

# Navigating through Toolkit

*Property Toolkit User Guide*



# The Property Toolkit

This is a collection of **comprehensive reports** that ensures our clients understand everything about an individual property:

- **Address**
- **Ownership**
- **Size**
- **Sales and mortgage history**
- **Location**
- **Neighbourhood details**

The various subscription options can be viewed on our website:

[CLICK HERE](#)

## Navigating the Property Toolkit:

Type	Address   Suburb   PO Code	Erf   Portion	Sales Date	Sales Price	Get Report
1 FH	4 CARLTON STREET   JOHANNESBURG NORTH   2188	130   0	2017/03/04	R 1 800 000	<a href="#">Property Report</a>
2 FH	4 SANDHURST AVENUE   JUKSKEI PARK   2188	529   84	2017/03/02	R 1 950 000	<a href="#">Property Report</a>
3 FH	NOORDHANG	105   0	2017/02/20	R 1 350 000	<a href="#">Property Report</a>
4 FH	JUKSKEI PARK	1367   19	2017/02/11	R 1 450 000	<a href="#">Property Report</a>
5 FH	104 MARKET STREET   JOHANNESBURG NORTH   2188	161   0	2017/02/03	R 1 550 000	<a href="#">Property Report</a>
6 FH	15 SNEEUBLOM STREET   JUKSKEI PARK   2188	594   0	2017/02/03	R 1 750 000	<a href="#">Property Report</a>

“Home” page:

Contains a **map view of the latest deeds transactions** occurring in **your area** as well as **information on your usage**.

# The Property Toolkit

Home page continued...

Residential Property Toolkit

- Property Report
- Suburb Report
- Transfers Report
- Owners in Complex Report
- Owners In Street Report
- Estate Report
- SS Report
- Town Report
- Validation
- Valuation Report
- Additional Reports
- Commercial Property Toolkit
- Market View

HOME MY HISTORY MY AREA MY SETTINGS MY ACCOUNT HELP PROPERTY NEWSLETTER

**YOUR USAGE THIS BILLING CYCLE**

- Package Expiry: No Expiry
- # In-bundle Reports Drawn: 2
- Contract Type: Standard Month to Month

**NOT YOUR AREA?**  
**UPDATE HERE**

Latest Deeds Transactions in My Area

→ Your usage information is **automatically updated**.

→ **Update** “Your Area” by clicking on **“Update Here”**.

Type	Address   Suburb   PO Code	Erf   Portion	Sales Date	Sales Price	Get Report
1 FH	4 CARLTON STREET   JOHANNESBURG NORTH   2188	130   0	2017/03/04	R 1 800 000	<a href="#">Property Report</a>
2 FH	4 SANDHURST AVENUE   JUKSKEI PARK   2188	529   84	2017/03/02	R 1 950 000	<a href="#">Property Report</a>
3 FH	NOORDHANG	105   0	2017/02/20	R 1 350 000	<a href="#">Property Report</a>
4 FH	JUKSKEI PARK	1367   19	2017/02/11	R 1 450 000	<a href="#">Property Report</a>
5 FH	104 MARKET STREET   JOHANNESBURG NORTH   2188	161   0	2017/02/03	R 1 550 000	<a href="#">Property Report</a>
6 FH	15 SNEEUBLOM STREET   JUKSKEI PARK   2188	594   0	2017/02/03	R 1 750 000	<a href="#">Property Report</a>

→ The **Latest Deeds Transactions** will be updated according to **“Your Area”** chosen above.

# The Property Toolkit

## My History Tab:

This tab will contain a list of the **last 10 reports pulled**.

You can quickly access reports pulled by clicking on the **“View”** button next to each listing.

Residential Property Toolkit

HOME MY HISTORY MY AREA MY SETTINGS MY ACCOUNT HELP PROPERTY NEWSLETTER

Welcome to the Lightstone Property Toolkit

Date From (yyyyymmdd) Date To (yyyyymmdd)

All SEARCH

Report Type	Tracking Number	Date ▲	DV	Description
<a href="#">VIEW</a> Town	20170519022910	2017/05/19	●	CLARENS
<a href="#">VIEW</a> Suburb	20170519022842	2017/05/19	●	ROSETTENVILLE
<a href="#">VIEW</a> Suburb	20170519022749	2017/05/19	●	BRYANSTON
<a href="#">VIEW</a> Property Risk	2017-04-27T19:43:10.490	2017/04/27	●	14 JAN SMUTS AVENUE, BARDENE Erf 55 Ptn 0, BARDENE
<a href="#">VIEW</a> Owners In Complex	20170427074212	2017/04/27	●	DAINFERN
<a href="#">VIEW</a> Property	Blueprint_Prop:20170427074152	2017/04/27	●	1 JUCHLI AVENUE, RANDPARK RIDGE Erf 1307 Ptn 0, RANDPARKRIF EXT 13.

Drawn Via: ● New Search ● Click Through ● Mobile

Searching for an older report? Search using a **date search** (from and to) and **select the report type** for easy searching of summary results.

Not finding the report? For an advanced search click on the **“Advanced Search”** button.

All reports drawn – either through the **mobile app** or via **online Toolkit** will be available in the history section. The colour dots will indicate how the report was drawn.

