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STATISTICS

Under the Statistics portion of the menu, track your personal statistics and use one of several reports to look at summary or detailed statistics of your MLS. The Statistics heading also includes Rosters, where you may view lists of office and company personnel, and My Market and My Production, where you may view graphs of recent production data for yourself and your MLS.

MARKET SUMMARY REPORT

Use the Market Summary report to see graphs and tables describing the state of your market for a set time period. At the top of the report, six tables illustrate trends in the Number of Listings, Listing Prices, Absorption Rate, Sold to List Ratio, Days on Market, and Price Volume. Below, the tables offer more detailed numbers supporting the graphs above.

To change the dates, the property type, or to narrow the location used for the report, click on the drop-down marked **Customize**. Choose a month and year for the report, then an MLS, Property Type, or use the Location box to enter a City, County, Postal Code, or other location. Click **Search** to generate the report with your new criteria.



New Location

City, Postal Code, etc.

Date

February 2010

MLS

Fargo-Moorhead Association of REALTORS®
Bemidji Board of Realtors MLS
SEMAR MLS

Property Type

Residential
Multi-Family
Vacant Land/Lots
Commercial

Search Cancel

You also have the ability to customize the lines that appear on Listing Charts. Click on the wrench icon at the upper right corner of a chart to customize the data that appears. The options for customization depend on the chart - for example, customizing the Number of Listings chart, you may select which listing statuses you'd like to display.



To e-mail a link to the report, click on the **E-mail** button. Select or type a recipient, then compose your message and click **Send Page**. The recipient will receive a link to view the content of the page in their web browser. To print a copy of the report, click **Print** to open the report data in a printer-friendly format in a new window; a printer dialogue box will also open, where you may select your printer and settings to print the report.





Use the Advanced menu to open the dynamic reports in a separate window, allowing you to continue using the other functions of flexmls web in your primary window, or to export the data from the page to a CSV file (to be opened in a spreadsheet program).

MY MARKET

The My Market reports include five charts that track and display the state of your MLS market: Inventory, Sold DOM vs. Sold Price, Sold DOM vs. Units, and Hot Sheet Price Change Trends. You may generate the graph from any search criteria, allowing for nearly unlimited customization of the data represented. Click the **Customize** button to define your criteria. Click **E-Mail** or **Print** to send a link to the report, or to print a copy of the report. Click **Advanced** to detach the report into a new window, or to choose an export option. Choose to **Export Data Displayed on Page** to export the data for the table you are currently displaying, or choose **Export All Downloaded Data** to export the data for the current report, and all other reports on the My Market page for the current search criteria.

Immediately below any of the My Market charts, the statistics are presented in a table in which you may easily compare numbers by calendar month.

Inventory



The My Market Inventory chart gives a graphical representation of the state of your MLS market over the past two years. Using the bars and the red, gold, and black lines, you may track the inventory at rate of sales, and the number of active, new, and sold listings.



The bars represent the months of inventory at the current rate of sales. The vertical legend at the left side of the graph shows the units of measurement, or you may hover over any bar to see the exact measurement for that month. The red, gold, and black lines correspond to the vertical legend at the right side of the graph. The red line tracks by month the number of active listings, black the number of sold listings, and gold the number of new listings. Hover your cursor over each line on any month to see exact values for that month.

	Active Listings	New Listings	Sold Listings	Months Inventory
Mar - 2008	1,712	490	194	8.82
Apr - 2008	1,874	615	232	8.08
May - 2008	1,960	534	334	5.87
Jun - 2008	2,023	554	315	6.42

Below the graph, you may look at a numeric representation of the data. In table format, you may easily compare listings and inventory month-by-month over the selected time period.

Sold DOM vs. Sold Price

The Sold DOM vs. Sold Price graph represents the average Days on Market using columns, and the Average Sold Price using a black line. Data is presented for the past two years. Again, you may narrow your search criteria using the Search button to view data for any specific property type or area. Below the graph, you may look at a numeric representation of the data.

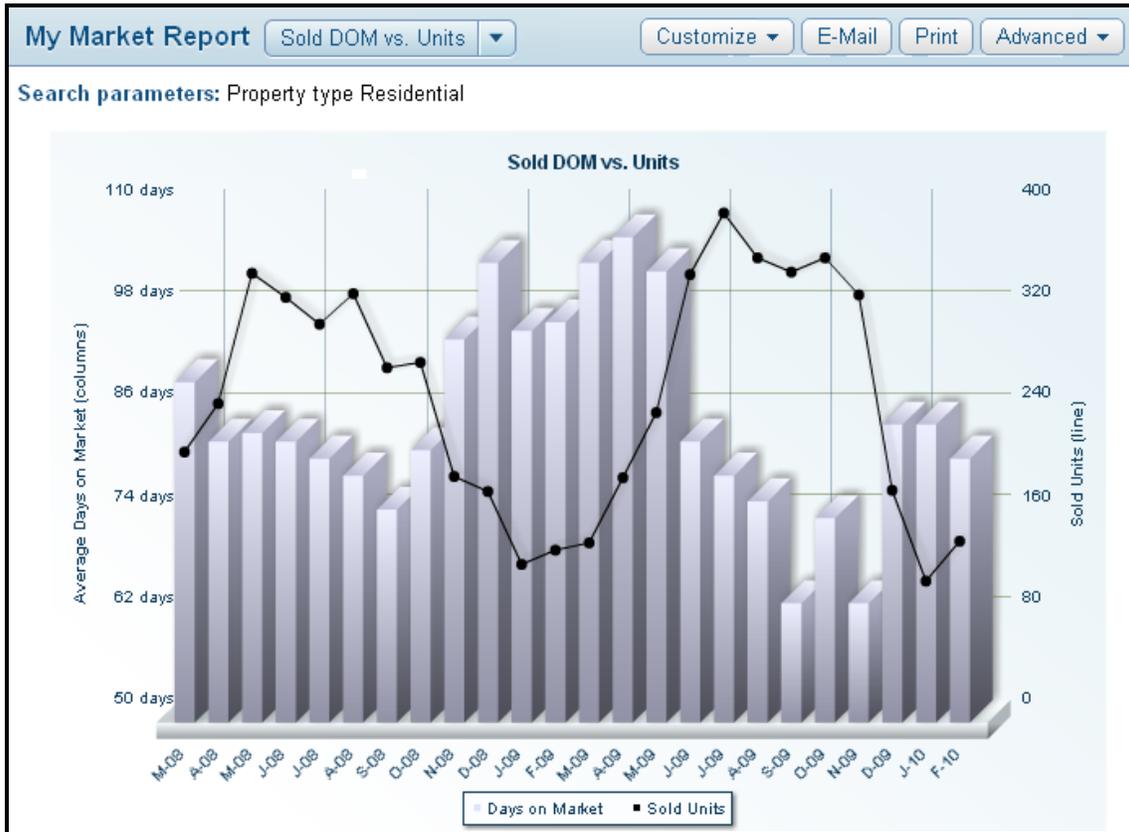
Please note – the DOM is calculated according to your MLS Preference.



Sold DOM vs. Units

The Sold DOM vs. Units graph charts Average Days on Market (calculated according to your MLS Preference) and Sold Units. The columns represent the DOM, and the black line represents the number of Sold Units. Below the graph, you may look at a numeric representation of the data.





