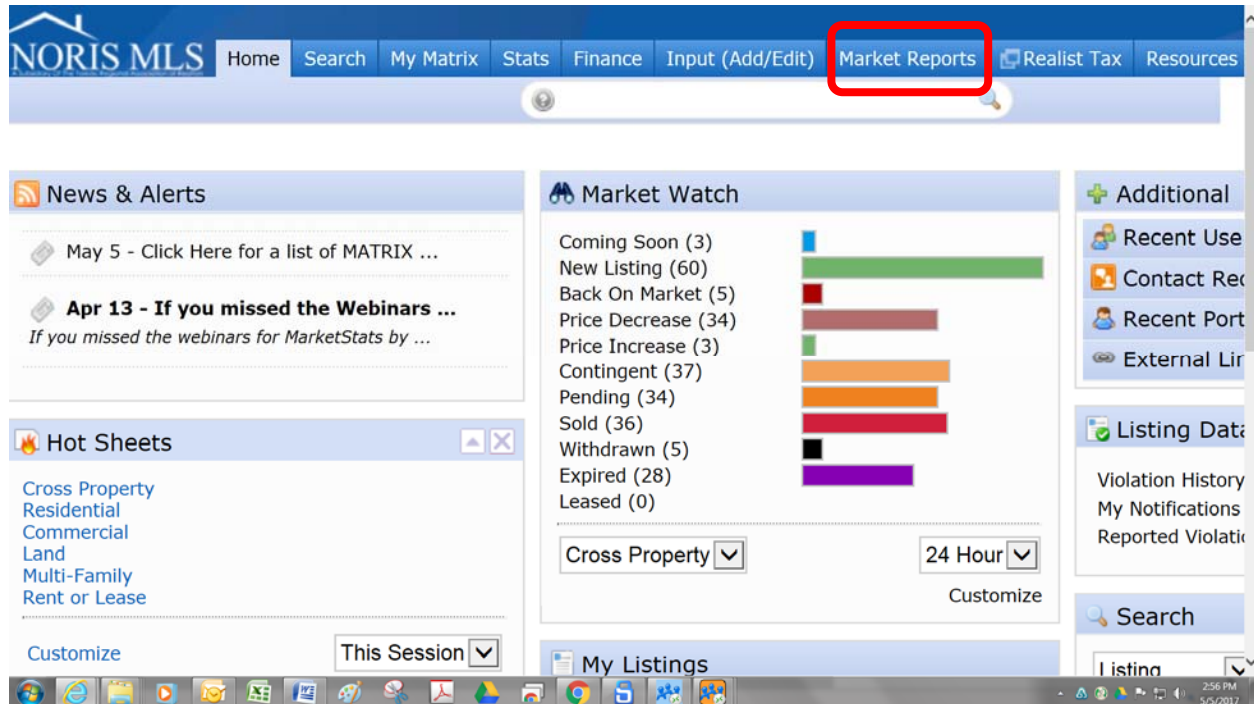


## “AGENT AWARDS REPORT” INSTRUCTIONS

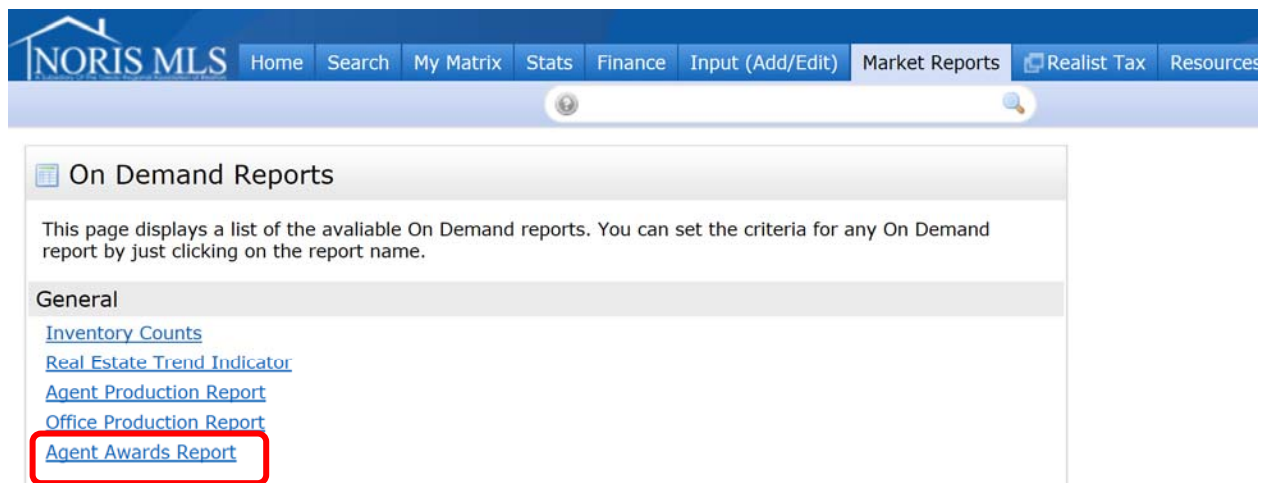
(For President’s Sales Club Application)

### 1. Click on “Market Reports”



The screenshot shows the NORIS MLS website interface. The top navigation bar includes links for Home, Search, My Matrix, Stats, Finance, Input (Add/Edit), Market Reports (highlighted with a red box), Realist Tax, and Resources. Below the navigation bar, there are several sections: News & Alerts, Hot Sheets, Market Watch (with a bar chart showing various market statistics), and Additional options like Recent Use, Contact Rec, Recent Port, External Lir, Listing Data, Violation History, My Notifications, and Reported Violati. The Market Watch section includes a dropdown menu for 'Cross Property' and a '24 Hour' dropdown, with a 'Customize' button below. The bottom of the page shows a Windows taskbar with various application icons and a system tray showing the time as 2:56 PM on 5/5/2017.

### 2. Click on “Agent Awards Report”



The screenshot shows the 'On Demand Reports' page on the NORIS MLS website. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a section titled 'On Demand Reports' with a sub-header 'General'. Under 'General', there are several links: [Inventory Counts](#), [Real Estate Trend Indicator](#), [Agent Production Report](#), [Office Production Report](#), and [Agent Awards Report](#) (highlighted with a red box). The page also includes a brief description: 'This page displays a list of the available On Demand reports. You can set the criteria for any On Demand report by just clicking on the report name.'

3. Enter the following Information:

Start Date - 07/01/2018

End Date – 06/30/2019

Enter you MLS “Agent ID”

4. Click on “Generate Report”

5. Print Report

The screenshot shows the NORIS MLS website interface. At the top, there is a navigation bar with links for Home, Search, My Matrix, Stats, Finance, Input (Add/Edit), and Market Reports. Below the navigation bar, there is a notification for a Concierge Alert with 1 auto email and 5 listings. The main content area is titled "Agent Awards Report" and contains a form with the following fields:

- Start Date:** 07/01/2018 (highlighted with a red box)
- End Date:** 06/30/2019 (highlighted with a red box)
- Agent ID:** [Input field]
- Last Name:** [Input field]
- First Name:** [Input field]
- Email:** [Input field]
- Primary Phone:** [Input field]
- Office ID:** [Input field]
- Office Name:** [Input field]

At the bottom of the form, there are two buttons: "Cancel" and "Generate Report" (highlighted with a red box).