for clients.

Signing in

1. Go to **narrpr.com** in your web browser.
2. Sign in with your RPR username and password.
3. You land on the **Home** page. If your brokerage has branded RPR, you will see its logo in the top left instead of the RPR logo.

The Home page



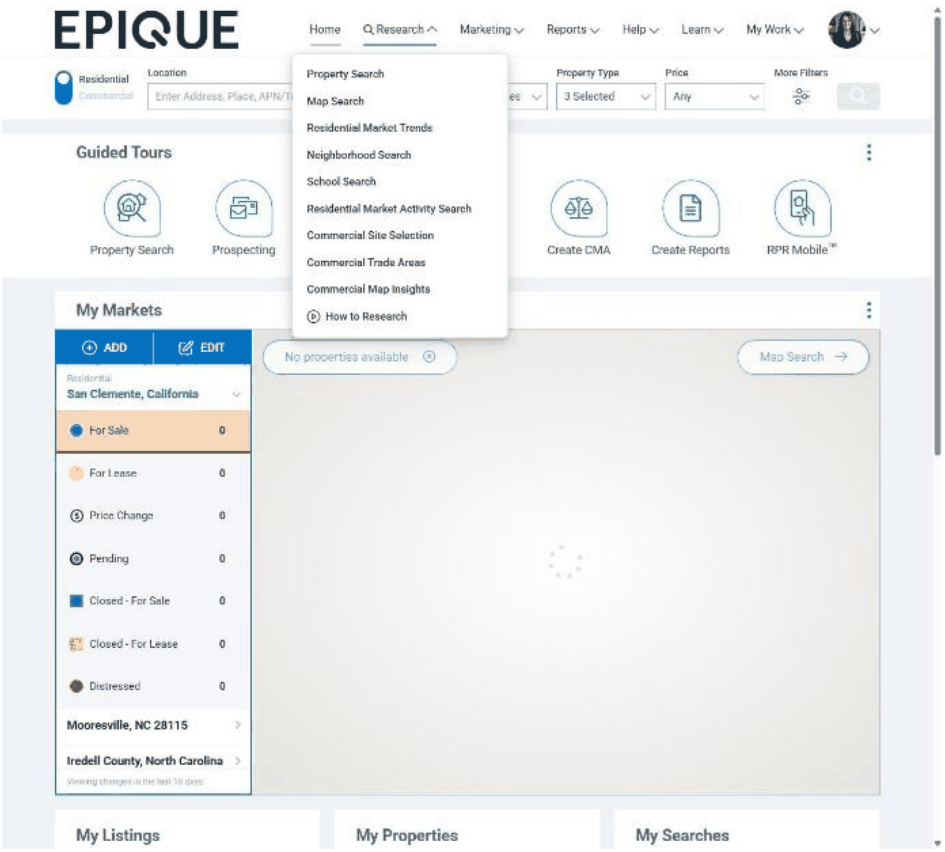
The Home page. The search bar sits at the top, with Guided Tours and My Markets below it.

From top to bottom, the Home page gives you:

- **Search bar.** Location, Type/Status, Property Type, Price and More Filters, plus a Residential / Commercial switch on the left.
- **Guided Tours.** Short walk-throughs for Property Search, Prospecting, Market Trends, Map Search, Create CMA, Create Reports and RPR Mobile. If you get stuck on a task, start here.
- **My Markets.** The markets you follow, with counts for For Sale, For Lease, Price Change, Pending, Closed-For Sale, Closed-For Lease and Distressed. The note under the list tells you the window (for example, "Viewing changes in the last 10 days"). The **Map Search** button opens those results on a map. Use **Add** and **Edit** to change your markets.
- **My Listings.** Your own current and previous listings, filtered by the **Current** and **Previous** buttons. If this is empty, open your Profile and check that your MLS and Agent ID are attached (see Section 11).
- **Reports** and **My Searches.** Your most recent reports and your saved and recent searches.
- **Help tiles** at the bottom: the RPR Facebook group, Get Expert Help (phone number and hours), and RPR Learning.

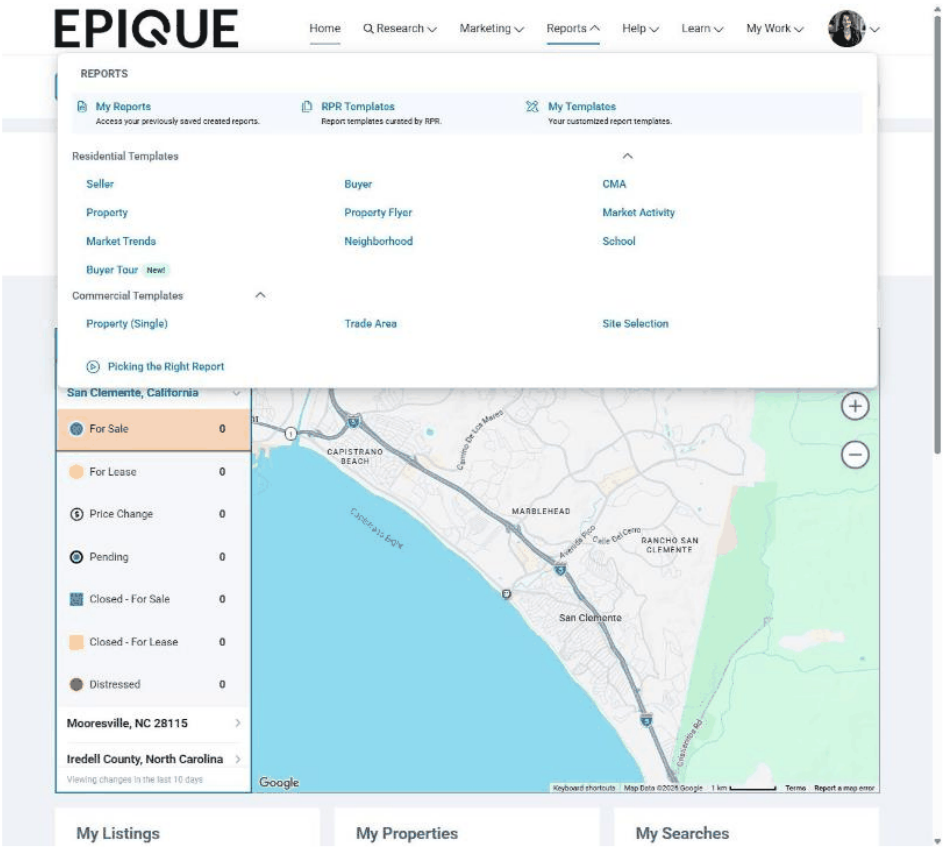
The top menu

Every page has the same menu bar: **Home, Research, Marketing, Reports, Help, Learn, My Work**, and your profile photo on the far right. Open a menu by clicking it.



Research menu.

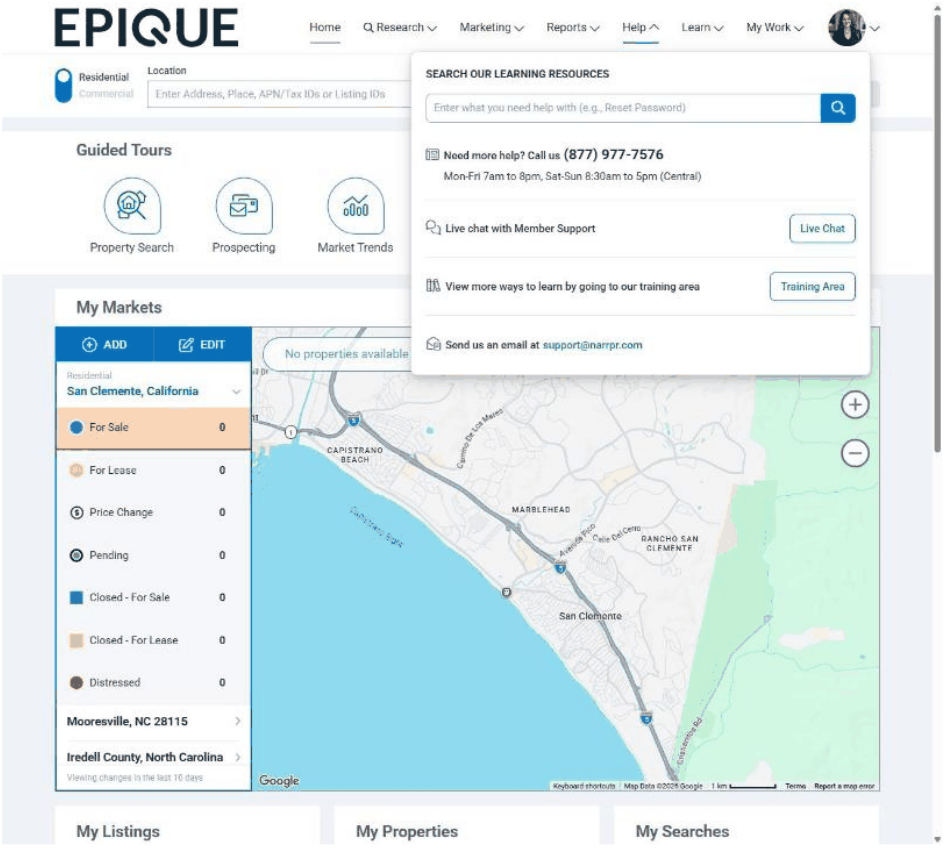
Menu	What you will find
Research	Property Search, Map Search, Residential Market Trends, Neighborhood Search, School Search, Residential Market Activity Search, the three commercial tools (Site Selection, Trade Areas, Map Insights), and How to Research.
Marketing	Prospecting for Residential Clients, Prospecting for Commercial Clients, the two AI ScriptWriter tools (Residential Market Trends and Commercial Trade Areas), and RPR Marketing Tips.
Reports	My Reports, RPR Templates and My Templates, plus a quick list of every report type (Seller, Buyer, CMA, Property, Property Flyer, Market Activity, Market Trends, Neighborhood, School, Buyer Tour, and the commercial reports).
Help	Search box, support phone and hours, Live Chat, email, and the Training Area.
Learn	"Learn about this page" videos for the page you are on, Top Questions, Canva Templates, which MLSs share data, and Search Quick Answers.
My Work	Your saved items: My Markets, My Listings, My Saved Properties, My Recent Properties, My Reports, My Notes, My Saved Searches, My Recent Searches.
Profile photo	Your name, MLS/CIE status, Profile, Settings, Broker Tools and Sign Out.



Reports menu.

Getting help

- **Phone:** (877) 977-7576. Live hours are Monday to Friday 7 a.m. to 8 p.m. and Saturday and Sunday 8:30 a.m. to 5 p.m. Central time.
- **Email:** support@narrpr.com
- **Live Chat, Help search and the Training Area:** open the **Help** menu.



Help menu.

> **Tip** The **Learn** menu changes with the page you are on. Open it while you are on a search page and it shows videos for searching; open it on a report page and it shows report videos.

2. Searching for properties

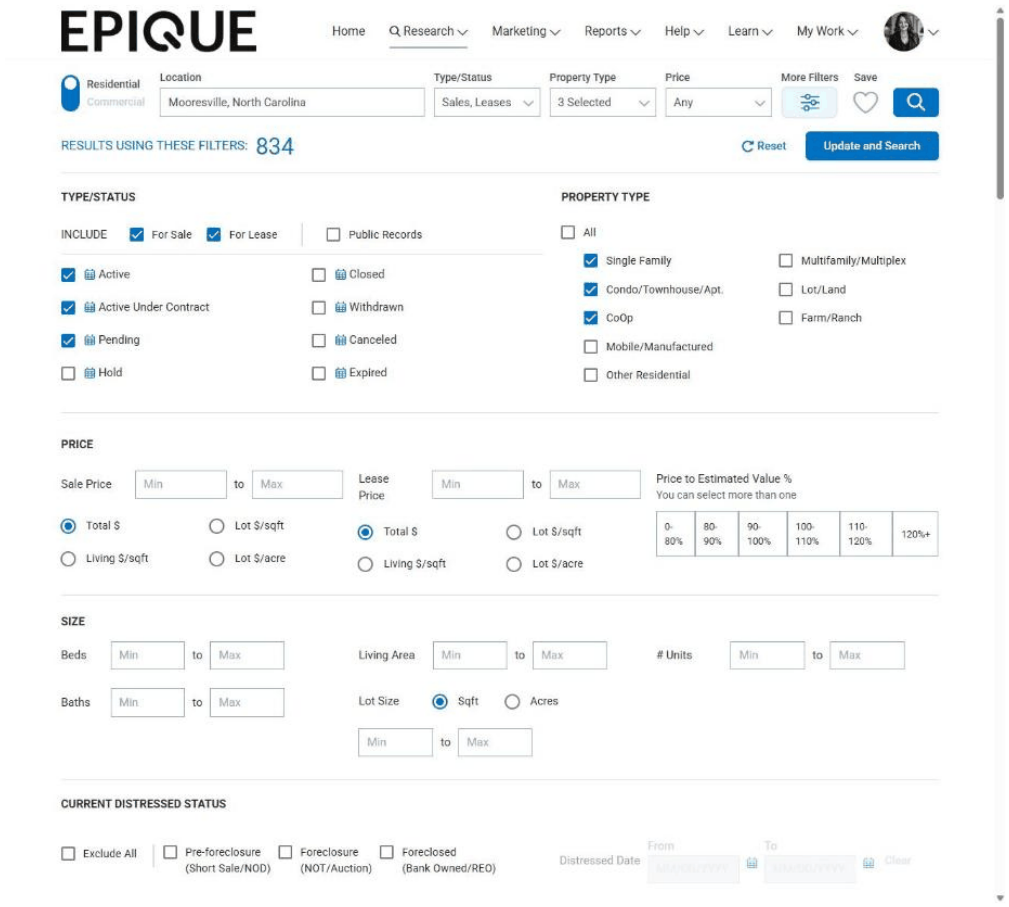
There are two ways in. The **search bar** on any page is the quick way. **Research > Property Search** and **Research > Map Search** give you the full search screens. Both end up on the same results page.

