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.
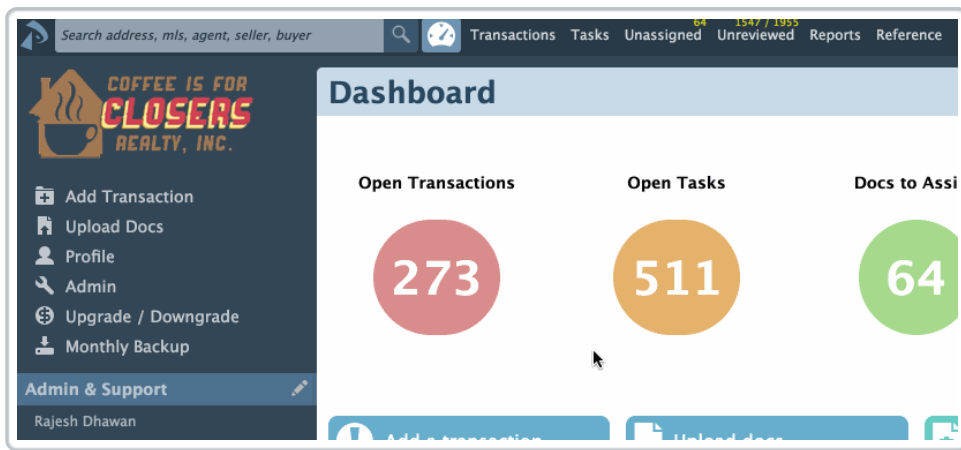
IN THIS ARTICLE

Download an Agent Production Report

Reading the Report

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.