# The Property Toolkit

## My History “Advanced Search” continued:

HOME MY HISTORY MY AREA MY SETTINGS MY ACCOUNT HELP PROPERTY NEWSLETTER

Home > Report History

**Report History**

Company: Lightstone Risk Management

Tracking Number: % use % as wildcard

Report Number:

Between Dates: (yyyy/mm/dd)and (yyyy/mm/dd)

User Name:

User Surname:

Show only my own history:

Property Description

Ert:

Township:

Sectional Scheme:

Unit:

Suburb: Randburg

Report Type: Valuation

Page the Results:

SEARCH CLEAR

SUMMARY SEARCH

Drawn Via: ● New Search ● Click Through ● Mobile

In “**Advanced Search**” there are a number of fields that can be filled in to find the report you are searching for.

**Remember you don’t need to fill in all the fields**, you can fill in only one, for example.

The **suburb field** will return all reports drawn in a specific suburb.

Click “**Search**”.

# The Property Toolkit

## My History “Advanced Search” continued:

Once “**Search**” is clicked, a **list will appear below the search** showing all historical reports pulled, using the search criteria you have input:

Suburb:   
Report Type:   
Page the Results:

**SEARCH** **CLEAR** **EXPORT**

Tracking No.	Date	DV	Description	User Name	User Surname	User Company	Market View
<b>VIEW</b>	Consumer:20170216095554	2017/02/16 09:55:54 PM	● <b>21 SS CHARLTON QUAY, MORNINGSIDE</b> Erf 806 Ptn 0, MORNINGSIDE EXT 74	PORTAL USER		Lightstone Risk Management	<b>CAPTURE</b>
<b>VIEW</b>	Consumer:20170215022626	2017/02/15 02:26:26 PM	● <b>3 CESTRUM AVENUE, MORNINGSIDE EXT 40</b> Erf 685 Ptn 0, MORNINGSIDE EXT 40	PORTAL USER		Lightstone Risk Management	<b>CAPTURE</b>
<b>VIEW</b>	Consumer:20170215022413	2017/02/15 02:24:13 AM	● <b>10 SS GARDEN HALL, MORNINGSIDE</b> Erf 768 Ptn 0, DURBAN	PORTAL USER		Lightstone Risk Management	<b>CAPTURE</b>
<b>VIEW</b>	Consumer:20170201100411	2017/02/01 10:04:11 PM	● <b>3 WATERFORD STREET, MORNINGSIDE</b> Erf 4098 Ptn 0, SOMERSET WEST	PORTAL USER		Lightstone Risk Management	<b>CAPTURE</b>
<b>VIEW</b>	Consumer:20170201064318	2017/02/01 06:43:18 PM	● <b>38 LINDSAY AVENUE, MORNINGSIDE</b> Erf 238 Ptn 14, SPRINGFIELD	PORTAL USER		Lightstone Risk Management	<b>CAPTURE</b>
<b>VIEW</b>	Consumer:20170126082649	2017/01/26 08:26:49 PM	● <b>78 SS THE POLE FIELDS, MORNINGSIDE</b> Erf 1390 Ptn 0, MORNINGSIDE EXT 158	PORTAL USER		Lightstone Risk Management	<b>CAPTURE</b>

Click “**View**” to see the report again or “**Capture**” to contribute property information on a recent sale to the Market View report.

*(Please see Market View report for further information on this report.)*

Click “**Export**” to extract a list of all the reports pulled within a certain time frame or suburb into an Excel document: →

	A	B	C	D	E	F	G	H
		Tracking No.	Date	DV	Description	User Name	User Surname	User Company
1								
2								
3	view	Consumer:20170216095554	2017-02-16 21:55	h	21 SS CHARLTON QUAY, MORNINGSIDE Erf 806 Ptn 0, MORNINGSIDE EXT 74	PORTAL	USER	Lightstone Risk Management
4								
5	view	Consumer:20170215022626	2017-02-15 14:26	h	3 CESTRUM AVENUE, MORNINGSIDE EXT 40 Erf 685 Ptn 0, MORNINGSIDE EXT 40	PORTAL	USER	Lightstone Risk Management
6								
7	view	Consumer:20170215022413	2017-02-15 02:24	h	10 SS GARDEN HALL, MORNINGSIDE Erf 768 Ptn 0, DURBAN	PORTAL	USER	Lightstone Risk Management
8								
9	view	Consumer:20170201100411	2017-02-01 22:04	h	3 WATERFORD STREET, MORNINGSIDE Erf 4098 Ptn 0, SOMERSET WEST	PORTAL	USER	Lightstone Risk Management
10								
11	view	Consumer:20170201064318	2017-02-01 18:43	h	38 LINDSAY AVENUE, MORNINGSIDE Erf 238 Ptn 14, SPRINGFIELD	PORTAL	USER	Lightstone Risk Management
12								

# The Property Toolkit

## My Area Tab:

This section provides **valuable information on your particular farming area.**

**Transfers In Your Area:**

	Last 3 Months	Last 6 Months	Last 12 Months
NUMBER OF TRANSFERS	1	6	9
MEDIAN VALUE OF TRANSFERS	R2.9m	R2.9m	R2.8m

**Total Properties:**

Category	Count
FH	62
SS	57
EST	54

**Median Value of Properties:** R3 050 000

To ensure that only your particular farming area is shown every time you login, make sure that you have your **own individual user login email address.**

