

## Tutorial: Create customized online reports

### Logging in to your account

#### Start at our home page

Go to our web site at [www.dsaa.com](http://www.dsaa.com) and either click on the “My account” tab on the navigation bar near the top of the page, or click on the small “(Log in)” link just below the navigation bar at the far right.

Clicking on the “My Account” tab or the “(Log in)” link will take you to the “Verify Access” page.

Input your user ID and password and click on the “Log In Now” button.

If you forgot them, click on the “Forgot your user id or password?” link.

If you have problems, see the tips on this page, “Problems logging in?”

Once you log in you will be taken to your “My Account” page. You can see that you are logged in because your name appears in small type just below the navigation bar.

Your “My Account” page is your primary “home page” for using the reports you have access to.

Scrolling down the page, you can modify your contact information, see what’s new on our website since you last logged in, and start using any of the reports you have access to.

#### Printing the reports

You can print your online custom reports on your printer by using the print icon on your web browser’s toolbar or using the browser toolbar’s “File” and “Print” functions.

#### Moving report results to Word or Excel

You can copy the text and tables from any online report to Word or Excel. Use your mouse to highlight the tables and text, then copy and paste. The graphs will not transfer, so it is best to exclude them from any “copy/paste” function.

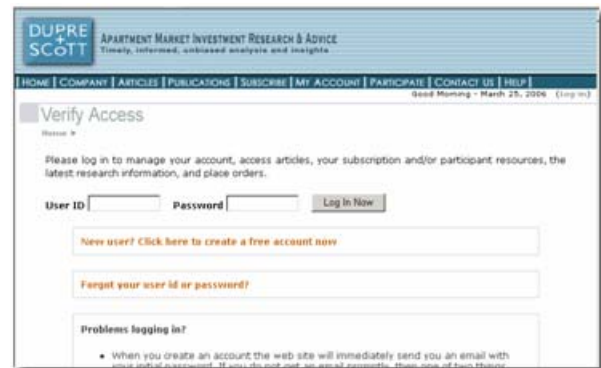
#### Credit the source

**Note:** Remember to identify us as the source in any Word, Excel, or other materials you create using the results of the online reports. Reference the source as: “Source: Dupre + Scott, *The Apartment Vacancy Report*”

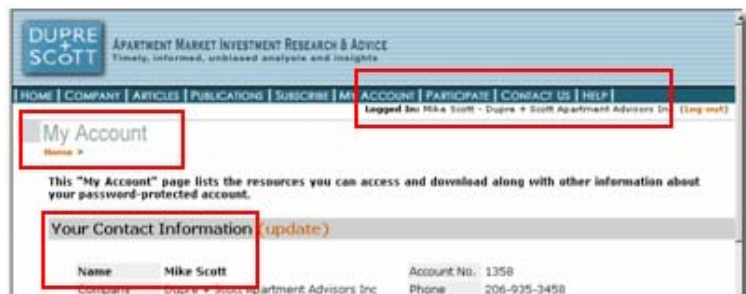
Home page



Login page



Your personal “My Account” page



## Tutorial: Create customized online reports

### Three online custom reports you can use

#### Custom report #1: Rent and vacancy report

You select the market area and the survey date to report rents and vacancies by unit type (studio, one-bedrooms, and so on) and by the standard age groups we use in the printed report.

This report contains the same information found in the printed version of *The Apartment Vacancy Report*, except it does not include a five-year history table.

This report lets you do two things you can't do with the printed report. First, you can select any survey date, from September 1997 to the most recent report. That makes it easy to look at rent and vacancy trends over time. Second, you can easily copy the report table into a Word or Excel document, saving you the effort of typing in the data. We will explain how to do this later in this tutorial.

#### Custom report #2: Rental market trends

You select the market area and time period to report the following rental market trends: overall market vacancy rate, overall average rent, percent of properties offering rent incentives, average annual turnover rate, average number of days units stay vacant, and the average rent increase planned by managers.

