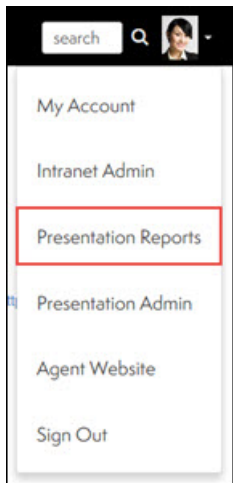


Reporting in Moxi Present

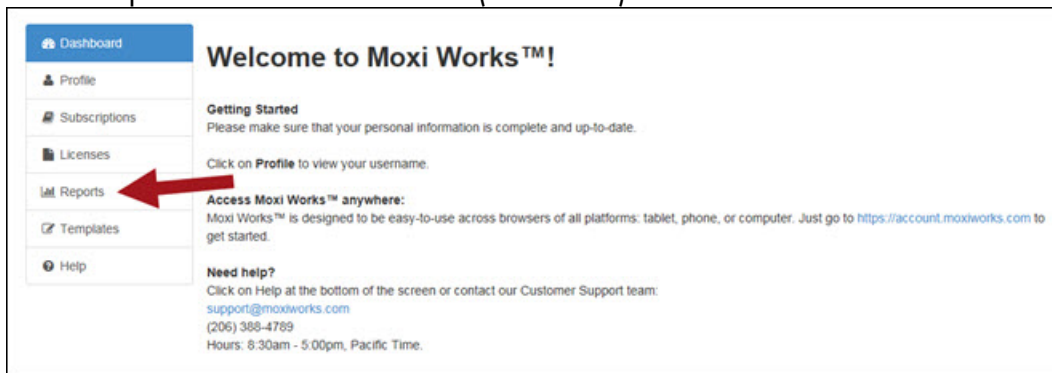
The Reports section gives you full visibility into your agents' production. You can select from User, Activity, or Monthly reports. Each provides a different snapshot of activity for your brokerage.

To access the Reports section:

1. Select Presentation Reports from the dropdown menu (see below).



2. Select Reports from the left column (see below).



User Reports

Select User Report to view a snapshot of your top 25 producers.

1. Use the Actions button to export a CSV file of all active and invited agents, or export a CSV file of invited agents only to focus your adoption efforts.

Dashboard

Profile

Subscriptions

Licenses

Reports

Templates

Help

Reports User Report

Reports User Report Activity Report Monthly Report

Total Licenses

Total Admin	Total Invited	Total Activated
5	2	74

Top 25 Users for Moxi Works (based on total presentations created)

Agent Name	Office Name	Presentations Created	SEP	AUG	JUL
Dawn McLeilan	Corporate Headquarters	5	2	0	3

Actions -

Export to CSV

Activity Reports

Select Activity Report to view a snapshot of production within the last three months, and Seller vs. Buyer production over time.

1. Use the Actions button to export a CSV file of all production activity within a specified time frame of your choice.

Dashboard

Profile

Subscriptions

Licenses

Reports

Templates

Help

Reports Activity Report

Reports User Report Activity Report Monthly Report

Activity for Moxi Works

Total Presentations Created by Month

July	August	September
3	0	2

Total Presentations Created by Type

Total Presentations	Total Seller CMA	Total Buyer CMA
52	34	18

Actions -

Export to CSV

Monthly Reports

Select Monthly Report to get a comprehensive look at your designated areas for the previous and current months.

1. Use the View Full Report button to generate a PDF of the last full month of information.
2. View previous monthly reports by selecting the month (in current year) or previous year links.
3. Turn on/off Email Options. The monthly Company Report email provides a snapshot of the most current month. To receive the email this option should be turned on.
4. Change your level of view by Region and/or office.
 - a. NOTE: This view may differ between brokerages and your permission level.

The screenshot shows the 'Reports Monthly Report' interface. On the left is a navigation sidebar with options: Dashboard, Profile, Subscriptions, Licenses, Reports (highlighted), Templates, and Help. The main content area has a breadcrumb 'Reports > Monthly Report' and a sub-header 'Reports Monthly Report'. Below this are tabs for 'Reports', 'User Report', 'Activity Report', and 'Monthly Report'. A search bar contains 'Organization', 'Region', and 'Office' fields, with a 'Change Level' button and a 'Clear Results' link. A red circle with the number '4' is placed over the search fields. The main report is titled 'Moxi Works Report' and is divided into 'Current Month Report - Month to Date' (from September 1 to September 2) and 'Last Month Report' (August 2015). Both reports show metrics for Total Agents (80), Active Agents (1.3%), Presentations Created (2 for current, 0 for last), and Average Presentation Per Agent (2.0 for current, 0.0 for last). The last month report includes change indicators: a green up arrow for 1% change in Total Agents, 'No Change' for Active Agents, a red down arrow for 100% decrease in Presentations Created, and a red down arrow for 100% decrease in Average Presentation Per Agent. Below the last month report is a 'Top 5 Agents' section listing: 1. Jarle Sherman (No Change 0), 2. Victoria Mason (No Change 0), 3. Sharon Jones (No Change 0), 4. Steven Hartwell (No Change 0), and 5. Tom Gilly (No Change 0). A red circle with the number '1' is placed over a 'View Full Report' button. Below this is a 'Previous Monthly Reports' section with a link for 'Moxi Works Monthly Reports - Year 2015', with a red circle and the number '2' next to it. At the bottom is an 'Email Options' section with a toggle switch for 'We'd like to touch base, but only in ways you find useful. Do you want to receive the monthly Company Report email?'. The toggle is currently in the 'OFF' position, with a red circle and the number '3' next to it.

Metric	Current Month Report - Month to Date	Last Month Report (August 2015)
Total Agents	80	80
Active Agents	1.3%	1.3%
Presentations Created	2	0
Average Presentation Per Agent	2.0	0.0

Rank	Agent Name	Change
1	Jarle Sherman	No Change 0
2	Victoria Mason	No Change 0
3	Sharon Jones	No Change 0
4	Steven Hartwell	No Change 0
5	Tom Gilly	No Change 0