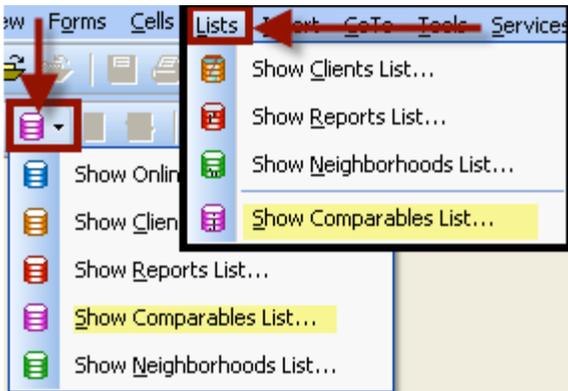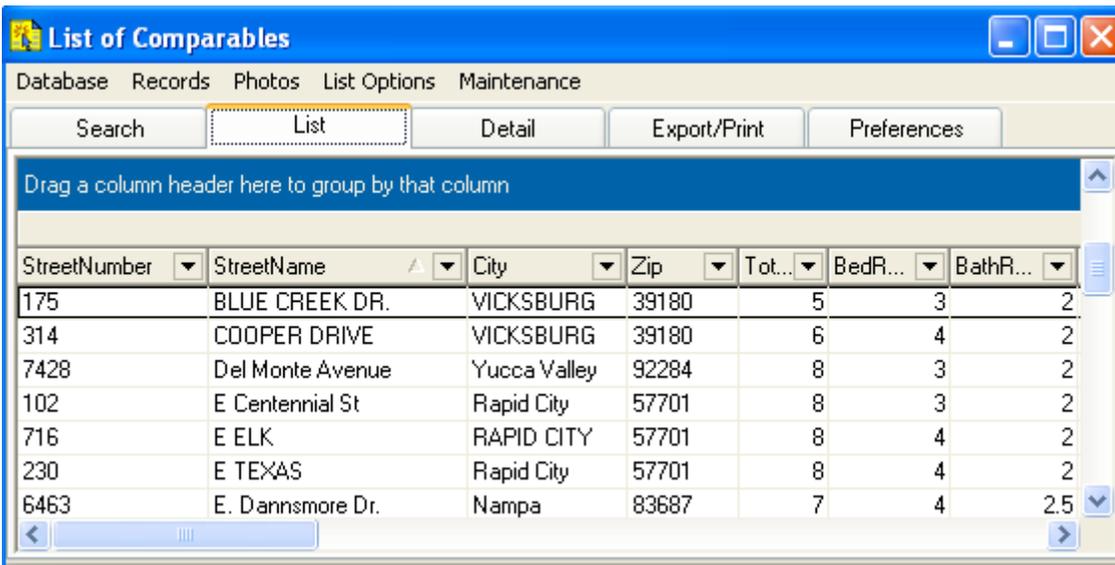**How to Use the Comparables Database:**