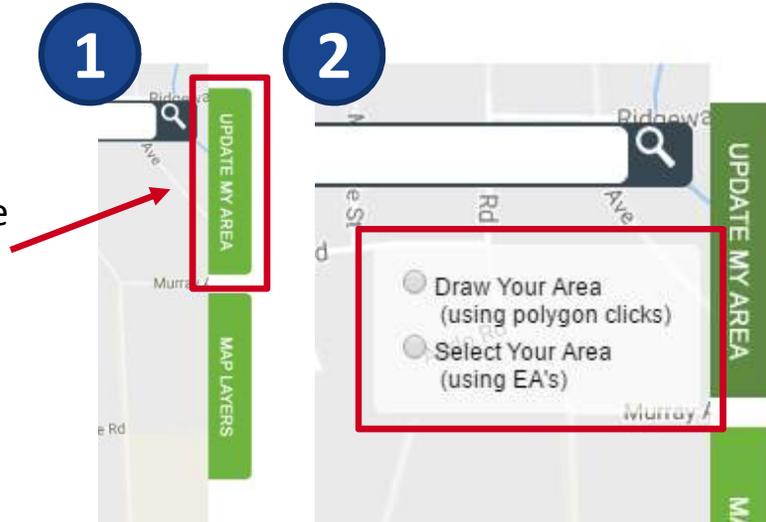
Each company account can have **multiple users assigned** to it. The Admin User for your company can set these up.

*(See "My Settings" tab and "Admin User" section.)*

# The Property Toolkit

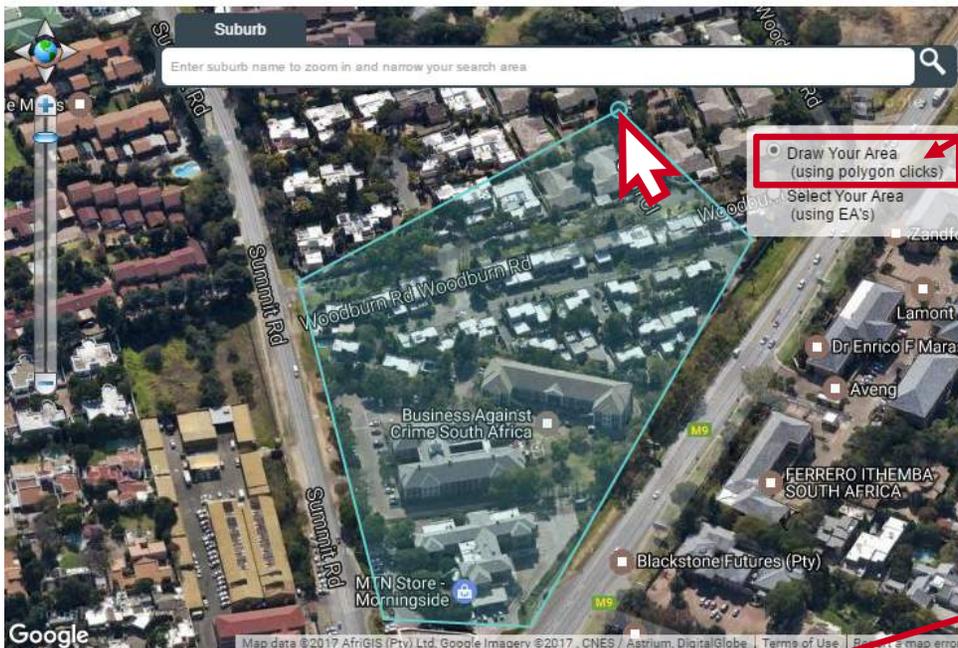
## My Area Tab continued:

To update your area click the **“Update My Area”** button on the right hand side of the map:



An options tab will pop up where you can choose to: **“Draw Your Area”** or **“Select Your Area”** using EA's (*Enumerator area*).

If you select **“Draw Your Area”** the map will change to a satellite view where you can use a **polygon tool** to set your area:



Click and drag to define your area, once completed **double click**.

