

My Listings

My Listings displays your personal listings, and those for which you are the co-listing agent.

Listings are grouped by "List Agent" and then "Status", but you may choose another grouping.

To sort, click any column heading. Click once to sort in ascending (A-Z) order. Click again to sort in descending (Z-A) order.

The system provides summary information at the end of each group which includes: the number of listings (Count), total price, and average price.

Using My Listings

To Search My Listings ▼

1. At the Search menu, click **My Listings**.
2. If you want to group by other than Status, scroll to the bottom of the My Listings results and, at **Group By**, choose from the drop-down.

To Apply Actions at My Listings ▼

At My Listings, choose any available action. Some actions require a listing selection.

Action	Description
View	View any selected or all listing(s).
Edit	Edit the selected listing.
Copy	Copy the selected listing.
Status Change	Change the status of the selected listing.
Download	Open or save a list (in .csv format) of all the listings displayed at My Listings.
Upload Photos	Add photos to the selected listing.
Print Selected	View any selected or all listing(s) in printable format.
Narrow Results	Exclude unwanted listings from results and display the abbreviated list.
Original Results	Restore original results at My Listings.

Office Inventory

Office Inventory displays your own office's listings, and/or those of other offices in your firm.

You can create a variety of reports summarizing office inventory. You may want to know how many listings are under contract to determine upcoming closings and anticipated commissions. You may want to view each agent's inventory including total volume, and average price.

You can generate inventory reports for your office or for any other office within your firm. Include listings of one status or more. Sort your inventory by "Agent,Status", or by Status only:

- By "Agent,Status": displays the name of each agent in the chosen office followed by the agent's listings, grouped by status.
- By "Status": displays all listings for the chosen office, grouped by status. Key information, appropriate for each status, displays for each listing. Listing agent does not display.

To sort, click any column heading. Click once to sort in ascending (A-Z) order. Click again to sort in descending (Z-A) order.

The system provides summary information at the end of each status group (for an office or agent) which includes: the number of listings (Count), total price, and average price.

Using Office Listings

To Search Office Inventory ▼

1. At the Search menu, click **Office Inventory**.
2. At the **Office** drop-down list, choose one or more offices. (CTRL+Click for multiple selections.)
3. At **Status**, select one or more status'. (If you don't select any status, all are included in the report.)
4. For all status' except Active, at **List Date**, enter dates if you want the report to reflect a particular time frame. (Leave the To box blank to include today's date.)
5. At **Group By**, choose Agent,Status, or Status for your grouping.
6. Click **Submit**.
7. If desired, at the Office Inventory results page, you may select an alternate **Group By** option.

To Apply Actions at Office Inventory ▼

At Office Inventory, choose any available action. Some actions require a listing selection.

Action	Description
View	View any selected or all listing(s).
Edit	Edit the selected listing.
Copy	Copy the selected listing.
Status Change	Change the status of the selected listing.
Download	Open or save a list (in .csv format) of all the listings displayed.
Upload Photos	Add photos to the selected listing.
Print Selected	View any selected or all listing(s) in printable format.
Narrow Results	Exclude unwanted listings from results and display the abbreviated list.
Original Results	Restore original results at Office Inventory.