

Client - Navigating the Dynamic Agent Activity Panel - Commission - Claim and Manage



This guide will look at the Commission section of Dynamic Agent and covers the full process for claiming and managing staff commissions.

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**'

Aylesbury Branch Panel

Listings: 0

Total Listing Fees: £0.00

Listings: 1st May 2026 – 31st May 2026

Valuer: Show all

Negotiator: Show all

No	Date	Address	Valuer
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2 Click "My Commission Sheet"

The screenshot shows a mobile application interface. On the left is a dark sidebar with a menu. The menu items are: '< Back', 'My Commission Sheet' (highlighted with an orange box), 'Mileage Form', 'Review Commission', and 'Commission Management'. The main content area has a green button labeled 'Listings 0'. To its right is a white box labeled 'Total Listing Fees £0.00'. Below this is a section titled 'Listings: 1st May 2026 - 31st May 2026'. It contains two filter buttons: 'Valuer Show all' and 'Negotiator Show all'. At the bottom, a table header is visible with columns: 'No', 'Date', 'Address', and 'Valuer'.

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 qualifying for rewards.

The screenshot shows a mobile application interface for 'Points & Commission'. At the top, there's a header with 'iamproperty crm movebutler iamsold dynamicagent'. Below that, a blue bar contains 'Points & Commission' and 'Last months form'. The main content area shows a user profile for 'Jake Martin May 2026' with '0 points'. A green button labeled 'Reveal commission' is highlighted with an orange box. Below this are six summary cards: 'Listings 0', 'Total Commission £0', 'Total Listing Fees £0', 'Total Asking Prices £0', 'Average Listing Fee £0', and 'Average Asking Price £0'. To the right, a 'Last months form' section says 'Your commission form for April 2026 is not submitted yet' and 'Check and submit commission form for April 2026'. At the bottom, a 'Listings' table is shown with columns: 'No', 'Date', 'Address', 'Price', 'Fee', 'Disposal', 'Type', 'Commission'. The table currently shows 'No data.' and has search and navigation icons.

4

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

The screenshot shows a dashboard with a navigation bar at the top containing links for iamproperty, crm, movebutler, iamsold, and dynamicagent. On the left, a card titled "Your potential commission" displays a green "Hide commission" button and a value of £0.00. On the right, a card titled "Last months form" contains a message: "Your commission form for April 2026 is not submitted yet" and a red button labeled "Check and submit commission form for April 2026". Below these cards are five summary boxes: "Commission" (partially visible), "Total Fees Down £0", "Total Prices Down £0", "Average Fee Down £0", and "Average Price Down £0". At the bottom, a table header lists "Cancelled", "Address", "Price", "Fee", and "Commission", with a "No data." message below it.

5

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'drawels 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

Enter a search term

No	Date	Address	Price	Fee	Disposal	Type	Commission
No data.							

- Listings 0
- W'drawels 0
- Sales 0
- Carx 0
- Instructions 0
- Disinstructions 0
- Exchanges 0
- Legals 0
- Mortgages 0

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.'.

7

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'.

8


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 is highlighted with an orange box, with 'Withdrawals' selected. The main content area displays a 'Withdrawals' table with columns: No, Date Withdrawn, Address, Sold Price, Fee, and Commission. The table is currently empty, showing 'No data.' Below the table are navigation arrows.

The dashboard shows the user's profile (Jake Martin, May 2026) and their potential commission (£0.00). A sidebar menu on the left is highlighted with an orange box, with 'Sales' selected. The main content area displays a 'Sales' table with columns: No, Date, Address, Price, Fee, Disposal, and Commission. The table is currently empty, showing 'No data.' Below the table are navigation arrows.