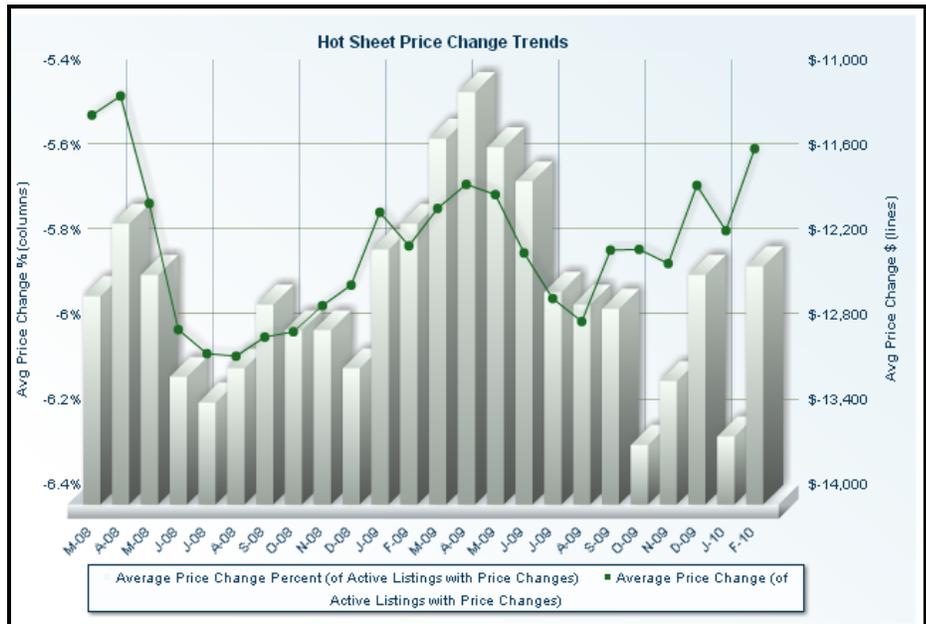
Volume & Average Price

The Volumes & Average Prices graph compares the Sold Volume (bars) to the Average List Price of the sold listings (grey line), and the Average Sold Price (black line) over the last selected time period.



Hot Sheet Price Change Trends

The Hot Sheet Price Change Trends graph charts the Average Price Change percentage in comparison to the Average Price Change in dollars. This graph is based on only those listings where the list price was changed.



MY PRODUCTION

The reports under My Production track your user-specific listing and sales statistics. This section includes two reports – the Quick View and Member YTD Report.

My Production
Quick View
Print
Advanced

Search Parameters: all listings for Test

Year to Date	Units			Volume				Current Status	Units	Volume
	This Yr	Last Yr	Yr to Last Yr	This Yr	Last Yr	Yr to Yr	% of Last Yr			
Total Sold	45	38	7	118	8,839,015	6,238,636	2,600,379	142	11	\$2,579,600
Listed/Sold	7	3	4	233	1,045,550	405,673	639,877	258	2	\$619,900
Co-op Listed	20	15	5	133	4,180,177	2,252,350	1,927,827	186	1	\$219,900
Co-op Sold	18	20	-2	90	3,613,288	3,580,613	32,675	101	3	\$839,800
New	39	24	15	162	8,494,900	3,969,500	4,525,400	214	0	\$0

Test Sales and Listing Activity by Units
YTD, to December 10, 16:34

Test Sales and Listing Activity by Volume
YTD, to December 10, 16:34

Test Listings by Unit
13 Listings, December 10, 16:34

Test Listings by Volume
\$621,000 December 10, 16:34

Quick View

The My Production Quick View report displays your Year to Date statistics in comparison to those from the previous year. This report is generated with the sales information for the current login. The information is presented both numerically and graphically for ease of reference.

Member YTD Report

The Member YTD Report offers thorough numeric data regarding your Year-To-Date production for Active, New, Sold, Pended, Withdrawn, Canceled,

and Expired listings. Within these tables you may view your levels of production in comparison to your Office and your MLS.



MARKET TRENDS REPORTS

Market Trends Reports offer a variety of formats in which to view the overall status of your MLS market. To reach the Market Trends Reports section of flexmls Web, click on the Statistics header of the menu and choose **Market Trends**.

Market Trends Reports		
Click a report name to run the report		
Report		Description
Year To Date Activity	View Sample	Active Listings by Area/Price Range
Year Over Year Comparison	View Sample	This report allows you to compare the current inventory volume among selected areas by price range.
Active Listings by Area/Price Range	View Sample	

Year to Date Activity

Year to Date Activity Report (Sample) For 01/01/2009 To 10/26/2009													
Property Type	Area	Current Active	New	Pend	Sold	Sold Volume	Average Sales Price	DOM	% Of List	Coop Sales	Coop Volume	Expr	Withdrawn
Residential	Lake	7	17	1	13	1,754,400	134,954	133	96.6	8	1,044,400	2	0
Residential	NE	30	123	12	99	10,770,500	108,793	101	96.3	75	7,903,500	7	0
Residential	NW	10	50	10	31	4,740,200	152,910	107	95.5	22	3,030,000	6	1
Residential	RUR	27	71	6	45	4,834,700	107,438	113	94.7	28	3,186,900	12	1
Residential	SE	18	104	10	91	8,097,850	88,987	89	95.7	74	6,713,700	13	0
Residential	SW	15	70	12	53	4,232,620	79,861	99	95.9	44	3,349,520	11	1
Subtotal		107	435	52	332	34,430,270	103,706	102	95.8	251	25,228,020	51	3

This report compiles information on all activity for the current year by area and property type. Choose whether to print subtotals for each property type by checking the box next to that option. Click **Next** to display the report.

Year Over Year Comparison

The Year Over Year Comparison Report compares all activity from a specified timeframe for this year against totals for the previous year (or any two years). Enter the date range for which you want to compare statistics and activity. Choose the property type(s) that you want to include in the report. Choose the Report Calculation Method by clicking the radio button next to the method of calculation you wish to use.

Year Over Year Comparison (SAMPLE) For: 10/26/2009 Activity between 09/26/2009 and 10/26/2009																						
Res																						
Book Section: Condo/Co-Op																						
Area	Total Active			New Listings			Number Under Contract			Number Sold			Sold Volume			Average Sale Price			Percent of List			
	Last Year	This Year	PCT	Last Year	This Year	PCT	Last Year	This Year	PCT	Last Year	This Year	PCT	Last Year	This Year	PCT	Last Year	This Year	PCT	Last Year	This Year	PCT	
AREA 01	18	15	-16	11	10	-9	0	5	+	16	9	-43	7,482,100	5,463,900	-26	467,631	607,100	+29	98	98	-0	
AREA 02	11	5	-54	1	3	+200	0	2	+	3	1	-66	6,515,000	1,675,000	-74	2,171,667	1,675,000	-22	93	100	+6	
AREA 03	16	15	-6	10	5	-50	0	7	+	8	5	-37	8,340,000	3,670,000	-55	1,042,500	734,000	-29	97	99	+1	
AREA 08	3	6	+100	2	1	-50	0	1	+	1	0	-	565,000	0	-	565,000	0	-	101	0	-	
AREA 09	1	31	+3000	1	12	+1100	1	3	+200	3	1	-66	1,032,000	380,000	-63	344,000	380,000	+10	99	99	-0	
AREA 10	1	1	0	1	0	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Booksection Totals: Condo/Co-Op	87	133	+52	53	68	+28	2	30	+1400	58	39	-32	36,864,000	27,527,900	-25	751,145	820,284	+9	98	99	+1	

- **Current Status** - This report will run the statistics on the current statuses of all listings that fall into the selected timeframe.
- **Active Anytime During the Date Range** - Conversely, this report will run statistics on any listing that was active at any point during the selected time frame, regardless of the status it has now. Create the report by clicking **Next**.



