

How to do a Ranking Report

This guide is designed to quickly access and create a ranking report.

Step 1) Click on "Statistics" tab then "Inventory and Production":

The screenshot shows the flexmls.com website interface. The navigation menu at the top includes Dashboard, Add/Change, Search, Daily Functions, Contacts, **Statistics**, Taxes, Preferences, Other, Spark, and Admin. The 'Statistics' tab is highlighted with a red box and an arrow. A dropdown menu is open under 'Statistics', showing options: Market Summary, My Market, **Inventory & Production**, Market Trends, and Rosters. The 'Inventory & Production' option is highlighted with a red box and an arrow. Below the navigation menu, there is a 'Hot Sheet' table with columns for listing status and counts.

Hot Sheet				
New Listing	40	Pending		
Backup Offers Accepted	0	Withdrawn		
Right of First Refusal	0	Extension		
No Showing	0	Back on Market	11	
Cancelled	2	Price Change	30	
Closed	24	Text Change	72	
Expired	20			

Step 2) Click on "Saturation Analysis":

The screenshot shows the flexmls.com website interface. The navigation menu at the top includes Dashboard, Add/Change, Search, Daily Functions, Contacts, **Statistics**, Taxes, Preferences, Other, and Spark. The 'Statistics' tab is highlighted. Below the navigation menu, there is a table with columns for Report and Description. The 'Saturation Analysis' report is highlighted with a red box and an arrow.

Report	Description
Summary Statistics	Saturation Analysis (Market Share Report)
Terms of Sale	This report allows agents to view their listing and sale acti
Saturation Analysis	
Yearly Market Comparison	
Days On Market	
Price Range Statistics	

Step 3) Select your filters (If any from the list below) then proceed to Step 4:

flexmls Quick Launch

Dashboard | Add/Change | Search | Daily Functions | Contacts | **Statistics** | Taxes | Preferences | Other | Spark | Admin

Report Generation

Reporting Options

<input checked="" type="checkbox"/> Property Type	Mobile Home Rental Lots and Land Multi-Family Commercial Commercial Lease Business Opp
<input type="checkbox"/> Property Sub-Type	Single Family - Residential Condo/Townhouse Agricultural Attached Detached Extraction Industrial
<input type="checkbox"/> Secondary Sub-Type	Agricultural Assessor Builder Condo/Townhouse Extraction Industrial Manufacturing
<input type="checkbox"/> Listing Price	From: 0 To: 9999999999
<input type="checkbox"/> Sold Price	From: 0 To: 9999999999
<input type="checkbox"/> # Bedrooms	From: 0 To: 99
<input type="checkbox"/> Area	01 - 110th W to I-5 02 - Antelope Acres/Rural 03 - Lancaster West 04 - Lanc Div to 90th E 05 - Lanc 90th E to SB 06 - Leona Vly & Lakes 07 - Ana Verde & Rit Ranch

Step 4) Click on the "Market Share" button at the bottom of the filters list, once done hit "Next":

gant.flexmls.com

Apps | Suggested Sites | GAVAR | Gmail | Sentrilock Login | Flexmls | Router | Konica Minolta | Local Association R... | Converge | How to prevent files...

flexmls Quick Launch

Dashboard | Add/Change | Search | Daily Functions | Contacts | **Statistics** | Taxes | Preferences | Other | Spark | Admin

<input type="checkbox"/> Listing Price	From: 0 To: 9999999999
<input type="checkbox"/> Sold Price	From: 0 To: 9999999999
<input type="checkbox"/> # Bedrooms	From: 0 To: 99
<input type="checkbox"/> Area	01 - 110th W to I-5 02 - Antelope Acres/Rural 03 - Lancaster West 04 - Lanc Div to 90th E 05 - Lanc 90th E to SB 06 - Leona Vly & Lakes 07 - Ana Verde & Rit Ranch
<input type="checkbox"/> City	Palmdale Lancaster Green Valley Juniper Hills Lake Elizabeth Lake Hughes Leona Valley
<input type="checkbox"/> County	Los Angeles Kern San Bernardino Ventura Calaveras Riverside
<input type="checkbox"/> Lot Acres	From: 0 To: 9999999
<input type="checkbox"/> Lot SqFt	From: 0 To: 999999999999
<input type="checkbox"/> Square Footage	From: 0 To: 99999999
<input type="checkbox"/> Total Baths	From: 0 To: 9999
<input type="checkbox"/> Year Built	From: 0 To: 9999
<input type="checkbox"/> Zoning	

Report Chosen: Saturation Analysis

Saturation Comparison Types

Member Display inactive and not in lists members

Office

Company Office

Market Share

Please enter a Begin Date and an End Date

Begin Date: 5/19/2015 End Date: 6/19/2015

Next >>

Step 5) Pick how you want to run your Ranking Report by then click “Use this Selection”:

The screenshot shows the flexmls website interface. The 'Statistics' tab is selected. A dropdown menu titled 'Market Saturation' is open, showing options: 'Rank Members', 'Rank Offices', 'Rank Companies', 'Rank Companies and Offices', and 'Rank Members in Office'. A red arrow points to the 'Use This Selection >>' button at the top of the dropdown.

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Step 6) Choose some final Settings you would like applied to your report then click “Next”:

The screenshot shows the 'Market Saturation Report' configuration page. The page title is 'Market Saturation Report'. Under the heading 'Please choose your report options', there are several sections:

- Please select a report Calculation method.** Options: Number (selected), Dollar Volume.
- Please select a Status.** Options: Current Active (selected), New, Pending, Sold.
- Please choose how sold listings are counted.** Note: This only applies to sold and pending listings. Options: Listing Members (selected), Selling Members, Listing and Selling Members, Listing or Selling Members, Calculate numbers and volume using sides (checked), Include last year's calculations, Calculate MLS totals based on supplied criteria.
- Please enter the maximum number of Members to display:** 10

 A red arrow points to the 'Next >>' button at the bottom right of the form.

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Step 7) View Results

The screenshot shows the 'Saturation Report by Members' results page. The report title is 'Saturation Report by Members'. Below the title, it says 'Date between 5/19/2015 and 5/19/2015' and 'Status: Closed'. The search parameters are: 'Property types Residential, Mobile Home, Rental, Lots and Land, Multi-Family, Commercial, Commercial Lease, Business Opp.'. The results are displayed in a table with columns: Rank Name..., Listings, Volume, and Average.

Rank Name...	Listings	Volume	Average
1 Trevor Jones (89432)	6	849,175.00	84,352.78
2 Tanykea Ingram (70220)	8	1,781,878.00	222,747.25
3 Joe Mayol (65688)	8	662,175.00	82,771.88
4 Mike Fava (73154)	7	1,372,750.00	196,107.14
5 Carolyn McNameara (96451)	7	1,155,000.00	165,000.00
6 Richard Smith (71577)	7	87,500.00	8,214.29
7 Debra Smith (88966)	7	87,500.00	8,214.29
8 Esperanza Merocour (75789)	6	1,180,860.00	193,476.67
9 Greg Galt (68097)	6	1,103,000.00	183,833.33
10 Christina Marquez (76960)	6	705,500.00	117,583.33

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