Ranking Report

1. Select **Market Reports** from the menu.
2. Click **Ranking Report**.
3. Enter a **Start Date** (required) and an **End Date** (required) in the fields provided or use the Calendar lookup.
4. Enter your search criteria.
   - **Group by** will determine what cohort you are ranking. Your options are **Agents Only, Office** or **Firm**. Select your desired **Group** from the dropdown.
   - **Sort** will determine what figure is used to find rankings. Your options are: **Total Volume, Total Transactions, List Side Volume, List Side Transactions, Sale Side Volume, Sale Side Transactions, Average Price,** or **Median Price**. Select your desired **Sort** from the dropdown.
   - **Top** will determine how many results will be detailed in the display and what will be added to arrive at the sum in the **Total** at the bottom of the page. Enter the desired number of results as a number. Ex Top 10 or 25 or 100 etc.
   - **The two fields that can affect ranking the most work like this:**
     - **Office Sub Board** (use to include any of your closed transactions that were listed in your primary <u>and/or</u> any other Sub-Board)
     - **Sub Board** (use to include only your closed transactions that were listed in your primary Sub-Board)
5. Click **Generate Report.**