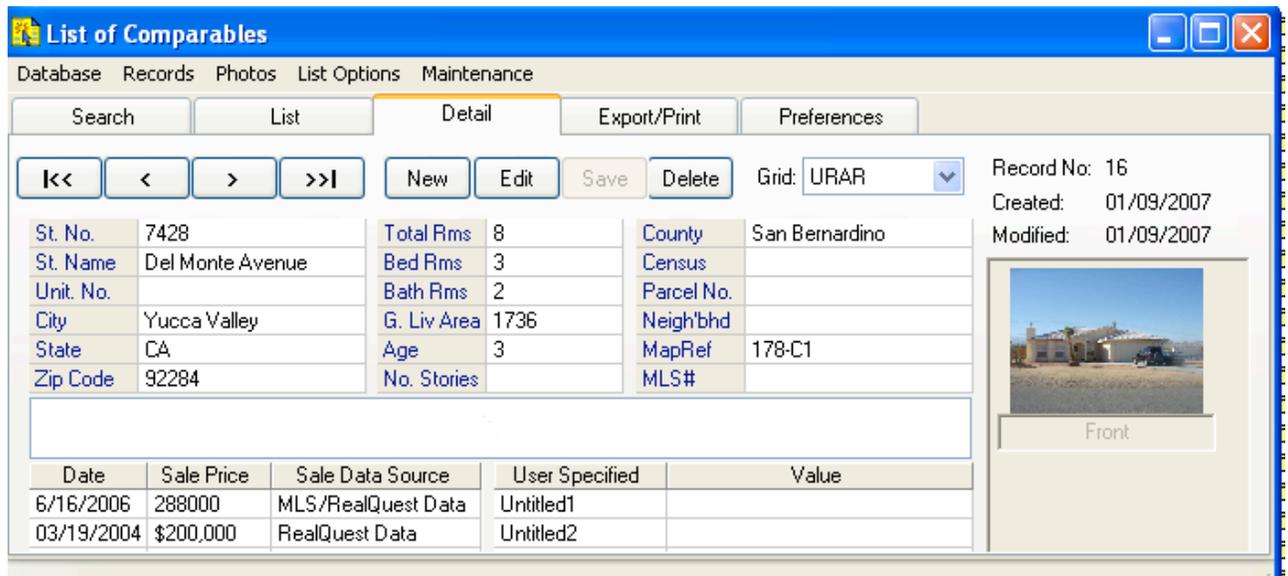
1. Click on list, show comparables list or on the task bar comparables icon.
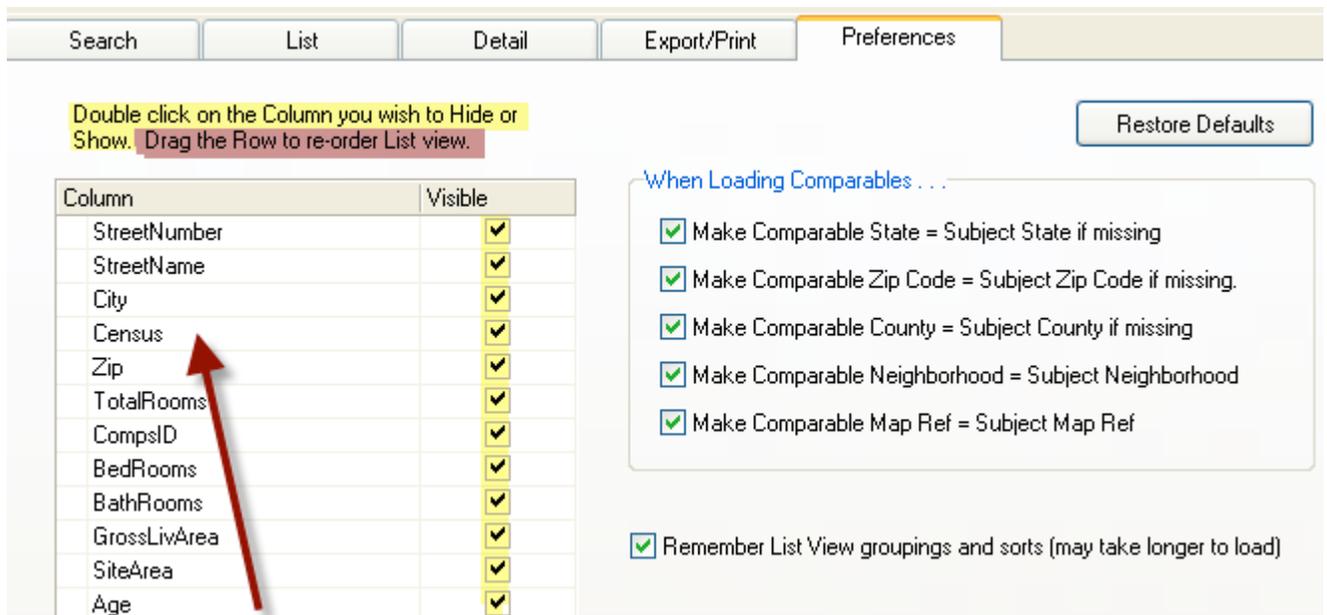