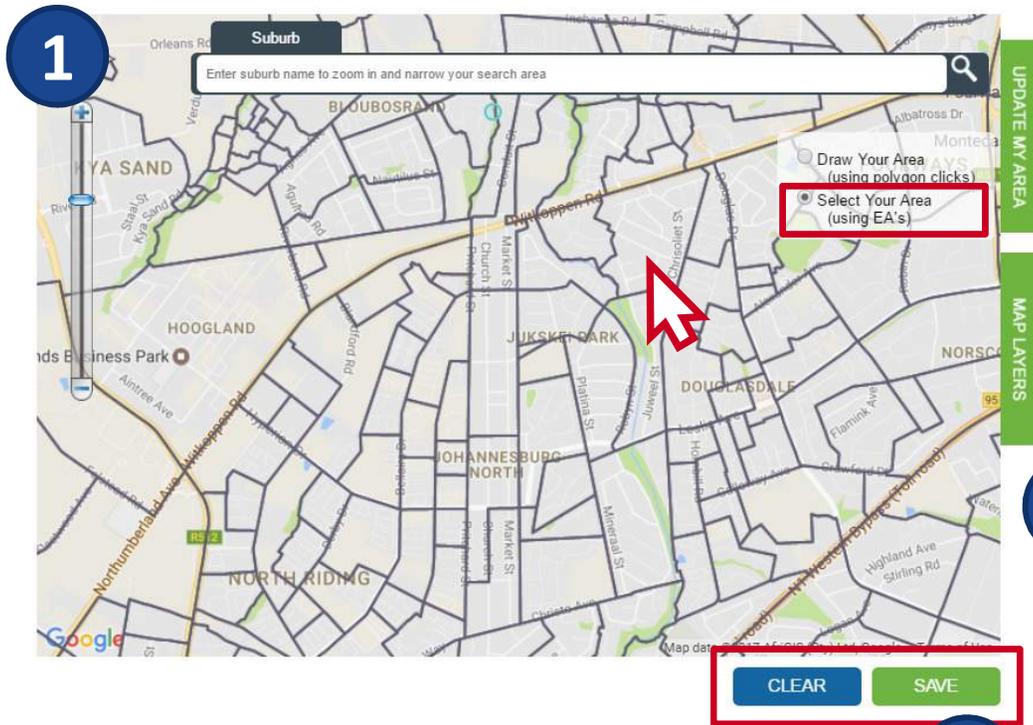
Click **“Save”** to submit your area, or **“Clear”** to reset.



# The Property Toolkit

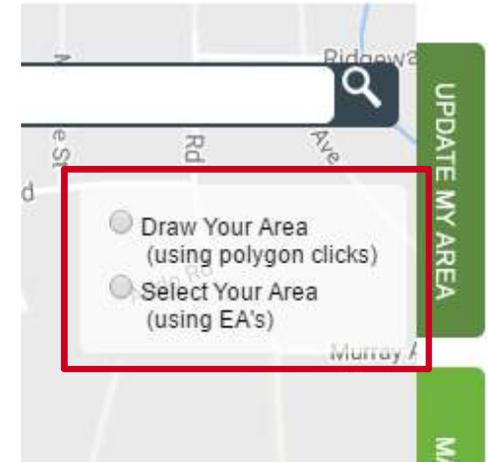
## My Area Tab continued:

If you choose **“Select Your Area”** the EA boundaries will become highlighted on the map:

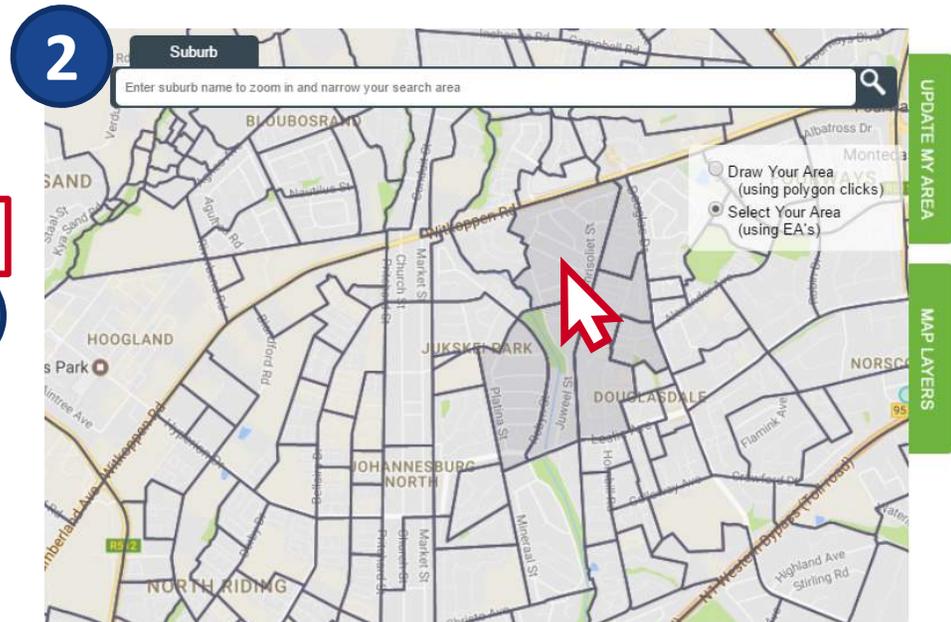


Click **“Save”** to submit your area, or **“Clear”** to reset.

3



Click on each EA to select and build up your area:



