Removing Compensation Offers from the Broker Remarks

SEARCH LISTINGS CMA	CONTACTS FINANCIALS						
SEARCH BY CLASS	SPECIALTY SEARCH	SAVED SEARCH					
Single Family	Single Family Mapping						
Condo	ondo Hotsheet						
Multi Family	Auto Hotsheet-6/20/21 3:07 PM						
Lots & Acreage	Property History						
Business/Comm	Inventory						
Rental							
Multi-Class							

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**:

Criteria Run Search	+ New Search				
				212	Count Search
INVENTORY			^ CRIT	ERIA SUMMARY	
Class		🦻 Equals 🗸			Clear All
Status	ACT× AB× AC× PND× WD×	🔎 Equals 🗸		Status	ACT, AB, AC, PND, WD
Listing Owner R	Listings for your Firm 🗸			Listing R Owner	F
Co-Offices (Y/N) R	Yes 🗸		1	Co- Offices (Y/N)	Y
Selling / Listing R	Listed 🗸		1.0	Selling / R	L
List Price	Low , 000 High ,	000		Listing	

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

	Criteria	Inventory	Spreadsheet (212)	+	lew Search	0							
🛩 Checked 🔶 All 😑 Email 🍕 Share 🗸 🔚 Save 🗸 🚊 Print 🗸 🏙 Export						 Customize 	Correction	7 Ϋ	Actions 🔛	More 🗸				
		τοται		н			MED	😳 Fields			LOW	AVERAGE	MEDIAN	TOTAL PRICE
ITCT		UNT: 212	DAVE ON M		1459 0	122	21	🐨 Sort		00	\$58,500	\$621,528	\$444,400	\$131,763,998
131	ING CO	UN1. 212	DATS ON HIS		1430 0	125	51	SULU PKI	CE: \$0		\$0	\$0	\$0	\$0
?		MLS #	Status	Cla	ass		Add	ress	Location		List Pri	ce List D	ate Exp D	ate List Agent

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:

_		C	ass:		Grou	p:	Name:						
broker	C	ontain: 🗸 🛛 🛚	Aulti-Class	S	Listi	ng	✓ Firm Inventory						
vailable					Sele	cted							
_	Name 🗢	Classes	Code			Sort 4	Name	Classes	Code	#	Short Lbl	Short	Val
Broker	Open Comments	SF,CD,MF,	E BOC			1	Status - Ascending	SF,CD,MF,L	Status	72			
Broker	Open Date	SF,CD,MF	E Bro Date			0	Class	SF,CD,MF,L	Class	63			
Broker	Onen Time	SECD.ME	B Bro Time	ADD ->		0	Address	SF,CD,MF,L	Address	68			
- Broker	to Brokar Info	SECD ME	I Prk to Pr			0	Unit #	SF,CD,MF,L	.Unit #	82			
DIOKEI	LO DIOKEI IIIIO	SIGOUPIN	L DIK LO DI	+ REMOVE		0	Lot Number(s)	LA	Lot Number	98			
				I+ REMOVE ALL		0	Location	SF,CD,MF,L	Location	66			
				1 MOVE UP		0	List Price	SF,CD,MF,L	List Price	67			
						3	Expiration Date - Ascending	SF,CD,MF,L	Exp Date	76			
				* MOVE DOWN		2	Closing Date - Ascending	SF,CD,MF,L	Close Date	187			
						0	Sold Price	SF,CD,MF,L	Sold Price	189			
						0	County	SF,CD,MF,L	County	79			
						0	Land Assess	SF,CD,MF,L	LandAssess	141			Ŧ
4			×.									► F	
									Revert	to D)efault		

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 S	opreadsheet (212)		+ New S	v Search						
🎸 Checked	合 All 🔝 Ei	mail 🤞 Share 🗸 📊	Save 🗸 (🖹 Print	🔒 Export	🍥 Customize 🗸					
	TOTAL		HIGH	LOW	🔊 Export t	to CSV					
LISTING COU	JNT: 212	DAYS ON MARKET:	1458	0	🔛 Favorite	Custom Exports					