Run a basic search

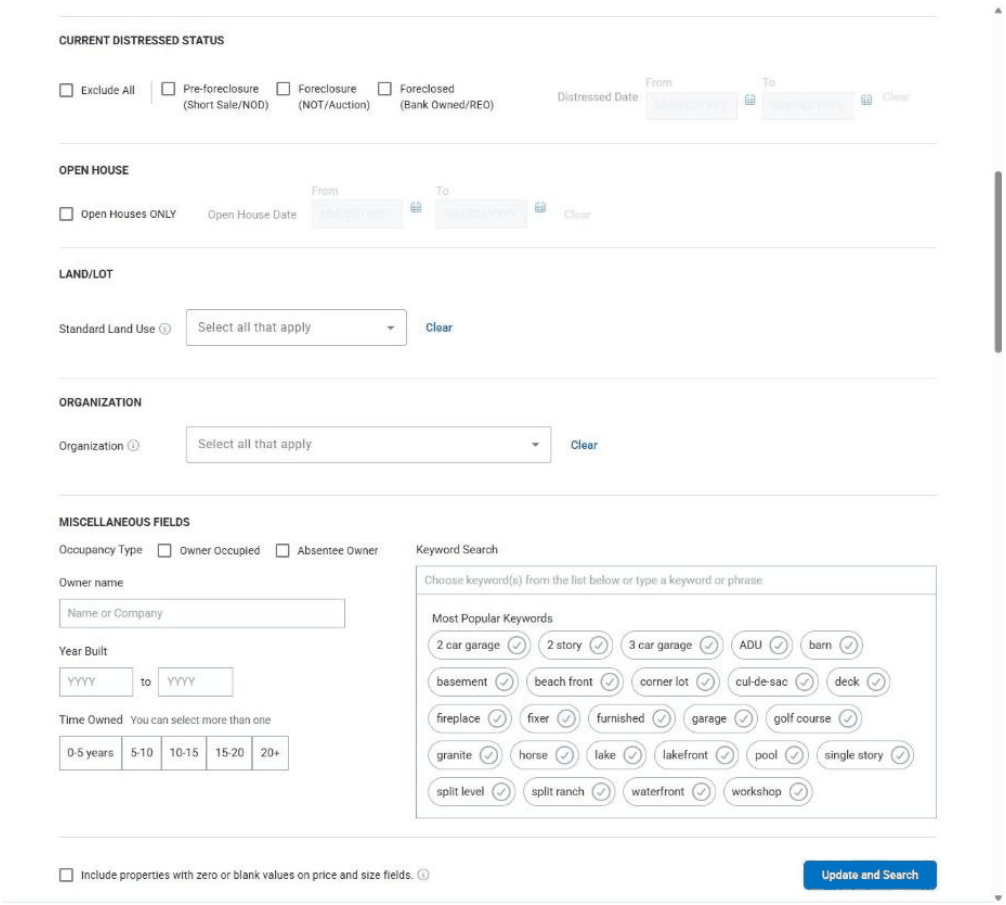
1. Make sure the **Residential** side of the switch (top left of the search bar) is selected. Choose **Commercial** only for commercial properties.
2. Click the **Location** box and start typing a city, county, ZIP code, neighborhood, address, APN/tax ID or listing ID.
3. Click the matching suggestion in the list that drops down. A typed city does not run until you pick the suggestion.
4. Open **Type/Status** and choose what you want: **For Sale**, **For Lease** or **Public Records**, and the statuses under each (Active, Active Under Contract, Pending, Hold, Closed, Withdrawn, Canceled, Expired).
5. Open **Property Type** and check the types you want, such as Single Family, Condo/Townhouse/Apt., Multifamily/Multiplex, Lot/Land or Farm/Ranch.
6. Set a **Price** range if you want one.
7. Click the blue magnifying glass.

Narrow it with More Filters

1. Click **More Filters** (the sliders icon) at the right of the search bar.
2. Work down the panel. You will find these groups: **Type/Status**, **Property Type**, **Price** (sale or lease, total $, living $/sqft, lot $/sqft, lot $/acre, and price to estimated value), **Size** (beds, baths, living area, number of units, lot size), **Current Distressed Status**, **Open House**, **Land/Lot**, **Organization**, and **Miscellaneous Fields** (occupancy type, owner name, year built, time owned, and a keyword search).
3. Check **Include properties with zero or blank values** if you do not want listings with missing data filtered out.
4. Click **Update and Search**. Click **Reset** to clear everything and start over.



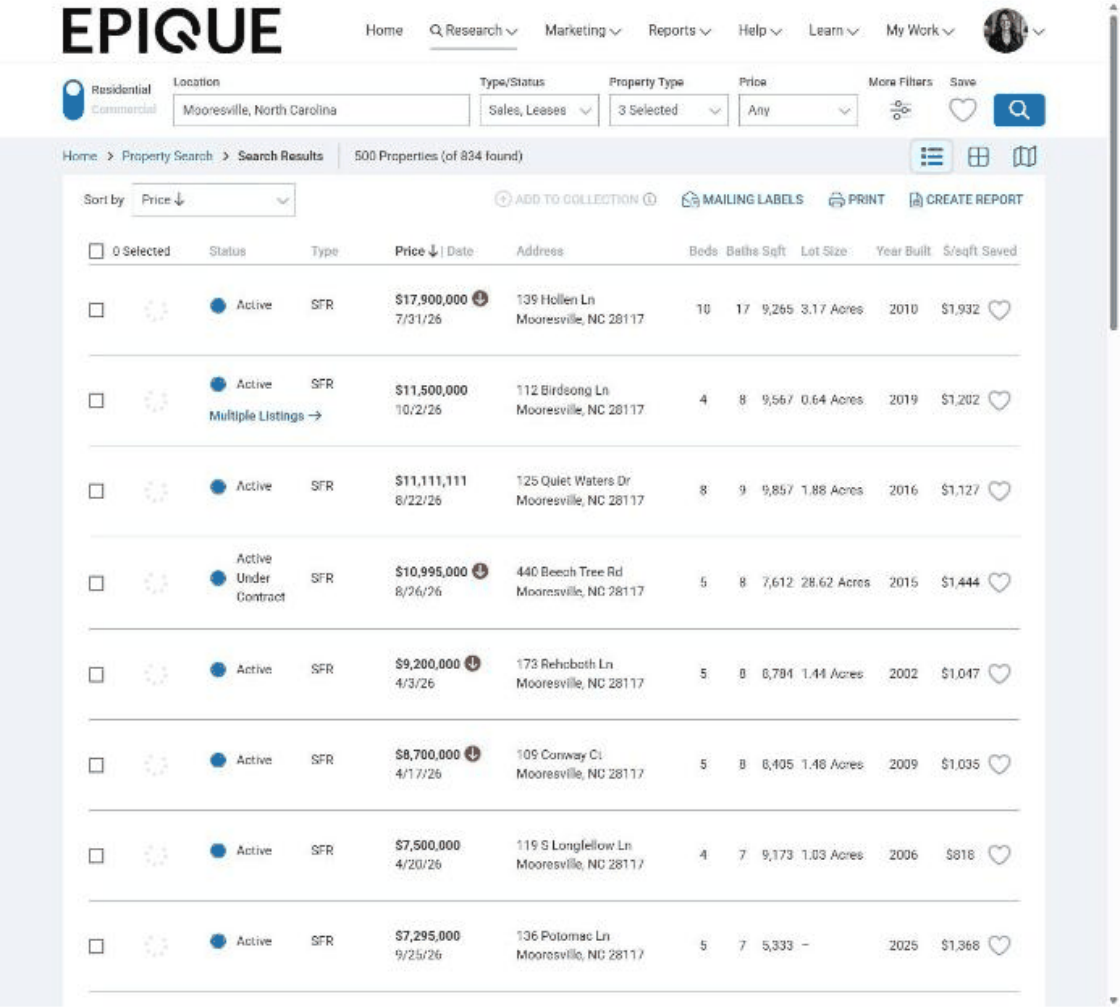
More Filters, top of the panel.



More Filters, lower in the panel.

> **Tip** Keyword Search shows a list of popular keywords. Try it for features that have no checkbox, such as “waterfront” or “pool.”

Read your results

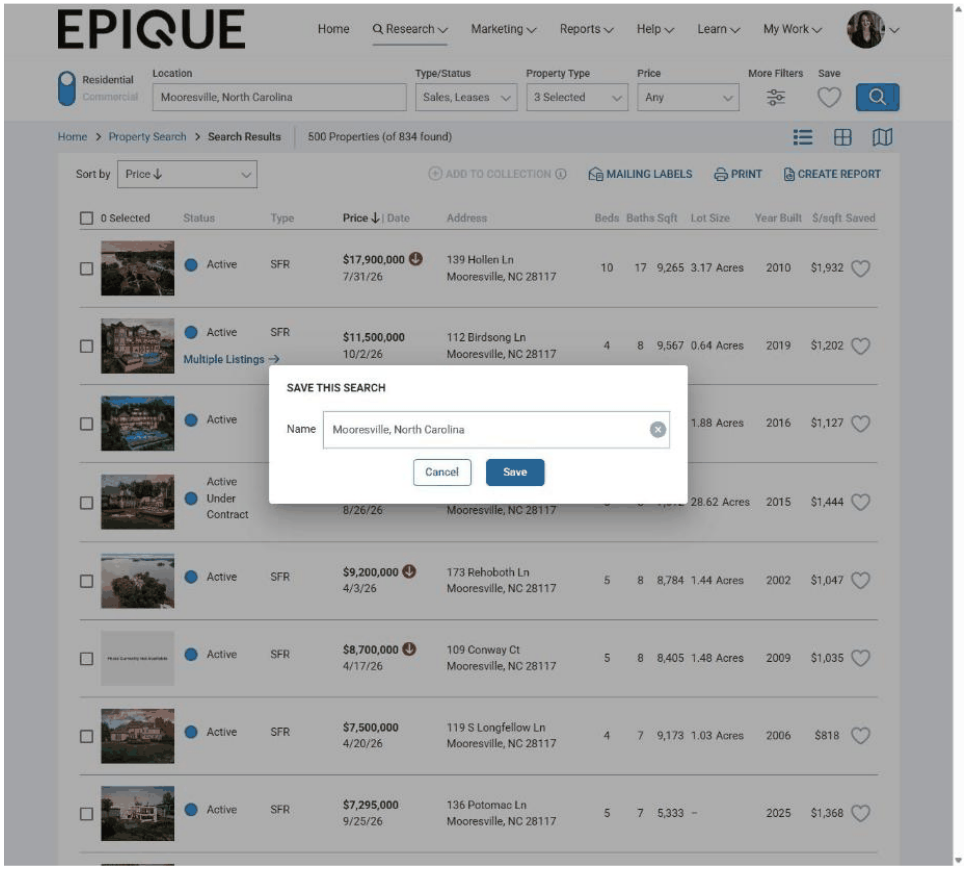


Search results in List view. The tray of buttons above the list runs along the top.

- **Count.** At the top you will see something like "500 Properties (of 834 found)." RPR shows up to 500 results at once. If your count is higher than what is shown, tighten your filters.
- **Views.** The three icons at the top right switch between **List**, **Photo Grid** and **Map**.
- **Sort by.** Use the drop-down at the left (for example, Price, high to low).
- **Columns.** Status, Type, Price and date, Address, Beds, Baths, Sqft, Lot Size, Year Built and $/sqft. A red arrow beside a price means the price dropped.
- **Open a property.** Click its address.

Save a search

1. Run your search and look at the top right of the search bar for the **heart** labeled **Save**.
2. Click the heart. The **Save This Search** box opens.
3. Type a name you will recognize, such as "Mooresville SFR under 600K."
4. Click **Save** (or **Cancel** to back out).



The Save This Search box.

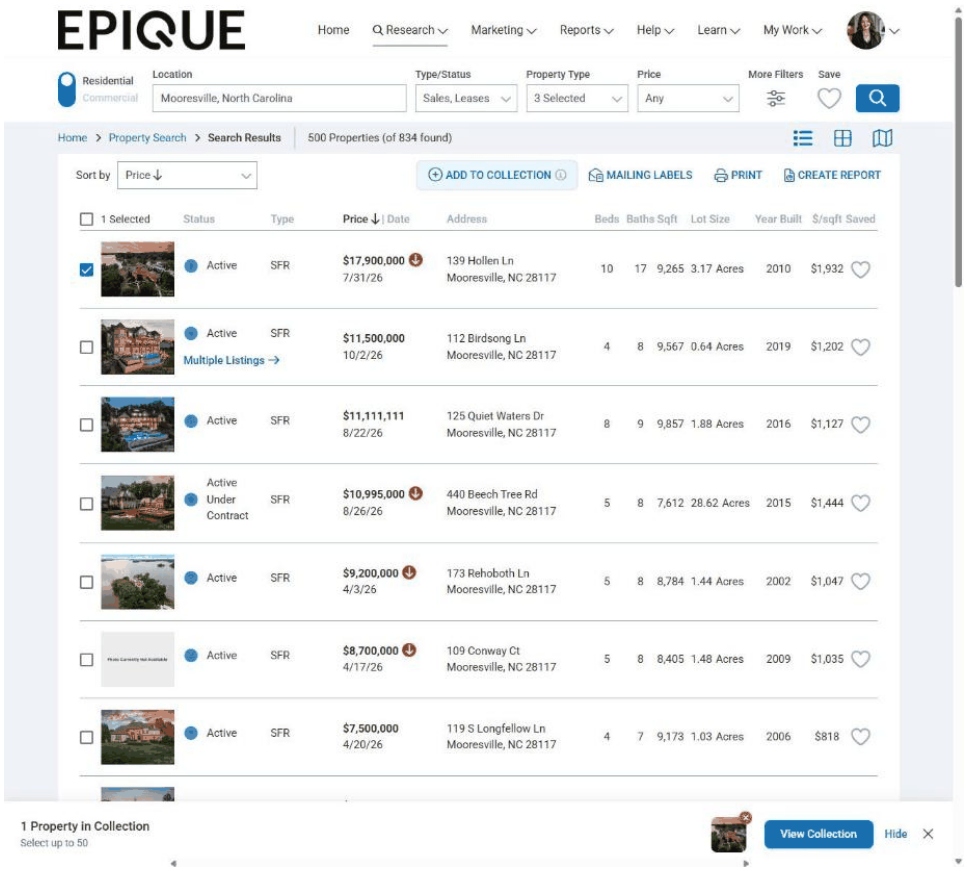
Find saved searches later under **My Work > My Saved Searches** or in the **My Searches** box on the Home page (the **Saved** and **Recent** buttons switch between them).

Collect properties, print, make labels

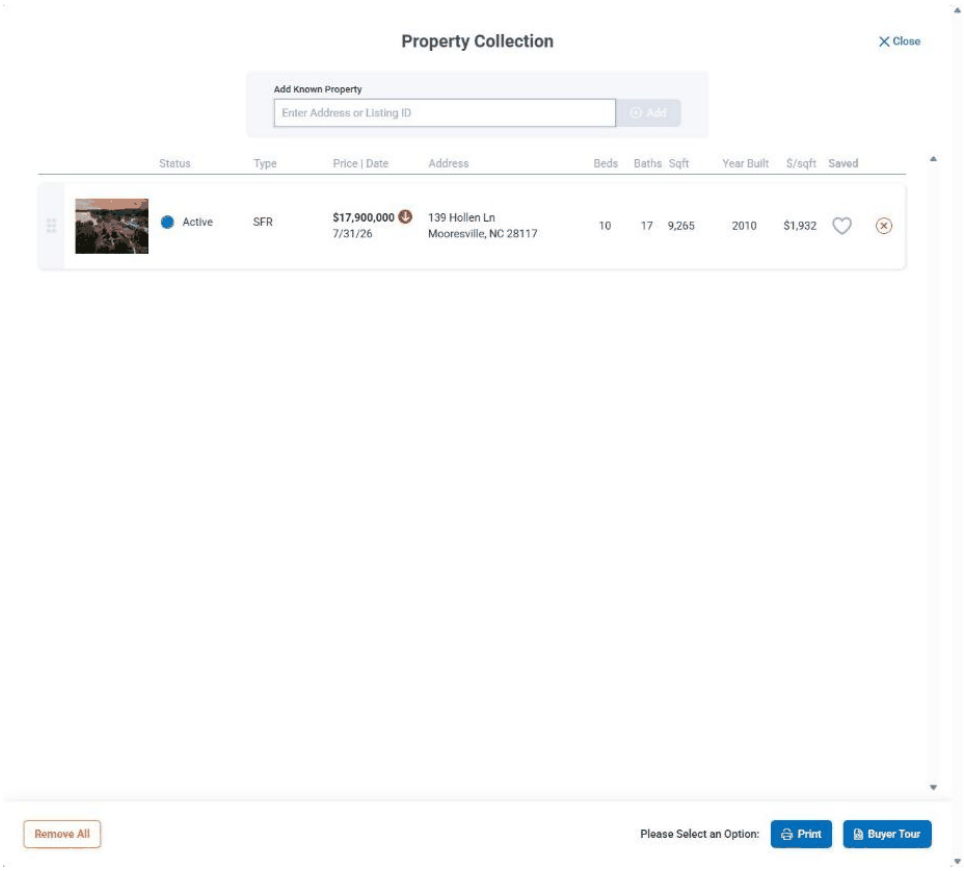
The buttons above the results list work on the properties you check in the left column.