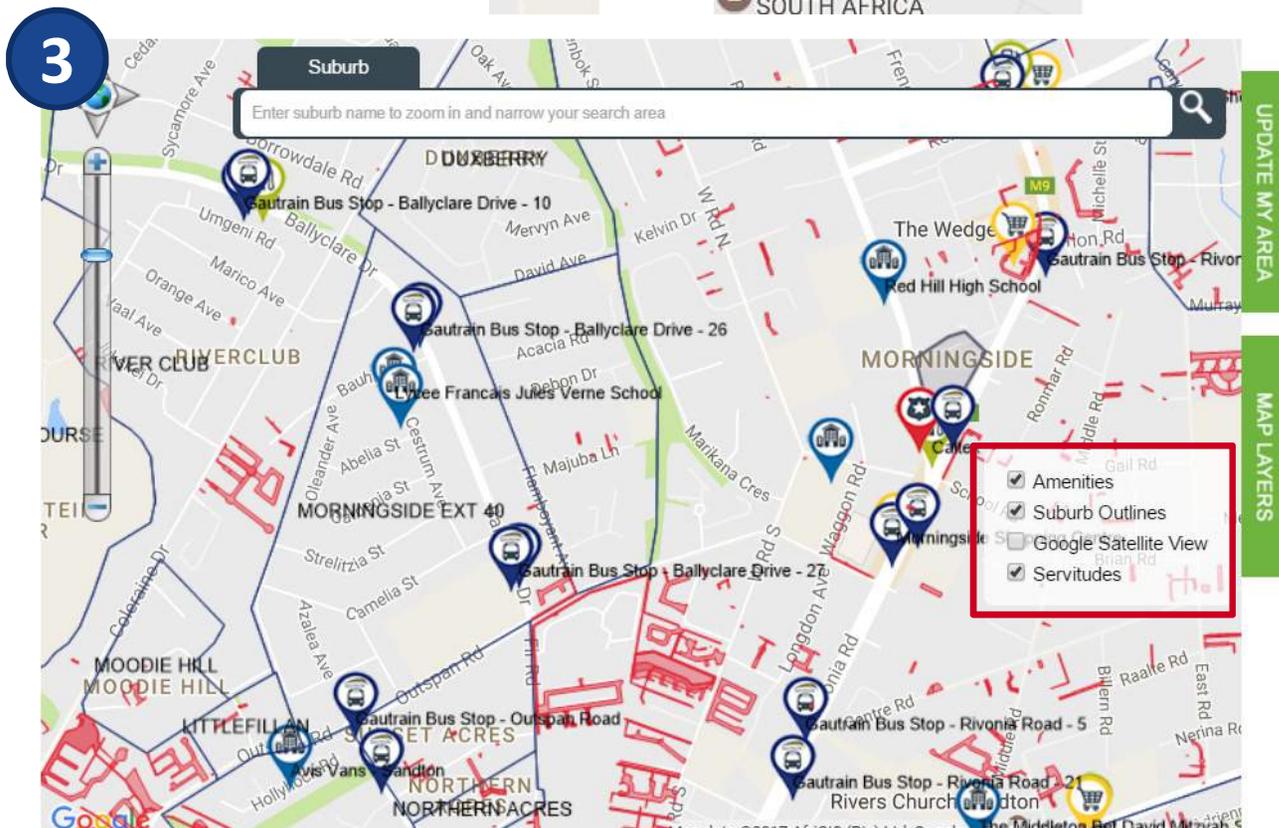
# The Property Toolkit

## My Area Tab continued:

Click on “Map Layers” and choose from the options menu that pops up to view various features contained in your area:



By clicking the tick box next to each item, the results will display on the map:



# The Property Toolkit

## My Area Tab continued:

The “interesting facts” below the map contains recent transfers in your area, the total number of properties broken into property type and the median value of all the properties in your area:



Click on “Get my Area report” to access a full report on your area.

## The My Area report is derived from the area you have defined and contains:

- Information on the latest 20 Deeds transactions
- Interesting facts about your area like the total number of properties and the median value
- The Market stock
- The demographics
- Period of ownership
- Age of residents
- Activity in your area – this shows the percentage of properties that were queried by all Lightstone users over the past 12 months
- The property transfer information
- Growth and activity
- Lending by institution
- Amenities

# The Property Toolkit

## My Settings Tab

Use this tab to **change passwords** and **personalise** all reports.

HOME MY HISTORY MY AREA MY SETTINGS MY ACCOUNT HELP PROPERTY NEWSLETTER

Home > My Settings > User

Reset Password

Current Password

New Password **Strength** New Password Confirm

SAVE

Personalisation

My Report Header:

My Photo:

UPDATE IMAGE SAVE

USER COMPANY

The “User” tab allows you to set a **new password**.

The personalisation field is where you can **upload your photo** and **personalise your report header**.

This is **useful** if you are printing out a property or suburb report to give to a **buyer or seller**.