The “with book sections” option will break down the property types by book section if applicable. For example, the property type Residential could be further broken down into Single Family, Lakeshore, and Mobile Home if those were book sections available for the Residential property type.

Active Listings by Area/Price Range

This report will generate a list of all the active listings for a certain area(s) and range of prices. Choose the area(s) you are interested in by clicking on the individual selection boxes or clicking the radio button to “Include all areas.” Choose the book section(s) you would like to include. Choose the construction type(s) you want to include and click **Next**.

[<< Back to Menu Page](#) [Run This Report >>](#)

Active Listings by Area/Price (Sample)
 Date:10/26/2009
 New and Existing Construction

Book Section:Residential

Area:01- (Sample Area)			Area:02 (Sample Area)		
Price Range	# Listings	Avg DOM	Price Range	# Listings	Avg DOM
0-29,999.99	0	0	0-29,999.99	0	0
30,000-39,999.99	0	0	30,000-39,999.99	0	0
40,000-49,999.99	0	0	40,000-49,999.99	0	0
50,000-59,999.99	0	0	50,000-59,999.99	0	0
60,000-69,999.99	0	0	60,000-69,999.99	0	0
70,000-79,999.99	0	0	70,000-79,999.99	0	0
80,000-89,999.99	1	366	80,000-89,999.99	0	0
90,000-99,999.99	2	116	90,000-99,999.99	0	0
100,000-119,999.99	7	35	100,000-119,999.99	0	0
120,000-139,999.99	13	45	120,000-139,999.99	6	41
140,000-159,999.99	24	42	140,000-159,999.99	21	55
160,000-179,999.99	15	53	160,000-179,999.99	18	79
180,000-199,999.99	14	49	180,000-199,999.99	8	50
200,000-249,999.99	20	51	200,000-249,999.99	13	85
250,000-299,999.99	18	66	250,000-299,999.99	14	88
300,000-399,999.99	17	51	300,000-399,999.99	13	82
400,000-499,999.99	6	106	400,000-499,999.99	14	84
500,000 and over	15	147	500,000 and over	13	112
Total Listings for Area: 152			Total Listings for Area: 120		

[<< Back to Menu Page](#) [Run This Report >>](#)

Sales Activity by Property Type Report

Sales Activity by Property Type Report (Sample)
 For 09/26/2009 To 10/26/2009
 YTD 1/1/2009 To 10/26/2009

	Total # Sales In Range	Total # Sales YTD	Total Volume In Range	Total Volume YTD	Avg \$ Sales in Range	Avg \$ Sales YTD
Business Opportunity Sales	0	1	0	60,000	0	60,000
Commercial Sales	2	30	600,000	9,463,400	300,000	315,447
Condo or Town Home Sales	12	107	2,910,040	24,939,544	242,503	233,080
Land-Commercial Sales	2	10	819,500	2,682,500	409,750	268,250
Land-Residential Sales	70	593	6,635,200	45,389,801	94,789	76,543

The Sales Activity by Property Type Report compares the activity for all property types within a selected timeframe versus the activity year to date. Enter the dates for the timeframe you want to compare. You may edit any of the dates in the year to date section if necessary.

Click **Next** to display the report.

Sold Activity Report

This report summarizes all sold listings within a date and price range. Enter the date range and price range for the report and click **Next** to display the report.

Sold Activity Report(Sample) for
09/26/2009 to 10/26/2009

Price Range: 165,000 to 175,000

MLS#	Property Address	Property Type	Sold Date	List Price	Sale Price	Financing	Sell Office/Member	List Office/Member
03-2252	3539 Fern Dr	Residential	10/21/2009	185,000	175,000	Cash	Agency01/Agent05	Agency11/Agent1
04-1266	4844 SE 12	Manufactured	09/28/2009	185,000	175,000	CONV	Agency03/Agent01	Agency04/Agent1
04-2021	9712 SW Elm	Residential	10/09/2009	174,900	165,000	Cash	Agency06/Agent08	Agency01/Agent1



Sold Market Analysis

Sold Market Analysis							
This Year: 09/26/2009 to 10/26/2009							
Last Year: 09/26/2008 to 10/26/2008							
Report Date: 10/26/2009							
Residential							
Book Section: Residential							
	Total Active			Days on Market			Num
Area	Last Year	This Year	PCT	Last Year	This Year	PCT	Last Year
Fayette Center	100	114	+14	295	276	-6	12
Hollister	19	22	+15	243	269	+10	1
Other	51	70	+37	292	282	-3	3
Hill Valley	6	30	+400	206	225	+9	0
Book Section Totals:	176	236	+34	286	271	-5	16



Tip: When printing the Sold Market Analysis report, change your Page Setup to **Landscape** to ensure that columns do not get cut off.

This report allows you to compare statistics for sold properties for any two-year period. Days on market information

is included, as well as average and median sold prices. Enter the date range for which you want to generate the report. Choose the property types, report calculation method, and whether you would like to include column headings for each property type and show the median sold price. Click **Next** to generate the report.

Supply And Demand Report

This report is used to gauge the amount of supply (how many listings are active) versus the amount of demand (how many listings are sold) for a selected area(s) in the MLS.

Enter the date range for which you want to generate the report. Enter a price range for the report. Choose the property types for which you would like to run the report. Choose the area(s) you are interested in by clicking on the individual selection boxes or clicking a radio button to include "All Areas" summarized or detailed. Summary - This option will combine all areas into one. Detailed - This option will separate the statistics for each area. Click **Next** to proceed.

Supply and Demand Report (Sample)	
For 10/21/2009 To 10/21/2009	
Todays date: 10/26/2009	
Price Range: 0 to 999,999,999,999	
Property Type: Residential	
Current Active Listings	Totals
Number	359
List Price Volume	132,275,321
List Price Average	368,455
Average Days on Market	124
Total Sold	
Number	106
List Price Volume	27,472,099
List Price Average	259,171
Sale Price volume	26,942,400
Sale Price Average	254,174
Average Days on Market	127
Under Contract Listings	
Number	84
List Price Volume	20,349,300

