

Flexmls *Tip!*

How to Create a Production Report

Created March 2023

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.

1. Open the **Menu** in Flexmls.
2. Select **Inventory and Production**.

Statistics

My Production

Market Summary

My Market

Inventory & Production

Market Trends

Rosters

3. Select **Production Report**. You may view a sample before creating a statistic, this ensures you have found the report you are looking for.

Association Listings to Expire

Lock Box Number

Active Listings

Production Report

Re-List Report

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

Production Report

Date Range

Begin Date
02/23/2023

End Date
03/23/2023

Office Selection

☐ Include all offices

☒ Select from list below

@Home Realty LLC (g140501)

@properties Christie's International R.E. (satpr01)

- Under **Member Selection** select to either create a report of all members of the office or a specific agent.

Member Selection

☒ Include all members

☐ Select from list below

Bellmore, Nick (@Home Realty LLC)

Bruinsma, Emma E (@Home Realty LLC)

Burnside, Wendee S (@Home Realty LLC)

Elliott, Eric (@Home Realty LLC)

Foster, Elisha M (@Home Realty LLC)

Foster, Eric (@Home Realty LLC)

Henry, Gregg A (@Home Realty LLC)

Huttenga, Timothy (@Home Realty LLC)

Next

- Once the selection has been made, select **Next** to create your report.

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