Points & Commission



Jake Martin
May 2026

0 points

Your potential commission

Hide commission

£0.00

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

Last months form

Your commission form for April 2026 is not submitted yet

Check and submit commission form for April 2026

Sales

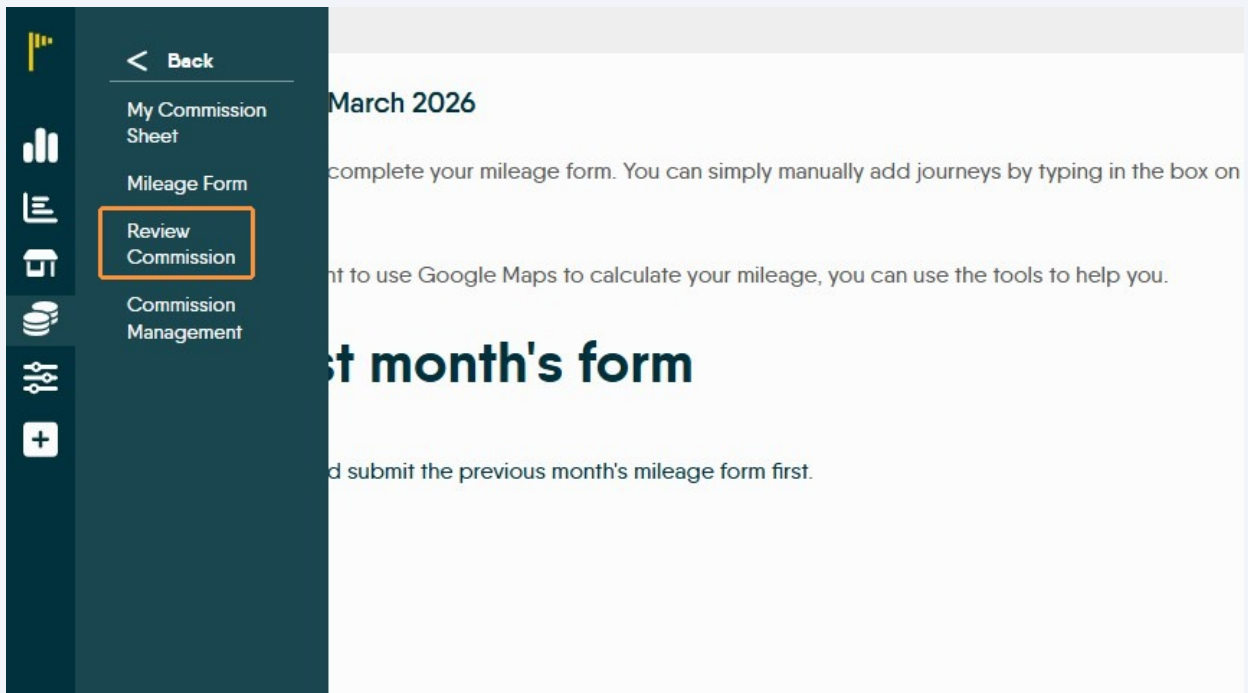
No	Date	Address	Price	Fee	Disposal	Commission
No data.						



The next two sections are for Managers who are either approving commissions before payment or setting commission rates.

Reviewing Staff Commission.

9 Click "Review Commission"



10 This will show a list of all the staff and the status of their commission claims. The status column will clearly show if there is commission claim to review.

Also shown is the detail of who and when the commission was approved with the amount of commission.

Review Commission for April 2026

No	Name	Branch	Date Submitted	Status	Approved By	Date Approved	Commission
1	Alexander Lambert	Oxford	-	Not submitted	-	-	-
2	Alfie Banks	Warwick	-	Not submitted	-	-	-
3	Amber Smith	Banbury	-	Not submitted	-	-	-
4	Amelia James	Aylesbury	-	Not submitted	-	-	-
5	Benjamin Kemp	Aylesbury	-	Not submitted	-	-	-
6	Charlie Thomas	Banbury	-	Not submitted	-	-	-
7	Charlotte Campbell	Warwick	-	Not submitted	-	-	-
8	Daniel Harrison	Warwick	-	Not submitted	-	-	-
9	Daniel Vaughan	Oxford	-	Not submitted	-	-	-
10	Danielle Johnson	Didcot	-	Not submitted	-	-	-
11	Edward Davis	Aylesbury	-	Not submitted	-	-	-
12	Emily O'Brien	Oxford	-	Not submitted	-	-	-
13	Erin Kirk	Oxford	-	Not submitted	-	-	-
14	Fatima Lloyd	Warwick	-	Not submitted	-	-	-
15	Grace Walton	Didcot	-	Not submitted	-	-	-
16	Henry Greenwood	Oxford	-	Not submitted	-	-	-
17	Jack Bradshaw	Banbury	-	Not submitted	-	-	-
18	Jake Martin	Aylesbury	13th May 2026	Needs reviewing	-	-	-
19	Jasmine Wells	Aylesbury	-	Not submitted	-	-	-
20	Julia Dickinson	Didcot	-	Not submitted	-	-	-

