

flexmls *Tip!*

How to Create a Production Report in flexmls

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Tracking your sales is important to do year-round. Flexmls makes it easy to run a report of all your sales in a given timeframe. This can provide you the MLS #, Address, Sold Date, and Selling Price. Here's how:

1: On the **Dashboard** page of flexmls, hover over **Statistics**. Select **Inventory & Production**.

Statistics

My Production

Market Summary

My Market

Inventory & Production

Market Trends

Rosters

2: Select **Production Report** under **Report**. You may view a sample before creating a statistic; this ensures you have found the report for which you are searching.

| Report | |
|---------------------------------|---|
| Agent Listing Activity |  View Sample |
| Agent Listing and Sales Summary |  View Sample |
| Association Listings to Expire |  View Sample |
| Lock Box Number |  View Sample |
| Active Listings |  View Sample |
| Production Report |  View Sample |
| Re-List Report |  View Sample |

3: On the **Production Report** screen select the desired **Date Range**, **Office Selection**, **Report Filter**. Once all selections have been made, click **Next**.

The screenshot shows a web form with three main sections: **Date Range**, **Office Selection**, and **Report Filter**.
- **Date Range:** 'Begin Date' is set to 01/02/2017 and 'End Date' is set to 5/2/2017.
- **Office Selection:** The 'Select from list below' option is chosen. A dropdown menu is open, showing a list of offices: '@Home Realty LLC (g140501)', '@HomeRealty (h11266)', '@HomeRealty Holland (hh10629)', '@properties Harbor Country (satpr01)', '@properties Harbor Country (satpr02)', and '@properties Harbor Country (satpr04)'.
- **Report Filter:** The 'Property Type' option is selected. A list of checkboxes is shown, with 'Residential', 'Vacant Land', 'Commercial Sale', 'Commercial Lease', 'Multi-Family', and 'Residential Lease' all checked. 'Quick Search' is unchecked.
A 'Next >>' button is located at the bottom right of the form.

4: Under **Member Selection**, choose to either create a report of all Members of the office or a specific agent. Once the selection has been made, click next to create your report.

The screenshot shows the **Member Selection** section of the form. The 'Select from list below' radio button is selected and highlighted with a red box. Below it, a dropdown menu is open, displaying a list of agents: 'Bellmore, Nick (@Home Realty LLC)', 'Crowley, Andrea (@Home Realty LLC)', 'Elliott, Eric (@Home Realty LLC)', 'Foster, Cynthia L (@Home Realty LLC)', 'Greathouse, Vaughn (@Home Realty LLC)', 'Huttenga, Timothy (@Home Realty LLC)', 'Keller, Karen L (@Home Realty LLC)', and 'Opatic, Elizabeth M (@Home Realty LLC)'. The name 'Foster, Cynthia L (@Home Realty LLC)' is highlighted in blue. A 'Next >>' button is at the bottom.

5: You will now have an **Office Production Report** showing each sale in the date range provided for the agents selected.

That's all there is to it. Now you're ready to create reports to track your sales throughout the year!