



Inventory & Production

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Inventory and Production Reports

Inventory and production reports are available under Statistics on the menu. Hover over a report name to see its description in the right panel. Click **View Sample** to open an example version of a report. Please note that not all reports are available in every MLS. Available reports depend on your MLS.

Summary Statistics Report

The Summary Statistics report shows summary statistics for sales, including breakdowns for co-listings and listings/sales, and stats for new, expired, and other statuses during the time period specified.

To run the report, click **Summary Statistics** on the Inventory and Production Reports page. Select criteria based on the Report Generation template and click **Next** to continue. Note: This template can be edited only by the MLS administrator.

Select an office or member from the list and click **Use this Member** to display the report.

Notes about this report:

- The average is the total value divided by the number of listings. The median is the middle value, such that half the values are larger, and half the values are smaller.
- The SP/LP and SP/OLP columns show the ratio for the sale price to list price and sale price to original list price. For example, a listing whose original list price was \$200,000, but had a price reduction to \$195,000 before selling at \$193,000 would have an SP/LP ratio of 98.97 and an SP/OLP ratio of 96.5.
- The Active in Range row shows listings that were active at any time between the begin date and the end date of the report. For example, if a listing closed on the first day of the date range, it would still be counted as active in range.

Terms of Sale Report

The Terms of Sale report shows summary sales statistics broken down by terms of sale. If your MLS does not use the Terms field, this report will be blank.

To run the report, click **Terms of Sale** on the Inventory and Production Reports page. Select criteria based on the Report Generation template and click **Next** to continue. Note: This template can be edited only by the MLS administrator.

Select an office or member from the list and click **Use this Member** to display the report.

Saturation Analysis Report

The Saturation Analysis Report allows members/offices to view their listing and sales activity compared to their office or to the MLS.

To run the report, click **Saturation Analysis** on the Inventory and Production Reports page. Select criteria based on the Report Generation template and click **Next** to continue. Note: This template can be edited only by the MLS administrator.

Select an office or member from the list and click **Use this Member** to display the report.

Notes about this report:

- If your MLS allows the Market Share option, the report will display a ranking for members, offices, companies, or companies and offices. The Market Share option can be calculated by number or dollar volume. The report can be run for listing members, selling members, listing and selling members, or listing or selling members. Select **Include last year's calculations** to compare statistics between last year and the current year.
- The report includes the option to calculate numbers and volume using sides. Each sold listing has two sides: a listing side and a selling side. The listing member and selling member are each credited with a side, or in the case of co-listing or co-selling members, 1/2 a side.
- The % columns display the percentage of sides or dollar volume according to the selections made when running the report. For example, the report could display a percentage based on a comparison to an office, or a percentage of the total volume for the MLS.

Yearly Market Comparison Report

The Yearly Market Comparison report allows members/offices to compare their productivity year over year. This report can also be run for the MLS. Statistics for the base year and comparison year that you chose will be displayed, along with the price difference and percent change between the two years.

To run the report, click **Yearly Market Comparison** on the Inventory and Production Reports page. Select criteria based on the Report Generation template and click **Next** to continue. Note: This template can be edited only by the MLS administrator.

Select an office or member from the list and click **Use this Member** to display the report.

Days on Market Report

The Days on Market report shows days on market statistics for your sales. This report can also be run for the MLS. If your MLS calculates DOM using the sold date, then DTC is from the begin date to the sold date. If your MLS calculates DOM using the under-contract date, then DTC is from the under-contract date to the sold date.

To run the report, click **Days on Market** on the Inventory and Production Reports page. Select criteria based on the Report Generation template and click **Next** to continue. Note: This template can be edited only by the MLS administrator.

Select an office or member from the list and click **Use this Member** to display the report.

Price Range Statistics Report

The Price Range Statistics report shows your sales by price range. This report can also be run for the MLS. If your MLS uses cumulative Days on Market, the "average continuous market time" row contains the sum of all listings' CDOM divided by the number of listings.

To run the report, click **Price Range Statistics** on the Inventory and Production Reports page. Select criteria based on the Report Generation template and click **Next** to continue. Note: This template can be edited only by the MLS administrator.

Select an office or member from the list and click **Use this Member** to display the report.

Managerial Statistics Report

The Managerial Statistics report shows office/member sales and listing activity, as well as market share data. The member, brokerage, and MLS-level statistics include the number of sides. Each sold listing has two sides: a listing side and a selling side. The listing member and selling member are each credited with a side, or in the case of co-listing or co-selling members, 1/2 a side.

To run the report, click **Managerial Statistics** on the Inventory and Production Reports page. Select criteria based on the Report Generation template and click **Next** to continue. Note: This template can be edited only by the MLS administrator.

Select an office or member from the list and click **Use this Member** to display the report.

Broker Inventory Report

The Broker Inventory Report shows a snapshot of member and office listing activity during a selected time period. To run the report, click **Broker Inventory** on the Inventory and Production Reports page.

Enter a date range for the report. You can also filter the report using a Quick Search. Depending on your permission level, you may also be able to select the offices and members to include in the report, and whether to include inactive/not in list members.

Select one of the following report types:

- **Standard Report Totals** - Displays totals by office and then member.
- **Show Company Totals** - Displays totals by company and then by office.
- **Member Totals Only** - Does not show totals for the office or MLS.

Specify whether to calculate numbers and volume using sides. Each sold listing has two sides: a listing side and a selling side. The listing member and selling member are each credited with a side, or in the case of co-listing or co-selling members, 1/2 a side. The **Calculate numbers and volume using sides** option affects how the numbers for sales are totaled. When the option is selected, sales where a member is both the listing and selling agent count as double volume. If this option is not selected, those sales are counted at their regular volume.