11 Click on the record you want to review.

No	Name	Branch	Date Submitted	Status	Approved By	Date Approved	Commission
1	Alexander Lambert	Oxford	-	Not submitted	-	-	-
2	Alfie Banks	Warwick	-	Not submitted	-	-	-
3	Amber Smith	Banbury	-	Not submitted	-	-	-
4	Amelia James	Aylesbury	-	Not submitted	-	-	-
5	Benjamin Kemp	Aylesbury	-	Not submitted	-	-	-
6	Charlie Thomas	Banbury	-	Not submitted	-	-	-
7	Charlotte Campbell	Warwick	-	Not submitted	-	-	-
8	Daniel Harrison	Warwick	-	Not submitted	-	-	-
9	Daniel Vaughan	Oxford	-	Not submitted	-	-	-
10	Danielle Johnson	Didcot	-	Not submitted	-	-	-
11	Edward Davis	Aylesbury	-	Not submitted	-	-	-
12	Emily O'Brien	Oxford	-	Not submitted	-	-	-
13	Erin Kirk	Oxford	-	Not submitted	-	-	-
14	Fatima Lloyd	Warwick	-	Not submitted	-	-	-
15	Grace Walton	Didcot	-	Not submitted	-	-	-
16	Henry Greenwood	Oxford	-	Not submitted	-	-	-
17	Jack Bradshaw	Banbury	-	Not submitted	-	-	-
18	Jake Martin	Aylesbury	13th May 2026	Needs reviewing	-	-	-
19	Jasmine Wells	Aylesbury	-	Not submitted	-	-	-
20	Julia Dickinson	Didcot	-	Not submitted	-	-	-

Kyle Black 65 Charmwood Avenue, Steventon
Sales Didcot 30th Mar at 9:38am
0 listings 134 sales 0 exchanges 0 legals 0 mortgages May 2026

12 You will now see that user commission sheet.

Click "**Reveal commission**" will show the commission due.

The blue options, bottom left, will allow further details to be shown on the payment to be made.

Review commission



You are reviewing Jake Martin's sheet for April 2026

Approve commission sheet for April 2026

Their commission

Reveal commission

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	Checked?
No data.								

< >

Review commission



You are reviewing Jake Martin's sheet for April 2026

Approve commission sheet for April 2026

Their commission

Hide commission

£0.00

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	Checked?
No data.								

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13

This will show all the commission due to the this member of staff. At this point the commission sheet can be edited Sales/Listings etc added or removed (see [here](#) . Click **"Approve commission sheet for..."**