County Statistics Report

County Statistics (SAMPLE)											
For 09/27/2009 To 10/27/2009											
Selected Counties: County01, County02, County03, County04, County05, County06, County07											
	Current Active	Volume	Item	Avg List Price	Pend	Sold	Avg Sales Price	DOM	Expr	Withdrawn	BOM
Residential	339	\$ 124,887,081	91	\$ 368,398	178	106	\$ 254,174	83	29	2	15
Multi-Dwelling	23	\$ 7,390,495	3	\$ 321,326	8	2	\$ 182,000	27	0	0	2
Condo or Town Home	83	\$ 15,979,900	16	\$ 192,529	29	12	\$ 242,503	144	6	2	2
Manufactured	111	\$ 13,972,411	22	\$ 125,878	40	24	\$ 135,248	122	18	0	7
Manufactured Only	14	\$ 854,250	0	\$ 61,018	3	5	\$ 24,600	54	0	0	0
Shared Ownership	24	\$ 588,900	2	\$ 24,538	3	1	\$ 27,500	78	6	1	1
Subtotal	594	\$ 163,673,037	134	\$ 275,544	261	150	\$ 224,086	90	59	5	27
Land-Residential	397	\$ 42,258,600	43	\$ 106,445	116	70	\$ 94,789	159	29	9	11
Commercial	55	\$ 34,635,600	4	\$ 629,738	17	2	\$ 300,000	192	12	0	3
Land-Commercial	38	\$ 10,310,086	2	\$ 271,318	15	2	\$ 409,750	42	3	0	0
Business Opportunity	10	\$ 1,973,500	1	\$ 197,350	1	0	0	0	2	1	1
Subtotal	500	\$ 89,177,786	50	\$ 178,356	149	74	\$ 108,847	147	46	10	15
Total	1,094	\$ 252,850,823	184	\$ 231,125	410	224	\$ 186,016	114	105	15	42

This report tracks volume and listing information for a county or counties in your MLS area. Enter the date range for which you want to generate the report. Select the county or counties of interest, then click **Next** to proceed.



Municipality Statistics Report

This report tracks volume and listing information for a municipality or municipalities in your MLS area. Enter the date range for which you want to generate the report. Select the municipality or municipalities of interest, the property type(s), then click **Next** to proceed.

Municipality Statistics (SAMPLE)											
For 09/27/2009 To 10/27/2009											
All Property Types											
City	Current Active	Volume	New	Average List Price	Pend	Sold	Average Sales Price	Sold DOM	Expr	Withdrawn	BOM
CITY 01	18	3,345,600	5	185,867	5	1	138,700	173	0	0	1
CITY 02	88	29,994,500	13	340,847	49	16	224,719	114	7	1	1
CITY 03	38	10,858,576	8	285,752	16	16	304,566	77	8	0	1
CITY 04	295	62,659,357	51	212,405	131	58	165,436	124	28	4	15
CITY 05	2	694,500	0	347,250	1	0	0	0	1	0	0
CITY 06	52	12,265,462	6	235,874	19	12	240,667	135	6	1	4
CITY 07	143	35,262,593	20	246,592	41	27	216,281	52	16	2	5
CITY 08	19	1,223,500	2	64,395	7	3	163,667	272	7	1	1
CITY 09	53	11,055,600	7	208,596	8	8	257,988	157	2	0	0
CITY 10	33	8,693,500	10	263,439	10	10	200,100	119	4	1	0
CITY 11	42	5,382,911	12	128,165	14	4	73,500	299	5	0	1
CITY 12	106	19,864,850	26	187,404	49	38	127,367	73	9	2	8
CITY 13	61	17,958,650	15	294,404	24	20	172,030	113	5	2	1
Subtotal	950	219,259,599	175	230,800	156	213	188,078	108	98	14	38

Price Range Report (SAMPLE)						
For 09/27/2009 To 10/27/2009						
Today's date: 10/27/2009						
Price Class	Single Family Unit Sales Number of Bedrooms			Condo Sales	Single Active	Condo Active
	2 or less	3	4 or more			
100000-119999.99	2				8	6
120000-139999.99	6	4	1	1	14	3
140000-159999.99	1	5	1	2	18	8
160000-179999.99	4	7			32	25
180000-199999.99	4	7		1	13	6
200000-249999.99	5	8	2	1	53	5
250000-299999.99	6	4	1	2	39	12
300000-399999.99	2	11	3	1	57	6
400000-499999.99		3	1	1	32	
500000 and over	2	4	2	1	76	3
Totals	37	58	11	13	384	113
Sell Prc Withheld	0	0	0	0		
Property Type	Volume	Median Sold Price	Unit Sales by Financing Type		Unit Sales by time on Market	
Residential	26,942,400	200,000	-Res-	-Cnd-	-Res-	-Cnd-
Apt/Condo	2,937,540	159,900	1031 Exchange	1 0	1-30 Days	1 3
All	29,879,940	200,000	Assumed Existing	0 0	31-60 Days	34 2
			Builder	0 0	61-90 Days	26 3
			Cash	31 3	91-120 Days	10 1
			Construction Loan	1 0	More Than 120 Days	35 4
			Conventional Loan	69 8	Total Sales	106 13
			Farm Home Administration	0 0		
			Other	3 2		
			VA	0 0		
			Total Sales	106 13		

Price Range Report

The Price Range Report (National Trend Indicator) shows the trends of residential property buyers in your MLS for a selected timeframe and the types of financing being used. Enter the date range for which you wish to run the report. Choose how you want the chart of home sales to calculate by clicking the radio button next to your desired option. You may choose to calculate days on market by the date properties went under contract or by the date they actually closed. Choose the property type(s) that you wish to generate the report for and click **Next**.



INVENTORY AND PRODUCTION REPORTS

To reach the Inventory and Production Reports section of flexmls Web, click on the Statistics header of the menu and choose **Inventory & Production**.

Inventory and Production Reports

Click a report name to run the report

Report		Description
Summary Statistics	View Sample	Summary Statistics
Terms of Sale	View Sample	This report provides summary statistics for sales, including breakdowns for co-listings and list/sale, in addition to stats for new, expired and other statuses during the time period specified.
Saturation Analysis	View Sample	
Yearly Market Comparison	View Sample	

Summary Statistics (SAMPLE)

Statistics For Entire MLS
As of Tuesday, October 27, 2009 10:48:37 AM
From 09/27/2009 to 10/27/2009

Search Parameters: Property types Residential, Multi-Dwelling, Land-Residential, Commercial, Land-Commercial, Condo or Town Home, Manufactured, Business Opportunity, Manufactured Only, Shared Ownership

	Total	Total List Volume	Median List Price	Average List Price	DOM	Total Sold Volume	Median Sold Price	Average Sold Price	SP/LP	SP/Orig. Lp
Sold	195	\$38,556,899	\$165,000	\$197,727	0	\$36,507,595	\$243,592	\$187,218	94.69	96.2
List/Sold	105	\$20,132,664	\$149,500	\$191,739	0	\$18,527,195	\$265,230	\$176,449	92.03	91.5
Co-Broker	90	\$18,424,235	\$185,000	\$204,713	0	\$17,980,400	\$224,023	\$199,782	97.59	92.8
New	205	\$44,221,785	\$150,000	\$215,716	3		\$245,230			103.4
Pending	201	\$40,135,572	\$150,000	\$199,679	401		\$234,753			95.3
Withdrawn	15	\$5,153,400	\$226,500	\$343,560	0		\$224,203			98.8
Cancelled	18	\$3,293,700	\$106,900	\$182,983	0		\$350,230			100.5
Expired	136	\$40,003,662	\$139,000	\$294,144	0		\$239,120			99.4
Back On Market	52	\$13,520,116	\$131,890	\$260,002	0		\$230,209			93.0
Extended	103	\$24,065,358	\$195,480	\$233,644	0		\$301,904			Test
Active In Range	1,173	\$286,453,136	\$159,000	\$244,205	359		\$238,340			104.2
Current Active	1,092	\$251,354,106	\$149,900	\$230,177	377		\$192,987			101.5

Summary Statistics

This report provides summary statistics for sales, including breakdowns for co-listings and listings/sales, in addition to stats for new, expired and other statuses during the time period specified. Select criteria to narrow the focus of the report from the Report Generation template. This template may only be edited by the MLS administrator. When you are satisfied with your selections, click **Next** to display the report.

