

Masters Club/Top Achievers Report Instructions (MUST BE LOGGED INTO METROLIST)

1. In Metrolist click on Searches, and select Standard Search

2. Select the property types you are searching for

3. In the Statuses uncheck all active and check CLOSED with a status date of 1/1/22 -12/31/22
(Sold Status should be the only one checked)

NOTE: IF YOU HAVE LISTINGS THAT ARE NOT ON THE MLS YOU MAY SUBMIT A "FINAL" CLOSING STATEMENT ALONG

Property Types

☒ Residential ☒ Mobile Home in Park ☒ Residential Income

☒ Lots and Land ☒ Commercial ☒ Business Opportunity

If you select ONE property type, you can click Additional Criteria to further refine your s

Statuses

☐ Active

☐ Contingent - Show

☐ Contingent - No Show

☐ Hold

☐ Pending

☐ Pending Bring Backup

☒ Closed

☐ Expired

☐ Expired Pending

☐ Canceled

☐ Duplicate Canceled

Dates

On Market Date Thru

Contingent Date Thru

Contingent Date Thru

Hold Date Thru

Pending Date Thru

Pending Date Thru

Closed Date 01/01/20 Thru 12/31/20

Expired Date Thru

Expired Date Thru

Canceled Date Thru

Canceled Date Thru

Entry Date Thru

4. Scroll down to the Listing Agent ID and the Selling agent ID. Make sure the "OR" Bubble is checked. The "AND" button is UNCHECKED Click the search button.

Listing Agent ID(s)

☐ And ☒ Or

Selling Agent ID(s)

5. The next screen all your listings should come up and you will need to check the box above all the listings and select all listings

☒ Residential (22)
 ☒ Mobile Home in Park (4)

Revise Criteria

View Criteria

Show ▾

Remove ▾

Sort ▾

Customize Grid

Stats

Drag a column header here to group by that column, for up to 3 columns

<input checked="" type="checkbox"/>	Listing #	Type	Status	Special Listing Cond	Status Date	List/Sell \$	DOM/CDOM	Address	City	Area
<input checked="" type="checkbox"/>	20020171	1HSL	Closed	None	05/29/20	\$304,000	31/47	1104 Courtney Way	Modesto	20100
<input checked="" type="checkbox"/>	20016273	1HSL	Closed	None	05/14/20	\$330,000	27/27	1804 Clarence Dr	Modesto	20100
<input checked="" type="checkbox"/>	20001788	1HSL	Closed	None	02/28/20	\$290,000	8/8	1525 Robbie Ave	Modesto	20101
<input checked="" type="checkbox"/>	20043613	1HSL	Closed	None	09/02/20	\$326,000	1/1	1909 Edsel Ave	Modesto	20101
<input checked="" type="checkbox"/>	20020044	1HSL	Closed	None	06/18/20	\$422,000	2/7	1808 Cozy Ct	Modesto	20101
<input checked="" type="checkbox"/>	20038167	1HSL	Closed	None	09/04/20	\$450,000	29/29	4045 Almendro Ct	Modesto	20101
<input checked="" type="checkbox"/>	20040195	1HSL	Closed	None	09/25/20	\$470,000	35/49	4020 Holly Field Ct	Modesto	20101
<input checked="" type="checkbox"/>	20015444	1HSL	Closed	None	06/23/20	\$320,000	58/58	512 Charles Ave	Modesto	20102
<input checked="" type="checkbox"/>	20015945	1HSL	Closed	None	04/23/20	\$373,000	4/4	2621 Fiedler Way	Modesto	20102
<input checked="" type="checkbox"/>	20044853	1HSL	Closed	None	08/27/20	\$415,000	4/4	2813 Londonderry Ct	Modesto	20102
<input checked="" type="checkbox"/>	20045630	1HSL	Closed	None	09/11/20	\$420,000	4/4	3824 Atwood Dr	Modesto	20102
<input checked="" type="checkbox"/>	20047647	1HSL	Closed	None	09/22/20	\$460,000	3/3	801 Almond Tree Pl	Modesto	20102
<input checked="" type="checkbox"/>	20029331	1HSL	Closed	None	09/22/20	\$460,000	3/3	801 Almond Tree Pl	Modesto	20102

6. Then Click on the Reports Button. Once the reports come up you will choose the Masters Club/Top Achievers Report. Select Run report

Reports

<input type="checkbox"/>	<input type="checkbox"/>	Client Full with Addl Photos
<input type="checkbox"/>	<input type="checkbox"/>	Client Summary
<input type="checkbox"/>	<input type="checkbox"/>	Client Summary with Addl Photos
<input type="checkbox"/>	<input type="checkbox"/>	Client Showing
<input type="checkbox"/>	<input type="checkbox"/>	One Line
<input type="checkbox"/>	<input type="checkbox"/>	One Line with DOM
<input type="checkbox"/>	<input type="checkbox"/>	Two Line
<input type="checkbox"/>	<input type="checkbox"/>	Appraiser Export One Line
<input type="checkbox"/>	<input type="checkbox"/>	Flyer
<input type="checkbox"/>	<input type="checkbox"/>	MetroList Tablet Listing Detail Mobile
<input type="checkbox"/>	<input type="checkbox"/>	Agent Detail Tablet
0	<input checked="" type="checkbox"/>	Masters Club/Top Achievers Report