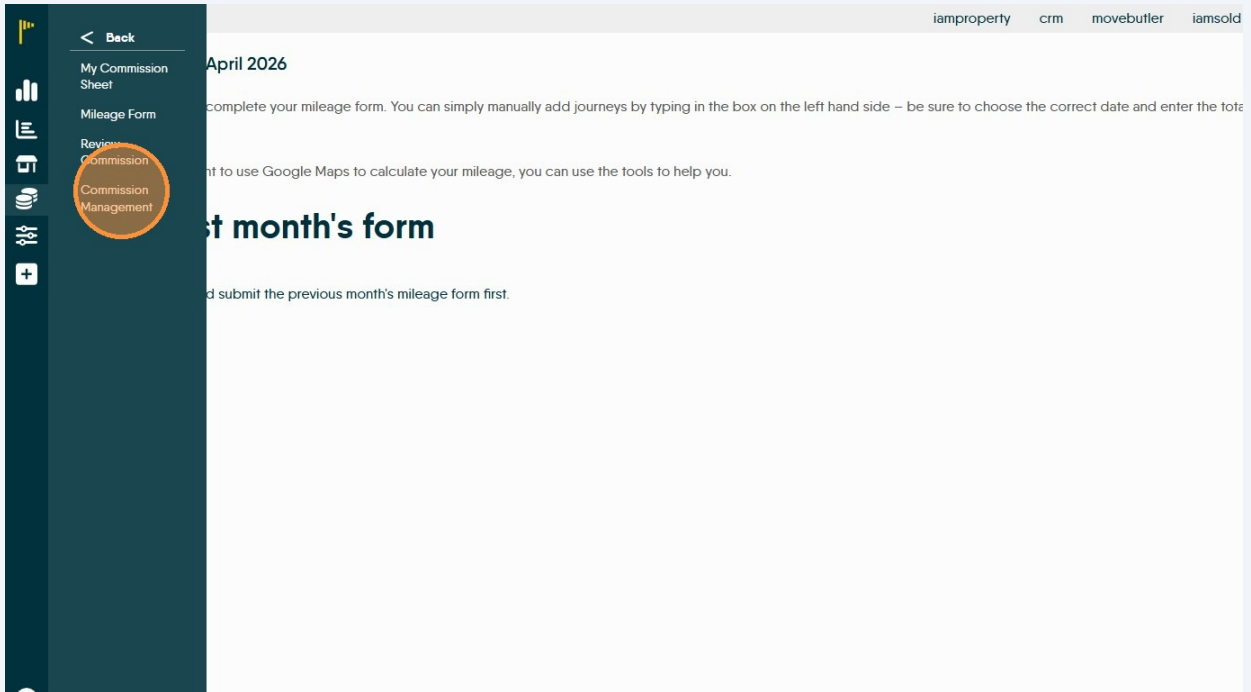
The screenshot shows a 'Review commission' interface. At the top, it says 'You are reviewing Jake Martin's sheet for April 2026' and 'Their commission'. There is a green button labeled 'Reveal commission' and an orange-bordered button labeled 'Approve commission sheet for April 2026'. To the right, a 'Last months form' box states 'Your commission form for March 2026 is pending approval'. Below this are summary cards for 'Listings' (0), 'Total Commission' (£0), 'Total Listing Fees' (£0), 'Total Asking Prices' (£0), 'Average Listing Fee' (£0), and 'Average Asking Price' (£0). A left-hand navigation menu includes 'Listings', 'W'drawals', 'Sales', 'Canx', 'Instructions', 'Disinstructions', 'Exchanges', 'Legals', and 'Mortgages', each with a '0' count. The main 'Listings' section has a search bar and a table with columns: No, Date, Address, Price, Fee, Disposal, Type, Commission, and Checked?. The table currently shows 'No data.' and has navigation arrows at the bottom right.

Commission Management

14

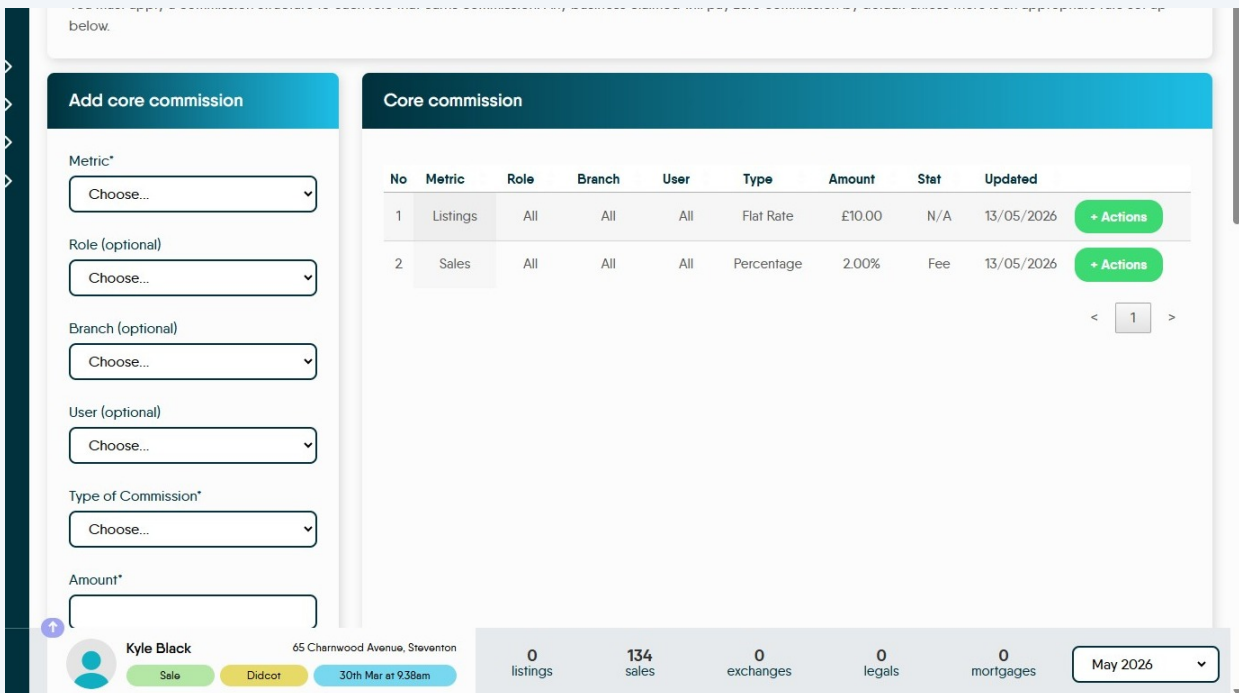
Allows commission and points schemes to be set up for individual employees or specific job type e.g. Negotiator, Manager Valuer.