You can select a time period of 5, 10, 15, 20, or 25 years. The final report shows rental market trends, beginning with the most recent survey and going back as far as you specified.

This report shows the same information found in the five-year history table at the bottom of each market area page in the printed version of *The Apartment Vacancy Report*. However, the online report lets you look at longer-term trends.

#### Custom report #3: Rent and vacancy trends

You select market area, the unit type (studio, one-bedroom, and so on), the "year built" range of properties you want to analyze (example: 2000-2006), the size range of properties you want to analyze (example: 100-175 units), and the number of stories for properties you want to analyze (example: 5-7 stories, so you focus the results on mid-rise properties).

The final report shows the current rents and vacancies for your selection, as well as the rents and vacancies for each survey since our spring 2000 survey.

This is the most customizable online *Apartment Vacancy Report*.

Current rent and vacancy information for a market area is helpful, but the trend over time puts it all in perspective.

#### Future reports

We regularly add enhancements to existing reports and add new reports, so use the online features of your account regularly.

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### Custom report #1: Rent and vacancy report

*Select neighborhood and survey date to report rents and vacancies by unit type and age group*

#### The “query” page

On your “My account” page, scroll down to the section, “Subscriber resources available to (your name).”

In that section you will see a number of links under the heading for *The Apartment Vacancy Report.*”

Click on the link “Rent and vacancy report” and you will see this “query” page.

Select the market area and survey date you want to use in your final report, and then click “Create My Detailed Report.”



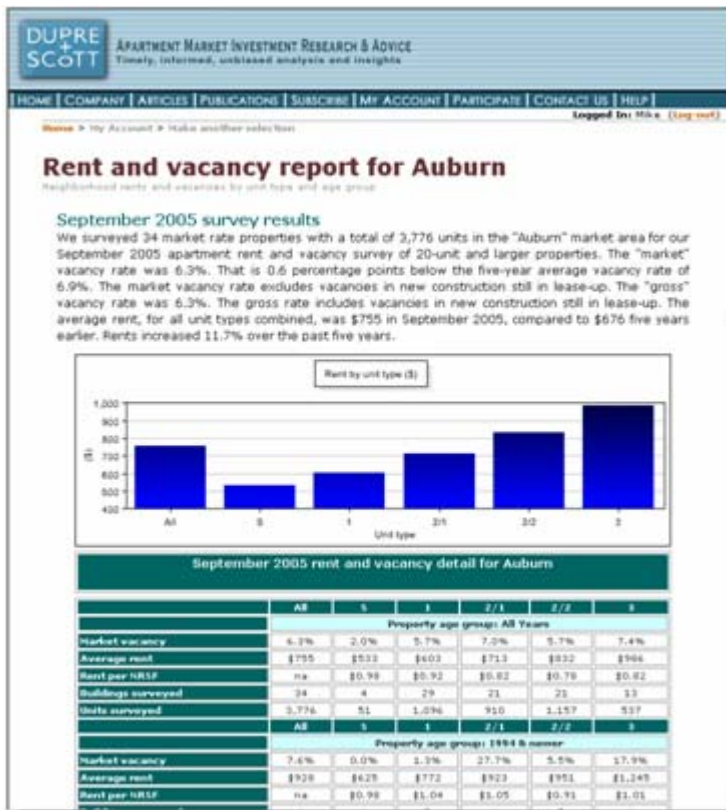
If you are not sure which area you want to use, click on the link “View detailed maps showing map boundaries for each neighborhood”

#### The “report” page

The online report you generate includes a narrative summary of rental market trends for the market area and survey period you selected.

The summary is followed by a table showing rents and vacancies for each unit type (studios, one-bedrooms, and so on) and age group.

The report also includes graphs showing the results for each unit type for the survey period you selected, for rent, rent per net rentable square foot, and the vacancy rate.



