**Instructions for Printing:**

**Agent Listing and Sales Summary**

**For Residential Award**

**Residential-Single Family, Condos, Townhouses**

 **and Lots/Acreage/Farms**

-In FLEXMLS, click on Menu and search for & click on “Inventory & Production Reports”

-In the Report box, click on “Agent Listing and Sales Summary”

-Select Begin date: 01/01/2017

-Select End date: 12/31/2017

-Check box for “Filter by quick search”

-Select #6 – Multi-Property (Mississippi Gulf Coast MLS)”

-Click “Next”

-Select Property Type- “Single Family” &

-Hold down control key and select- “Lots/Acreage/Farms”

-Go To Status and Select Closed.

-Go To Sub Type & Select (while holding the control key)- Single Family Lot, Single Family Residence, Condominium, Multi-family Lot, Townhouse, Acreage (10+), Acreage (10-), & Farm

-Go To Bottom Of Page And Click “Next”

-Print Report

**Instructions for Printing:**

**Summary Details of All Sold Transactions**

**For Residential Award**

**Residential Single Family, Condo, Townhouses and Lots/Acreage/Farms**

-In FLEXMLS, click on Menu and search for & click on “Quick Search”

-Select #6 – “Multi-Property (Mississippi Gulf Coast MLS)”

-Click “Use”

-Select Property Type of “Single Family” and then press the control key and select “Lots/Acreage/Farm”

-Select Status “Closed”

-Select Closing Date of “01/01/2017 to 12/31/2017”

-Select your name for “Listing/Selling Member”

-Check boxes for “Listing Member, Co-Listing Member, Selling Member, and Co-Selling

Member”

- Click Box For Sub-Type and Select (while holding the control key)- Single Family Lot, Single Family Residence, Condominium, Multi-family Lot, Townhouse, Acreage (10+), Acreage (10-), & Farm

-Click on “Print”

-Select “All Results” under **Listings to Print or E-mail**

-Select Version “Private”

-Check box for “Detail” and select “Summary”

-Click “Print”

**Instructions for Printing:**

**Agent Listing and Sales Summary**

**For Residential Award**

**Residential-Duplexes**

\*\*\* If applying for a residential award, please include this summary along with your package if you sold and duplex properties\*\*\*

-In FLEXMLS, click on Menu and search for & click on “Inventory & Production Reports”

-In the Report box, click on “Agent Listing and Sales Summary”

-Select Begin date: 01/01/2017

-Select End date: 12/31/2017

-Check box for “Filter by quick search”

-Select #4 – Multi-Family (Mississippi Gulf Coast MLS)

-Check box for “Type: Duplex”

-Click “Next”

-Select Status Closed

-Click “Next”

-Print Report

**Instructions for Printing;**

**Summary Details of All Sold Transactions**

**For Residential Award**

**Duplexes for Residential Award**

\*\*\* If applying for a residential award, please include this summary along with your package if you sold and duplex properties\*\*\*

**-**In FLEXMLS, click on Menu and search for & click on “Quick Search”

**-** Select #4 – “Multi-Family (Mississippi Gulf Coast MLS)”

- Click “Use”

- Put a Check Mark in “Type” and a Check Mark in “Duplexes”

- Select Close in Status

- Put Check Mark in Box for Closing Date and define your Closing Dates as 1/1/17 to 12/31/17.

- Select your name for “Listing/Selling Member”

- Check boxes for “Listing Member, Co-Listing Member, Selling Member and Co-Selling Member”

- Click on “Print”

- Select “All Results” under **Listings to Print or E-mail**

Bottom of Form

-Select Version “Private”

-Check box for “Detail” and select “MGC Full Report 2”

-Click on “Print”

**Instructions for Printing:**

**Agent Listing and Sales Summary**

**For Commercial Award**

**Commercial and Lots/Acreage/Farms**

-In FLEXMLS, click on Menu and search for & click on “Inventory & Production Reports”

-In the Report box, click on “Agent Listing and Sales Summary”

-Select Begin date: 01/01/2017

-Select End date: 12/31/2017

-Check box for “Filter by quick search”

-Select #6 – Multi-Property (Mississippi Gulf Coast MLS)”

-Click “Next”

-Select Property Type- “Lots/Acreage/Farm” &

-Hold down control key and select- “Comm/Industrial”

-Go To Status and Select Closed.

-Go To Sub Type & Select (while holding the control key) - Improved Commercial for Sale & Unimproved Commercial Lot for Sale.

**Instructions for Printing:**

**Summary Details of All Sold Transactions**

**For Commercial Award**

**Commercial and Lots/Acreage/Farms**

-In FLEXMLS, click on Menu and search for & click on “Quick Search”

-Select #6 – “Multi-Property (Mississippi Gulf Coast MLS)”

-Click “Use”

-Property Type of “Lots/Acreage/Farm” and then press the control key and select “Comm/Industrial”

-Select Status “Closed”

-Select Closing Date of “01/01/2017 to 12/31/2017”

-Select your name for “Listing/Selling Member”

-Check boxes for “Listing Member, Co-Listing Member, Selling Member, and Co-Selling

Member”

- Click Box For Sub-Type and Select (while holding the control key)- “Improved Commercial for Sale” & “Unimproved Commercial Lot for Sale”.

-Click on “Print”

-Select “All Results” under **Listings to Print or E-mail**

-Select Version “Private”

-Check box for “Detail” and select “Summary”

-Click “Print”