15 Click "Commission Management"



16 This screen will allow you to add new commission amounts to Dynamic Agent. A commission can be added. There are 2 types of commission that can be added 'Core' and 'Tiered' commission

The option to add 'Tiered' commission allows you to add a commission that applies once a set target is achieved by the staff member.



Add tiered commission

Metric*

Branch*

Role (optional)

User (optional)

Tier Type*

Tier*

Tier Basis*

Type of Commission*

Tiered commission

No	Metric	Role	Branch	User	Tier	Tier Type	Tier Basis	Commission Type	Amount	Based on	Updated
1	Sales	All	Oxford	All	10.00	Quantity	Fee	Percentage	2.00%	Fee	13/05/2026

17 Core Commission

18 Adding Core commission. Click this drop-down to add the metric e.g. Listing. this is the action you are paying the commission on.

If withdrawal, cancellation, dis-instruction are selected this can cause a reduction in the commission paid

Commission management

You must apply a commission structure to each role that earns commission. Any business claimed will pay zero commission by default unless there is an appropriate rule set up below.

Add core commission

Metric*

Choose...

Role (optional)

Choose...

Branch (optional)

Choose...

User (optional)

Choose...

Type of Commission*

Choose...

Amount*

Core commission

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Listings	All	All	All	Flat Rate	£10.00	N/A	13/05/2026	+ Actions
2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions

< 1 >

Commission management

You must apply a commission structure to each role that earns commission. Any business claimed will pay zero commission by default unless there is an appropriate rule set up below.

Add core commission

Metric*

Listing

Choose...

- Listing
- Sale
- Exchange
- Instruction
- Legal
- Mortgage
- Withdrawal
- Cancellation
- Disinstruction

Type of Commission*

Choose...

Amount*

Core commission

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Listings	All	All	All	Flat Rate	£10.00	N/A	13/05/2026	+ Actions
2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions

< 1 >

19

Then click on each of the options and select the options on screen to add the commissions. Once complete save the entry and add the next Metric.

below.

Add core commission

Metric*

Role (optional)

Manager

Valuer

Negotiator

User (optional)

Type of Commission*

Amount*



Kyle Black

65 Charnwood Avenue, Steventon

Sale

Didcot

30th Mar at 9:38am

0 listings

134 sales

0 exchanges

0 legals

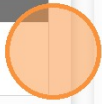
0 mortgages

May 2026

Core commission

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Listings	All	All	All	Flat Rate	£10.00	N/A	13/05/2026	+ Actions
2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions

< 1 >



below.

Add core commission

Metric*

Role (optional)

Branch (optional)

Oxford

Banbury

Warwick

Aylesbury

Didcot

Choose...

Amount*



Kyle Black

65 Charnwood Avenue, Steventon

Sale

Didcot

30th Mar at 9:38am

0 listings

134 sales

0 exchanges

0 legals

0 mortgages

May 2026

Core commission

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Listings	All	All	All	Flat Rate	£10.00	N/A	13/05/2026	+ Actions
2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions

< 1 >



- Choose...
- Abigail Johnson
 - Alexander Lambert
 - Alfie Banks
 - Amber Smith
 - Amelia James
 - Anthony Martin
 - Benjamin Kemp
 - Brandon Roberts
 - Brooke Rowley
 - Charlie Thomas
 - Charlotte Campbell
 - Daniel Harrison
 - Daniel Vaughan
 - Danielle Johnson
 - Edward Davis
 - Emily O'Brien
 - Erin Kirk
 - Fatima Lloyd
- Choose...

to each role that earns commission. Any business claimed will pay zero commission by default unless there is an appropriate rule set up

Core commission

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Listings	All	All	All	Flat Rate	£10.00	N/A	13/05/2026	+ Actions
2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions

< 1 >

Type of Commission*

Choose...

