

To Do Monthly Statistics

Under Statistics Tab

Market Trends

- Choose Sales Statistics By Areas
- Select date, property type and county
- Choose "Filter report by quick search"
- Click "Next"
- Choose Sold, Single Family and Hillsdale County
- You will get total units sold, total volume, average sale price and median sale price.
- Adjust the Quick Search data to get the exact data you want.

To Find Active units on market:

Under Market Trends

- Choose Supply and Demand
- Enter data
- Click Next

To Do Individual Production Reports:

- Click Statistics
 - Click Inventory and Production
 - Click Production Report
 - Select Date, Office, Agent and property types
 - Click Next

To Do Ranking Reports *****(This is where you go to get Market Penetration Report)**

- Click Statistics
 - Click Inventory and Production
 - Click Saturation Analysis
 - Define Search Criteria
 - Select Market Share
 - Click Next
 - Select Rank Members
 - Click Dollar Volume
 - Click Listing OR Selling Members
 - Select number of results
 - Click Next

To Run List of all solds with addresses (Go In as Broker)

- Click Inventory and Production
 - Scroll down and Click Broker Inventory
 - Select dates
 - Click All Property Types
 - Click Member Totals Only
 - Click Numbers and Volume Using Sides
 - Click Next
 - Select all members or individual members
 - Click Next
 - In the second box down, click Sold
 - Scroll down and click Next

To Run Roster of Members

- Click Statistics
 - Click Roster
 - Click "Include all Offices"
 - Click Hillsdale County
 - Uncheck Display Options
 - Click Limit by Member Type
 - Select member types
 - Click Next

How to find MLS area for Listing:

Go to:

Daily Functions
Flex MLS Map
Enter Location address

How to Turn on Syndication for Broker Office

Go into flex as Office that needs to be changed
Click on Preferences drop down
Click on Broker Distribution

How to Find Listing Hits

Go to Search and pull up listing. (Must be your own listing).

In Search Results, listing detail will be on the right, and a smaller listing summary box on the left.

"Active" will be in green, next to it, the listing number and next to that, a small gray arrow pointing down.

Click the gray arrow and from the drop down box, select "listing activity"