

Agent Units Report

SUMMARY

This report shows the units earned by each agent in your company based on their transactions and transaction sides.

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Generate an Agent Unit Report

To generate an agent income report:

- 1 Click the **Reports** page from the top menu.
- 2 Click "Agent Units" from the left menu.
- 3 Select the Location, Closing Period and Label (if desired).
- 4 Click [Download Agent Units].

Reading the Report

To read the downloaded Agent Units Report:

- 1 Open the document from the save location on the computer. The report will show the units earned by each agent in your company based on their transactions and transaction sides.