Terms of Sale

This report provides sales statistics broken down by terms of sale. Select the criteria you wish from the Report Generation template and click **Next** to display the report.

Terms of Sale (SAMPLE)

Date between 09/27/2009 and 10/27/2009
for SAMPLE MLS

Search Parameters: Property types Residential, Multi-Dwelling, Land-Residential, Commercial, Land-Commercial, Condo or Town Home, Manufactured, Business Opportunity, Manufactured Only, Shared Ownership

Terms of Sale (SAMPLE)	Number of Sales	Total Percent	Total List Price	Average List Price	Average Sold Price	%SP/LP
1ST	1	0.02	\$ 2,790,000	\$ 2,790,000	\$ 2,600,000	93.19
BLDR	1	0.02	\$ 1,450,000	\$ 1,450,000	\$ 1,450,000	100.00
F&C	28	0.67	\$ 2,963,525	\$ 105,840	\$ 91,855	86.79
LSCN	1	0.02	\$ 444,312	\$ 444,312	\$ 435,000	97.90
TDA	2	0.05	\$ 136,500	\$ 68,250	\$ 37,500	54.95

Saturation Analysis

This report allows members/offices to view their listing and sales activity compared to their office or to the MLS as a whole. Select criteria to narrow the focus of the report from the



Report Generation template. Click **Next** to proceed to the office/member selection screen. Select the office/member for which to run the report (if applicable). Click the radio buttons to select how listings are to be compared/counted and click **Use This Member/Office** or **Next** to display the report.

Saturation Report (SAMPLE)					
Date between 9/27/2009 and 10/27/2009					
Comparing Melissa Terry to the Office					
Search Parameters: Property types Residential, Building Lots;					
	Total Sides	Total \$ LP or SP	Average \$ LP or SP	% of Sides	% of Dollar Volume
New Sides	1	234,000	234,000	10.000	13.361
Pended Sides	0	0	0	0.00	0.00
Sold Sides	0	0	0	0.00	0.00
Total Sides	1	234,000	234,000	10.000	13.361

Yearly Market Comparison (SAMPLE)												
Comparing Entire MLS												
As of Tuesday, October 27, 09 11:28:33 AM												
Search Parameters: Property types Residential, Multi-Dwelling, Land-Residential, Commercial, Land-Commercial, Condo or Town Home, Manufactured, Business Opportunity, Manufactured Only, Shared Ownership												
	Number of Sold Listings				Dollar Volume of Sold Listings				Median Sale Price			
	2007	2008	Diff	Chg	2007	2008	Diff	Chg	2007	2008	Diff	Chg
January	83	109	26	31.3%	\$ 10,647,745	\$ 15,082,230	4,434,485	41.6%	110,000	128,000	18,000	16.4%
February	88	100	12	13.6%	\$ 12,513,750	\$ 16,863,753	4,350,003	34.7%	120,000	118,000	-2,000	-1.7%
March	125	121	-4	-3.2%	\$ 16,078,998	\$ 18,473,558	2,394,560	14.8%	115,000	128,500	13,500	11.7%
April	141	115	-26	-18.4%	\$ 18,935,864	\$ 17,034,750	-1,901,114	-10.1%	121,000	119,900	-1,100	-0.9%
May	145	134	-11	-7.6%	\$ 22,058,709	\$ 18,562,005	-3,496,704	-15.9%	116,000	115,000	-1,000	-0.9%
June	145	153	8	5.5%	\$ 20,573,101	\$ 25,848,215	5,275,114	25.6%	118,000	120,000	2,000	1.7%
July	133	191	58	43.6%	\$ 17,776,450	\$ 24,585,955	6,809,505	38.3%	110,000	106,900	-3,100	-2.8%
August	153	200	47	30.7%	\$ 21,635,399	\$ 34,306,240	12,670,841	58.5%	117,500	127,500	10,000	8.5%
September	163	213	50	30.7%	\$ 23,325,675	\$ 33,757,036	10,431,361	44.7%	110,000	122,500	12,500	11.4%
October	178	209	31	17.4%	\$ 24,447,489	\$ 31,999,114	7,551,625	30.8%	132,900	120,000	-12,900	-9.7%
November	119	170	51	42.9%	\$ 17,292,165	\$ 26,249,179	8,957,014	51.7%	123,500	115,000	-8,500	-6.9%
December	127	174	47	37.0%	\$ 17,913,700	\$ 29,130,052	11,216,352	62.6%	117,500	129,600	12,100	10.3%
Total	1,600	1,899	299	18.1%	\$ 223,199,045	\$ 291,892,087	68,693,042	30.7%	118,000	120,000	2,000	1.7%

Yearly Market Comparison

This report allows members/offices to compare their productivity year over year, or compare the MLS as a whole. Select criteria to narrow the focus of the report from the Report Generation template. Click **Next** to proceed to the office/member selection screen. Select the office/member for which to run the report (if applicable). Click **Use This Member/Office** to display the report.

Days on Market

This report summarizes days on market statistics for your sales or for the MLS as a whole. Select criteria to narrow the focus of the report from the Report Generation template. Click **Next** to proceed to the office/member selection screen. Select the office/member for which to run the report (if applicable). Click **Use This Member/Office** to display the report.

DOM Analysis (SAMPLE)				
Date between 09/27/2009 and 10/27/2009				
for RIVER VALLEY REALTY				
Search Parameters: Property types Residential, Multi-Dwelling, Land-Residential, Commercial, Land-Commercial, Condo or Town Home, Manufactured, Business Opportunity, Manufactured Only, Shared Ownership				
	Number of Sales	Terms of Sale	Average DOM	Average DTC
	29		156	41
Totals as Listing Office:	29		156	41
	Number of Sales	Terms of Sale	Average DOM	Average DTC
	29		117	48
Totals as Selling Office:	29		117	48



<< Back to Menu Page

Run This Report >>

Price Range Statistics (SAMPLE)

Statistics For SAMPLE MLS

As of Tuesday, October 27, 109 11:36:52 AM

From 09/27/2009 to 10/27/2009

Search Parameters: Property types Residential, Multi-Dwelling, Land-Residential, Commercial, Land-Commercial, Condo or Town Home, Manufactured, Business Opportunity, Manufactured Only, Shared Ownership; Status of 'A'

Active Listings		
List Price Range	Number of Listings	Average Days on Market
\$0-\$19,999	31	322
\$20,000-\$29,999	38	320
\$30,000-\$39,999	78	277
\$40,000-\$49,999	65	283
\$50,000-\$59,999	41	245
\$60,000-\$69,999	31	243
\$70,000-\$79,999	29	162
\$80,000-\$89,999	41	215
\$90,000-\$99,999	37	259
\$100,000-\$109,999	23	197
\$110,000-\$119,999	16	169
\$120,000-\$129,999	31	270
\$130,000-\$139,999	26	131
\$140,000-\$149,999	33	128
\$150,000-\$159,999	36	108
\$160,000-\$169,999	39	190
\$170,000-\$179,999	36	174
\$180,000-\$189,999	21	
\$190,000-\$199,999	23	
\$200,000-\$224,999	42	
\$225,000-\$249,999	47	
\$250,000-\$274,999	24	
\$275,000-\$299,999	39	
\$300,000-\$349,999	37	
\$350,000-\$399,999	48	
\$400,000-\$449,999	19	
\$450,000-\$499,999	23	
\$500,000-\$749,999	66	
\$750,000-\$999,999	21	
\$1,000,000+	23	

The average price for the 1064 properties is \$236,000.
 The highest price is \$3,000,000.
 The median price is \$150,000.
 The lowest price is \$1,000.
 The average Market Time is 207.

