Aggregate Performance Report

SUMMARY

The Aggregate Performance Report is the go-to report for answering how many closings the company had, how much money was earned, how much commission was paid out to agents, and who the ten most productive agents are.

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Generate Aggregate Performance Reports

To generate an Aggregate Performance Report:

- 1 Click Reports from the top menu.
- 2 Click [Aggregate Performance].
- 3 Define your filters for location (if applicable) and period.
- 4 Click [Download Report].
- 5 Locate the saved file and open the report in your spreadsheet software



Reading the Report

To read the downloaded Aggregate Performance Report:

1 Open the document from the save location on the computer.



The downloaded Aggregate Performance Report will reflect a complete list of all closed transactions for the specified time period and location as well as the top performing agents.