



# How to Access Agent & Office Statistics in the Agent Office Portal

Follow the steps outlined below to view your agent and office statistics and reporting within the Agent Office Portal. These important statistics allow you to see how both your office and your agents are doing on a monthly and annual basis.

Look for the Agent Office Portal Tile in MAX/Center to get started!



## Pulling Agent Statistics

1. Log into MAX/Center using your remax.net username and password
2. Navigate to the Agent Office Portal Tile within your Apps & Tools
3. Once inside the Agent Office Portal, click 'Statistics' on the side navigation menu
4. If there are multiple offices within your brokerage, use the office dropdown menu to change which office statistics you are currently viewing
5. Click 'Transaction Detail View' to view detailed statistics regarding your office's transactions
6. Use the Transaction Detail View filters to search for specific types of transactions, transactions from a certain agent, transactions from a specific date range, and more

**Transaction Detail View Filter**

Associate: Brandt, Timothy 10217 Team: Please Select Statistics Type: Residential

Statistics Period From: December 2021 Statistics Period To: December 2021 Affiliate Status: Active

Billing Period: Agent Function: Please Select Property Status: Closed

Address: Transaction Type: Please Select

[Search](#) [Reset](#)

7. Once you have entered in your search filters, click 'Search'
8. To export this data, click 'Export to Excel' or 'Print' to print a hard copy

**Transaction Detail View** [Export To Excel](#) [Print](#)

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Associate Name/ID	Affiliate Status	Property Status	Close Date	Statistics Date	Billing Period	Statistics Type	Agent Function	Team	Currency	Commission Amount	List Side
Brandt, Timothy 102174642	Active	CLOSED	1/17/2022	12/2021		RES		Grand Alliance Team	USD	8,120.00	0.00
Brandt, Timothy 102174642	Active	CLOSED	1/17/2022	12/2021		COMM		Grand Alliance Team	USD	3,848.00	0.00

Continue instructions on next page

## Affiliate MTD View

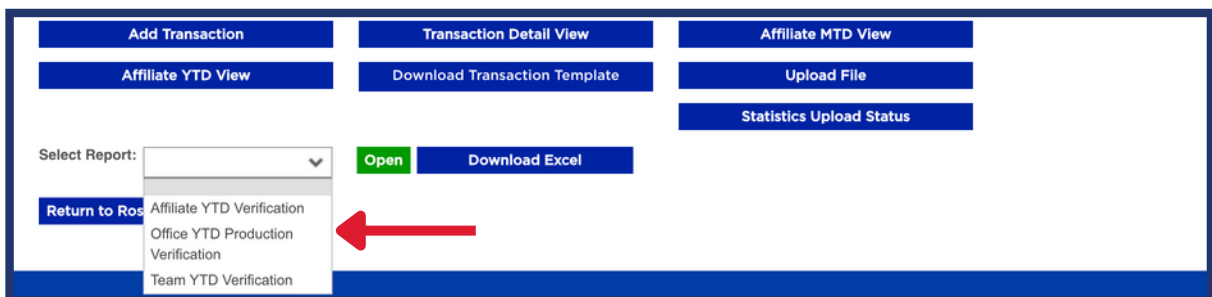
1. If you would like to view information about an agent's performance month-to-date, click 'Affiliate MTD View'
  - a. This will show you both commercial and residential statistics for all of the agents in your office from the current month
2. To view a specific agent's month-to-date statistics, use the associate drop down menu to select the agent and click 'Search'

## Affiliate YTD View

1. If you would like to view information about an agent's performance, year-to-date, click 'Affiliate YTD View'
  - a. This will show you both commercial and residential statistics for all of the agents in your office from the current year
2. To view a specific agent's year-to-date statistics, use the associate drop down menu to select the agent and click 'Search'

## Pulling Office Statistics

1. Log into MAX/Center using your remax.net username and password
2. Navigate to the Agent Office Portal Tile within your Apps & Tools
3. Once inside the Agent Office Portal, click 'Statistics' on the side navigation menu
4. If there are multiple offices within your brokerage, use the office dropdown menu to change which office statistics you are currently viewing
5. Click the dropdown menu next to 'Select Report'
6. Select whether you want to pull an 'Affiliate YTD Verification', an 'Office YTD Production Verification', or a 'Team YTD Verification' — each of these reports will offer you separate statistics on how your agents, teams, and office are doing this year — then click 'Open'



Continue instructions on next page

## Affiliate YTD Verification

This report will show the commission totals for all of the agents in your office from the previous year.