2. The comparables database will open to the list tab.

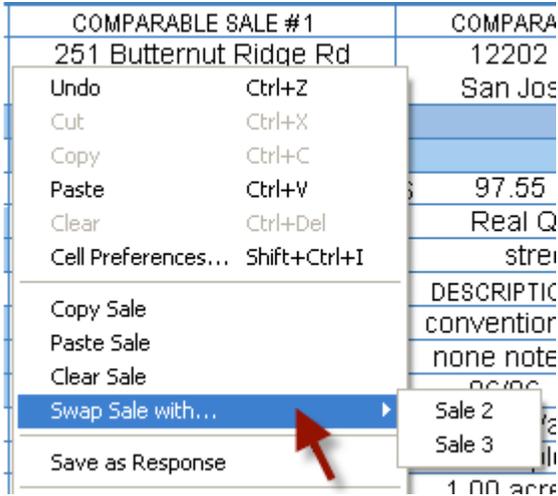2. Click on the detail tab to display the details of the record you have selected in the list display.

3. The preferences tab allows you to change and display your preference settings. By checking or un-checking each item, you are selecting whether that item will be displayed in the list tab by column.

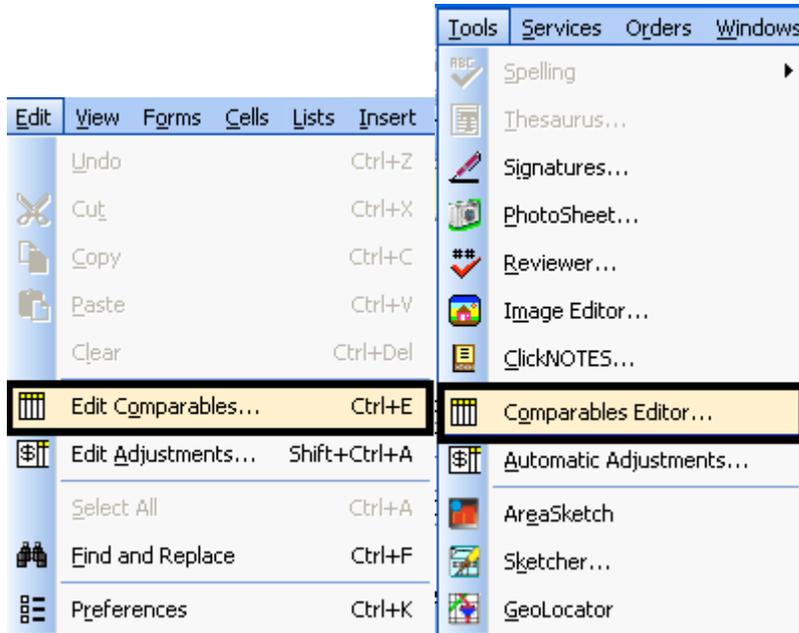How to **Swap, Copy or Clear Comparables in a Report:**

1. In the report, right click on a comp you wish to work with. You will see a Window Open with the Options to Copy, Paste, Clear or Swap this Comparable.

2. To swap with another comparable, click on swap sale with... and select the comparable you wish to swap this one with. It will transfer all the text and also swap the comparables photos for you.

3. To copy this comparable to another, click on "Copy", and then right click on the comparable you wish to paste this information to and click on "Paste".

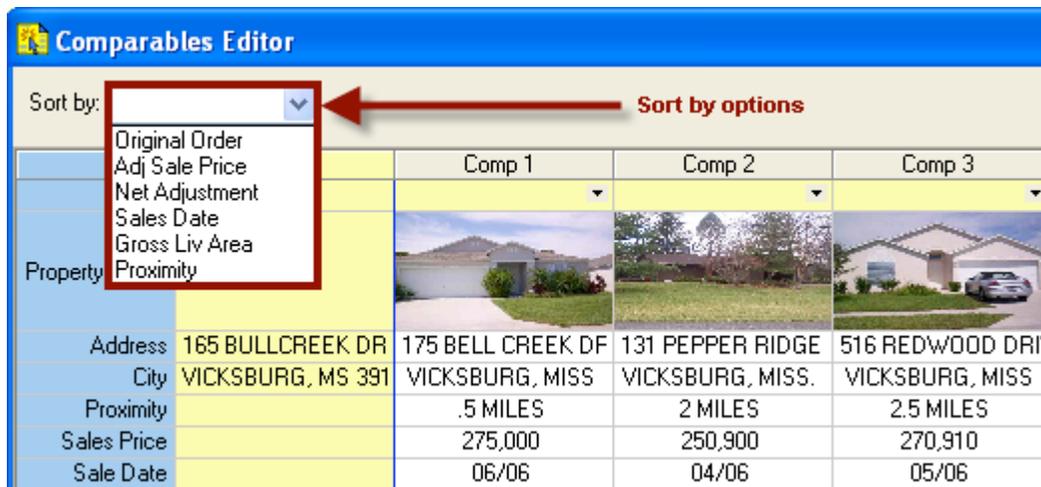4. To clear the information in this comparable, click on "Clear".