Add to Collection

1. Check the box next to each property you want (up to 50).
2. Click **Add to Collection**. A bar appears at the bottom of the screen: "1 Property in Collection / Select up to 50."
3. Click **View Collection** to open it. Add another property by typing an address or listing ID in the **Add Known Property** box and clicking **Add**.
4. From the collection you can click **Print**, **Buyer Tour**, or the red circle at the end of a row to remove one property. **Remove All** empties the collection and asks you to confirm because it cannot be undone.
5. Click **Close** (top right) or **Hide** to put the collection away.



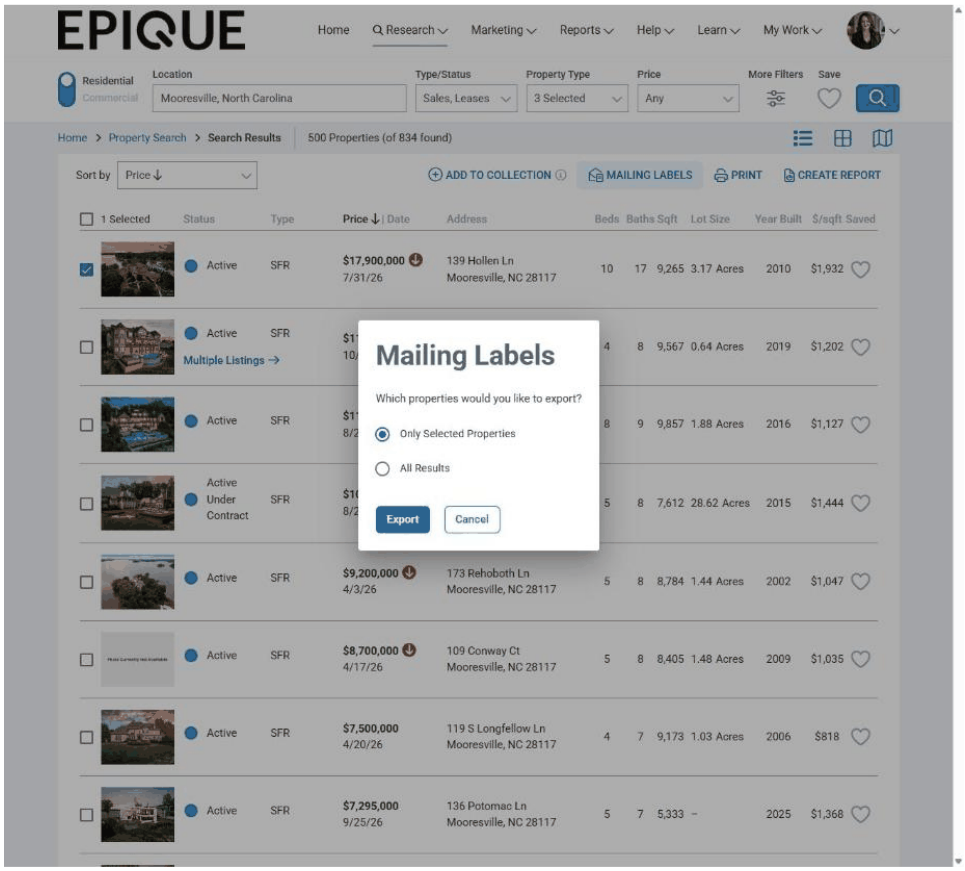
The collection bar at the bottom of the results.



The Property Collection window.

Mailing Labels

1. Run your search. Check the properties you want.
2. Click **Mailing Labels**.
3. Choose **Only Selected Properties** or **All Results**.
4. Click **Export**. Click **Cancel** to close the box without exporting.



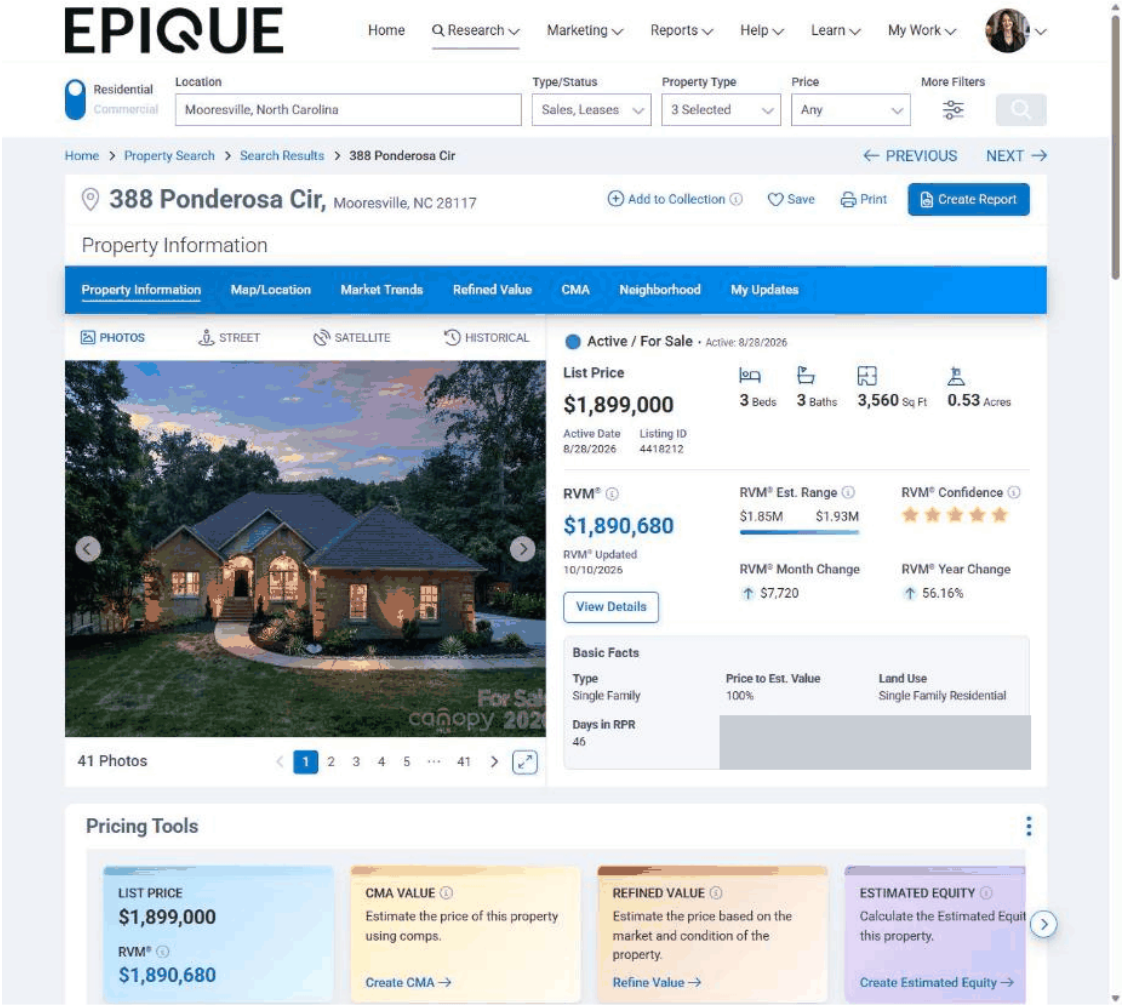
The Mailing Labels box.

Print and **Create Report** sit in the same button row. See Section 6 for reports.

> **Watch for** Owner and mailing information comes from public records. Follow your brokerage's policies and the Do Not Call and CAN-SPAM rules before you use it for marketing.

3. The property page

Click any address in your results to open its page. At the top you will see the address, the breadcrumb trail back to your search, **PREVIOUS** and **NEXT** to step through your results, and these buttons: **Add to Collection**, **Save**, **Print** and **Create Report**.



Top of a property page: tabs, photos, price and the RVM estimate.

The seven tabs

The blue bar under the address holds the tabs. Click a tab name to switch.

Tab	What it does
Property Information	Photos, basic facts, price and value estimate, Pricing Tools, the property facts table, listing agent, schools, and sales and financing history.
Map/Location	The map plus Location Details: subdivision, location features, flood zone, and a walkability score out of 5. There is a place for notes too.
Market Trends	Market statistics for the city where the property sits (Section 8).
Refined Value	Adjust the estimate using your own knowledge of the home (Section 4).

Tab	What it does
CMA	Build a Comparative Market Analysis (Section 5).
Neighborhood	City-level pages on housing, people, economy and quality of life (Section 7).
My Updates	Your own notes, photos, estimated equity and Seller's Net Sheet (Section 10).

Watch for The **Refined Value** tab only shows up when RPR has a value estimate for the property. A very high-priced or unusual listing may show "Why no estimate?" instead, and the tab will be missing.

Property Information, top to bottom

1. **Photos.** Use the arrows or the page numbers under the photo. The buttons above the photo switch between **Photos**, **Street**, **Satellite** and **Historical** views.
2. **Price and facts.** Next to the photo you will see the status, list price, beds, baths, square feet and lot size, then the **RVM®** estimate.
3. **RVM®.** This is RPR's own computer-generated value estimate. Beside it are the estimated range, a **Confidence** score in stars (five stars is the strongest), and the change over the last month and year. Click **View Details** for more.
4. **Basic Facts.** Property type, price to estimated value, land use, days in RPR, owner name and APN/tax ID.
5. **Pricing Tools.** A row of cards: **List Price / RVM**, **CMA Value** (Create CMA), **Refined Value** (Refine Value), **Estimated Equity** (Create Estimated Equity) and **Seller's Net Value** (Create Seller's Net Sheet). Use the arrow at the right to see the last card.
6. **Description and Notes**, then the **Property Facts** table (below).
7. **Map, Additional Resources, Listing Agent, Listing Details, Schools, Sales and Financing Activity, Estimated Value chart, and the Disclaimer.**

Note RPR uses two terms. The **RVM** is RPR's own estimate, built from MLS data plus public records. **AVM** (Automated Valuation Model) is the general industry name for a computer estimate. Neither is an appraisal.

Property Facts: compare and correct



Property Information	Map/Location	Market Trends	Refined Value	CMA	Neighborhood
Property Type	Single Family	Single Family			
Property Subtype	Single Family Residential	Single Family Residence			
Bedrooms*	3	3			
Total Baths	3	3			
Full Baths*	3	2			
Partial Baths*	–	1			
Living Area (sq ft)*	1,825	3,560			
Building Area (sq ft)	1,825	3,560			
Lot Size*	0.53 acres	–		acres	
Lot Dimensions	104X220	–			
Basement (sq ft)	–	1,787			
Garage	Yes	–			
Garage (spaces)	2	2			
Year Built*	1998	1998			
Style	Ranch\Rambler	–			
Roofing	Wood Shake / Shingles	–			
Heating	Heat Pump	Heat Pump			
Cooling	Central	Ceiling Fans, Central Air			
Fireplaces	Yes	No			
Basement	Improved Basement (Finished)	Basement Shop, Exterior Access, Finished, Interior Entrance, Storage Space, Walk-Out			
Foundation	Footing	Basement			
Construction	–	Full Brick			
Exterior Walls	Brick Veneer	–			
Number of Units	0	–			
Number of Stories	–	One			

* Indicates a field which affects the Refined Value of this property

The Property Facts table with Public Facts, Listing Facts and Your Changes columns.

1. Scroll to **Property Facts**.
2. Compare the **Public Facts** column (county records) with the **Listing Facts** column (the MLS).
3. If something is wrong, type the right answer in the **Your Changes** column.
4. A star (*) beside a fact means it affects the Refined Value. Use **Add another row** for a fact that is not listed.
5. Click **Save**. Click **Reset** to throw your changes away.

> **Tip** Your changes flow into the reports you create for this property, so correct a bad square footage or bedroom count before you build a CMA.

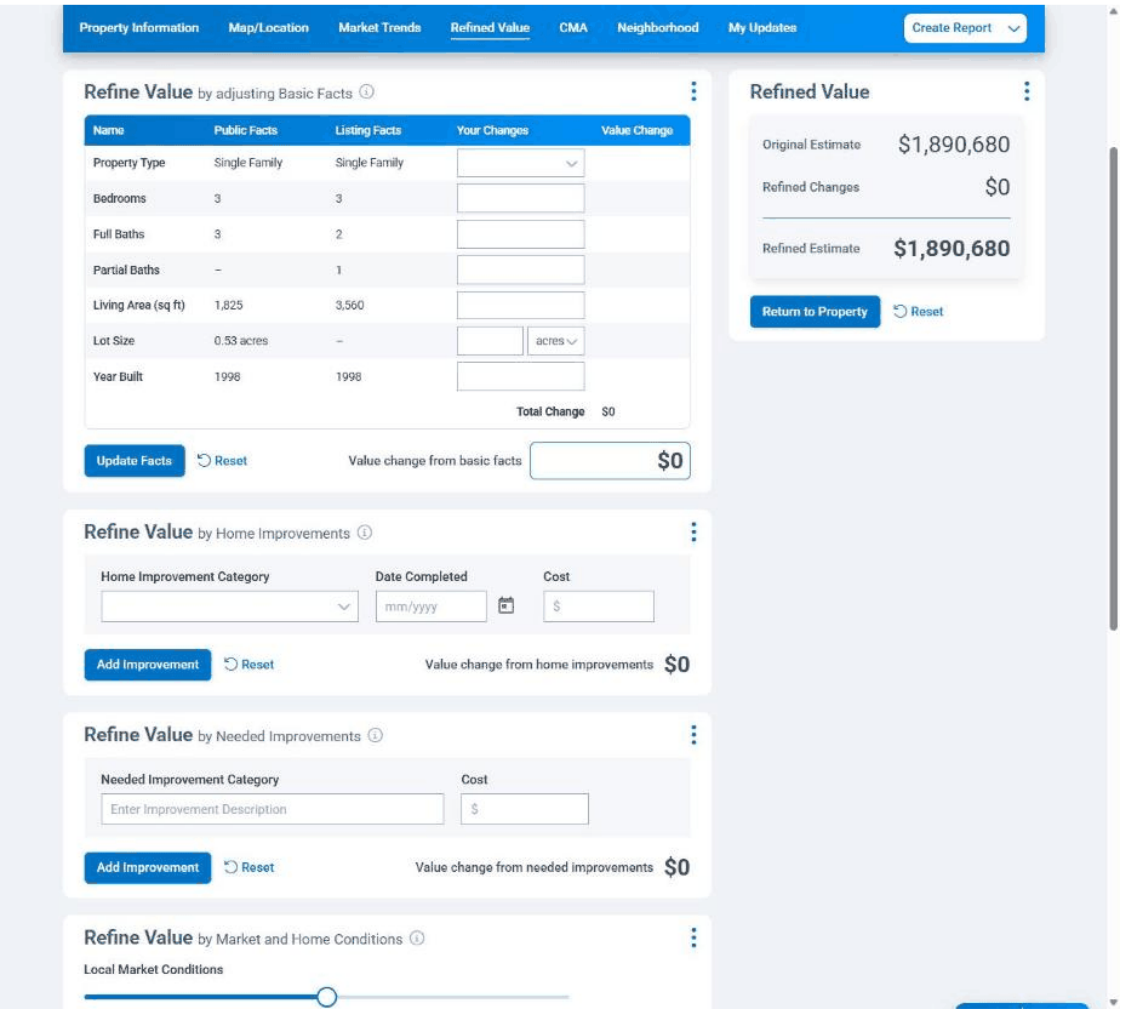
Map/Location and Neighborhood tabs

Map/Location shows where the property sits, with Location Details below the map. The **Neighborhood** tab opens the city-level pages covered in Section 7.