Amount*

Listing

Role (optional)

Choose...

Branch (optional)

Choose...

User (optional)

Choose...

Type of Commission*

Choose...

Choose...

Flat Rate

Percentage

Stat (if percentage)

Choose...

Save

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Listings	All	All	All	Flat Rate	£10.00	N/A	13/05/2026	+ Actions
2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions

< 1 >

Add tiered commission

Tiered commission

Metric*

Role (optional)

Branch (optional)

User (optional)

Type of Commission*

Amount*

Stat (if percentage)

Save

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Listings	All	All	All	Flat Rate	£10.00	N/A	13/05/2026	+ Actions
2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions

< >

Metric*

Role (optional)

Branch (optional)

User (optional)

Type of Commission*

Amount*

Stat (if percentage)

Fee

Price

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Listings	All	All	All	Flat Rate	£10.00	N/A	13/05/2026	+ Actions
2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions

< >

Add tiered commission

Tiered commission

Kyle Black

65 Charnwood Avenue, Steventon

Metric*

Role (optional)

Branch (optional)

User (optional)

Type of Commission*

Amount*

Stat (if percentage)

Save

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Listings	All	All	All	Flat Rate	£10.00	N/A	13/05/2026	+ Actions
2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions

< >

Add tiered commission

Tiered commission

Branch (optional)

User (optional)

Type of Commission*

Amount*

Stat (if percentage)

Save

2	Sales	All	All	All	Percentage	2.00%	Fee	13/05/2026	+ Actions
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< >

Add tiered commission

Tiered commission

Metric*

No	Metric	Role	Branch	User	Tier	Tier Type	Tier Basis	Commission Type	Amount	Based on	Updated
No data.											

20

A detailed explanation; To create a commission, choose the '**Metric**' i.e what the commission is earned on (sales, Valuations etc), then there is the option to select from either the '**Role**', '**Branch**' or '**User**' menus and create a very specific commission. Or, leave these blank to create a commission for all branches, employees.

Select the '**Type of Commission**' 'Flat Rate' or 'Percentage'. Then set the '**Amount**' earned, e.g 20, if a negative (e.g. -20) figure is used it will deduct that from the commission paid.

If a percentage commission is being paid e.g. percentage of fee, click into the '**Stats (if percentage)**' field and select 'fee' or 'price' to tell Dynamic Agent what to pay the Commission on.

The options of 'Withdrawal, Cancellation, Disinstruction would be negative commission figures and would view as below. These still need to be added and are not an automatic addition.

No	Metric	Role	Branch	User	Type	Amount	Stat	Updated	
1	Exchanges	Manager	All	All	Percentage	5.00%	Price	12/05/2026	+ Actions
2	Listings	Valuer	Banbury	All	Flat Rate	£20.00	N/A	12/05/2026	+ Actions
3	Listings	Valuer	Oxford	All	Percentage	5.00%	Fee	12/05/2026	+ Actions
4	Mortgages	All	All	All	Flat Rate	£10.00	N/A	12/05/2026	+ Actions
5	Sales	Negotiator	All	All	Percentage	2.00%	Fee	12/05/2026	+ Actions
6	Withdrawals	Valuer	Banbury	All	Flat Rate	£-20.00	N/A	12/05/2026	+ Actions

21

Tiered Commission

22

Tiered Commission. There is also to option to add 'Tiered' commission this allows you to add a commission payment that applies once a set target is achieved by the staff member. The process of creating a tiered commission is initially the same as adding a standard commission payment.

Add tiered commission

Metric*

Branch*

Role (optional)

User (optional)

Tier Type*

Tier*

Tiered commission

No	Metric	Role	Branch	User	Tier	Tier Type	Tier Basis	Commission Type	Amount	Based on
No data.										

23

Once the initial options have been set. Click this dropdown to set the **Tier Type**.

There are 2 Tier Types that can be set '**Pounds**' which is where the user hits a set value earned e.g. value of sales, or '**Quantity**' when an amount is hit e.g. number of sales.

Add tiered commission

Metric*

Branch*

Role (optional)

User (optional)

Tier Type*

Tier*

Tiered commission

No	Metric	Role	Branch	User	Tier	Tier Type	Tier Basis	Commission Type	Amount	Bas o
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No data.

