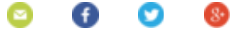


23 JANUARY  
2020

EMILY SCHAFFER

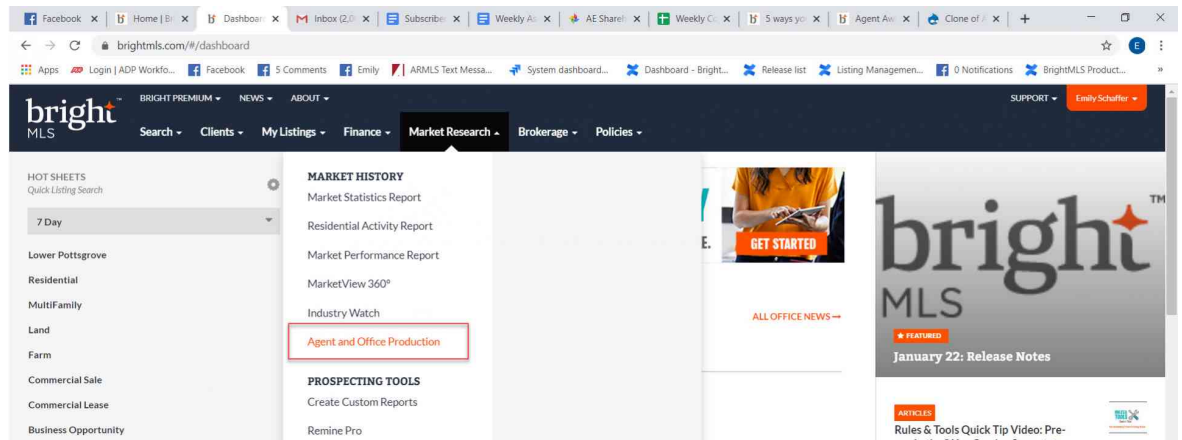


# How to generate your Agent Awards Report in Bright

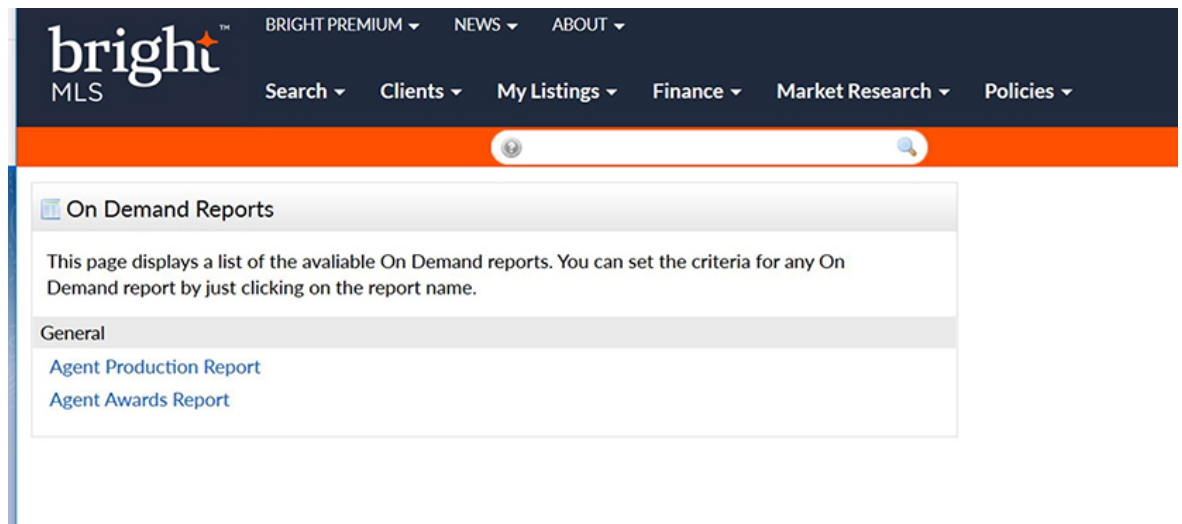
The Agent Awards Report is often used for awards or other yearly submissions. It generates the calculated volume of sales based on which sides of the transaction the agent is represented.

## How to run the Agent Awards Report?

- Click **Market Research** from the navigation and click the **Agent and Office Production** link.



- Under General reports click **Agent Awards Report**.



- Enter your subscriber MLS ID and desired date range

### Agent Awards Report

**Start Date**

**End Date**

**Subscriber MLSID**

✕ Cancel
🔍 Generate Report

- Click Generate Report

### When reviewing the Agent Awards Report, please note the following about the report column headers:

- Any MLS number listed more than once for the same address indicates an agent was involved both on the listing and selling sides of the transaction.
- The # Agent column indicates the total number of agents that were involved in both the listing and selling of sides of the transaction.
- The Side column shows which side the transaction was reported (e.g.- List or Sell side).
- Units are the unit share an agent received for his or her side of the transaction. For example, if they are a co-listing agent on the List side, their unit share is .50.
- Calc Volume is the agents sold dollar volume share received for their side of the transaction.

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