

1.) Go to <https://matrix.marismatrix.com/> to sign into the MLS

2.) Click Marketing Reports



3.) Click "Agent Production Inventory"



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.

General

- [Market Statistics](#)
- [Area Market Survey](#)
- [Area Market Survey by Area](#)
- [Market Statistics by Area](#)
- [Inventory Counts](#)
- [NAR Report](#)
- [Statistical Market Analysis Report](#)
- [Agent Expiration Report](#)
- [Ranking Report](#)
- [Office Production and Inventory \(New\)](#)
- [Agent Market Share](#)
This report generates a Agent Market Share report based on the criteria selected.
- [Agent Production and Inventory](#)
This report generates a Agent Production and Inventory report based on the criteria selected.

4.) On the Demand Reports Data Input Screen Enter the following

- Sold Start Date = 01/01/2023
- Sold End Date = 12/31/2023
- Leave blank Inv Start Date
- Leave blank Inv End Date
- Enter the Agent's ID
- Production = Yes
- Inventory = No
- Multiline = Yes
- Production Details = Yes
- Inventory Details = No

On Demand Reports Data Input

This page displays a list of the fields that need to be set in order to run this report.

Area	1 - Downtown 2 - Central East 3 - South City	
Property Type	Residential Condo/Coop/Villa Multi-Family 2-4	
Sold Start Dt	01/01/2022	Default: Last 2 Years. Example (MM/DD/YYYY)
Sold End Dt	12/31/2022	Default: Last 2 Years. Example (MM/DD/YYYY)
Inv Start Dt		Default: Last 2 Years. Example (MM/DD/YYYY)
Inv End Dt		Default: Last 2 Years. Example (MM/DD/YYYY)
Agent ID	AGENTID	
Production?	Yes	Default: Yes.
Inventory?	No	Default: Yes.
Multiline?	Yes	Default: Single Line.
Prod Details?	Yes	Default: No.
Inv Details?	No	Default: No.

5.) Click Set Criteria



6.) Click Generate

 On Demand Reports Pre-Generation Page

This page allows you to view the details of the On Demand report you are about to create. Press the Generate button to popup to a new window which will load the On Demand Report when it is ready.

Report Name: Agent Production and Inventory

Description: This report generates a Agent Production and Inventory report based on the criteria selected.

  

Agents who represented both sides will need to complete an adjustment form to include the second side. Check to make sure it is not already represented in the *Agent Production Report*.