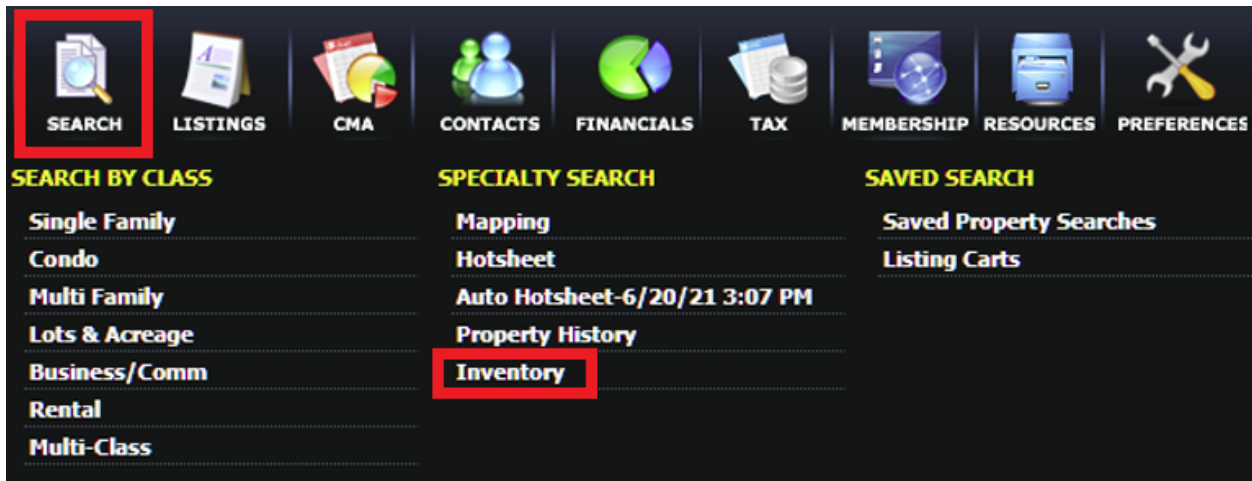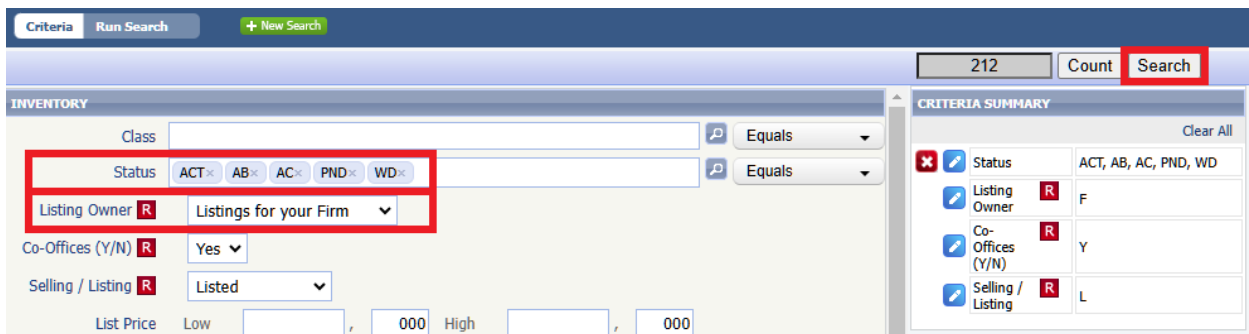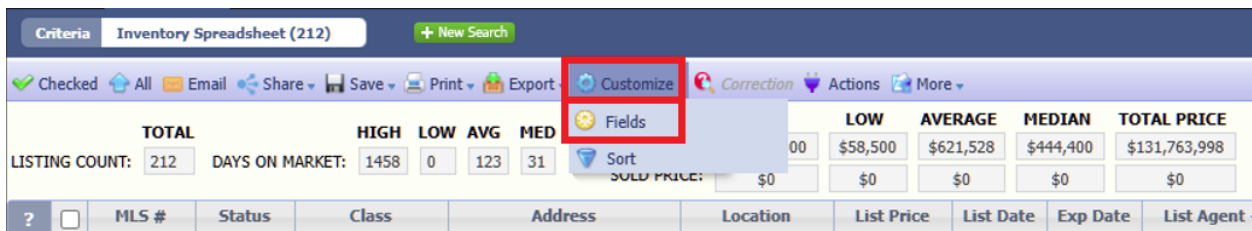# Removing Compensation Offers from the Broker Remarks

In the top menu, go to **Search**, then choose **Inventory**:

For Status, select **ACT, AB, AC, PND & WD**. For the Listing Owner field, individual agents should select **Your own Listings**. Brokers/managers/office staff should select **Listings for your Firm** to display listings for all agents in all branch offices. Then click **Search**:

To add the broker remarks field to the spreadsheet, click the blue **Customize** icon and choose **Fields**:

In the screen that appears, type "broker" into the search field, check the box next to **Broker to Broker Info** and then click **Add**. This will move the field into the right-hand column. Click **Save** when finished:

From here, you can export the results by clicking **Export** and then **Export to CSV**. Identify the listings that need to be addressed, and then remove the commission/compensation verbiage under Listings - Maintain.