

## From home page in MLXchange

### For listing agent side:

Click on: Search MLS  
Search type: Cross Property  
Click on: Show advanced options, if not already set  
Property Category: Top 5 (SFM,MFM,CND,VLD,CII)  
Status: SS  
Municipality: Highlight All  
Sold date: Click on Between. Enter dates in this format: 1/1/2009 to 12/31/2009  
Bottom left: Click on Add More Search Criteria  
Scroll down to: \*List agent ID (selling & showing agent each need to be done separately)  
Equals: Enter **Listing** agent ID(s), if team, separate by comma  
Click on: Add  
Click on: Results

Upper left where **Columns** menu appears click on Market Award grid  
Click on details (bottom right)

Upper left where **Reports** appears click on Award Report

Click Print

### For Selling agent side:

Scroll down to: \*Selling agent ID (listing & showing agent each need to be done separately)  
Equals: Enter **Selling** agent ID(s), if team, separate by comma  
Click on: Add  
Click on: Results

Upper left where **Columns** menu appears click on Market Award grid  
Click on details (bottom right)

Upper left where **Reports** appears click on Award Report

Click Print

### For showing agent side:

Scroll down to: \*Showing agent ID (listing & selling agent each need to be done separately)  
Equals: Enter **Showing** agent ID(s), if team, separate by comma  
Click on: Add  
Click on: Results

Upper left where **Columns** menu appears click on Market Award grid  
Click on details (bottom right)

Upper left where **Reports** appears click on Award Report

Click Print