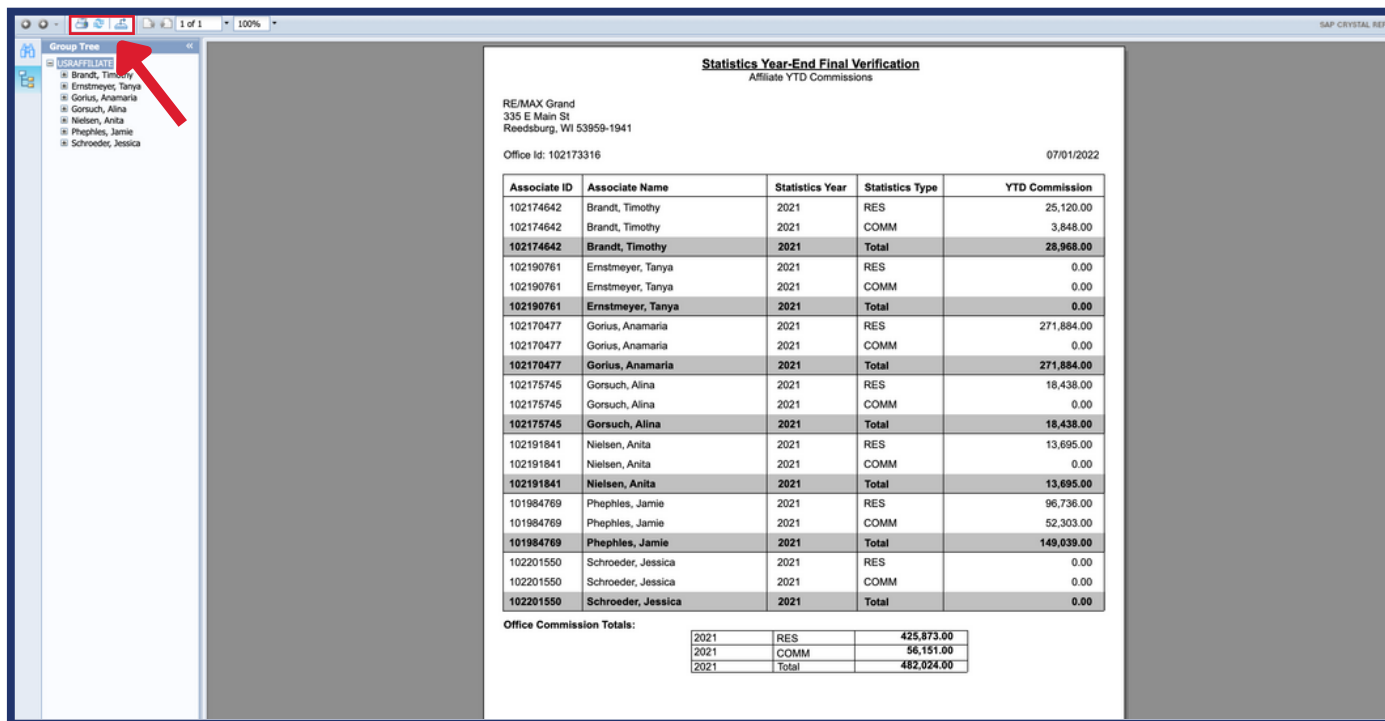
## Team YTD Verification

This report will show the commission totals for all of the teams in your office from the previous year.

## Office YTD Production Verification

This report will show important office statistics including the office's Listing Transactions Total, the Listing Volume Total, Sales Transactions Total, and Sales Volume from the previous year

1. You can download any of these reports as a .csv file by clicking 'Download to Excel' next to the 'Select Report' dropdown menu
2. If you would like to print a hardcopy or download the report as a PDF to your computer, use the click the print or export icon in the upper left hand corner of the report page



RE/MAX Grand  
335 E Main St  
Reedsburg, WI 53959-1941  
Office Id: 102173316 07/01/2022

Associate ID	Associate Name	Statistics Year	Statistics Type	YTD Commission
102174642	Brandt, Timothy	2021	RES	25,120.00
102174642	Brandt, Timothy	2021	COMM	3,648.00
<b>102174642</b>	<b>Brandt, Timothy</b>	<b>2021</b>	<b>Total</b>	<b>28,968.00</b>
102190761	Ernstmeyer, Tanya	2021	RES	0.00
102190761	Ernstmeyer, Tanya	2021	COMM	0.00
<b>102190761</b>	<b>Ernstmeyer, Tanya</b>	<b>2021</b>	<b>Total</b>	<b>0.00</b>
102170477	Gorius, Anamaria	2021	RES	271,884.00
102170477	Gorius, Anamaria	2021	COMM	0.00
<b>102170477</b>	<b>Gorius, Anamaria</b>	<b>2021</b>	<b>Total</b>	<b>271,884.00</b>
102175745	Gorsuch, Alina	2021	RES	18,438.00
102175745	Gorsuch, Alina	2021	COMM	0.00
<b>102175745</b>	<b>Gorsuch, Alina</b>	<b>2021</b>	<b>Total</b>	<b>18,438.00</b>
102191841	Nielsen, Anita	2021	RES	13,695.00
102191841	Nielsen, Anita	2021	COMM	0.00
<b>102191841</b>	<b>Nielsen, Anita</b>	<b>2021</b>	<b>Total</b>	<b>13,695.00</b>
101984769	Phephles, Jamie	2021	RES	96,736.00
101984769	Phephles, Jamie	2021	COMM	52,303.00
<b>101984769</b>	<b>Phephles, Jamie</b>	<b>2021</b>	<b>Total</b>	<b>149,039.00</b>
102201550	Schroeder, Jessica	2021	RES	0.00
102201550	Schroeder, Jessica	2021	COMM	0.00
<b>102201550</b>	<b>Schroeder, Jessica</b>	<b>2021</b>	<b>Total</b>	<b>0.00</b>

Office Commission Totals:

2021	RES	425,873.00
2021	COMM	56,151.00
2021	Total	482,024.00



If you have any questions about adding transactions to the Agent Office Portal, please reach out to product support