Branch*

Role (optional)

User (optional)

Tier Type*

Tier Basis*

Type of Commission*

1

24

Tier. In this section you add the level that the tiered commission starts e.g 10. This is related to the 'Tier Type' e.g if 'Sales was the Metric and quantity was selected this would be 10 Sales.

Add tiered commission

Metric*

Branch*

Role (optional)

User (optional)

Tier Type*

Tier*

Tiered commission

No Metric	Role	Branch	User	Tier	Tier Type	Tier Basis	Commission Type	Amount	Based on
No data.									

25

Tier Basis Click this drop-down to select the tier basis. There are 2 options 'Fee' or 'Price' this controls what the tiered commission is paid on.

Role (optional)

User (optional)

Tier Type*

Tier*

Tier Basis*

Type of Commission*

Kyle Black 65 Chernwood Avenue, Steventon

Sale Didcot 30th Mar at 9:38am

0 listings	134 sales	0 exchanges	0 legals	0 mortgages
------------	-----------	-------------	----------	-------------


Role (optional)
Choose... ▾

User (optional)
Choose... ▾

Tier Type*
Choose... ▾

Tier*

Tier Basis*
Choose... ▾
Choose...
Fee
Price

 **Kyle Black** 65 Charnwood Avenue, Steventon
Sale Didcot 30th Mar at 9:38am

0 listings 134 sales 0 exchanges 0 legals 0 mortgages

26

"Type of Commission" option. This sets whether the commission is a flat rate or a percentage of the 'Tier Basis' option that was set previously e.g. percentage of the fee.

Click either "Flat Rate" or "Percentage"

Tier Type*
Quantity ▾

Tier*

Tier Basis*
Fee ▾

Type of Commission*
Flat Rate ▾

Amount*

Stat (if percentage)
Choose... ▾

Save

Quantity

Tier*

0

Tier Basis*

Fee

Type of Commission*

Flat Rate

Choose...

Flat Rate

Percentage

Stat (if percentage)

Choose...

Save

Kyle Black 65 Charnwood Avenue, Steventon 0 134 0 0 0

27

"Amount"** option is the value of the commission payment. This can be a positive or a negative value. Using the up/down arrows add the value in, or the number can be added by typing in the field. Usually a negative figure would only be used if you are creating a clawback of commission paid on the basis of a Withdrawal, Cancellation or Disinstruction.

Choose...

Tier Type*

Quantity

Tier*

0

Tier Basis*

Fee

Type of Commission*

Flat Rate

Amount*

Stat (if percentage)

Choose...

Save

Kyle Black 65 Charnwood Avenue, Steventon 0 listings 134 sales 0 exchanges 0 legals 0 mortgages May 2026

28

"Stat" If the commission is being paid as a percentage this menu allows the choice of whether the commission is based on the Fee or the Price.

Tier*

Tier Basis*

Type of Commission*

Amount*

Stat (if percentage)

Save

Kyle Black 65 Charnwood Avenue, Steventon

Sale **Didcot** **30th Mar at 9:38am**

0 listings	134 sales	0 exchanges	0 legals	0 mortgages
------------	-----------	-------------	----------	-------------

Tier*

Tier Basis*

Type of Commission*

Amount*

Stat (if percentage)

- Choose...
- Choose...
- Fee**
- Price

Kyle Black 65 Charnwood Avenue, Steventon

Sale **Didcot** **30th Mar at 9:38am**

0 listings	134 sales	0 exchanges	0 legals	0 mortgages
------------	-----------	-------------	----------	-------------

29 Once all the options are complete click **"Save"**

Tier*
0

Tier Basis*
Fee

Type of Commission*
Flat Rate

Amount*
[Empty]

Stat (if percentage)
Choose...

Save

Kyle Black
65 Charnwood Avenue, Steventon
Sales Didcot 30th Mar at 9:38am

0 listings 134 sales 0 exchanges 0 legals 0 mortgages

30 The commission will then show on the screen. In this case we have created a commission based on Sales, that once a user hits 10 sales they will earn a 2% commission of the fee earned.

Multiple commissions can be created for different, job role, branches etc

Tiered commission

No	Metric	Role	Branch	User	Tier	Tier Type	Tier Basis	Commission Type	Amount	Based on	Updated
1	Sales	All	Oxford	All	10.00	Quantity	Fee	Percentage	2.00%	Fee	13/05/2026

< 1 >

Adding Missing and Removing Transactions



Alert!