Price Range Statistics

This report summarizes your sales by price range, and may also be run for the MLS as a whole. Select criteria to narrow the focus of the report from the Report Generation template. Click **Next** to proceed to the office/member selection screen. Select the office/member for which to run the report (if applicable). Click **Use This Member/Office** to display the report.

Managerial Statistics

This report summarizes office/member sales and listing activity, as well as providing market share data. Select criteria to narrow the focus of the report from the Report Generation template. Click **Next** to proceed to the office/member selection screen. Select the office/member for which to run the report (if applicable). Click **Use This Member/Office** to display the report.

Managerial Statistics (SAMPLE)

Statistics For Agency RIVER VALLEY REALTY (RVR)

As of Tuesday, October 27, 109 11:42:08 AM

From 09/27/2009 to 10/27/2009

Search Parameters: Property types Residential, Multi-Dwelling, Land-Residential, Commercial, Land-Commercial, Condo or Town Home, Manufactured, Business Opportunity, Manufactured Only, Shared Ownership

Current Active Listings	Listed by Agency	Listed in MLS	Agency Percent (%) of MLS
Number	217	1,092	19.87
Average List Price	\$ 250,775	\$ 235,570	106.45
Median List Price	\$ 169,900	\$ 150,000	113.27

Sold Listings	Agency is: Listing Agency, NOT Selling Agency		Agency is: Listing Agency AND Selling Agency		Agency is: Selling Agency, NOT Listing Agency		MLS
	% to MLS	% to MLS	% to MLS	% to MLS	% to MLS		
Average Sale Price	\$ 148,977	79.57	\$ 266,945	142.59	\$ 175,477	93.73	\$ 187,218
Median Sale Price	\$ 162,000	101.57	\$ 155,000	97.18	\$ 150,000	94.04	\$ 159,500
Average List Price	\$ 155,638	78.71	\$ 281,855	142.55	\$ 179,300	90.68	\$ 197,727
Median List Price	\$ 169,000	102.42	\$ 155,000	93.94	\$ 158,800	96.24	\$ 165,000
Percent (%) of List Price to Sold Price	95.72	101.09	94.71	100.03	97.87	103.36	94.69
Number of Units Sold	9	4.62	20	10.26	9	4.62	195
Dollar (\$) Amount sold	\$ 1,340,800	3.67	\$ 5,338,901	14.62	\$ 1,579,300	4.33	\$ 36,507,595



Broker Inventory Report

The Broker Inventory Report will generate a “snapshot” view of member and office listing activity that falls within a selected timeframe.

Enter the date range for which you want to run the report. Choose the offices that you want to include in the report from the list (if applicable). If you want to run the report for all offices, select that option by checking the radio button. You may also choose to filter the report using a Quick Search.

Choose the type of report you would like by checking the radio button next to the option you want and click **Next**.

Brokerage Stats			MLS Board Stats		
52	Current Active Listings With a Value of	9,762,250	1,129	Current Active Listings With a Value of	269,478,863
22	Under Contract Listings With a Value of	4,525,300	421	Under Contract Listings With a Value of	92,673,019
6	Sides Closed This Date Range- Own Office	1,436,800	216	Closed This Date Range- Own Office	38,323,000
14.00	Sides Closed This Date Range- Co-op	3,308,900	113	Closed This Date Range- Co-op	21,858,090
20.00	Sides Total Closed by Office	4,745,700	329	Total Closed by MLS	60,181,090
6	Total Off Market, Not Sold, Value	615,000	194	Total Off Market, Not Sold, Value	46,455,296
Percent Difference					
4.606	Current Active Listings With a Value of				3.623
5.226	Under Contract Listings With a Value of				4.883
2.778	Closed This Date Range- Own Office				3.749
12.389	Closed This Date Range- Co-op				15.138
6.079	Total Closed by Office				7.886
3.093	Total Off Market, Not Sold, Value				1.324

- **Standard Report Totals** will generate a basic list breaking down first by office and then member.
- **Show Company Totals** will generate totals first by the company and then by all offices below.
- **Member Totals Only** will not show totals for the office or MLS.

Choose the member(s) for which you want to run the report (if applicable). If you want to run the report for all available members, check the radio button next to Include all members. Choose whether you want to have the Million-Dollar Club calculation turned on by checking the box next to it. Click **Next** to generate the report. The results of the report refer to the “number of transaction sides” for each category. There are as many as four potential sides to every transaction, with listing, co-listing, selling, and co-selling members (where applicable).

The Million Dollar Club calculation is used for awards purposes. Activating the Million Dollar Club will affect how the numbers for sales are totaled. With the Million Dollar Club activated, any sales for which a member is both the listing and selling agent will count as double volume. If the Million Dollar Club is not turned on, those sales will only be counted at their regular volume.



Market Share Report

The Market Share Report measures what share of the MLS market an office possesses for a particular date range. The MLS may determine whether offices have access to other office's statistics, or if they may only compare themselves to the MLS as a whole. To generate the Market Share Report, choose it from the list of available reports.

Enter the date range for which you want to generate the report.

Choose the offices you want to include in the report from the list (if applicable). If you want to run the report for all offices, select that option by checking the radio button. Choose the display options you want by clicking the radio button next to the option you are interested in.

- **Show Offices by Card Format** - This report lists all activity per property type.
- **Show Office Totals** - This report will automatically combine all property types and compare the statistics of the office(s) to the MLS as a whole.
- **Show Offices by Card Format and with Office Totals** - This report combines the two previous reports into one report format. It lists all activity per property type and gives the totals of all offices.

Choose whether you want to include Company office totals by clicking the box for that option (if applicable). Click **Next** to proceed.

The "Nbr" column for each category in the results of the report refers to the "number of transaction sides" for that category. There are as many as four potential sides to every transaction, with listing, co-listing, selling, and co-selling members (where applicable).

