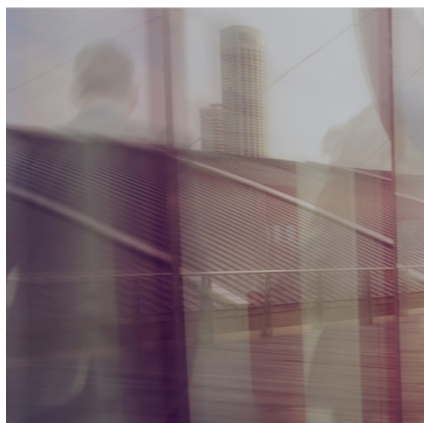# BrokerTOOLS

Reports in Broker Tools

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Reports in Broker Tools

TransactionDesk allows you to collect data and run reports regarding certain aspects of activity in your office. There are four reports available to run: Transactions, Agent Usage, Tasks and Call Logs.

1. Select the ⬜ icon from the menu at the left.
2. Select **Reports.**
3. Select the appropriate report to run:
    - Transactions
    - Agent Usage
    - Tasks
    - Call Logs
4. Each of these reports will allow you to select which Offices and Agents to run the report for.
5. Additional Filters (availability depends on the report selected) are:

    Keywords ——————————— Search by specific Keywords.

    Filter data (options vary depending on report selected).

    Sort data (options vary depending on report selected).

    Date Range options (options vary depending on report selected).

6. At the upper right, run the report results to:

    PDF

    Excel

    Screen (PDF and Excel options available)

The box with the agent's names allows you to choose what agent you would like to run the report on, or you can click the arrow in the bottom right hand corner to select them all (You can deselect them by clicked on them or click the "X" in the bottom right hand corner of the second box).

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