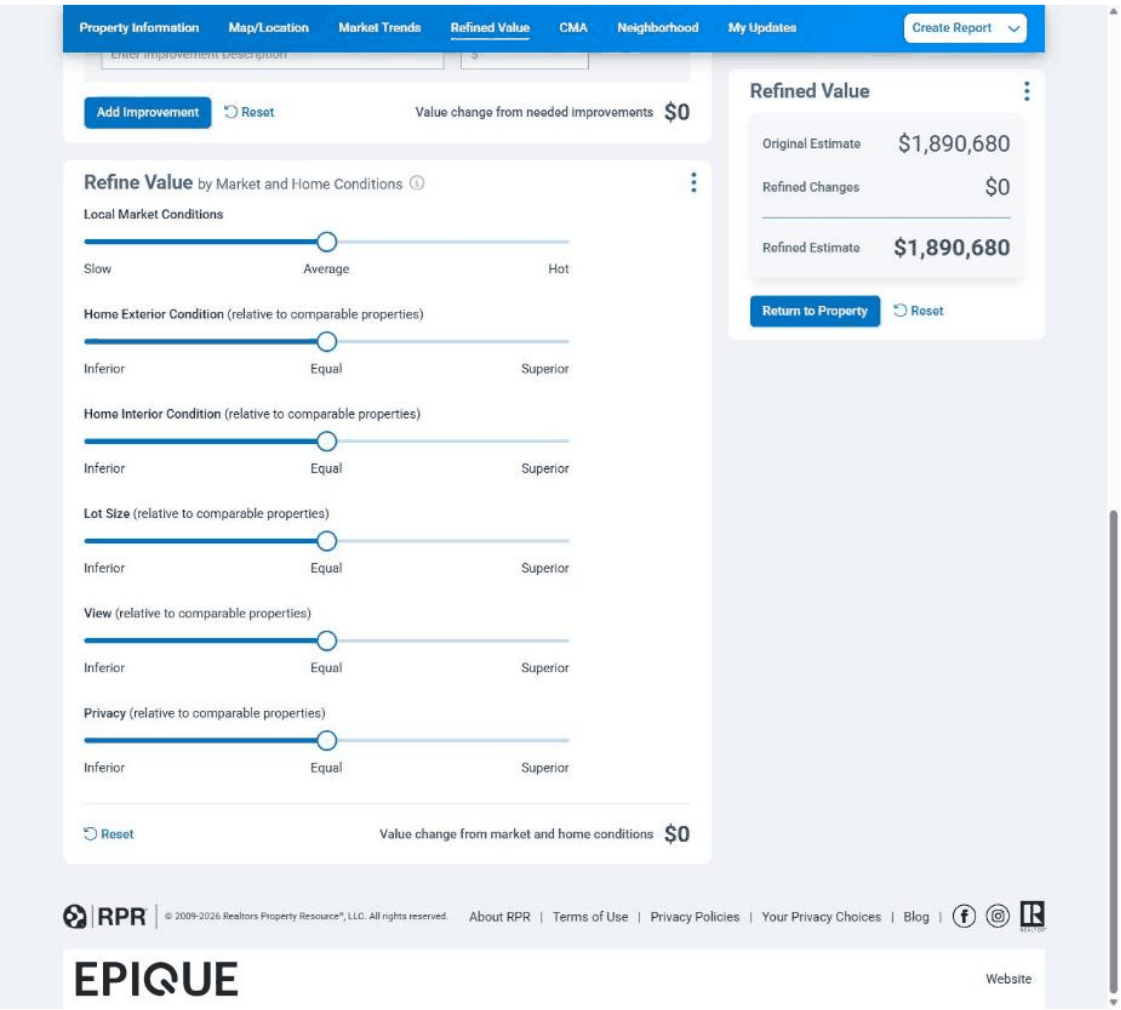
4. Refining a value

The RVM is a starting point. You know things the computer does not: a new kitchen, a worn roof, a noisy road. **Refined Value** lets you add that knowledge and see how the estimate moves.

1. Open a property that has an estimate and click the **Refined Value** tab (or click **Refine Value** on the Pricing Tools card).
2. Under **Refine Value by adjusting Basic Facts**, review the table: Public Facts, Listing Facts and Your Changes. Type any corrections in **Your Changes** (property type, bedrooms, baths, living area, lot size, year built). Click **Update Facts**.
3. Under **Refine Value by Home Improvements**, choose a **Home Improvement Category** from the list (for example, Bath Remodel (Midrange)), enter the **Date Completed** and the **Cost**, then click **Add Improvement**.
4. Under **Refine Value by Needed Improvements**, describe the work the house needs, enter the **Cost**, and click **Add Improvement**.
5. Under **Refine Value by Market and Home Conditions**, drag the sliders. **Local Market Conditions** runs from Slow to Hot. **Home Exterior**, **Home Interior**, **Lot Size**, **View** and **Privacy** each run from Inferior to Superior compared with similar nearby homes.
6. Watch the panel on the right. It shows the **Original Estimate**, your **Refined Changes** and the **Refined Estimate**.
7. Click **Return to Property** when you are done. Click **Reset** to start over.



Refined Value: basic facts, home improvements and needed improvements.



Refined Value: the condition sliders and the running estimate.

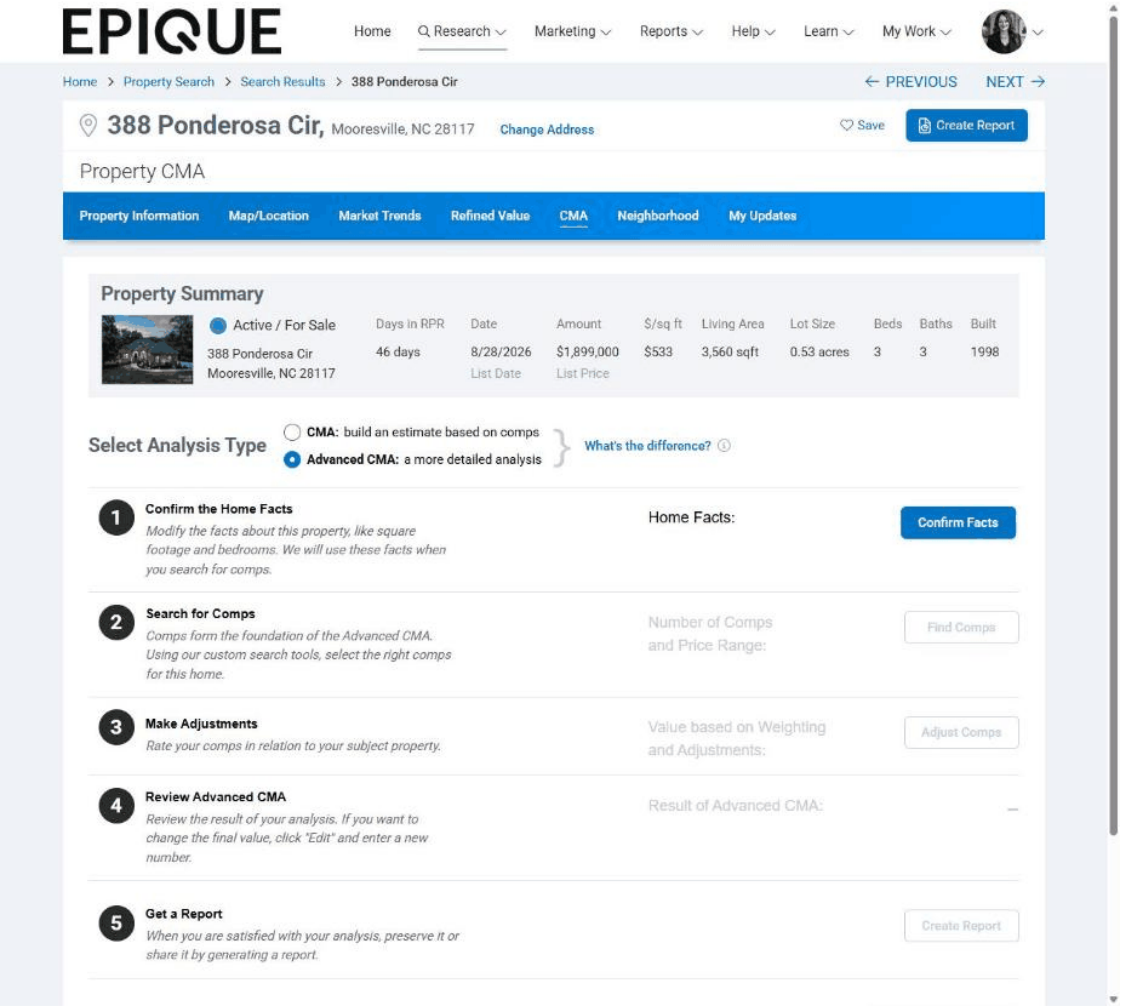
> **Tip** Each section has its own **Reset** button, and each shows the dollar change it caused. Change one thing at a time so you can explain it to a client.

5. Running a CMA

A Comparative Market Analysis estimates value from comparable sales ("comps"). The **CMA** tab walks you through it in five numbered steps.

Choose your analysis type

1. Open the property and click the **CMA** tab.
2. Under **Select Analysis Type**, choose **CMA** (build an estimate based on comps) or **Advanced CMA** (a more detailed analysis). Click **What's the difference?** if you want a reminder.



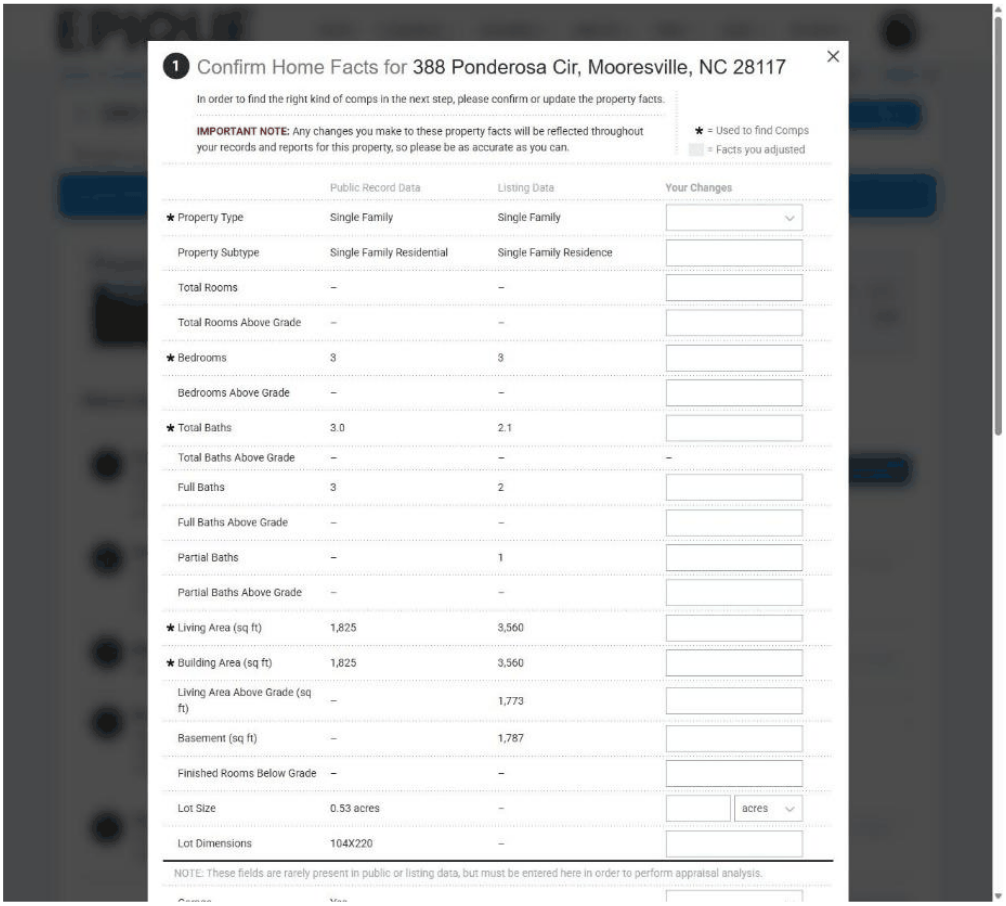
The CMA tab before any step is done.

The steps below describe the **Advanced CMA**, which is the one we use in class.

Step 1: Confirm the Home Facts

1. Click **Confirm Facts**. The **Confirm Home Facts** box opens with Public Record Data, Listing Data and Your Changes.

2. A star marks a fact used to find comps. Shading marks a fact you changed.
3. Fix anything that is wrong in **Your Changes**. Use **Add another row** for a fact that is not listed.
4. Click **Confirm Facts and Close**. The step now says **Confirmed**, with an **Edit** link.



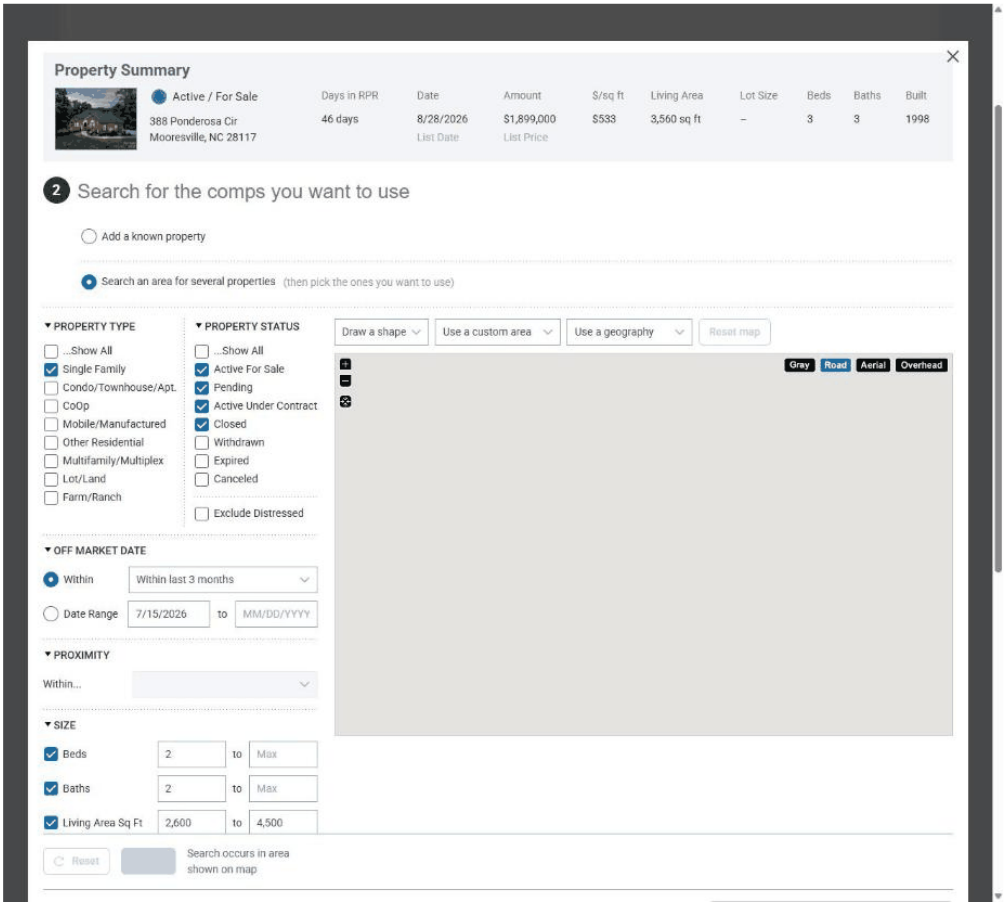
Confirm Home Facts.

> **Watch for** Changes you make here carry through to every report for this property, so be as accurate as you can.

