



## “AGENT AWARDS REPORT” INSTRUCTIONS

(For President’s Sales Club Application)

### 1. Click on “Market Reports”

The screenshot shows the NORIS MLS website interface. The browser address bar displays the URL: [tol.matrixstaging.com/Matrix/Default.aspx?c=AAEAAAD\\*\\*\\*\\*\\*AQAAAAAAAAARAQAAAEEMAAAGAgAAAAQxOTc2DT8GAW](http://tol.matrixstaging.com/Matrix/Default.aspx?c=AAEAAAD*****AQAAAAAAAAARAQAAAEEMAAAGAgAAAAQxOTc2DT8GAW). The navigation menu includes: My Matrix, Search, Stats, Finance, Input (Add/Edit), **Market Reports** (highlighted with a red box), Realist Tax, and Resources. Below the navigation bar, there are three main sections: News & Alerts, Search, and Market Watch. The Search section contains a form with fields for Listing, ML#, Status, Price (with a checked box for '(000s)'), Street #, Street Name, Unit #, Zip Code, and City. The Market Watch section lists various report categories with zero counts: Coming Soon (0), New Listing (0), Back On Market (0), Price Decrease (0), Price Increase (0), Contingent (0), Pending (0), Sold (0), Withdrawn (0), Expired (0), and Leased (0).

### 2. Click on “Agent Awards Report”

The screenshot shows the NORIS MLS website interface. The browser address bar displays the URL: [tol.matrixstaging.com/Matrix/MarketReports](http://tol.matrixstaging.com/Matrix/MarketReports). The navigation menu includes: My Matrix, Search, Stats, Finance, Input (Add/Edit), **Market Reports** (highlighted with a red box), and Resources. Below the navigation bar, there is a search bar with the placeholder text "Enter Shorthand or MLS#".

#### On Demand Reports

This page displays a list of the available On Demand reports. You can set the criteria for any On Demand report by just clicking on the report name.

##### General

- [Inventory Counts](#)
- [Ranking Report](#)
- [Ranking Report \(Landscape\)](#)
- [Real Estate Trend Indicator](#)
- [Agent Production Report](#)
- [Office Production Report](#)
- [Agent Awards Report](#)**
- [Agent Awards Report \(MLS\)](#)

**3. Enter the following Information:**

**Start Date - 07/01/2020 End Date – 06/30/2021 Enter you MLS “Agent ID”**

**Do not fill in your First Name, Last Name, Email, Phone or Office information.**

**4. Click on “Generate Report”**

The screenshot shows a web form titled "Agent Awards Report". It contains several input fields: "Start Date" (07/01/2020), "End Date" (06/30/2021), "Agent ID", "Last Name", "First Name", "Email", "Office ID", and "Office Name". Each field has a help icon (question mark). The "Agent ID" field and the "Generate Report" button are highlighted with red boxes. The "Generate Report" button is blue with a magnifying glass icon.

**5. Print Report**