

MRIS REPORT PRINTING INSTRUCTIONS

How to Print an Agent Sales Report

1. Go to www.mris.com.
2. Login using your MRIS User ID, Pin and SAFEMLS® Password.
3. On the **Dashboard** menu, click on Administration.
4. Click on **Agent Sales Report**, which is the third option under the **My Account** menu.
5. Verify the correct User ID. For a complete report leave the default *You are Either Listing or Selling Agent* checked.
6. Select the year – 2012.
7. Click **Show Results**.

NOTE: Before printing: 1) if you have to make adjustments to the listing and/or the selling side because you had shared transactions, review **How to Report Shared Transactions** below (a-e), 2) if you have any non-MLS transactions, such as a new home or FSBO sale that you need to enter to properly report your sales review **How to Enter Non-MLS Information** and the MRIS Web site at www.mris.com.

8. Click on **Create Final Report** and print the report.

How to Report Shared Transactions

If transactions were shared with other agent(s) please follow instructions below to properly report sales.

- a. Follow the above steps to #7.
- b. Make adjustments in the **Your % of Shared Sale** column. Change the % to match your share. For example, if it is a shared sale and you are identified as the selling agent with 100%, while you were only responsible for 50% you must change that number to 50 to reflect your corrected % share.
- c. Click on **Create Final Report** and print the report.
- d. There isn't a way to add an alternate selling agent in MRIS. Therefore, if you had shared sales on the selling side - after your final report is printed, asterisk (*) the transaction and type in the name of the agent sharing the sale (alternate selling agent).
- e. If you **are** the alternate selling agent, type in information with your share at the end of your report and recalculate the total manually. **Note: your manager must initial changes and you must add a copy of the other agent's MRIS Report. Asterisk (*) all shared transactions.**

How to Enter Non-MLS Information

Question/Issue

If you had transactions with a broker who is not an MRIS Subscriber or participated in a new home sale or FSBO, you may enter the comparable information in MRIS.

Resolution

You may enter a Comparable in Keystone if you had a transaction with a Broker who is not an MRIS subscriber, participated in a new home sale or sold a property that was not entered into the MRIS system as an Active listing. Only properties where you participated in the sale as the Listing or Selling Agent and that have Settled may be entered as a Comparable. If you run your Agent Sales Report and are missing listings, follow the steps below.

To enter Comparable or FSBO properties from the main menu of Keystone:

- ✓ Click **Add or Update Listings**, then click the **Add Listing** button.
- ✓ Select the Property type, State, and County, then click the **Continue** button.
- ✓ Search the Public Record database by entering *either* the Tax ID number, *or* enter search criteria in the Optional fields below and click **Search**.
- ✓ If the Tax ID number appears, click the Autofill icon.

Public Records Search Results		
Tax ID Number	Address	Subdivision
 16J400152444	100 MARYLAND AVE	ROCKVILLE TCWN A-Z

Autofill icon

- ✓ If Not, click the No Autofill button

Add or Update Listings			Return to Work Area	Help	Return to
Public Records Search Results			No Autofill		
Tax ID Number	Address	Subdivision	No records returned. Edit Search as needed.		

- ✓ From the General page, change the Comparable Y/N and Status fields as shown:

For Comp Purposes Only Y/N	?	Yes
Status	?	SOLD

NOTE: With this release of Keystone, you must enter the actual dates for **Contract Date / Date Accepted** and **Close Date/Off Market Date**. The **Listing Date** is also entered, and must be the same date as the **Contract Date**. Use the calendar icon or type the dates in the format MM/DD/YYYY.

Enter the Listing Agent as **12345**, unless you have a valid listing agreement. If the Selling Agent is unknown, enter **9999**.

You may enter yourself as the Listing Agent **and** Selling Agent if you have a Dual Agency Agreement as required by law.

Complete the listing, then click the **Submit to MLS** button.

If you need further assistance, please contact the Helpdesk at 301-838-7200 or 888-838-8200.