Step 2: Search for comps

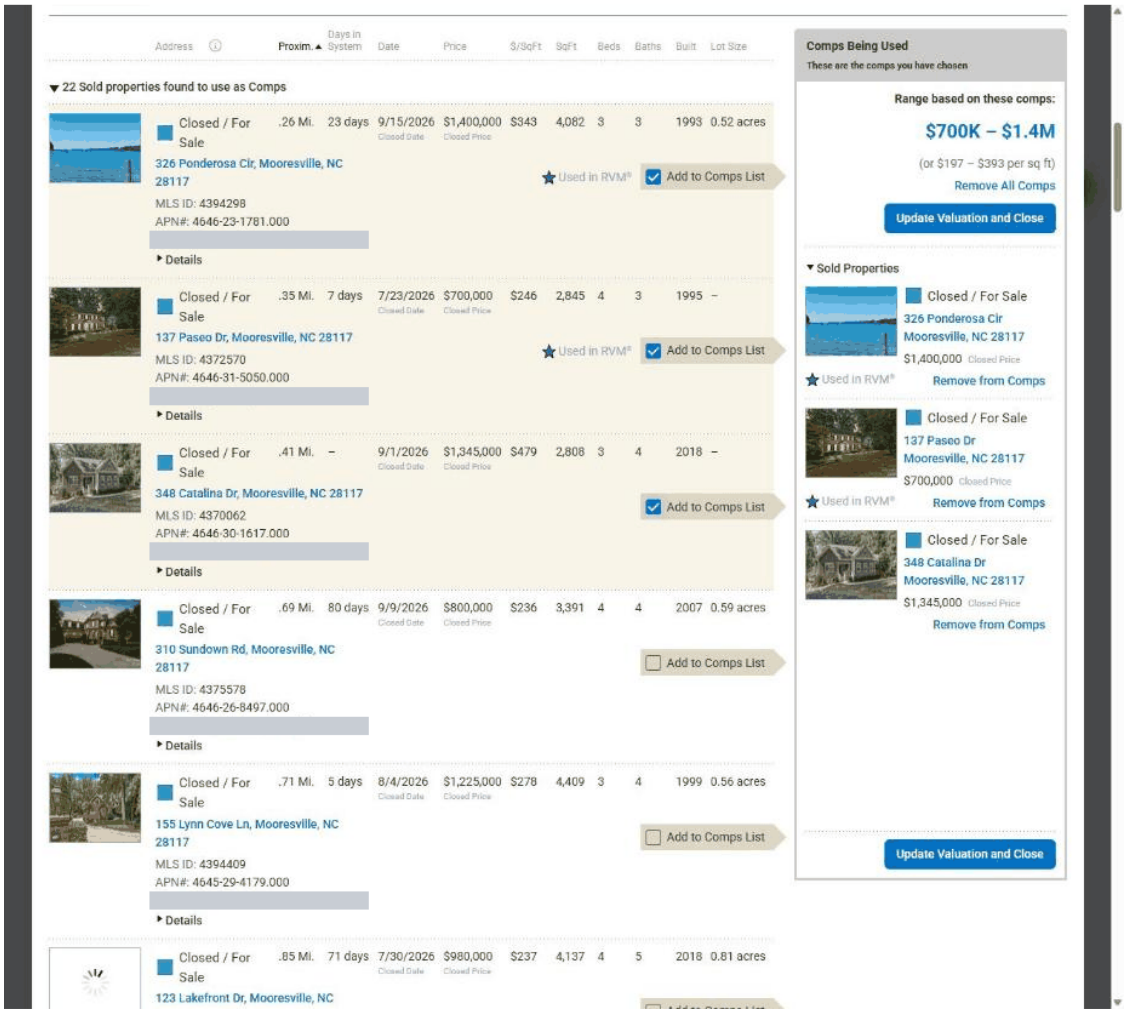
1. Click **Find Comps**.
2. Choose **Add a known property** (if you already have a comp in mind) or **Search an area for several properties**.
3. Set **Property Type** and **Property Status** (Active For Sale, Pending, Active Under Contract, Closed, Withdrawn, Expired, Canceled, Exclude Distressed).
4. Set **Off Market Date**: **Within** the last 3 months, or a **Date Range**.
5. Set **Proximity**: a radius of 1, 2, 5, 10 or 15 miles.

6. Set **Size** filters for beds, baths and living area.
7. Draw a shape on the map, use a custom area, or use a geography if you want to control the area yourself.
8. Click **Search**. Click **Reset** to start over.



Search for the comps you want to use.

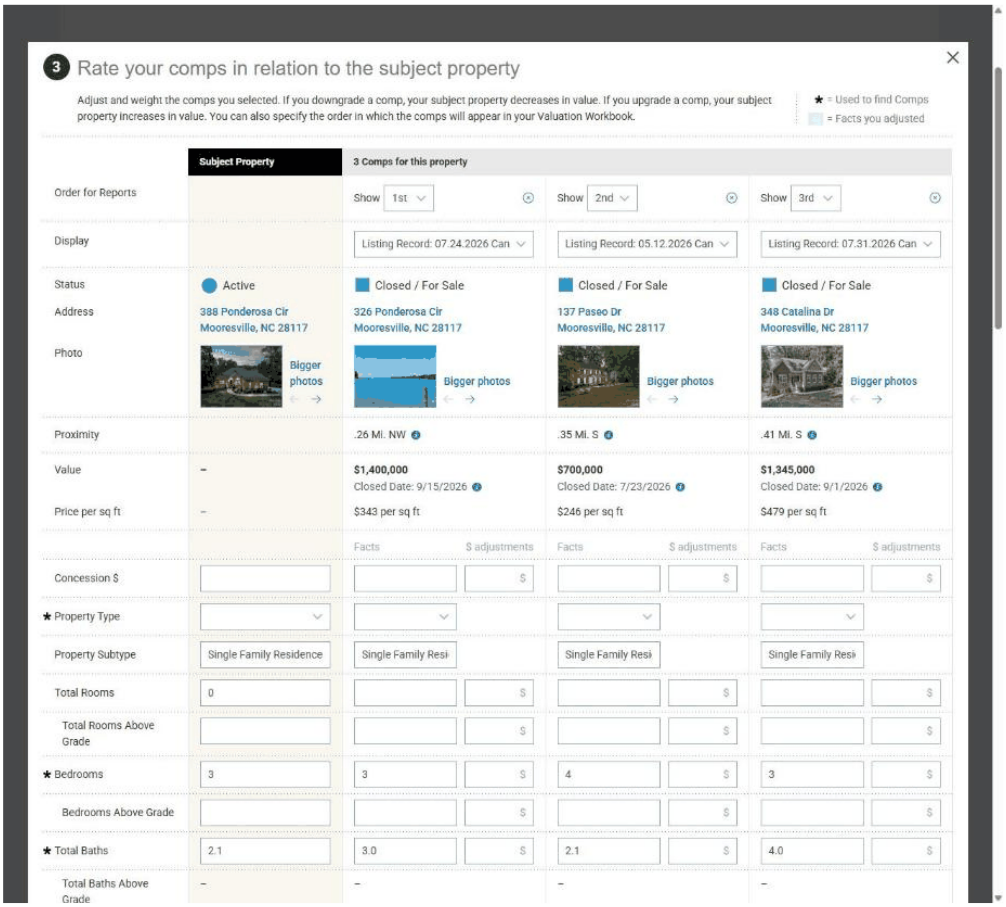
1. In the results, check **Add to Comps List** on each property you want. Properties with a blue star beside “Used in RVM” are the ones the valuation model already uses.
2. Watch the **Comps Being Used** panel on the right. It shows the price range and price per square foot of your picks.
3. Click **Update Valuation and Close**. Click **Remove All Comps** to clear your picks, or **Modify Search** to change your search.



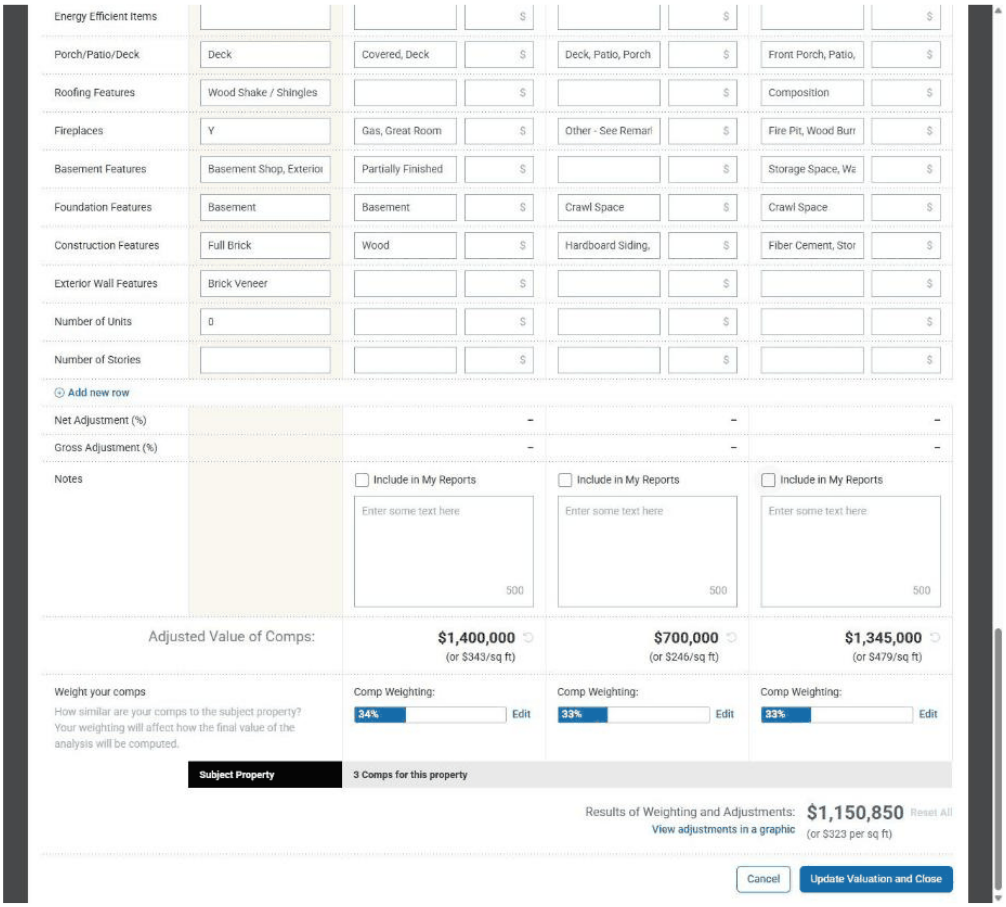
Pick your comps and watch the Comps Being Used panel.

Step 3: Make adjustments

1. Click **Adjust Comps**. The box is titled "Rate your comps in relation to the subject property."
2. Use **Order for Reports** to choose which comp shows first, second and third.
3. Compare each comp's facts with the subject's. Enter a dollar amount in the **$ adjustments** box beside a feature. If a comp is better than the subject, adjust down. If it is worse, adjust up.
4. Add a note in **Notes**. Check **Include in My Reports** if you want the note to print.
5. Scroll down to **Weight your comps**. Click **Edit** under **Comp Weighting** to change how much each comp counts.
6. Check **Results of Weighting and Adjustments** at the bottom. **View adjustments in a graphic** shows it as a chart.
7. Click **Update Valuation and Close**.



Rate your comps: the top of the adjustments grid.



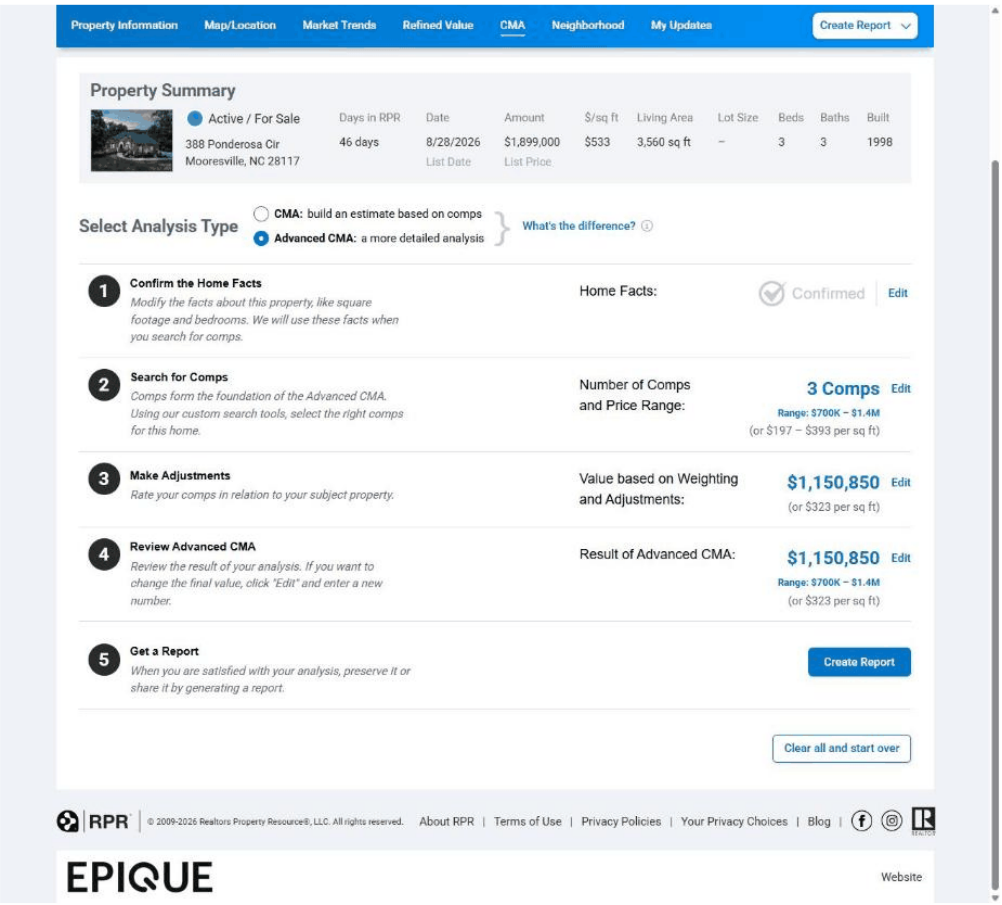
The bottom of the grid: net and gross adjustment, notes, weighting and the result.

