



MIKE'S NOTES

Recreating the "Top Down" Report in CommandMC

Top Down Reports have been traditionally used to find the "top 20%" of agents in the Market Center. Historically, this report has been sorted by GCI (highest to lowest). This report recreates that information, and adds a little bit more without any adjustments.

Follow the recipe below in order for best results.

- Open **CommandMC** > Go to **Reports** > Click **Activity**
- Click on **Custom Report** folder
 - Open the **Custom Report**
 - Click the **3 Dots** next to the name on the left panel, click **Duplicate**
 - Find the new copy below in the menu and **Rename** to "Top Down Report"
- Columns to delete

To delete, right click on the column name text, scroll to the bottom, click "Remove Field" (this step is how you will get to full YTD totals)

 - **KWUID** and **Assoc. Full Address**
 - **TXN ID, TXN Status, and TXN Full Address**
 - **Closed Date**
- Add the Following Columns

To add a column, right click on an existing column name, then select the items you want to add.

 - **Total Units** and **Total GCI**
 - [anything else is optional] - I like to add **Total Company \$**
- Columns you should see
 - **Assoc. Full Name**
 - **Total Closed Price**
 - **Total Closed Units**
 - *Closed Units Note: Commercial will have SQ FT appear in Closed Units, Land will have Acreage appear in Closed Units.*
 - **Total GCI** and **Total Company \$**
- Filters to Set
 - **Closed Period**
 - Click **Include all** to open the filter options
 - Change the **Months** dropdown to **Years**
 - Pick the relevant year, click OK
- Sorting
 - Hover over the **Total GCI Column**
 - Click the triangle
 - Select **Sort Descending (9-1)**
- Done! You now have a **Top Down Report** that updates constantly.