ACCESS MY PRODUCTION REPORTS

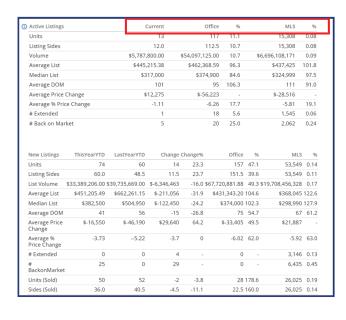
Step 1

Navigate to the menu and select *My Production* under the Statistics heading.

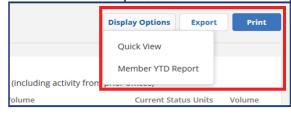
Step 2

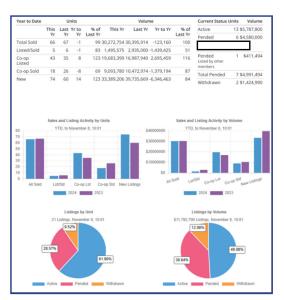
Use the drop-down menu next to *My Production Report* to select the type of report you want to run: *Quick View* or *Member YTD Report*. Additionally, you have the option to print these reports or export them to a spreadsheet.

Quick View provides a year-to-date comparison of your statistics against the previous year's, displayed both numerically and graphically. My Production Report offers detailed insights into your listing and sales statistics. If you've transferred offices during the year, this report includes activity from your previous offices as well.









The *Member YTD Report* provides a detailed breakdown of your year-to-date production, including active, new, sold, pending, withdrawn, canceled, and expired listings. These tables allow you to compare your production with that of your office and your MLS.