Step 4: Review

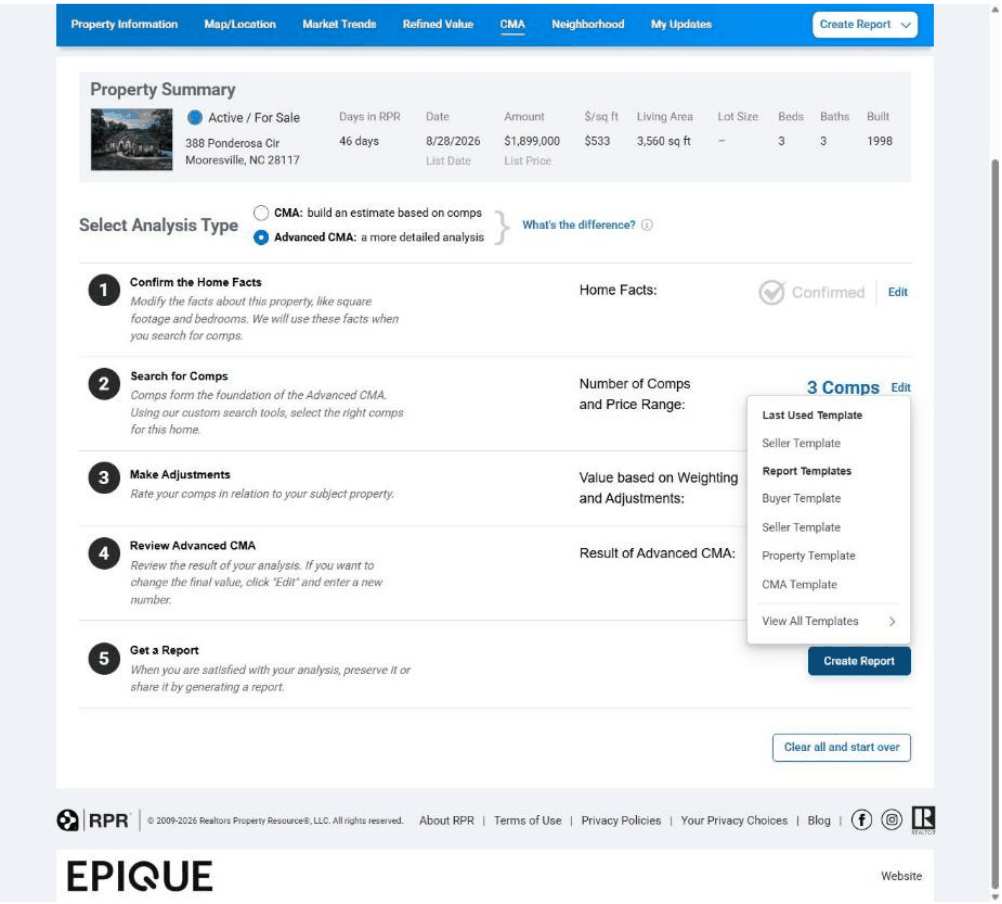
Step 4 shows your result with its range and price per square foot. If you want to change the final number, click **Edit** and enter your own.

Step 5: Get a report

1. Click **Create Report**.
2. Pick **Last Used Template**, one of the quick templates (**Buyer**, **Seller**, **Property**, **CMA**), or **View All Templates**.
3. Continue with Section 6 to finish.



All five steps complete.



The Create Report menu.

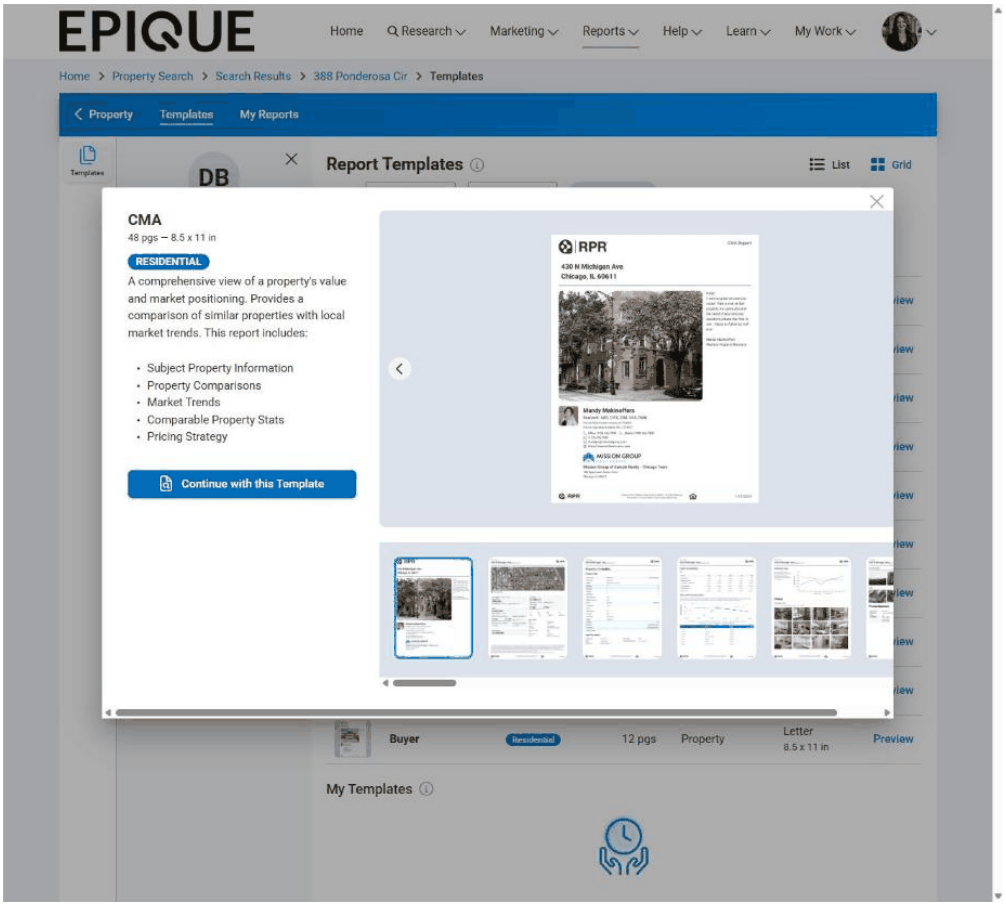
At the bottom of the tab, **Clear all and start over** erases your analysis and returns you to Step 1.

> **Tip** Run the CMA before the appointment, not during it. Confirming facts and picking comps takes a few minutes, and the adjustments deserve your full attention.

6. Creating, sharing and downloading reports

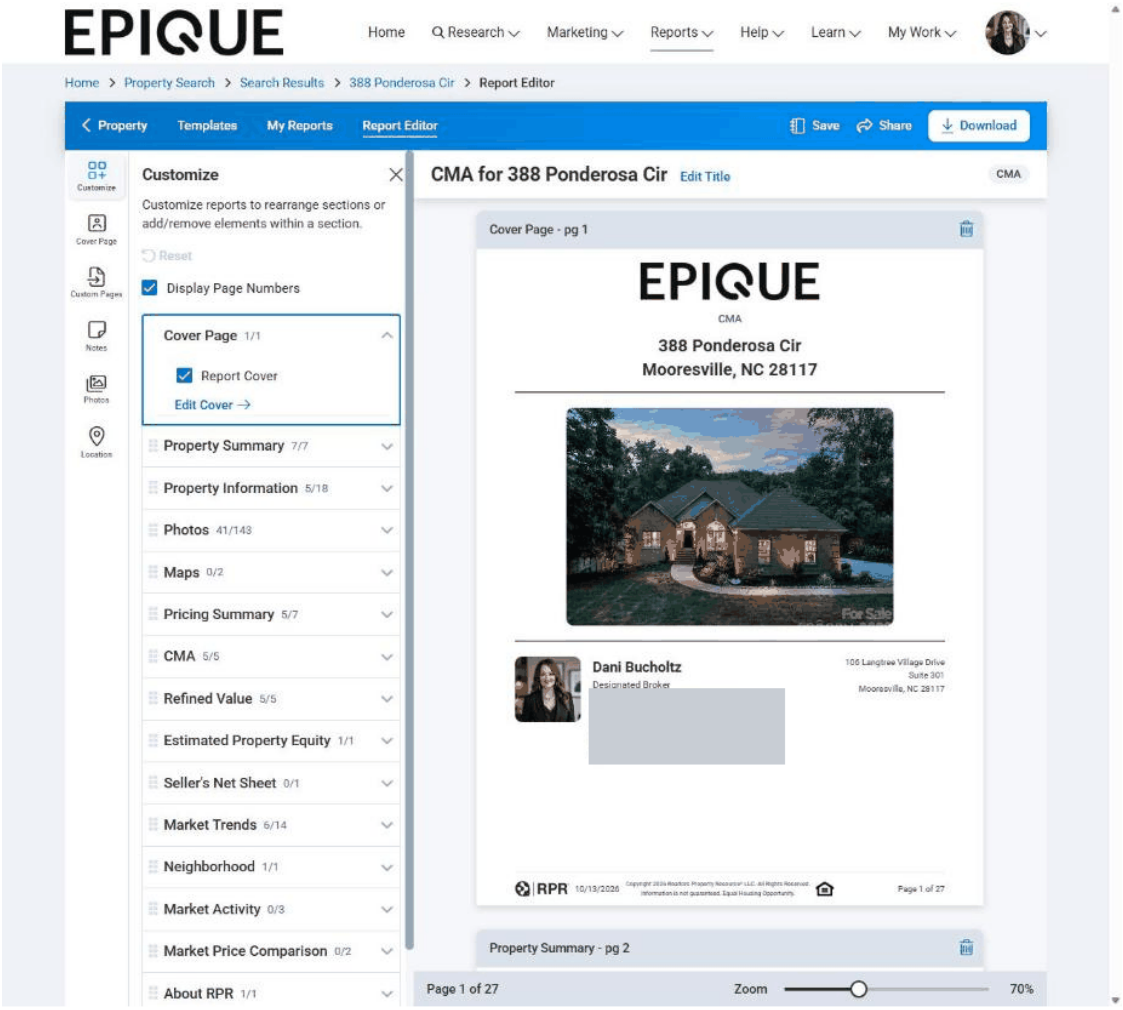
Create a report

1. From a property page, click **Create Report** in the top right.
2. Choose a template. Templates are grouped by type and show their page counts (for example Seller, 13 pages; Buyer, 12; Property, 14; CMA, 48). Use **Filters**, **Sort**, and the **List / Grid** switch to find what you need, and **Preview** to look first.
3. Click **Continue with this Template**.
4. Confirm the **Property Address** and type a **Report Title**.
5. Click **Continue**. The report editor opens.



Previewing a template.

Customize in the editor

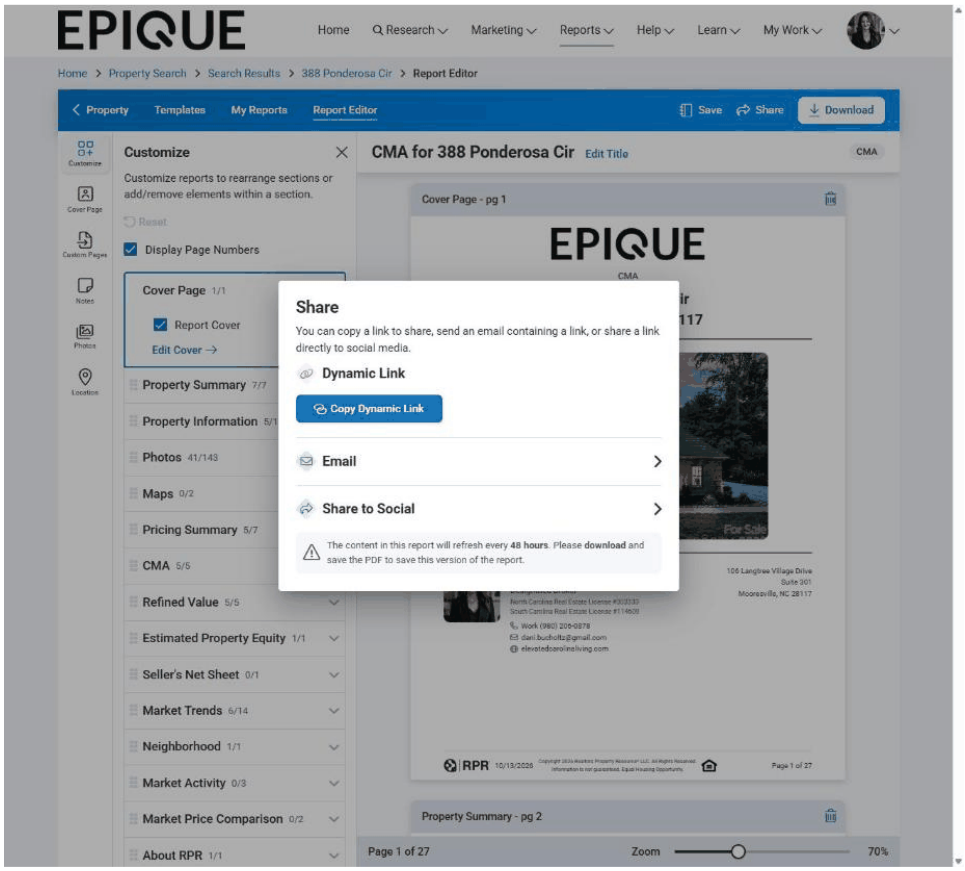


The report editor. The icons on the left are Customize, Cover Page, Custom Pages, Notes, Photos and Location.

1. Use the left icons: **Customize**, **Cover Page**, **Custom Pages**, **Notes**, **Photos**, **Location**.
2. In **Customize**, check or uncheck the sections you want. Open a section such as **Property Summary**, **Photos**, **Pricing Summary**, **CMA**, **Refined Value**, **Seller's Net Sheet**, **Market Trends**, **Neighborhood** or **Market Activity** to pick the pages inside it. The count beside each (like 5/7) shows how many are turned on.
3. Check **Display Page Numbers** if you want them.
4. Click **Save** (top of the editor). Use **Reset** in the panel to undo your section changes.

Share or download

1. Click **Share** to open the share box. You can **Copy Dynamic Link**, send by **Email**, or **Share to Social**.
2. Click **Download** to get the PDF. It opens in a new browser tab, where you can save or print it.



The Share box.

> **Watch for** A shared link stays live: its content refreshes every 48 hours. If you want a client to see numbers as of today, **download the PDF** and send that instead.

Find reports later

Choose **Reports > My Reports** or **My Work > My Reports**, or look at the **Reports** box on the Home page. The three dots beside a report open its options.

Reports you can make

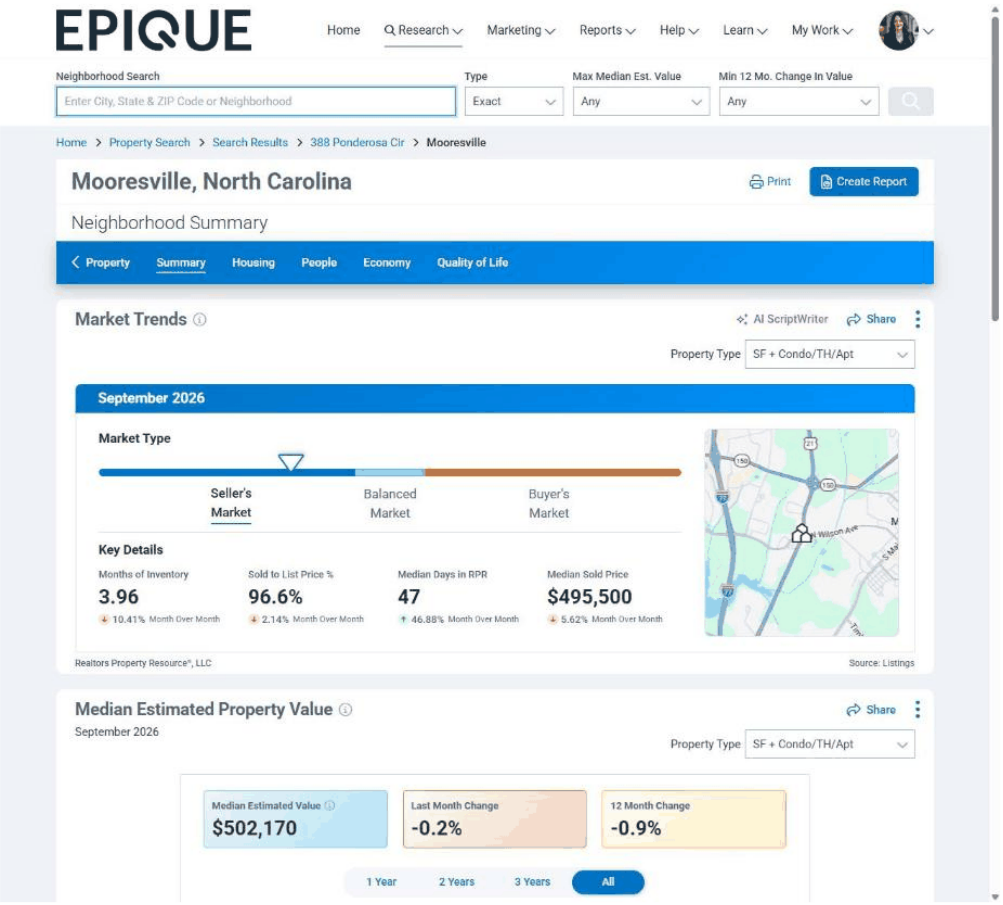
Residential: **Seller, Buyer, CMA, Property, Property Flyer, Market Activity, Market Trends, Neighborhood, School, Buyer Tour**. Commercial: **Property (Single), Trade Area, Site Selection**. The **Picking the Right Report** video (Learn menu) helps you choose.