Market Share Report (Sample)																		
Date between 09/27/2009 and 10/27/2009 for Sample MLS																		
Office Totals																		
Office	Active			Own Office Sales			Co-op Sales/seller			Co-op Sales/listener			Total Sales				Average Sales	
	Nbr	Volume	Pct %	Nbr	Volume	Pct %	Nbr	Volume	Pct %	Nbr	Volume	Pct %	Nbr	Pct %	Volume	Pct %		
Sample Agency 1	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0.00	0	0.00	0	
Sample Agency 2	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0.00	0	0.00	0	
Sample Agency 3	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0.00	0	0.00	0	
Sample Agency 3	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0.00	0	0.00	0	
Sample Agency 4	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0.00	0	0.00	0	
Sample Agency 5	23.0	2,523,700	1.79	1.0	55,000	0.79	0.0	0	0.00	0.0	0	0.00	1.0	0.99	55,000	0.48	55,000	
Sample Agency 6	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0	0.00	0.0	0.00	0	0.00	0	
Sample Agency 7	219.0	30,672,928	21.76	11.0	1,063,356	15.27	2.0	251,130	11.43	2.5	313,450	14.27	15.5	15.35	1,627,936	14.33	105,028	
Sample Agency 8	17.0	1,882,005	1.33	2.0	37,000	0.53	0.0	0	0.00	0.0	0	0.00	2.0	1.98	37,000	0.33	18,500	
Sample Agency 9	6.0	1,558,290	1.11	0.0	0	0.00	0.0	0	0.00	0.5	160,000	7.28	0.5	0.50	160,000	1.41	320,000	
Sample Agency 10	54.0	8,543,625	6.06	4.0	536,800	7.71	0.5	39,000	1.77	1.0	88,450	4.03	5.5	5.45	664,250	5.85	120,773	
All Offices Total	1,121.0	140,985,800	100.00	68.0	6,962,076	100.00	16.5	2,197,260	100.00	16.5	2,197,260	100.00	101.0	100.00	11,356,596	100.00	112,442	
MLS total	1,121.0	140,985,800	100.00	68.0	6,962,076	100.00	16.5	2,197,260	100.00	16.5	2,197,260	100.00	101.0	100.00	11,356,596	100.00	112,441.54	



New Listing Report

The New Listing Report will generate a list of all your new listings in the MLS within a selected timeframe. Enter the date range from which to compile the list. Select whether the date range applies to the Listing Date or the date the listing was approved by the MLS. Check whether you would like the end date, deleted listings, and/or co-listing member to be displayed.

Choose the office for which you wish to compile the list. To run the report for all offices, click the radio button next to that option. Click **Next** to continue.

Select the members for which you wish to run the report. If you want to compile the report for all members, click the radio button next to that option. Click **Next** to generate the report.

New Listing Report (SAMPLE)								
09/27/2009 - 10/27/2009								
Office: SAMPLE AGENCY								
Member: SAMPLE AGENT02, Broker								
New	Extension	MLS Number	Begin Date	End Date	Status	List Price	Sold Price	Property Type
Yes		04-1958	9/20/2004	12/31/2004	A	209,876		Residential
Yes		04-2345	10/10/2004	4/9/2005	A	32,500		Land-Residential
	Yes	04-1942	4/12/2004	4/12/2005	A	220,000		Commercial
	Yes	04-1031	4/12/2004	4/12/2005	A	59,000		Business Opportunity
Member Total					New: 2	Extensions: 2		

Agent Listing Activity Report

This report generates a list of members' listed properties, their sale price, and the selling member and office information.

Enter a date range and choose the office for which you wish to run the report (if applicable). To select all offices, click the radio button next to that option. Click **Next** to continue.

Choose the member(s) you wish to run the report for (if applicable), then choose the statuses of the listings you want to include in the report. The Member Detail option will break down each individual listing for each member selected. Click **Next** to continue.

Agent Listing Activity (Sample)													
Date between 09/27/2009 and 10/27/2009													
For Sample MLS													
SAMPLE AGENCY													
MLS number	Status in Range	Current Status	Location	City, State	Prop Type/Book Section	Area	Beds	Baths	List Price	Sale Price	Selling Office	Selling Member	
04-309	Active	Pending	116 NW OAK		Land-Residential/LR	SNEW			299,000	0	Sample Agency	Sample Agent	
04-1037	Active	Active	6722 Blk NE ELM Ave		Land-Residential/LR	SWAL			199,500	0	Sample Agency	Sample Agent	
04-1648	Active	Pending	1156 N FORD RD		Residential/R	STOL	2	1.00	139,900	0	Sample Agency	Sample Agent	
04-1906	Active	Active	112 LOGGER RD		Residential/R	SSLZ	3	2.00	253,000	0	Sample Agency	Sample Agent	
7 Listings		Activity for BROKER, SAMPLE AGENT02							1,235,400	0			



Agent Listing and Sales Summary

This report provides summary statistics (sides, volume, and percentage of total MLS production) for listings and sales by member during the time period specified. To create this report, select it from the list of available reports.

Enter the date range and select the offices for which you wish to run the report (if applicable). Click **Next** to proceed. Select the members for which to run the report, or include all available members by clicking the radio button next to that selection (if applicable). Click **Next** to produce the report.

Agent Listing and Sales Summary (Sample)											
From 09/27/2009 to 10/27/2009											
Agent	Broker	Broker Phone	Listing Sides			Sale Sides			Total Sides		
			Units	Dollars	%	Units	Dollars	%	Units	Dollars	%
.BROKER, ABR, CRS, CRB, GRI, Sample Agent01	Sample Agency	(555) 555-2200	6.0	1,789,400	4.36	1.0	375,000	0.91	7.0	2,164,400	2.64
ABR, CRS, GRI, Sample Agent02, BROKER, Sample Agent03	Sample Agency	(555) 555-2200	1.0	91,000	0.22	2.0	449,400	1.10	3.0	540,400	0.66
Broker, Sample Agent04	Sample Agency	(555) 555-2200	0	0	0	0	0	0	0	0	0
Broker, Sample Agent05	Sample Agency	(555) 555-2200	0	0	0	0	0	0	0	0	0
BROKER, GRI, Sample Agent06	Sample Agency	(555) 555-2200	1.0	325,000	0.79	1.0	445,000	1.08	2.0	770,000	0.94
Sample Agent07	Sample Agency	(555) 555-2200	0	0	0	0	0	0	0	0	0
BROKER, ABR, CRS, GRI, Sample Agent08	Sample Agency	(555) 555-2200	2.0	530,000	1.29	1.0	244,000	0.59	3.0	774,000	0.94
Sample Agent09, BROKER CRS,CRB,GRI	Sample Agency	(555) 555-2200	3.0	425,900	1.04	1.0	39,000	0.10	4.0	464,900	0.57
Sample Agent10, BROKER, ABR	Sample Agency	(555) 555-2200	1.0	32,000	0.08	0	0	0	1.0	32,000	0.04
Total			14.0	3,193,300	7.78	6.0	1,552,400	3.78	20.0	4,745,700	5.78

Office/My Listings to Expire

The Listings to Expire Report will present all your listings that will expire within a set timeframe. To run the Listings to Expire Report, click on **Inventory & Production** under Statistics on the menu and select it from the list of available reports.

Choose the office for which you wish to compile the list (if applicable). To run the report for all offices, click the radio button next to that option. Click **Next** to continue. Select the Members for which you wish to compile the list. If you want to compile the list for all members, click the radio button next to that option.

Choose to run the report by a set timeframe of days or a date range by checking the radio button next to the option that you want. Click **Next** to proceed. The Listings to Expire Report is generated in the form of the Search Results page.

Listings to Expire For Specific User(s) Save E-Mail Print CMA Export

List
Detail
Photos
Map
Compare
Messages

Results: 4 Selected: 0 Sort View [Auto Email View*]

	Price / Status / MLS #	City	List Price	Total SqFt.	Total Bedrooms	Total Bathrooms	History
1	\$195,000 3402 Bohnet Blvd Fargo, ND 58102 Active / 08-87	Fargo	195,000		4	2	03/02/2009 primary_picture: 20081203215327957225000000-->
2	\$195,000 3491 Bohnet Blvd Fargo, ND 58102 Active / 08-88	Fargo	195,000		4	2	05/06/2009 supplement: new
3	\$123,456 1919 Export Ave Fargo, ND 58102 Active / 09-187	Fargo	123,456				10/15/2009 Public Remarks: test



Lock Box Report

The Lock Box Report will create a list of all the lock box numbers currently in use, according to username (this report gathers information from the lock box number entry in flexmls Web). To create the Lock Box Report, click on **Inventory & Production** under Statistics on the menu and select it from the list of available reports.

