

Agent Production Report

SUMMARY

This report provides detailed financial figures from pending and closed transactions for all agents in your company, including Pending & Closed Units, Sales Volume, Fees & Deductions, and detailed commission information.

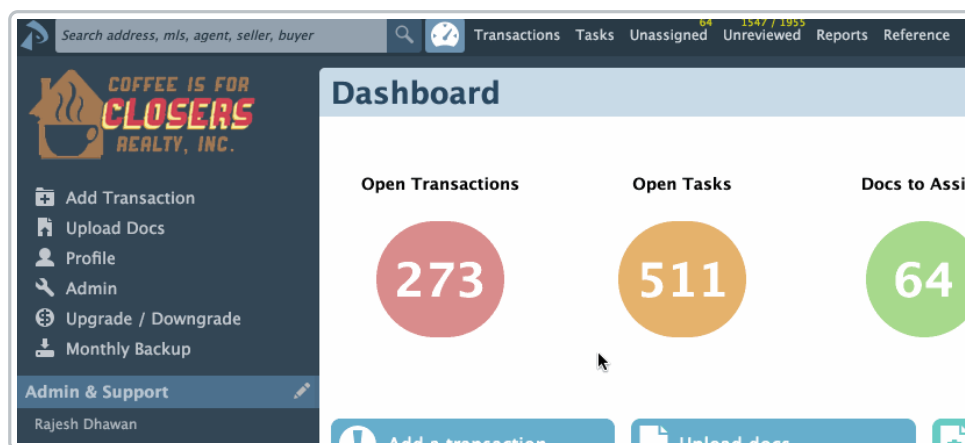
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Download the Agent Production Report

To download the Agent Production Report:

- 1 Click Reports from the top menu.
- 2 Click "Agent Production" from the left menu.
- 3 Select a Location, Closing Period, and Label (if desired) from the drop-down menus.
- 4 Click [Download Agent Production] to download the report to your computer.



Reading the Report

To read the downloaded Agent Production Report:

- 1 Open the document from the saved location on the computer.

To rank agents by a stat, sort the downloaded report by the desired column in your spreadsheet software.