> **Tip** Use **My Templates** to save a favorite combination of sections so you do not rebuild it for every listing appointment.

7. Neighborhood pages

The **Neighborhood** tab on a property opens data for the whole city (or the area you search). Use **Research > Neighborhood Search** to start without a property.

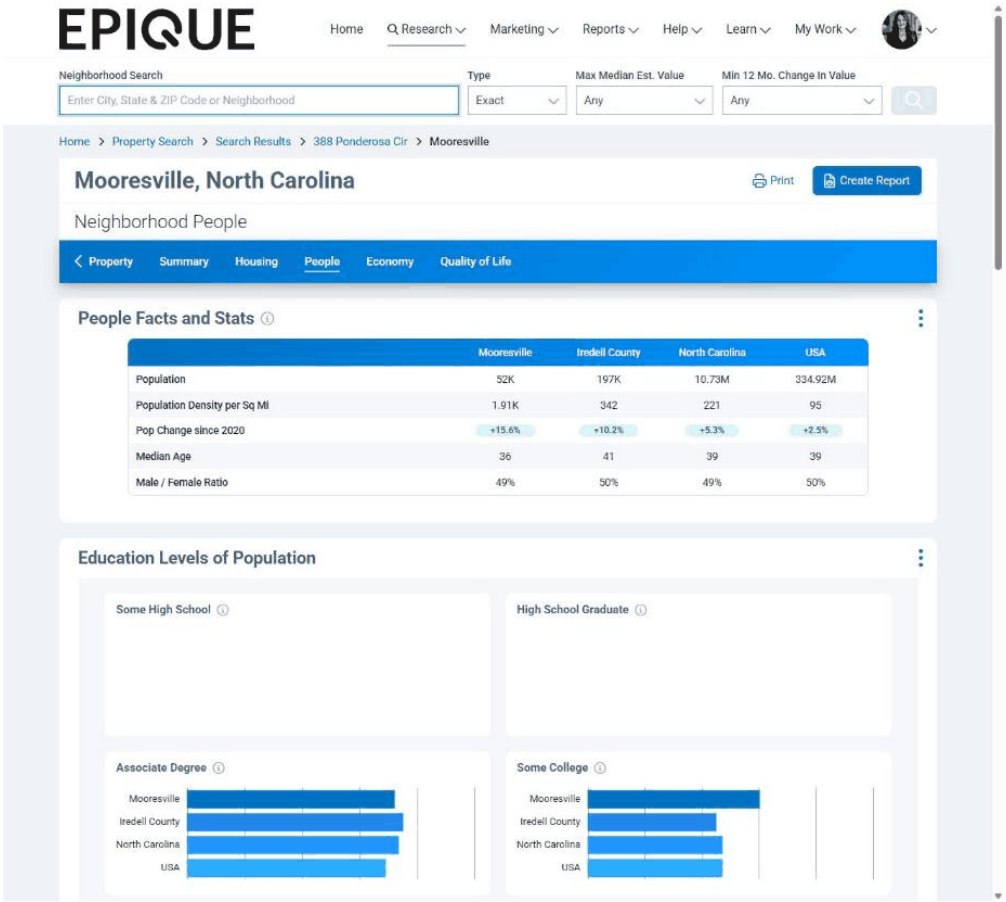
1. Click **Neighborhood** on the property page, or choose **Research > Neighborhood Search**.
2. In the **Neighborhood Search** box, type a city, state, ZIP code or neighborhood. Set **Type** to Exact, Within or Nearby. You can also set **Max Median Est. Value** and **Min 12 Mo. Change In Value**.
3. Use the five tabs in the blue bar to move around: **Summary, Housing, People, Economy, Quality of Life**.
4. Use **Print** or **Create Report** at the top right. Each page also has a card for report templates.



Neighborhood Summary.

Tab	What you will find
Summary	Market trends, median estimated property value, AARP Livability Index, top five occupations, and nearby neighborhoods.
Housing	Housing facts and stats, new, active and pending listings, sold listings, months supply of inventory, sold public records and sold home stats.

Tab	What you will find
People	Population facts, education levels, age groups, households with children, household income brackets, occupations and the presidential voting pattern.
Economy	Economic facts and stats, median sales price compared with unemployment, and the unemployment rate.
Quality of Life	Facts and stats, AARP Livability Index, average commute time, how people get to work, average monthly temperatures and walkability.



The People tab.

Watch for Fair Housing applies to everything you say about a neighborhood. Share the data and the source. Do not steer clients toward or away from an area because of who lives there. Talk about the property, the price and the client's own criteria.

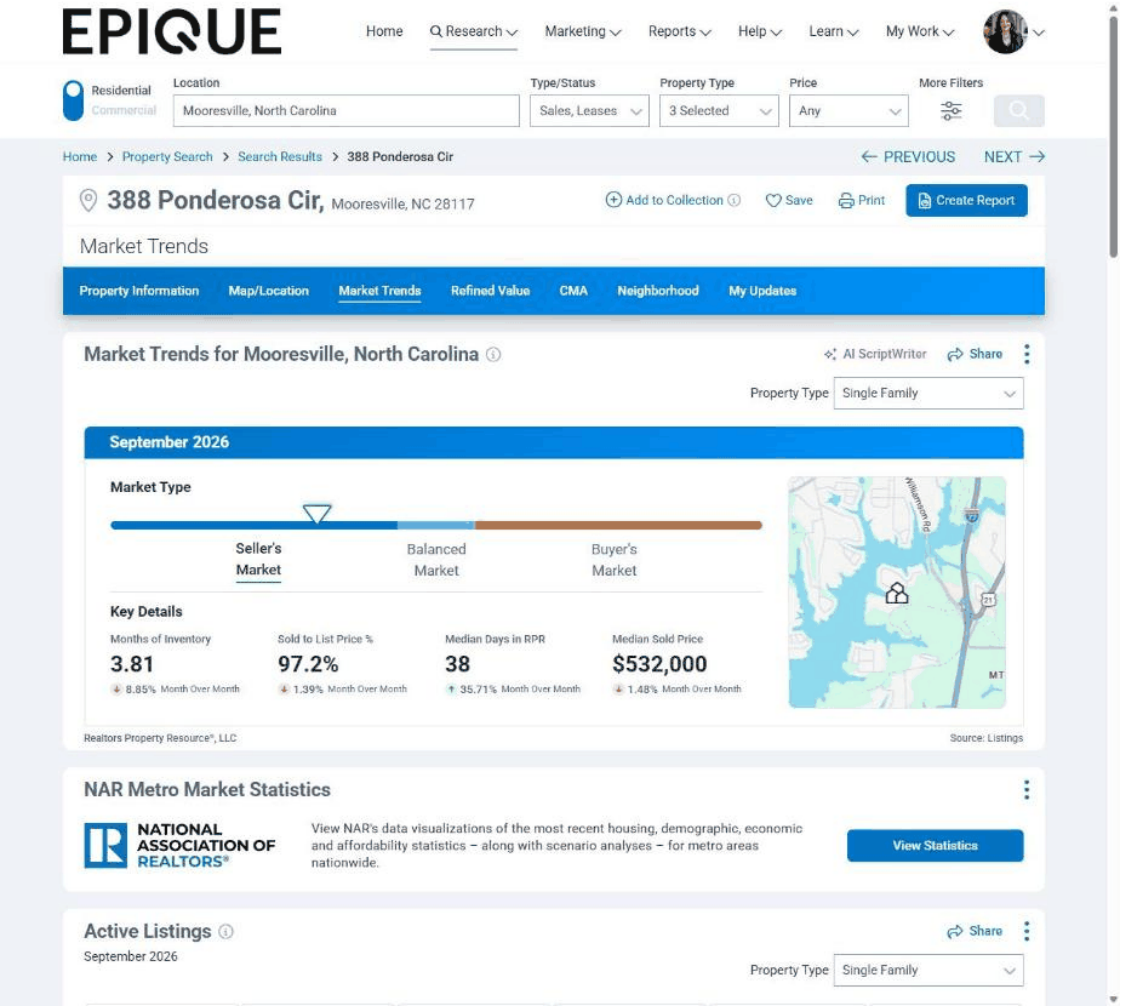
8. Market Trends and Market Activity

Market Trends

1. Choose **Research > Residential Market Trends**.
2. Type a county, city, ZIP code or neighborhood in the **Location** box and pick it from the list.
3. Choose a **Property Type** at the top right of the first card.
4. Read the **Market Type** gauge. It shows whether the area favors sellers (**Seller's Market**), buyers (**Buyer's Market**) or neither (**Balanced Market**).
5. Read **Key Details**: Months of Inventory, Sold to List Price %, Median Days in RPR and Median Sold Price, each with its month-over-month change.
6. Scroll down for more cards: Active Listings, Sold Listings, Sold Public Records, Listing Inventory, Distressed inventory and Median Estimated Property Value.



The Residential Market Trends search page.



Market Trends on a property page. The same cards appear for the city.

Use **Share** on a card to share it. The **AI ScriptWriter** link beside it is another tool in the same spot; your instructor will show you how it works.

Market Activity

Market Activity shows what changed lately: new listings, closings, price changes and more.

1. Choose **Research > Residential Market Activity Search**.
2. Enter a **Location**.
3. Under **Change Type**, check what you want to see: **For Sale, For Lease, New Listings, Closed, Price Change, Expired, Pending, Distressed**. Several are checked by default.
4. Set **Property Type**, **Price** and **More Filters**, then search.
5. Switch between list, grid and map with the icons at the top right.



The Market Activity search page.

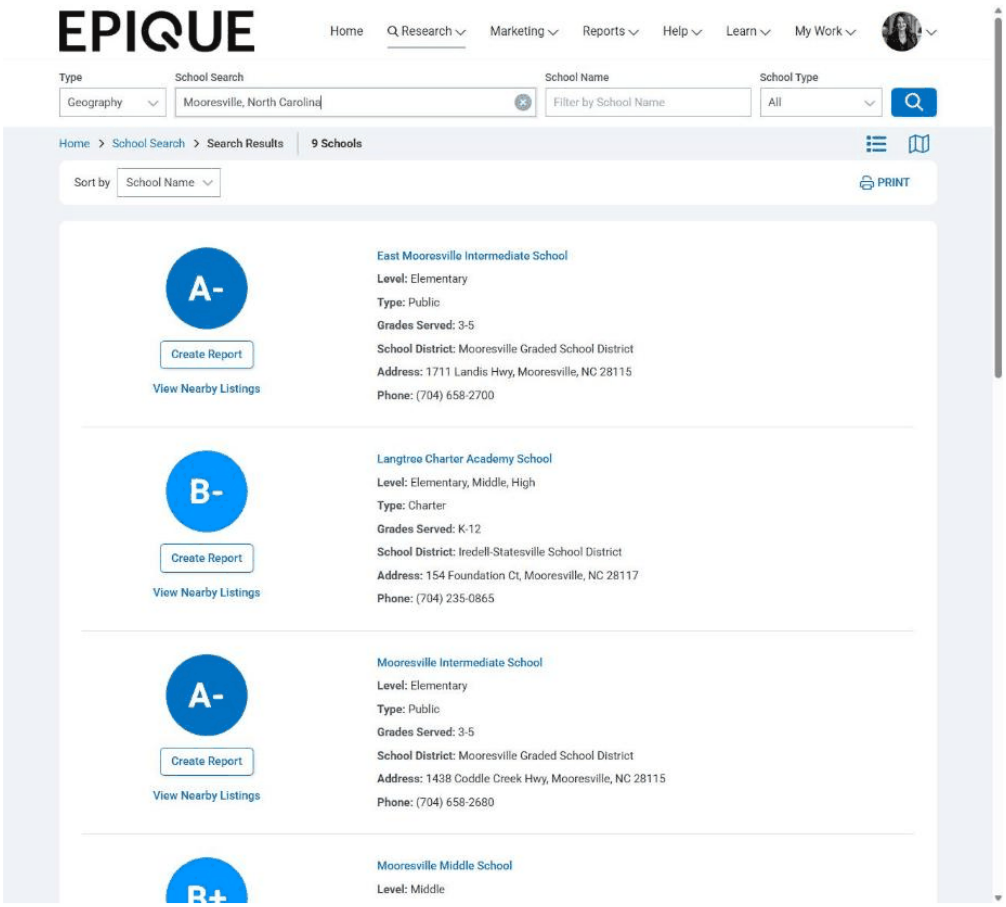
9. School Search

1. Choose **Research > School Search**.
2. Set **Type** to **Geography** (a city, county or ZIP code) or **School District**.
3. Type the place in the **School Search** box, and pick it from the list.
4. Optionally filter by **School Name** or **School Type**.
5. Click the blue magnifying glass.



School Search.

Each school shows a letter grade in a circle, the level, type, grades served, district, address and phone. Click **Create Report** to build a School report, or **View Nearby Listings** to see homes close to that school. Use **Sort by** and **Print** at the top, and the list and map icons at the right.



School results for Mooresville.

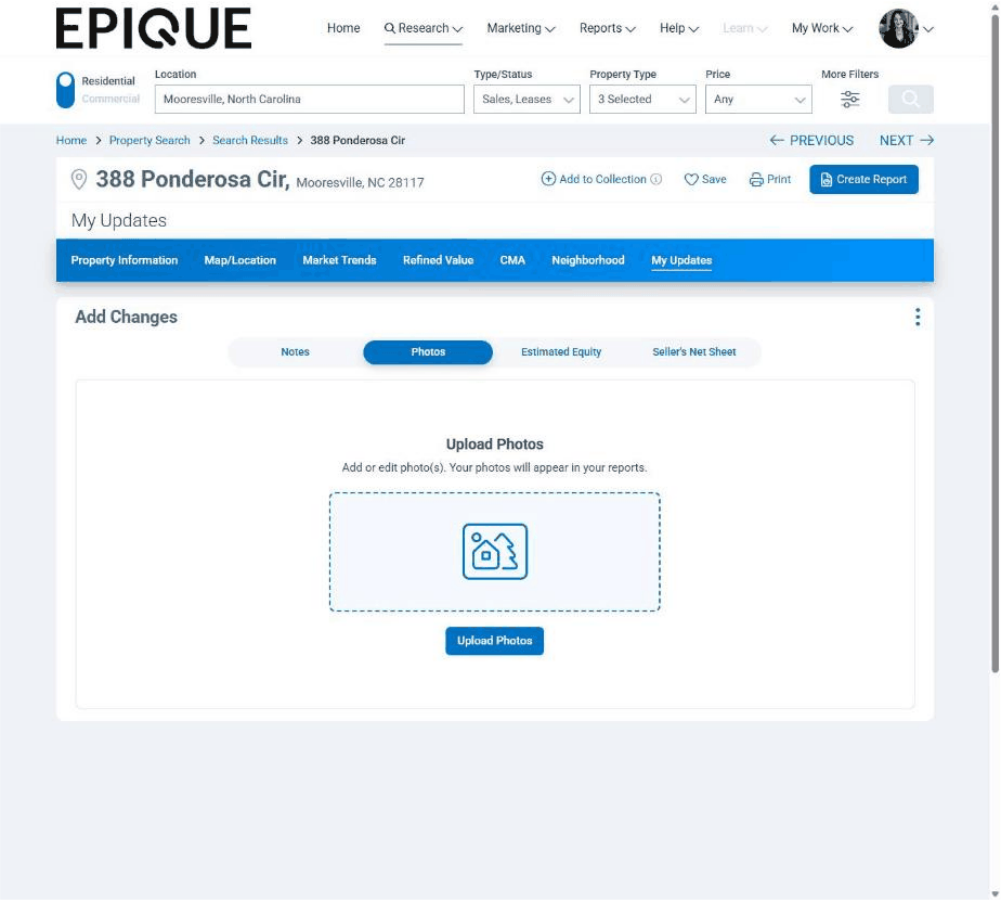
> **Note** School data and grades come from Niche. Tell clients to visit the district and the school directly before making decisions, and never steer by school.

