

## CAPS – AGENTS VIEWING INFORMATION

### DASHBOARD...

#### Monthly Commission

Shows your payable commission for each month (before Deductions, Allowances and Super)

#### Current Commissions

Shows your commission payable for the current month. If you click on the properties it will bring up all the information entered for that property... (ie; off top expenses, agents expenses, commission splits, etc)

#### Pending Commissions

Shows your commission payable in future months. If you click on the properties it will bring up all the information entered for that property... (ie; off top expenses, agents expenses, commission splits, etc)

#### Pending payments

Shows your pending payments that are due in the future such as Auctioneer Fees as these are entered at the time of sale based on the settlement date of the property.

### LEAVE...

This is the section you would go to when applying for annual leave or recording any other leave such as sick leave, carers leave, etc. If you are a manager, you will be able to manage your staff leave requests from this area also.

### REPORTS...

#### Commission statement

You can review your monthly commission statement showing payable commission, allowances, deductions, and pending commission. Commission calculations are based on the following formulas.

Lead	5%
List	25%
Manager	10%
Seller	10%
Mentoring	10%

#### Monthly Sales

There are a few different reports for you to review your monthly sales which is what makes up your figures for the top performer graphs based on the following formula... (Please note that the Mentor commission component does not attribute to graph figures) (Please also note that any conjunctional commission or referral fees are excluded from the calculations for graph figures)

Lead	10%
List	50%
Manage	20%
Sell	20%
Mentor	-
TOTAL	100.00%

#### Top Performer

This will allow you to view your monthly GCI figures as well as the Top 7. The Top 7 will allow you to view where you are sitting in comparison to the Top 7 other agents for all Fletchers offices.