Enter the range of numbers you are interested in and choose the statuses you wish to include in the report. Choose the office for which you wish to compile the report (if applicable). To run the report for all offices, click the radio button next to that option. Place a check in the box if you wish to include page breaks between offices and click **Next**. Choose the member(s) you are interested in, or check the radio button for all members. Click **Next** to produce the report.

Lock Box Report (SAMPLE)						
for 1 through 999999999 Run Date: 10/22/2009						
SAMPLE AGENCY - CITY01						
SAMPLE AGENT01						
MLS Number	List End Date	Address	City	Lock Box	Status	Close Date
04-1457	2010-03-23	5965 BALBOA RD	CITY01	55555555-7053	A	
04-3425	2009-10-16	114 Raven RD	CITY02	55555555-1541	C	2009-10-10
04-1268	2010-04-03	145 Seville SW	CITY02	55555555-9235	C	2009-09-26
04-3422	2009-11-08	334 SPRUCE AVE	CITY02	55555555-9078	P	
04-2109	2010-03-02	5223 Tannen Crest	CITY03	55555555-0574	A	
SAMPLE AGENT02						
MLS Number	List End Date	Address	City	Lock Box	Status	Close Date
04-3225	2010-01-12	1121 SW HIGHWAY 101	CITY02	55555555-7852	A	
04-3393	2010-03-26	2214 MAPLE WOOD	CITY02	55555555-9464	P	

Active Listings Report

This report will generate a list of all active listings by MLS number. Choose the offices for which you wish to run the report (if applicable). If you want to generate a report for all available offices, click the radio button next to that option and click **Next**.

Choose the member(s) for which you wish to run the report (if applicable). If you want to create a report for all available members, click the radio button next to that option. You may choose to include pending or failed/unapproved listings by clicking the boxes next to the options.

If you want to use a range of MLS numbers, click the box next to that option. Type in the range of MLS numbers you want to use and click **Next** to generate the report.

Active Listings Report (Sample)													
As Of 10/23/2009													
Status	MLS #	Address	Area	Beds	Baths	Begin Date	End Date	List Price	Sold Price	Listing Office	Selling Office	Financing	DOM
A	09-924	632 S. Bay Hwy. 101	SNEW			03/31/2009	10/31/2009	69,900		SAMPLE AGENCY			198
A	09-1379	590 NW 2ND AVE	SNEW	3	1.00	05/07/2009	12/31/2009	350,000		SAMPLE AGENCY			161
P	09-1720	654 NW ABALONE AVE	SSBC			06/09/2009	11/01/2009	48,000		SAMPLE AGENCY	SAMPLE AGENCY		121
A	09-2047	1647 SE 8TH ST	SNEW	4	1.00	07/02/2009	12/31/2009	183,000		SAMPLE AGENCY			105
A	09-2052	112 SW 4TH ST	SNEW	3	3.00	07/02/2009	02/01/2010	580,000		SAMPLE AGENCY			105
A	09-2251	5523 SE 7TH ST	SNEW	3	1.00	07/26/2009	12/31/2009	203,500		SAMPLE AGENCY			81
A	09-2411	1987 NW YORK ST	SNEW	3	2.00	08/12/2009	12/31/2009	125,000		SAMPLE AGENCY			64



Production Report

The Production Report displays sales production by member and property type for a given date range. The MLS may determine whether offices have access to other office's statistics, or if they may only view themselves and the MLS as a whole. Enter the date range for which you want to generate the report. Choose the office(s) for which you wish to run the report. If you want to create a report for all offices, click the radio button next to that option. Choose the property types you wish to include and click **Next** to generate the report.

ROSTERS

Roster Reports	
Click a report name to run the report	
Report	Description
Office/Member Roster View Sample	Book/Compbook Report This report displays selected members and whether they receive books and/or compbooks.
Book/Compbook Report View Sample	

Office/Member Roster

The Office/Member Roster will generate a list of Offices/Members and their contact information. This report may be generated by Office, Member type, or Designation. Some MLSs utilize different types for their membership records - for example, Brokers, Agents, Lenders, or Appraisers. If you choose, this report will organize them by membership type rather than by office. To display this report, click on **Rosters** beneath Statistics on the menu. Click on **Office/Member Roster** and you will be presented with several options as to what information you would like to see in the report.

Office/Member Roster Report

Office Selection

Include all offices
 Select from list below

Supermatt (9876)
 T R I BETTER HOMES & GARD (0270)
 TBPOE (0000)
 Test Office (444444)
 THE PRUDENTIAL (0250)
 THE REAL ESTATE BOOK (0775)
 TRAVIS REALTY (0220)

Include office and member information
 Include office information only

Display Options

Display phone numbers
 Phone 1: Primary Phone Phone 2: Mobile

Display home address
 Display e-mail address

Choose which offices you want to include in the report. To generate a list of all offices, check the radio button to include all offices. You may choose to include office and member information, or only office information. Choose the contact information you wish to include by checking the boxes next to the options you would like and selecting from the drop-down lists. You may also limit the member types included in the report. Order by types will list all brokers for the selected offices, then sales associates etc., depending

Office/Member Roster Report (SAMPLE)				
Name	Office	Fax	Email	Receive Book
SAMPLE AGENCY, IIC Address: 1634 SE WARRING DR Office : (555) 555-7353 Fax : 555-5969 E-mail:				
Sample Agent01	(555) 555-9915	(555) 555-5969		<input type="checkbox"/>
Sample Agent02	(555) 555-7353	(555) 555-5969		<input checked="" type="checkbox"/>
Sample Agent03	(555) 555-6990			<input type="checkbox"/>
Sample Agent04	(555) 555-7132	(555) 555-5969		<input checked="" type="checkbox"/>
SAMPLE AGENCY 2 Address: 1226 NW SUNNYSIDE Office : (555) 555-1550 Fax : (555) 555-2605 E-mail:				
Sample Agent01		(555) 555-2605		<input checked="" type="checkbox"/>
Sample Agent02		(555) 555-2605		<input checked="" type="checkbox"/>



on the types selected. You may also search by designation(s) by checking the box and then choosing to display all or only those you select from the list. Click **Next** to display the results.

Book/Compbook Roster

The Book/Compbook Roster will create a list of all the members in your office that are currently subscribing to an MLS Book/Compbook. To create a roster, click on **Rosters** under Statistics on the menu. Choose **Book/Compbook Roster** from the list. Check the radio button(s) you wish to include all members, or those who do/do not receive a book. You may choose to view the rosters separately or together. Click **Next** to display the results.

Book and Compbook Roster

Office Selection

Include all offices
 Select from list below

Supermatt (9876)
 T R I BETTER HOMES & GARD (0270)
 TBPOE (0000)
 Test Office (444444)
 THE PRUDENTIAL (0250)
 THE REAL ESTATE BOOK (0775)
 TRAVIS REALTY (0220)

Book Roster
 Members who receive a book
 Members who do not receive a book
 All members

Compbook Roster