To Edit Comparables in a Report:

1. There are several ways of opening the editor in order to edit the comparables, (a) Go to Edit, Edit Comparables. (b) Go to Tools, Comparables Editor. (c) Click on the Comparables editor icon on the Tool bar. (d) Or press Ctrl + E keys on your keyboard.
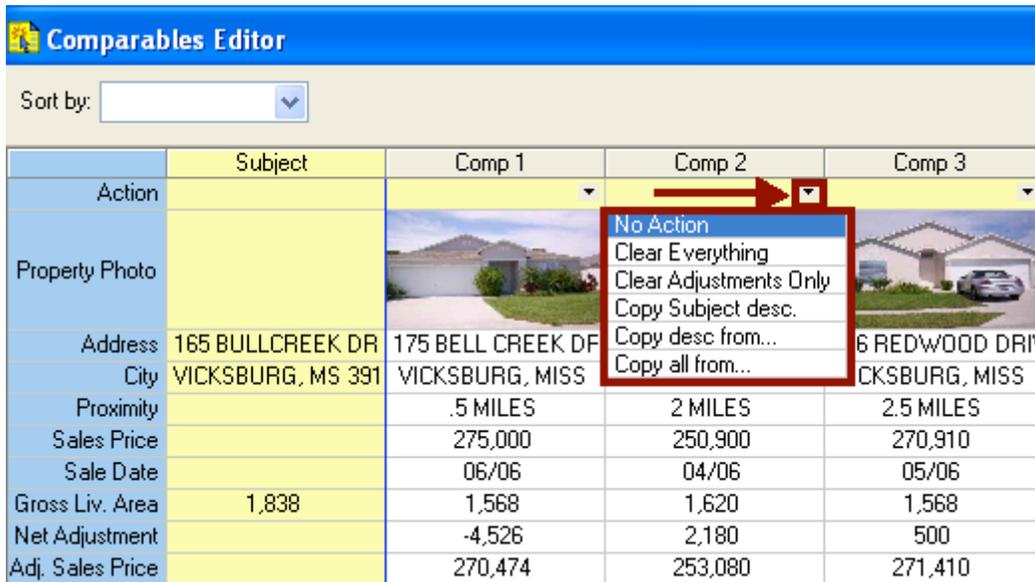

2. In the edit comparables window you have many ways to edit your comps such as sort, copy, edit and re-arrange your comparables.
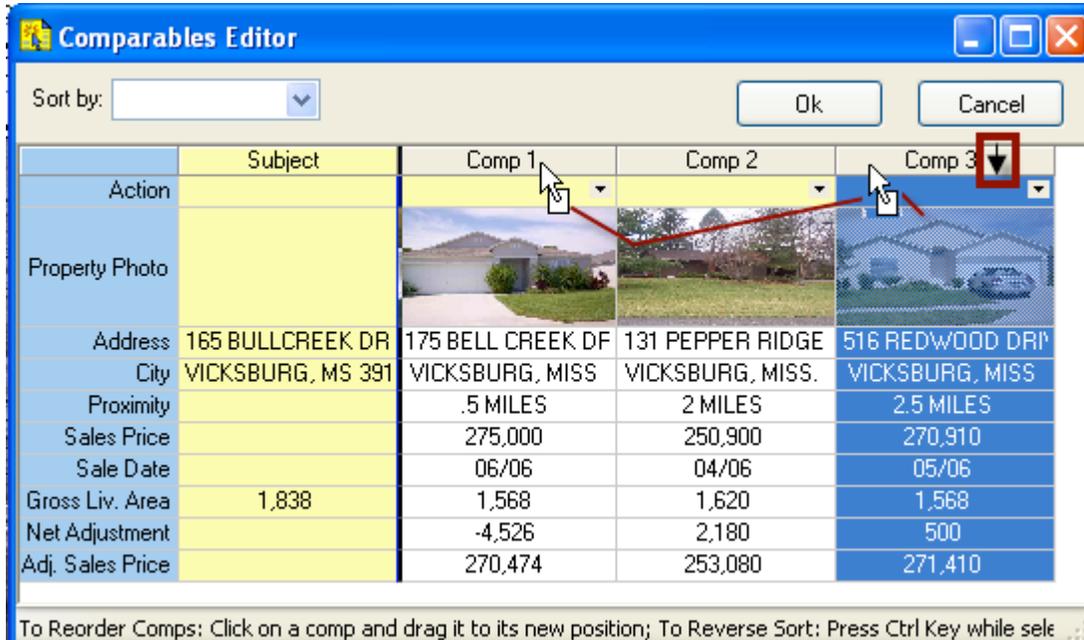
To Sort Comparables: Click on the "Sort By" down arrow and selecting the sort method you wish to use.

3. You can copy, clear, transfer text and photos by clicking on a comparables drop down menu arrow and selecting the action you wish to take.

4. To drag and drop a comparable to a different position hover your mouse over the header of the comparable you wish to drag and drop until it turns into a down arrow, click and the entire comparable will be highlighted

5. You should note that this <u>does not</u> "Swap" the comp, but actually moves it and shifts all others one position to the left.