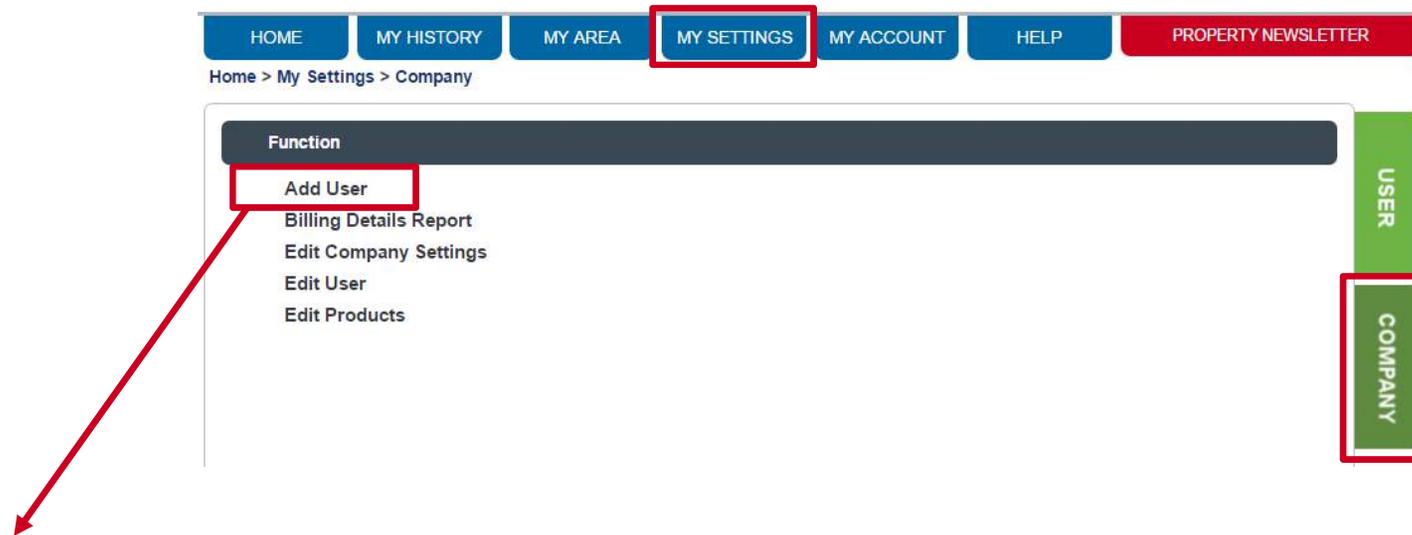
When you print or email the report **it will contain your image and individual report header on each report**.  
The report header can contain your contact information for example.

# The Property Toolkit

## My Settings Tab continued:

The “Company” tab is where the admin user can manage the account.

 Please note this tab is only available to admin users that have been allocated when the Toolkit subscription was set up. To change admin users please contact our support desk ([support@lightstone.co.za](mailto:support@lightstone.co.za))



“Add User” allows admin to **add multiple users to the company account** and manage the rights and reports that each user is able to access.

Users that have left the company can **easily be disabled by selecting the “disabled” tick box**.

# The Property Toolkit

## My Settings Tab continued:

**User Details**

Inform User of Updates

Disabled:  Reason:

Company: Tshidi Sprint 76 ▼

Name:

Surname:

Email:

Cell Number:

Password: 19c5223

Branch: Select ▼

**UPDATE**

USER

COMPANY

**Select the check box** (*set to automatically inform user*) if you would like to inform the user of any updates to their profile. **Click on the tick to deactivate.**

Click **“Update”** to save all changes.

# The Property Toolkit

## My Settings Tab continued:

The “User Rights” section allows admin to **select the additional reports that each user is allowed to access.**

Select the **tick boxes to approve** users access to particular reports. Please note that additional fees over and above the monthly subscription will be incurred.

User Rights		
Right	Notes	View
<b>CIPC Searches</b>		
CIPC Searches	CIPC Searches	<input type="checkbox"/>
<b>Commercial Reports</b>		
Commercial Industrial Report	Industrial Report	<input type="checkbox"/>
Commercial Office Report	Office Report	<input type="checkbox"/>
Commercial Retail Report	Retail Report	<input type="checkbox"/>
<b>Complexes in a Suburb</b>		
Complexes In a Suburb	Complexes In a Suburb	<input type="checkbox"/>
<b>Dracore EzContact</b>		
Dracore EzContact	Dracore EzContact Reports	<input type="checkbox"/>
<b>EzContact</b>		
Search Bulk EzContact Reports	Search Bulk EzContact Reports	<input type="checkbox"/>
Search EzContact		<input type="checkbox"/>
<b>EzScore</b>		
Search EzScore		<input type="checkbox"/>



**Remember:**

**Click “Update” to save all changes.**

**Click on the “Company” tab to go back to the list of options.**

# The Property Toolkit

## My Settings Tab Continued

To access billing reports, click on **“Billing Details Report”**.

**Choose** to pull a report per invoice month or select your chosen dates:

Click on **“View Report”** to access required information.



**Remember:**

Click on the **“Company”** tab to go back to the list of options.

Home > My Settings > Company

Function

- Add User
- Billing Details Report**
- Edit Company Settings
- Edit User
- Edit Products

USER

**COMPANY**

Invoice Details

Invoice Month:

Start Date:

End Date:

USER

COMPANY

**VIEW REPORT**

# The Property Toolkit

## My Settings Tab continued

“Edit Company Settings” allows admin users to change the company settings and information, and display company name or logos on each report.



Fill in the “Subscriptions Settings” and click “Update” to save.

The **Company Display Name and logo** will appear on all reports pulled by users on your account.

UPDATE MODIFY REGIONS/BRANCHES AMEND YOUR USAGE AGREEMENT BILLING DETAILS REPORT

Subscription Settings

Company Display Name:

Logo (200px x 104px):

Subscription Cap Amount: (R)

Suspend if reached (will only inform via email if not ticked)

Alternate Invoice Email Addresses:

Don't warn when free reports are exhausted:

USER  
COMPANY

**Set a limit to your monthly debit order** and advise Lightstone on how you would like to be communicated with should you reach your cap.

Provide an accounts email address if you would like invoices to be sent directly to your accounts department.

# The Property Toolkit

## My Settings Tab continued:

Clicking on “**Modify Regions/Branches**” allows admin users to **split company levels** across regions or branches.

Input required information and click “**Update**”.