When you are finished selecting report parameters, click **Next** to generate the report.

The Percent Difference table shows the number and dollar value of listings in the report as a percentage of the number and dollar value of listings for the MLS.

Market Share Report

The Market Share Report shows the share of the MLS market that an office has during a time period. To run the report, click **Market Share** on the Inventory and Production Reports page.

Note: The MLS determines which types of users have access to this report. In addition, the MLS determines whether users have access to other users' statistics, or whether they can view data only for themselves and the MLS.

Enter a date range for the report and choose the offices to include in the report (if applicable). Select one of the following display options:

- **Show Office Totals** - Combines all property types and compare the statistics for offices to statistics for the MLS.
- **Show Offices by Card Format** - Lists all activity per property type.
- **Show Offices by Card Format and with Office Totals** - Combines the two previous reports into one report format. Lists all activity per property type and includes totals for all offices.

Select whether to show company office totals, if the option is available. You can also filter the report using a Quick Search.

When you are finished selecting report parameters, click **Next** to generate the report.

The "Nbr" column for each category refers to the number of transaction sides for that category. Each sold listing has two sides: a listing side and a selling side. The listing member and selling member are each credited with a side, or in the case of co-listing or co-selling members, 1/2 a side.

New Listing Report

The New Listing Report shows all your new listings within a selected timeframe. To run the report, click **New Listings** on the Inventory and Production Reports page.

Enter a date range for the report and select whether the date range applies to the Listing Date or the date the listing was approved by the MLS. Specify other report options such as whether to display the End Date and whether to hide deleted listings. Depending on your permission level, you may also be able to select the offices and members to include in the report, and whether to display inactive/not in list members.

Note: If you include the co-listing member and all members from the office when running the report, the report counts only listings where the listing side has an active member.

When you are finished selecting report parameters, click **Next** to generate the report.

Agent Listing Activity Report

The Agent Listing Activity report shows members' listed properties, their sale price, and the selling member and office information. To run the report, click **Agent Listing Activity** on the Inventory and Production Reports page.

Enter a date range for the report. Depending on your permission level, you may also be able to select the offices and members to include in the report, and whether to display inactive/not in list members. Select additional options, including the statuses of the listings you want to include in the report. Click **Next** to generate the report.

Agent Listing and Sales Summary Report

The Agent Listing and Sales Summary report shows summary statistics (sides, volume, and percentage of total MLS production) for listings and sales by member during a specified time period. To run the report, click **Agent Listing and Sales Summary** on the Inventory and Production Reports page.

Enter a date range for the report. Specify whether to generate a .csv file or filter the report using a Quick Search. Depending on your permission level, you may also be able to select the offices and members to include in the report, and whether to display inactive/not in list members.

When you are finished selecting report parameters, click **Next** to display the report.

My Listings to Expire Report

The My Listings to Expire report shows listings that will expire during a selected time period. To run the report, click **My Listings to Expire** on the Inventory and Production Reports page.

Enter the number of days to forecast or specify a date range. Depending on your permission level, you may also be able to select the offices and members to include in the report, and whether to display inactive/not in list members.

When you are finished entering report parameters, click **Next** to generate the report. The Listings to Expire report is displayed as a search results page.

Lock Box Report

The Lock Box report shows the location, status, and lock box number for listings of a selected office or member. To run the report, click **Lock Box Number** on the Inventory and Production Reports page.

Enter a range of lock box numbers and choose the statuses you want to include in the report. Select export, printing, and sorting options and click **Next**. Depending on your permission level, you may also be able to select the offices and members to include in the report.

When you are finished entering report parameters, click **Next** to generate the report.

Active Listings Report

The Active Listings report shows all active listings by MLS number. To run the report, click **Active Listings** on the Inventory and Production Reports page.

Choose whether to include pending or failed/unapproved listings. To use a range of MLS numbers, select the checkbox and type the beginning and end number of the range that you want to use. Depending on your permission level, you may also be able to select the offices and members to include in the report.

When you are finished entering report parameters, click **Next** to generate the report.

Showing Statistics Report

If available for your MLS, the Showing Statistics report shows information about showing requests and feedback. To run the report, click **Showing Requests** on the Inventory and Production Reports page.

Enter a date range and select one of the following report types:

- **Showing Statistics** - Shows the number and status of requests that were made and received for your login and logins under your control (according to MLS settings).
- **Feedback Report** - Shows feedback messages that you have received during the specified time period.

Click **Next** to generate the report.

Production Report

The Production Report shows sales production by member and property type for a specified date range. To run the report, click **Production Report** on the Inventory and Production Reports page.

Note: The MLS determines which types of users have access to this report. By default, it is available only to MLS, company, and office users. In addition, the MLS determines whether users have access to other users' statistics, or whether they can view data only for themselves and the MLS.

Enter a date range and select whether to filter the report by property type or by using a Quick Search. Depending on your permission level, you may also be able to select the offices and members to include in the report, and whether to include activity from previous offices.

When you are finished entering report parameters, click **Next** to generate the report. Listings where a member was the co-lister or co-seller are indicated with a (C).

Sales and Inventory Report

The Sales and Inventory report shows summary statistics for sales and inventory. To run the report, click **Sales and Inventory Report** on the Inventory and Production Reports page.

Note: This report may not be available, depending on your MLS and your permission level.

Select criteria based on the Report Generation template and click **Next** to continue. Note: This template can be edited only by the MLS administrator.