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**Custom report #2: Rental market trends report**

Select between 5 and 25 years of overall neighborhood trends for vacancy, rent, incentives, turnover, days vacant, and planned rent increases

**The “query” page**

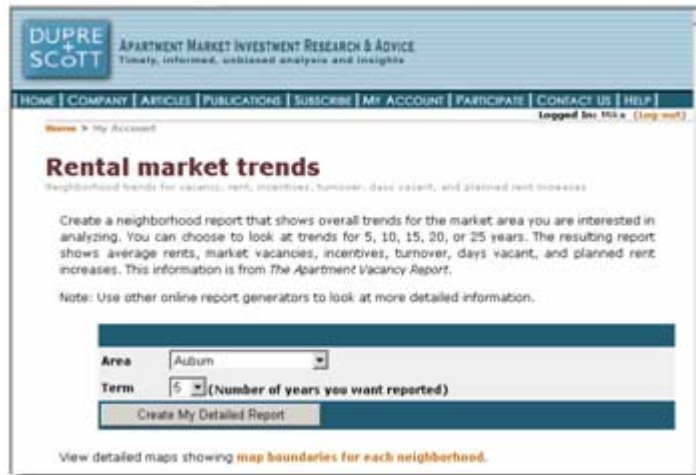
On your “My account” page, scroll down to the section, “Subscriber resources available to (your name).”

In that section you will see a number of links under the heading for *The Apartment Vacancy Report*.”

Click on the link “Rental market trends report” and you will see this “query” page.

Select the market area and time period you want to use in your final report, and then click “Create My Detailed Report.”

If you are not sure which area you want to use, click on the link “View detailed maps showing map boundaries for each neighborhood”



**The “report” page**

The online report you generate includes graphs of all of the trends and a table showing overall rental market trends for the market area and time period you selected.

The overall rental market trends reported for each survey period:

- ◇ Average vacancy rate
- ◇ Average rent
- ◇ Percent of properties offering rent incentives
- ◇ Average annual turnover rate
- ◇ Average number of days units stay vacant
- ◇ Average rent increase planned by managers

Note: only two of the six graphs show in the sample page printed here. The remaining four graphs appear after the table.



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**Custom report #3: Rent and vacancy trends report**

Select between 5 and 25 years of overall neighborhood trends for vacancy, rent, incentives, turnover, days vacant, and planned rent increases

**The “query” page**

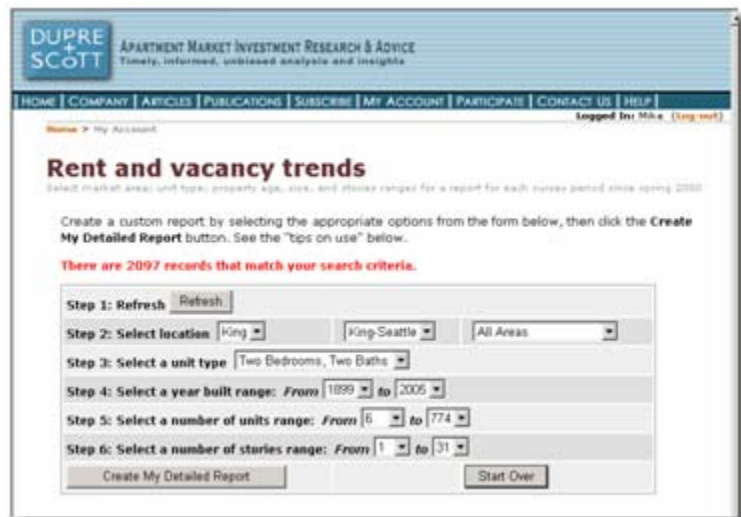
On your “My account” page, scroll down to the section, “Subscriber resources available to (your name).”

In that section you will see a number of links under the heading for *The Apartment Vacancy Report.*”

Click on the link “Rent and vacancy trends report” and you will see this “query” page.

Select the market area and property characteristics you want to use in your final report, then click “Create My Detailed Report.”

If you are not sure which area you want to use, click on the link “View detailed maps showing map boundaries for each neighborhood”



**The “report” page**

The online report you generate includes a detailed table and graphs of rent and vacancy trends since the spring of 2000 for the market area and property characteristics you selected.