10. My Updates

The **My Updates** tab holds changes and extras that belong to you. Click **My Updates** on a property page, then pick a button under **Add Changes**: **Notes**, **Photos**, **Estimated Equity** or **Seller's Net Sheet**.

Photos

1. Click **My Updates**, then **Photos**.
2. Click **Upload Photos** and choose your pictures. Your photos will appear in your reports.

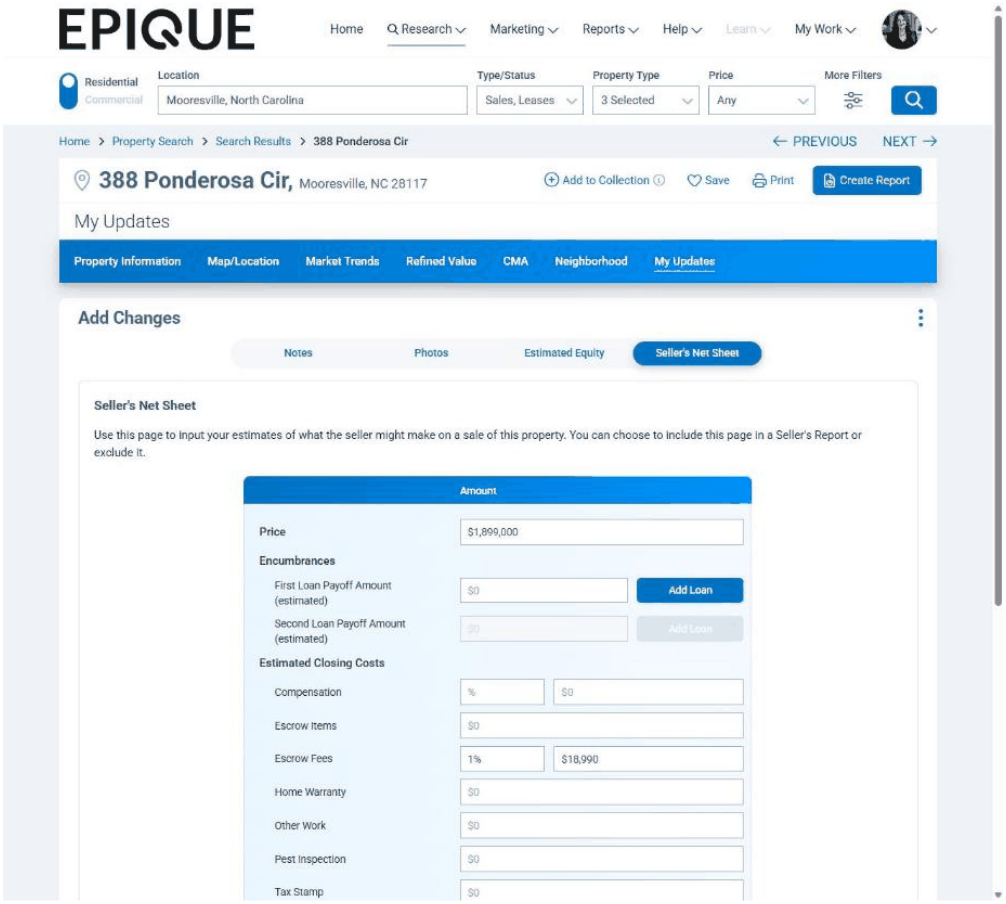


Upload your own photos.

Seller's Net Sheet

1. Click **My Updates**, then **Seller's Net Sheet**. (You can also click **Create Seller's Net Sheet** in Pricing Tools.)
2. Enter the **Price**.
3. Under **Encumbrances**, enter the **First Loan Payoff Amount (estimated)**. Click **Add Loan** to add a second loan.

4. Under **Estimated Closing Costs**, fill in the lines that apply: Compensation, Escrow Items, Escrow Fees, Home Warranty, Other Work, Pest Inspection, Tax Stamp and the rest.
5. Choose whether to include this page in a Seller's Report or leave it out.

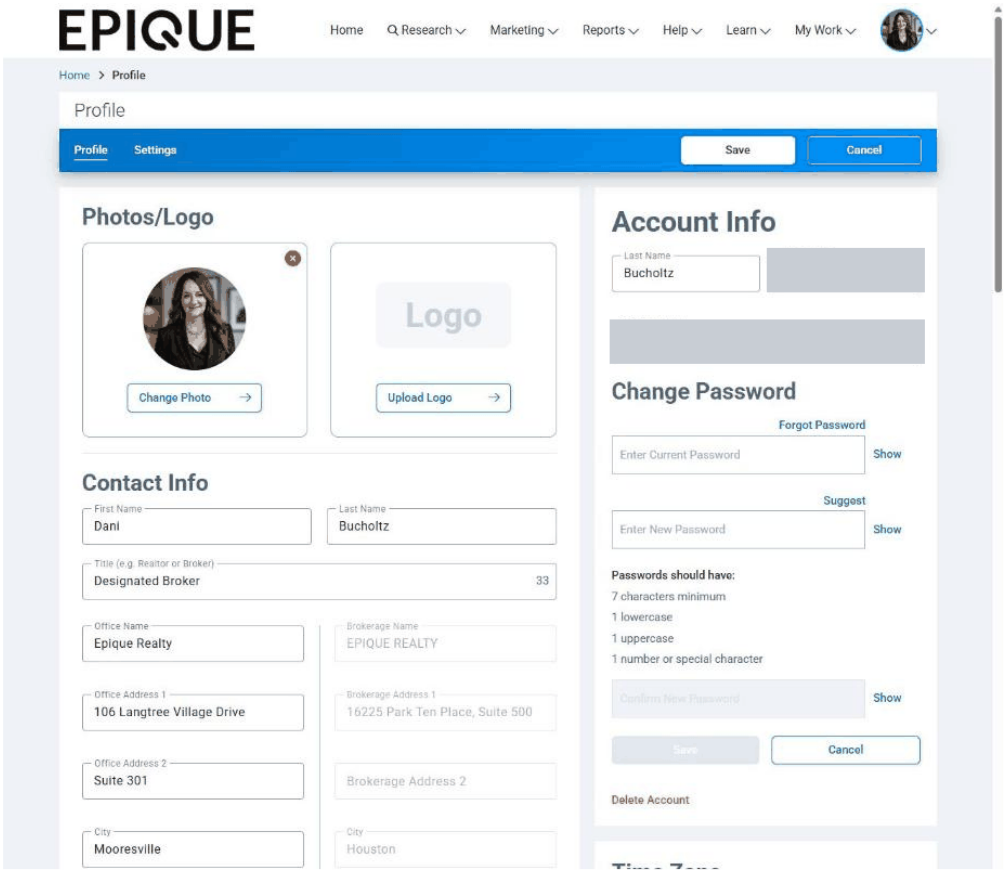


The Seller's Net Sheet.

Watch for Net sheet numbers are estimates. Confirm payoff amounts and closing costs with the lender and the closing attorney before you promise a client a bottom line.

11. Your profile and settings

1. Click your **profile photo** (top right), then click **Profile**.
2. Use the **Profile** tab to work on your contact information and photo. Use the **Settings** tab for search settings.
3. Click **Save** (top of the page) when you are done, or **Cancel**.



The Profile page.

What is on the Profile tab

- **Photos/Logo:** Change Photo and Upload Logo.
- **Contact Info:** name, title (33 characters at most), office, phone, fax, email and website. Brokerage details are locked.
- **MLS or CIE Info:** your state, MLS and Agent ID. These connect your own listings to My Listings.
- **License Number** for each state.
- **Assistant Users:** you can add up to 3.
- **Account Info:** email, Change Password (at least 7 characters with 1 lowercase, 1 uppercase and 1 number or special character), and Time Zone.
- **Connected Apps** (such as zipForm) and **RPR Mobile Access** (up to 4 devices at once).

Settings tab

Listings Settings decide what counts as “new” or “recently closed.” For residential, the default is New Listings within 3 days and Recently Closed within 180 days. Use **Reset to Default** to return to those. The Settings tab also holds your **My Markets** list: type an area in **Enter a market area to add** and add more.

> **Tip** Your photo, title and contact details print on the cover of your reports. Check them before you send your first report.

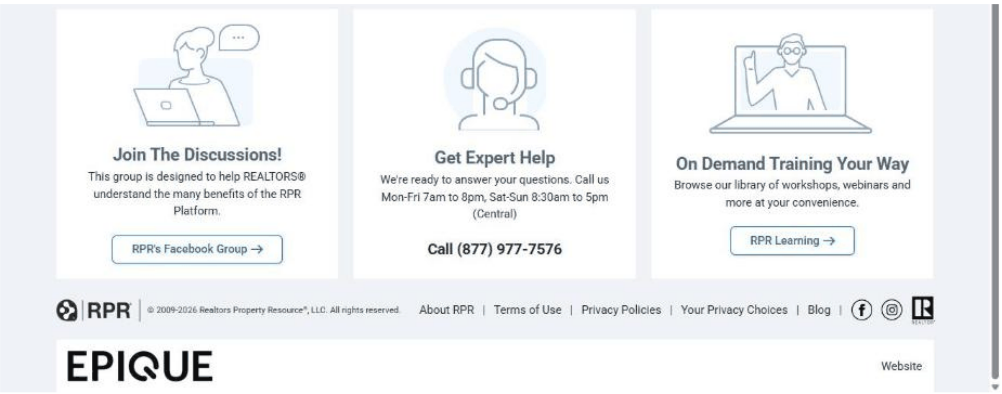
12. My Work, Learn and Help

My Work

My Work is your filing cabinet: **My Markets, My Listings, My Saved Properties, My Recent Properties, My Reports, My Notes, My Saved Searches** and **My Recent Searches**. Choose **Intro to My Work** for a short tour.

Learn and Help

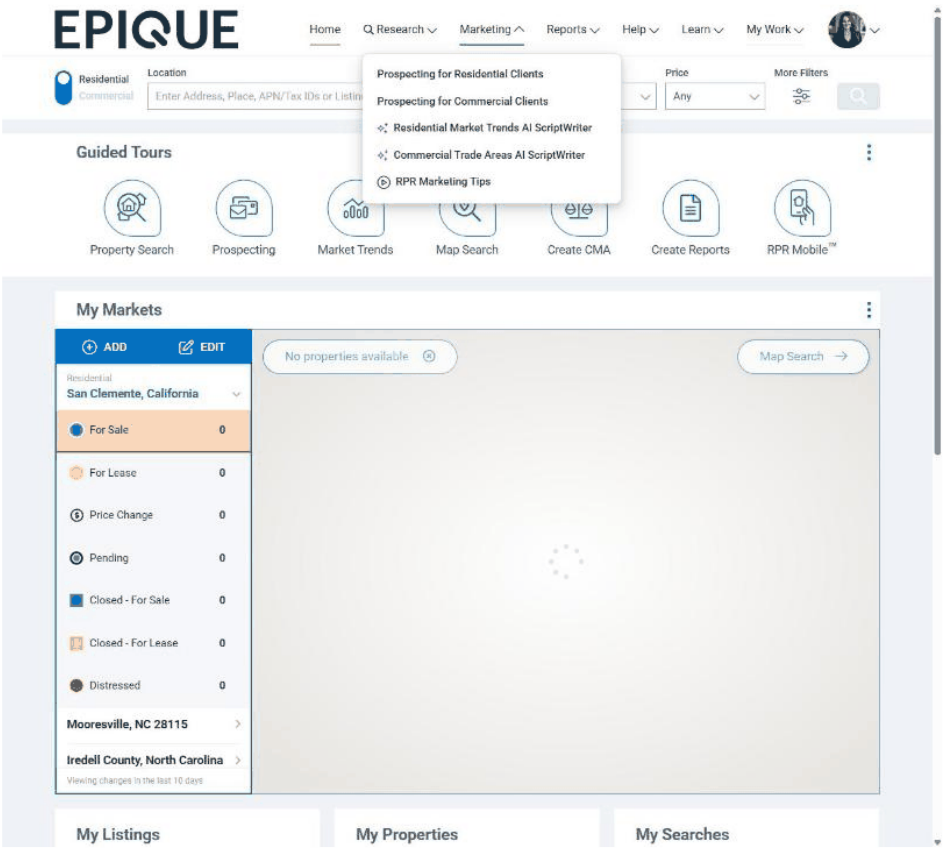
- **Learn > Learn about this page** shows videos for the page you are on, such as Create a Report, the Quick Start to the RPR App, and the full RPR Reports tutorial.
- **Learn > Top Questions** and **Search Quick Answers** are good for quick how-tos.
- **Learn > Canva Templates** has ready-made designs for marketing.
- **Learn > Which MLSs Share Data With Me** answers the question every new user asks.
- **Help** has the search box, phone, email, Live Chat and the Training Area.



Support tiles at the bottom of the Home page.

Other tools in the menus

The **Marketing** menu has **Prospecting for Residential Clients** and **Prospecting for Commercial Clients**, two **AI ScriptWriter** tools and **RPR Marketing Tips**. The **Research** menu also holds the commercial tools (**Commercial Site Selection, Commercial Trade Areas, Commercial Map Insights**). Your instructor will show you these in class.



Marketing menu.

Appendix A: Button and tab cheat sheet

I want to...	Go here
Search for homes	Search bar on any page, or **Research > Property Search / Map Search**
Narrow results	**More Filters > Update and Search**
Save a search	Heart icon beside **Save** at the top right of the search bar
Pick several properties	Check boxes, then **Add to Collection** (up to 50)
Print mailing labels	Check properties, then **Mailing Labels > Export**
See a home's value estimate	Property page, **RVM** next to the photo
Fix a property's facts	**Property Facts** table, **Your Changes** column, **Save**
Adjust the estimate	**Refined Value** tab
Build a CMA	**CMA** tab, steps 1 to 5
Make a report	**Create Report** (top right) or CMA Step 5
Send a report	Report editor, **Share** or **Download**
Check the market	**Research > Residential Market Trends**
See recent changes	**Research > Residential Market Activity Search**
Look up schools	**Research > School Search**
Add my own photos or notes	Property page, **My Updates**
Create a net sheet	**My Updates > Seller's Net Sheet**
Fix my contact details	Profile photo menu, **Profile**
Get help	**Help** menu, or call (877) 977-7576

Appendix B: Sources

This guide was written from the live RPR website and checked on October 13, 2026. For anything in the guide, the first place to confirm is the RPR Help menu and the Learn menu inside RPR.

Realtors Property Resource. (2026). Realtors Property Resource (RPR) [Website]. National Association of REALTORS®. https://www.narrpr.com

Realtors Property Resource. (2026). RPR blog and help articles [Website]. https://blog.narrpr.com

Prepared by Encompass Real Estate School. This guide teaches software features. It is not legal, tax or appraisal advice.