I. Monthly Sold and CAR Reports

Step 1:
Click the Statistics tab.

Step 2:
The Monthly Sold and CAR Reports are system generated on a monthly basis using accumulated MLS data. The last 5 reports generated are available, click the date link to view each report. Click the link to view the date and time the reports were generated.

Step 3:

Monthly Sold Report
A year to year comparison of properties that were sold.

CAR Report
The total value of sales for Residential and Condo units broken down by Bedrooms and Price range.
Quick Reference Guide

Step 4:
Each of these reports can be run **On Demand**. **On Demand** allows a user to run a current report covering the dates of their choosing. To run either report **On Demand**, click the link located on the blue bar at the top of View Reports.

Step 5:
To run the **CAR On Demand**, click the **+Residential** link, then click the **CAR** link. Go to Step 7 to run the **Monthly Sold On Demand**.

Step 6:
Enter data in the appropriate fields. Select the blue **Set Criteria** button. Click the **Generate** button to run report.

**NOTE:** The system will generate a report faster by inputting data on **ALL** available search fields.

**Board/Association Letter Key**

- A Arcadia
- C Citrus Valley
- E East Valley
- L Redlands
- Y Yucaipa
- H Tri-Counties
- I Inland Valleys
- K Corona-Norco
- M Montebello
- Q Banning, Beaumont, Cherry Valley
- T Southwest Riverside County
- W West San Gabriel Valley
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How to Run Statistical Reports in MRMLS Matrix

Step 7:
To run the **Monthly Sold On Demand**, select the **Listing Crossproperty** link.

Step 8:
Click the **Monthly Sold Report** link.

**NOTE:** The system will generate a report faster by inputting data on **ALL** available search fields.

Step 9:
Enter data in the appropriate fields. Select the blue **Set Criteria** button. Click the **Generate button** to run report.
II. Statistical CMA and Quick CMA Reports

Step 1:
Perform a search and select listings from your search results or cart. (See How to Search and Sort Quick Reference Guide) Click the blue **Print Report** button located at the bottom of your screen.

Step 2:
Select **Statistical CMA**, **Quick CMA** or both by holding down the CTRL key while selecting. Click the **Print/View** button to generate report.

Step 3:
Adobe Acrobat Reader will open and display the reports. Click the printer icon or select File then Print.
Step 4:

**Statistical CMA**
An analysis of List and Sold prices including minimums, maximums and averages.

Step 5:

**Quick CMA**
An analysis of Price and Active Days On Market by status including minimums, maximums and averages.

III. Using the “Stats” button to get statistics on a group of listings.

**Step 1:**
Select listings from your search results or cart. Click the blue **STATS** button located at the bottom of your screen.

**Step 2:**
Choose one of the four options to view the statistics: **Basic**, **By Market Area**, **By Status and Price**, or **By Status and Type**. Click the blue **Printer Friendly** button to print your results.

[Insert diagrams and images related to steps 1 and 2]