UPDATE   **MODIFY REGIONS/BRANCHES**   AMEND YOUR USAGE AGREEMENT   BILLING DETAILS REPORT

▼ Company Levels

The **company levels** are free format name fields which you can fill in what would best describe how your company is broken up (if it's broken up at all). Whatever is setup here will carry through to reporting e.g. if you call level 1 'Province' and level 2 'Branch' then this will be displayed on reports or setup/configuration pages.

What do you call your top tier of structure (e.g. Province/Area):

What do you call your smaller units (e.g. Branch/Division):

**UPDATE**

▼ Level 1 Configuration

**ADD NEW**

Lev1Id	Level 1	Code	Tel Number	Fax Number	Physical Addr	Postal Addr	
1677	Company Root						<b>EDIT</b> <b>DELETE</b>

▼ Level 2 Configuration

▼

**ADD NEW**

# The Property Toolkit

## My Settings Tab continued:



Click on **“Amend Your Usage Agreement”** to change your subscription package options:

**Choose the package you would like to subscribe to, or click to buy a once off report!**

**Signing up for a package:** You need to select the subscription package you would like to sign up for below and complete all of the additional details to setup your account. Your bank account will automatically be debited monthly – this takes the hassle out of remembering to make payments.

**Buying reports once off:** You need to select the once off report button which will allow you to buy reports on demand using your credit card. There are no fixed monthly costs with this option but your reports will cost a little more for the convenience of not signing a contract.



Select your preferred option(s):

**Residential Property Toolkit**

Residential property reports  
 Property Report  
 Transfers Report  
 Suburbs Report  
 Town Report  
 Estate Report  
 Sectional Schemes Report  
 Owners in Complex Report  
 Owners in Street Report  
 Map My Area Report

Market View Report (and more than 15 others) are available as additional reports.

Select:

**Market View ONLY!**

Register for the Market View facility and access property listings report for your suburbs as well as physical property details.

You may also capture your own property information in your reports.

Please Note: You will not have the ability to pull any Lightstone reports, in order to do so please subscribe to a Toolkit Package.

**SIGN UP HERE**

**Once Off Report**

**Don't want subscription?**

Lightstone Property also offers its wide range of online residential property reports on a "pay per report" basis using a credit card.

This service is ideal for property owners and buyers or anyone else looking for property information on an irregular or more limited basis.

Click on BUY NOW for your free signup.

**BUY NOW**

By selecting the **“Residential Property Toolkit”** option admin users can change the subscription package (*follow the prompts accordingly*).

Choose your package(s):

To choose your package; click on the plus sign to add your preferred package(s) block into the "My Packages" box on the right:

	Month to Month	6 Month Term	12 Month Term	Out of Bundle	My Packages	
<div style="border: 1px solid green; padding: 5px; display: inline-block;"> </div>	R330 per month VAT Exclusive	Standard + 30 Inclusive reports	Standard + 35 Inclusive reports	Standard + 40 Inclusive reports		R6/report thereafter
	R660 per month VAT Exclusive	Super User + 160 Inclusive reports	Super User + 180 Inclusive reports	Super User + 210 Inclusive reports		R6/report thereafter

# The Property Toolkit

## My Settings Tab continued:

Edit individual users by clicking on **“Edit Users”**:

**Search for users** and access their profiles and settings or choose from the list at the bottom of the screen.

Edit profiles of each user as desired.

Home > My Settings > Company

**Function**

- Add User
- Billing Details Report
- Edit Company Settings
- Edit User**
- Edit Products

**User Maintenance**

Tshidi Sprint 76  Hide Disabled Users

User Name  User Surname

Email  Login

**SEARCH** **CLEAR**

Name	Surname	Email	Consol Rights	Disabled
Tshidi	Choshi	tshidi.advoiclive@lsmall.co.za	<input type="checkbox"/>	<input type="checkbox"/>
Tshidi	Choshi	tshidi.advoicpreprod@lsmall.co.za	<input type="checkbox"/>	<input type="checkbox"/>
Tshidi	Choshi	tshidi.advoicpreprod2@lsmall.co.za	<input type="checkbox"/>	<input type="checkbox"/>
Tshidi Sprint 76	Duma Sprint 76	tshidi.sprint76@lsmall.co.za	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# The Property Toolkit

## My Settings Tab continued:

The **“Edit Products”** selection will allow admin users access to **various additional reports**.

By adding on reports in this section it will make them available to all users in the company account.

**“Edit Products”** also contains information on when your subscription will expire, debit order information and additional reports available on the account.

Select desired reports and click **“Update”**.

