

flexmls *Tip!*

How to Create a Production Report in flexmls

Updated November 2024

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: Open the menu in flexmls and select, **Inventory & Production**.

Statistics

My Production

Market Summary

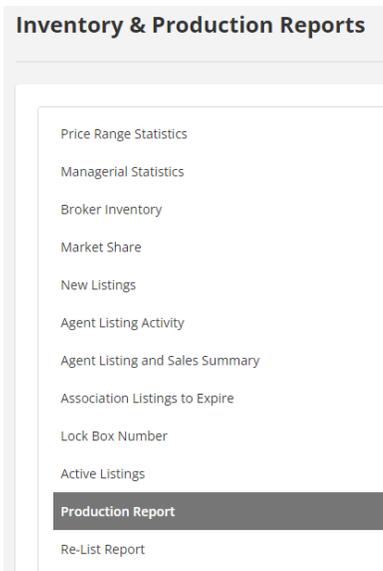
Market Trends Graphs

Market Trends Reports

Inventory & Production

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.



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

Date Range

Begin Date
10/11/2024

End Date
11/11/2024

Office Selection

Include all offices
 Select from list below

- @properties Christie's Int'l (oe432217)
- @properties Christie's Int'l (oe432650)
- @properties Christie's Int'l AA (oe432758)
- @properties Christie's International R.E. (satpr01)
- @properties Christie's International R.E. (satpr04)
- @properties Christie's International R.E. (satpr06)

Report Filter

Property Type
 Residential
 Land
 Commercial Sale
 Commercial Lease
 Multi Family
 Residential Lease
 Quick Search

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.

Member Selection

Include all members
 Select from list below

- Beemer, Shanon (321 Real Estate)
- Godley, Gary S (321 Real Estate)
- Godley, Trevor (321 Real Estate)
- Kamhout, Erin M (321 Real Estate)
- Miles, Christine (321 Real Estate)

Next

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!