SEI NAVICA MLS

DECEMBER 2021 REPORT UPDATES

All existing Performance Reports are still available and information on those reports can be found in Help, Reports Guide.

The Report Update features:

- More flexibility with selections when generating a report

- The ability to select specific offices and generate stats on agents within selected offices
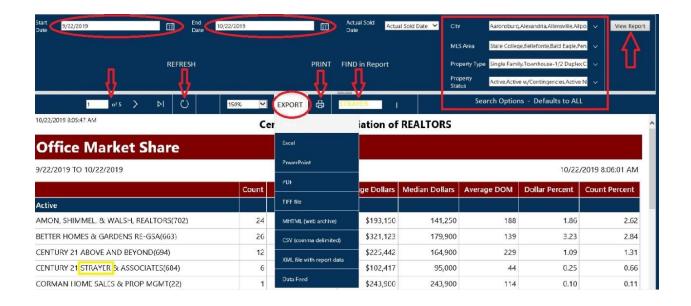
In the Drop Down, the system defaults to Select All for Property Type, City and MLS Area.

- If you do not wish to use All Property Types, Cities and MLS Areas, click the Drop Down and click Select All to clear the Drop Down.

- Place a Checkmark in the box beside the ones you would like to use.

Also available are the Following Options:

- Refresh the Page

- Change the Page Width

- Change Font Size

- Export Options which include Word, Excel, Power Point, PDF, Tiff File, MHTML, CSV, SML File with Report Data and Data Feed

- Print

- Find on Page

Reports can be sorted by Rank, Agent or Office by clicking on the Up/Down Arrows on these fields.

PERFORMANCE REPORTS

To create an Agent Performance or Office Performance Report, follow these steps:

- Click Reports from the NAVICA main menu.

- Under the Agent or Office Performance heading, choose a report from the Production drop-down menu.

- Click GO.

- Select your Start Date, End Date, Actual Sold Date or System Sold Date (System Sold Date is a Hot Sheet Date), Property Type, City and MLS Area. (Broker-level users may also select which agents on which they would like to run the report).

- Click View Report

NEW REPORTS

MARKET SHARE BY AGENT/RANK AND MARKET SHARE BY OFFICE/RANK are two (2) new Reports that have been added to Agent Performance and Firm Performance Report categories.

MARKET SHARE BY AGENT/RANK

This is an Agent Ranking report and can be sorted by Rank, Agent or Office by clicking on the Up/Down Arrows on these fields.

This report provides the following information:

- Number of Listed Properties that have Sold, Total Listed Dollar Volume of Properties that have Sold, the Percentage of the Board for Listed Properties that have sold.

- Number of Sold Properties (not your listings), Total Sold Properties Dollar Volume, the Percentage of the Board for Properties that you have Sold.

- Number of Properties that you have Listed and Sold, Total Listed and Sold Dollar Volume, Percentage of the Board for Properties that you have Listed and Sold.

- Grand Totals – this is the Number of Listed Properties that have Sold, Sold Properties (not your listings) and Properties that you have Listed and Sold, the Total List/Sold Dollar Volume and Percentage of the Board.

MARKET SHARE BY OFFICE/RANK

This is an Office Ranking report and can be sorted by Rank or Office by clicking on the Up/Down Arrows on these fields.

- Number of Listed Properties that have Sold, Total Listed Dollar Volume of Properties that have Sold, the Percentage of the Board for Listed Properties that have sold.

- Number of Sold Properties (not Office Listings), Total Sold Properties Dollar Volume, the Percentage of the Board for Properties that the Office has Sold.

- Number of Properties that the Office has Listed and Sold, Total Listed and Sold Dollar Volume, Percentage of the Board for Properties that the Office has Listed and Sold.

- Grand Totals – this is the Number of Listed Properties that have Sold, Sold Properties (not Office listings) and Properties that the Office has Listed and Sold, the Total List/Sold Dollar Volume and Percentage of the Board.

AGENT PERFORMANCE REPORTS

The Agent Performance reports enable agents to generate reports on their individual sold statistics. For NAVICA users with Broker access, the statistics will include, and be broken down by, each member of the office. The Reports under Agent Performance include:

- **Market Share by Agent/Rank** - This is an Agent Ranking Report that Reports the Total Dollar Volume for Listed Properties, Sold Properties, Listed and Sold Properties, Percentage of Board Properties and Grand Totals.

- **Market Share by Office/Rank** - This is an Office Ranking Report that Reports the Total Dollar Volume for Listed Properties, Sold Properties, Listed and Sold Properties, Percentage of Board Properties and Grand Totals.

- **Market Share Report** - Reports the agent's market share in their office within a specified date range.

- **Sold Market Share** - Reports the number of properties that you sold within a specified date range, regardless of whether you were the listing agent of the property or not.

- **Listed Market Share** - Reports the number of properties that you listed within a specified date range that were sold, regardless of whether you were the selling agent or not.

- **Listed and Sold Market Share** - Reports the number of sold properties, within a specified date range, for which you were the Listing Agent, as well as the Selling Agent.

- **Listed or Sold Market Share** - Reports the number of sold properties, within a specified date range, for which you were either the Listing Agent or the Selling Agent.

- **Listed Not Sold Market Share** - Reports the number of sold properties, within a specified date range, for which you were the Listing Agent, but not the Selling Agent.

- **Sold Not Listed Market Share** - Reports the number of sold properties, within a specified date range, for which you were the Selling Agent, but not the Listing Agent.