Home > My Settings > Company

**Function**

- Add User
- Billing Details Report
- Edit Company Settings
- Edit User
- Edit Products**

Your current subscription account terminates on : 2017/06/24 (123 days)

**Authorisation For Debit Order Payment**

Subscription Package: 6 Month Contract - 185 free Reports per Month

Contract Cost: R 660.00 per month (VAT exclusive)

Bank: ABSA

Account Type: Savings

Name of account holder: t choshi

Account No: 12365458

Branch: 123456

Branch Code: 632005

**Additional Reports**

**Valuation**

Automated Valuation Report (R 70.00 per report)	<input checked="" type="checkbox"/>	Market View Report (R 0.00 per report)	<input checked="" type="checkbox"/>
Quick Valuation (R 15.00 per report)	<input checked="" type="checkbox"/>		

**Live Deeds Searches**

Name of Property Successful (R 14.50 per search)	<input checked="" type="checkbox"/>	CIPC Report (R 10.00 per report)	<input type="checkbox"/>
Name of Property Unsuccessful (R 12.40 per search)	<input type="checkbox"/>	Complexes In a Suburb Report (R 80.00 per report)	<input type="checkbox"/>
Document (R 80.00 per report)	<input type="checkbox"/>	Property Risk Report (R 65.00 per report)	<input checked="" type="checkbox"/>
Trust Successful (R 10.00 per report)	<input type="checkbox"/>	Surveyor General Diagrams (R 0.00 per page)	<input type="checkbox"/>
Trust Unsuccessful (R 5.00 per report)	<input type="checkbox"/>		

**Advanced Transfer Reports**

51-200 rows(R 15.00 per report)	<input type="checkbox"/>
201-500 rows(R 30.00 per report)	<input type="checkbox"/>

# The Property Toolkit

## My Account Tab:

Use this tab to **update your account settings**, see what reports you have access to, and request access to additional reports:

The screenshot shows a navigation bar with the following tabs: HOME, MY HISTORY, MY AREA, MY SETTINGS, MY ACCOUNT (highlighted with a red box), HELP, and PROPERTY NEWSLETTER. Below the navigation bar is a 'User Details' form. The form contains the following fields:

Company:	Lightstone Risk Management
Name:	Candice
Surname:	Backstrom
Email:	candiceb@lightstone.co.za
Cell Number:	

A green 'UPDATE' button is located at the bottom right of the form. A vertical green tab labeled 'MY PROFILE' is visible on the right side of the form.

Ensure **email address is correct** and include further contact details should you wish to.

# The Property Toolkit

## My Account Tab continued:

Active reports will indicate which reports you currently have access to:



Active Reports		
CIPC Searches		
CIPC Searches	CIPC Searches	<input checked="" type="checkbox"/>
Commercial Reports		
Commercial Industrial Report	Industrial Report	<input checked="" type="checkbox"/>
Commercial Office Report	Office Report	<input checked="" type="checkbox"/>
Commercial Retail Report	Retail Report	<input checked="" type="checkbox"/>
Complexes in a Suburb		
Complexes In a Suburb	Complexes In a Suburb	<input checked="" type="checkbox"/>

Inactive reports indicate various other reports available to you:



Inactive Reports		
Commercial Transfers Report		
Commercial Transfers Report	Commercial Transfers Report	REQUEST ACCESS
Dracore EzContact		
Dracore EzContact	Dracore EzContact Reports	REQUEST ACCESS

To request access **click on the “Request Access” button**, an email will be sent to the admin user requesting access be granted for an additional report (*the admin user can grant access in the **My Settings** Tab*).

# The Property Toolkit

## Help Tab:



Use this section to **download various help guides**, get in touch with our **call center**, access **online chat**, and see a general list of **FAQ's**.

## Property Newsletter:



We publish **monthly newsletters** all relating to the property market. You can **subscribe** to receive these newsletters directly in your inbox, or **view the last 10 newsletters** by clicking on the view latest button:

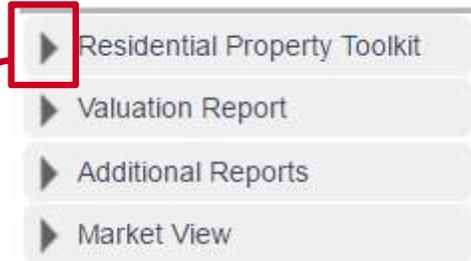


**Tooltip:**

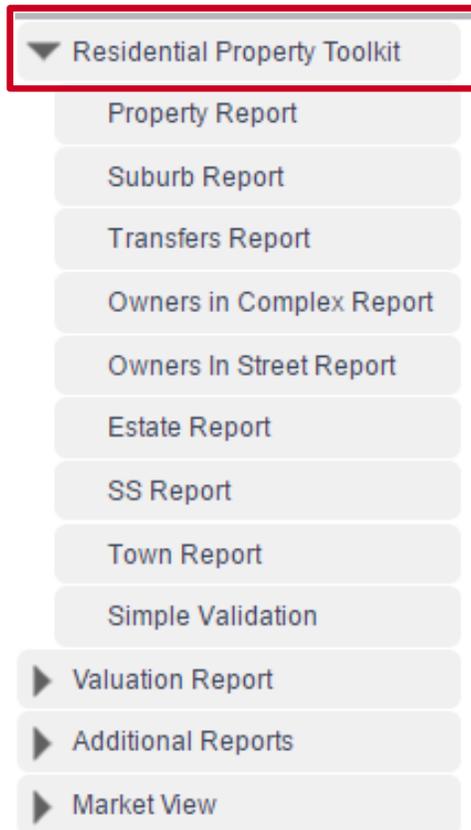
Click on "Property Newsletter" block to get the grey block to appear.

# The Property Toolkit

The reports can be navigated using the menu bar on the left of the screen:



*(click on the grey arrow to expand the list of reports available)*



The various Property Toolkit Reports are **Inclusive reports** according to your subscription, and are contained in the Residential Property Toolkit tab.