

Navigating the Dynamic Agent Activity Panel - Commission - Checking and Claiming Commissions (Staff)



This guide will look at the Commission section of Dynamic Agent.

Both the End Users view, being able to monitor and claim their commission payments and the Business side, setting and managing commission.



Alert! The data that is visible in the Dynamic Agent screen is dependent on the access permissions that you, as a user, have been granted. If you believe you have the incorrect settings, please refer to your Manager/internal Dynamic Agent support.

Commission

1 Click this icon '**Commission**'

The screenshot shows the 'Aylesbury Branch Panel' in the Dynamic Agent system. The left sidebar contains a list of metrics: Listings (0), CTM (10), Commission (33), Offers (2), Exchanges (0), Legals (0), Mortgages (0), Sold STC (74), For Sale (119), Auction (0), Applicants (301), Canx (3), W/drawals (2), On Notice (0), New Prices (0), Vel Appts (9), and Vale Booked (1). The 'Commission' icon is highlighted with a red circle. The main content area displays a summary of listings for the period '1st May 2026 - 31st May 2026'. The summary includes: Listings (0), Total Listing Fees (£0.00), Total Asking Prices (£0), Average Listing Fee (£0.00), and Average As (£0). Below the summary are filters for Valuer, Negotiator, Disposal, and New Homes, each with a 'Show all' dropdown. A search bar is also present. The table below has columns for No, Date, Address, Valuer, Negotiator, Price, Fee, and Disposal, but it is currently empty with the text 'No data.' displayed.

No	Date	Address	Valuer	Negotiator	Price	Fee	Disposal
No data.							

2 Click "My Commission Sheet"

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Back
My Commission Sheet
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Listings 0

Total Listing Fees £0.00

Total Asking Prices £0

Average Listing Fee £0.00

Average Asking Price £0

Listings: 1st May 2026 – 31st May 2026

Valuer Negotiator Disposal New Homes Search

Show all Show all Show all Show all Enter a search term

No	Date	Address	Valuer	Negotiator	Price	Fee	Disposal
No data.							

3 Points & Commission. Clicking "Reveal commission" this will show your potential commission.

Across the top of the screen will show the commission due based on the selection in the (blue) menu. The 'Points' option is if your company includes a points scheme as an alternate way of earning rewards.

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Points & Commission

Jake Martin
May 2026

Your potential commission

0 points

Reveal commission

Last months form

Your commission form for April 2026 is not submitted yet

Check and submit commission form for April 2026

Listings 0

Total Commission £0

Total Listing Fees £0

Total Asking Prices £0

Average Listing Fee £0

Average Asking Price £0

Listings

Enter a search term

No	Date	Address	Price	Fee	Disposal	Type	Commission
No data.							


Listings 0
Withdrawals 0
Sales 0
Cars 0
Instructions 0
Disinstructions 0
Exchanges 0
Legals 0
Mortgages 0

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Last Months Form. If the previous months commission has not been submitted a notification will show. Click "**Check and submit commission form for**"

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Points & Commission

 **Jake Martin**
May 2026

0 points

Your potential commission

[Hide commission](#)

£0.00

Last months form

Your commission form for April 2026 is not submitted yet

[Check and submit commission form for April 2026](#)

Cancellations
0

Total Commission **£0**

Total Fees Down **£0**

Total Prices Down **£0**

Average Fee Down **£0**

Average Price Down **£0**

- Listings 0
- Withdrawals 0
- Sales 0
- Carx 0
- Instructions 0
- Disinstructions 0
- Exchanges 0
- Legals 0
- Mortgages 0

Cancellations

No	Date Cancelled	Address	Price	Fee	Commission
No data.					

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This screen will show you the commission owed for the month you are submitting, in this example April 2026.

Down the left side of the screen (highlighted) you can select individual sections to see where the commission has been earned e.g. Listings or Sales and where any deductions e.g. W'drawals or Disinstructions have come from.

Points & Commission

Jake Martin
April 2026

Your commission

Reveal commission

0 points

Submit your commission sheet for April 2026

Last months form

Your commission form for March 2026 is pending approval

Listings 0

Total Commission £0

Total Listing Fees £0

Total Asking Prices £0

Average Listing Fee £0

Average Asking Price £0

Listings 0

W'drawals 0

Sales 0

Canx 0

Instructions 0

Disinstructions 0

Exchanges 0

Legals 0

Mortgages 0

Listings

Enter a search term

No	Date	Address	Price	Fee	Disposal	Type	Commission
No data.							

6

Once your last months commission form has been submitted you will see **"Your commission form for is pending approval"** in the 'Last months form field'.

To submit your current commission payment. Click **"Submit your commission sheet for....."**

The screenshot shows a dashboard for 'Points & Commission' for user Jake Martin, April 2026. The 'Your commission' section shows 0 points and a 'Submit your commission sheet for April 2026' button. The 'Last months form' section displays a message: 'Your commission form for March 2026 is pending approval'. Summary statistics for Listings, Total Commission, Total Listing Fees, Total Asking Prices, Average Listing Fee, and Average Asking Price are all shown as £0. A 'Listings' table is empty with the message 'No data.'.

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Once the form has been submitted this message will show, **"This commission sheet is being reviewed"**

The screenshot shows the same dashboard as above, but the 'Last months form' section now displays the message: 'Your commission form for March 2026 is pending approval'. The 'Your commission' section now shows a message: 'This commission sheet is being reviewed'. The rest of the dashboard, including the summary statistics and the empty 'Listings' table, remains the same.

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Selecting the options in the (blue) menu will show the different commission amounts that are being earned.

W'drawels, Canx, Disinstruction are (depending on company settings) reductions to commission paid.

The dashboard shows the user's profile (Jake Martin, May 2026) and their potential commission (£0.00). A sidebar menu on the left lists various transaction types, with 'Withdrawals' highlighted in blue and circled in orange. The main content area displays summary statistics for 'Withdrawals' (all £0) and a table with columns: No, Date Withdrawn, Address, Sold Price, Fee, and Commission. The table currently shows 'No data.'

The dashboard shows the user's profile (Jake Martin, May 2026) and their potential commission (£0.00). A sidebar menu on the left lists various transaction types, with 'Sales' highlighted in blue and circled in orange. The main content area displays summary statistics for 'Sales' (all £0) and a table with columns: No, Date, Address, Price, Fee, Disposal, and Commission. The table currently shows 'No data.'

Points & Commission



Jake Martin
May 2026

Your potential commission

Hide commission

0 points

£0.00

Last months form

Your commission form for April 2026 is not submitted yet

Check and submit commission form for April 2026

Sales
0

Total Commission
£0

Total Sold Fees
£0

Total Sold Prices
£0

Average Sold Fee
£0

Average Sold Price
£0

- Listings 0
- Withdrawals 0
- Sales 0
- Cans 0
- Instructions 0
- Disinstructions 0
- Exchanges 0
- Legals 0
- Mortgages 0

Sales

No	Date	Address	Price	Fee	Disposal	Commission
No data.						