- **Agent Inventory** – Reports the agent's inventory within a specified date range for Active Due to Expire, Sold, Expired and Pending. Can also include listings in the system that are currently Active, Under Contract, Pending Expired or Sold. This report also includes co-listings for the listing agent.

- **Agent Inventory with Co-List and Co-Sell** - Reports the agent's inventory within a specified date range for Active Due to Expire, Sold, Expired and Pending. Can also include listings in the system that are currently Active, Under Contract, Pending Expired or Sold. This report also includes properties in which you are the co-listing or co-selling agent.

- **Listing and Selling Transaction Report** – Reports the number of properties within a specified date range with what the agent has listed and sold providing credit in volume, percentage and dollar value for both sides of the transaction. It also reports the number of co-op sales for the agent as well as the number of transactions and agent participated in.

- **Market Comparison Report** – Reports the sold number of units and dollar volume for property types comparing one specific date range to another.

- **Market Comparison Report by Price** - Reports the number of sold units and dollar volume grouped by price ranges comparing one date range to another.

- **Activity Reported This Period** – Reports activity grouped by Area, Property Type and Date Range. Includes all statuses, Total Listing Volume, Total Sold Volume and Total Co-op Volume as well as average sales volume and average days on market.

- **NAR Residential Sold Report**- This Report will give you total sales by price in a defined date range. It will also give you statistics on New Listings that sold within the specified time, and a breakdown of sales by the type of Financing. The NAR Report provides stats for the Residential property type by default, and includes an Other category, which is a second property type that is determined by your MLS.

- **Historical Active Report** – This Report will provide a list of active properties within a specified date range regardless of their status now.

- **Pending/Sold Report –** This Report will provide Sales Information for Listings during a Selected Time Frame. Information for Pending and Sold Listings include the Median List Price, Median Sold Price, Average List Price, Sold List Price, Average Days on Market, and the Active Listings of today's date for Properties on the Market for Less than one (1) year and Properties on the Market for Greater than one (1) year.

- **Stats Report –** This Report will provide Information for Office Listings for Active, Contingent, New Listings, Closed Listing/Selling Side, Co-Op Closed Listings, Pending, Back on Market, Expired, Withdrawn and Deleted statuses. This Reports compares your Office to the Board and the Office percentage to the Board for the Listing Price Total, Listing Price Average, Average Days on Market. Closed/Sold Listings provide additional Selling Information.

FIRM PERFORMANCE REPORT

- **Market Share by Office** – Compares your office market share to with all other offices.

- **Market Share by Office/Rank** - This is an Office Ranking Report which reports the Total Dollar Volume for Listed Properties, Sold Properties, Listed and Sold Properties, Percentage of Board Properties and Grand Totals.

- **Sold Market Analysis** – Reports the values of Sales and Co-op Sales grouped by property type and area.

- **Sold Market Share**- Reports the total number of properties sold by each office, within a specified time, regardless of whether the listing belonged to the office or not.

- **Listed Market Share**- Reports the total number of sold properties within a specified time, that each office listed, regardless of whether the firm was the selling office as well.

- **Listed and Sold Market Share**- Reports the total number of properties, within a specified time, in which the firm was both the Listing Office and Selling Office for the property.

- **Listed or Sold Market Share**- Reports the total number of properties, within a specified time, in which the firm was either the Listing Office or Selling Office.

- **Listed Not Sold Market Share**- Reports the total number of properties, within a specified time, in which the firm was the Listing Office, but not the Selling Office.

- **Sold Not Listed Market Share**- Reports the total number of properties, within a specified time, in which the firm was the Selling Office, but not the Listing Office.

- **Listing and Selling Transaction Report**- Reports the total number of units sold for each office, with a breakdown in the number of Co-op Sales and List & Sold by Sales, within a specified date range.

- **Agent Ranking** - Reports the Number of Transactions, Percentage of Transactions, Listing Side, Selling Side, Total and Agent Rank within the MLS.

- **Office Ranking** – Reports the Number of Transactions, Percentage of Transactions, Listing Side, Selling Side, Total and Agent Rank within the MLS.

- **Broker Inventory** – This report allows the Broker to load an inventory of the office's listings. He/she can specify the type listings to be included on the report. The statuses of listings available include: Active Due to Expire, Sold, Expired, Pending, Under Contract in System, Active Listings in System, Pending Listings in System, Sold Listings in System, and Expired Listings in System.

- **Sold Percentage of Listed Property** – Reports each agent's list to sale percentage within their office.

- **Activity Reported This Period** - Reports activity grouped by Area, Property Type and Date Range. Includes all statuses, Total Listing Volume, Total Sold Volume and Total Co-op Volume as well as average sales volume and average days on market.

- **NAR Sold Residential Report**- This report will give you total sales by price in a defined date range. It will also give you statistics on New Listings that sold within the specified time, and a breakdown of sales by the type of Financing. The NAR Report provides stats for the Residential property type by default, and includes an Other category, which is a second property type that is determined by your MLS.

- **Stats Report –** This report will provide Information for Office Listings for Active, Contingent, New Listings, Closed Listing/Selling Side, Co-Op Closed Listings, Pending, Back on Market, Expired, Withdrawn and Deleted statuses. This report compares your Office to the Board and the Office percentage to the Board for the Listing Price Total, Listing Price Average, Average Days on Market. Closed/Sold Listings provide additional Selling Information.