# Leal

## How to Pull Agent Reports from reZEN

## How to pull agent reports

You access agent reports by logging into reZEN either through the app or by logging in online. You can access the online version of reZEN at <u>bolt.therealbrokerage.com</u> and use the same credentials you use to log into the mobile app version of reZEN.

You can access the following reports:

- Closed Transaction Breakdown
- Pending Transaction Breakdown
- Terminated Transaction Breakdown

This demonstration will be shown by logging onto the online version of the reZEN app:

## First, log into your app:

**Leg1** 

## Welcome to Real!

Please choose from one of the options below:



Once logged in, you will see this dashboard, click in the bottom right-hand corner:

Dashbo	ard	wi	nat's New
Overview	Revenue Shar	e Paym	ents E
	< My Ye	ar >	
Info	rmation as of 12/0	6/2022 01:28p	m
<b>\$0</b> Total Income			
\$0 5/	22 6/22 7/22 8/22	9/22 10/2211/	22 12/22
Cap		Resets: 06	/01/2023
• <b>\$0</b> paid tow	ards cap		0%
Commiss	sion		
<b>Commiss</b> Total Com	<b>sion</b> mission		\$0
Commiss Total Com Net Comm	<b>sion</b> mission hission		\$0 \$0
Commiss Total Com Net Comm Transactio	sion mission hission ons		\$0 \$0 0

Then click on reports:

1:3	2	all 🔶 🌮
Das	shboard	What's New
Ove	rview Revenue Share	Payments Equ
	< My Year	• >
	Information as of 12/06/2	022 01:28pm
0	My Profile	
ન્જ	Revshare	/
(0)	Payments	
~	Equity	
ي أ	Commission Advan	ces
œ	Reports	
	My Office	
	Support	
$[\rightarrow$	Log Out	

Then indicate which report you'd like to generate and the time frame for the report:

1:3:	2	•	ull 🗢 🗲	
Das	shboard	What	's New	
ents	Equity	Commission Advances	Reports	
Reports				

### ....

## Select Report

📄 🛛 Terminated Transactions Breakdown 🚽 🧹

#### Select Period

Last 6 Months	

() Generate & Download CSV File



Click on Generate & Download CSV File. An option will display how you'd like to download the report to your phone. Click on the option. You will now have the report you generated.

If you have any additional questions about pulling agent reports, please contact support at <a href="mailto:support@therealbrokerage.com">support@therealbrokerage.com</a> or by clicking on the Support tab in the app.