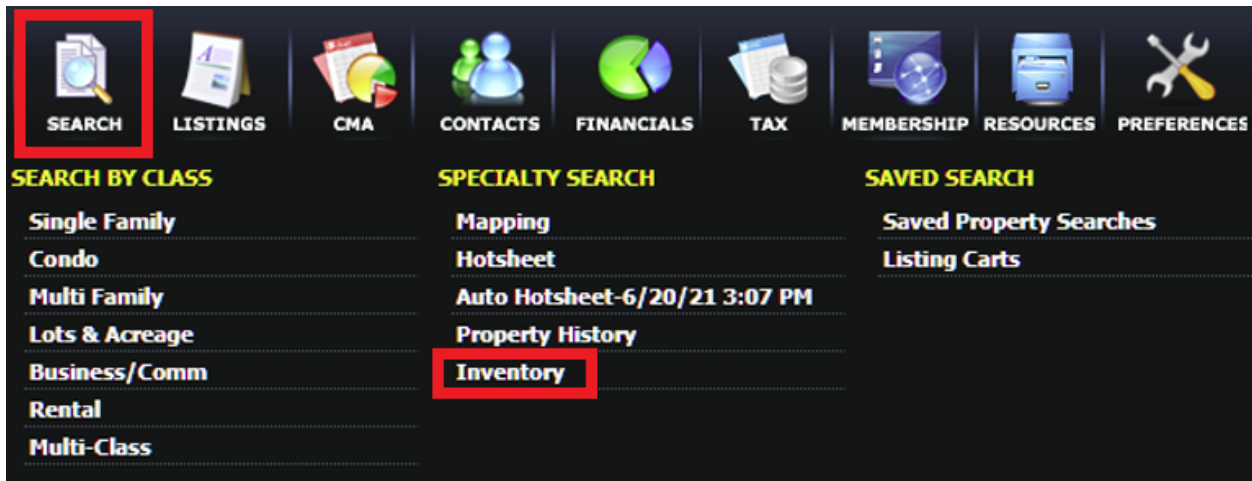
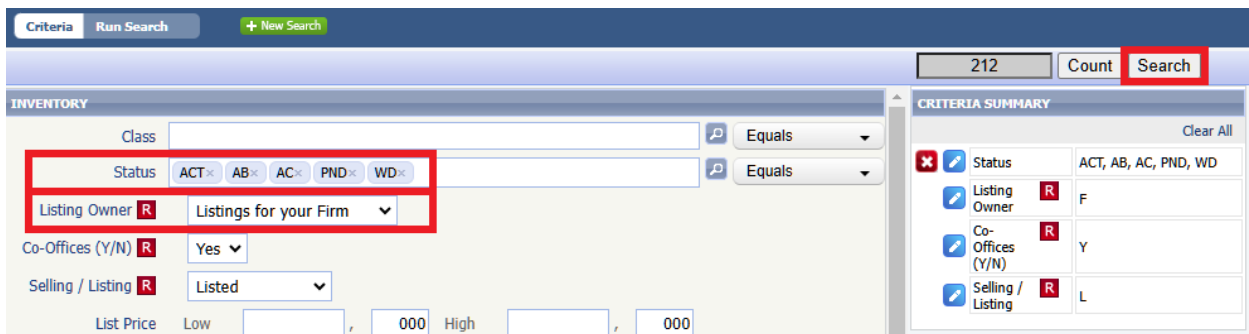


Removing Compensation Offers from the Broker Remarks

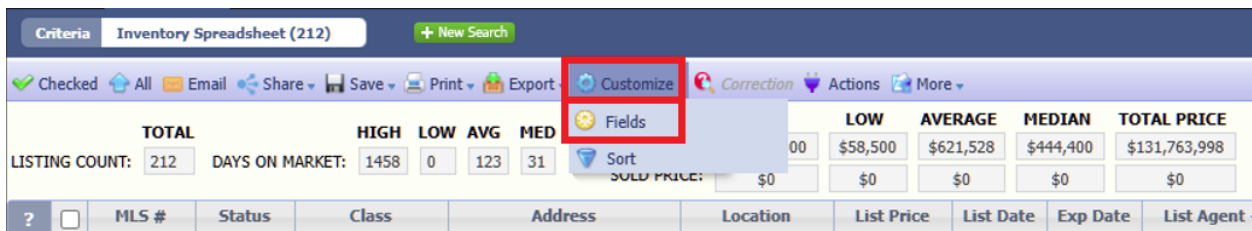
In the top menu, go to **Search**, then choose **Inventory**:



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:

Inventory Spreadsheet Field Prefs Save Cancel

Search: Contain: Class: Group: Name:

| Available | | | | Selected | | | | | | | |
|-------------------------------------|-----------------------|------------|----------|----------|------|-----------------------------|------------|------------|-----------|--------------------------|--------------------------|
| | Name | Classes | Code | Sort | Name | Classes | Code | # | Short Lbl | Short Val | |
| <input type="checkbox"/> | Broker Open Comments | SF,CD,MF,E | BOC | | 1 | Status - Ascending | SF,CD,MF,L | Status | 72 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Broker Open Date | SF,CD,MF,E | Bro Date | | 0 | Class | SF,CD,MF,L | Class | 63 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Broker Open Time | SF,CD,MF,E | Bro Time | | 0 | Address | SF,CD,MF,L | Address | 68 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Broker to Broker Info | SF,CD,MF,L | Brk to B | | 0 | Unit # | SF,CD,MF,L | Unit # | 82 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | 0 | Lot Number(s) | LA | Lot Number | 98 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | 0 | Location | SF,CD,MF,L | Location | 66 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | 0 | List Price | SF,CD,MF,L | List Price | 67 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | 3 | Expiration Date - Ascending | SF,CD,MF,L | Exp Date | 76 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | 2 | Closing Date - Ascending | SF,CD,MF,L | Close Date | 187 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | 0 | Sold Price | SF,CD,MF,L | Sold Price | 189 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | 0 | County | SF,CD,MF,L | County | 79 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | 0 | Land Assess | SF,CD,MF,L | LandAssess | 141 | <input type="checkbox"/> | <input type="checkbox"/> |

Revert to Default

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.

Criteria: **Inventory Spreadsheet (212)** + New Search

Checked
 All
 Email
 Share
 Save
 Print
 Export
 Customize

Export to CSV

TOTAL HIGH LOW A

LISTING COUNT: DAYS ON MARKET:

Favorite Custom Exports