Standard User will (most likely) only see 'Add mortgage' and 'Legal' as there is no requirement for a user to manually add and delete metrics, Dynamic Agent populates this data automatically based on CRM changes.

However the add and delete features are available for CRM Support and Dynamic support to users correct anything that may have been recorded incorrectly.



Tip! to find the URL (or website/page address) this is at the top of the screen. The 'Property Number' is the number at the end of the URL

Managed Favourites | HR/Learning | Onboarding Overv... | Home - iamproper... | Event type

iam property | My day | Lettings | Sales | Accounts | Reporting

ngs

s | £1,500,000 ↑

Details

41 Mayfield Close, Carterton, | 0 | 2 | Under Offer

31

Click "**Add...**"

This section allows you to manage any missed records, either adding or removing from the commission record.

- ActivityPanel
- Branches >
- Commission >
- Operations >
- + Add...** >

below.

Add core commission

Metric*

Choose... ▾


Role (optional)

Choose... ▾

Branch (optional)

Core commis

No	Metric
1	Listings
2	Sales

- 
- Dashboard
 - ActivityPanel
 - Branches >
 - Commission >
 - Operations >
 - + Add...** >

- < Back
- Cancellation
- Disinstruction
- Exchange
- Instruction
- Legal
- Listing
- Mortgage
- Sale
- Withdrawal

Management

commission structure to each role that earns commission. Ar

Commission

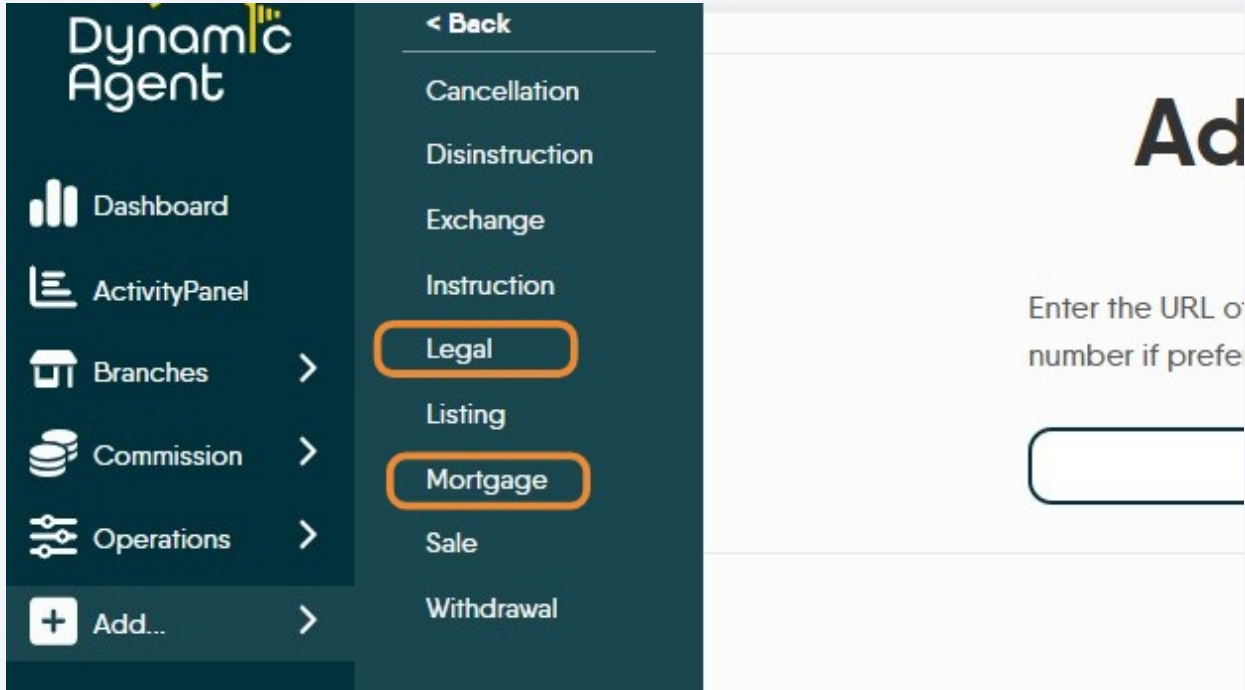
Choose... ▾

Core commission

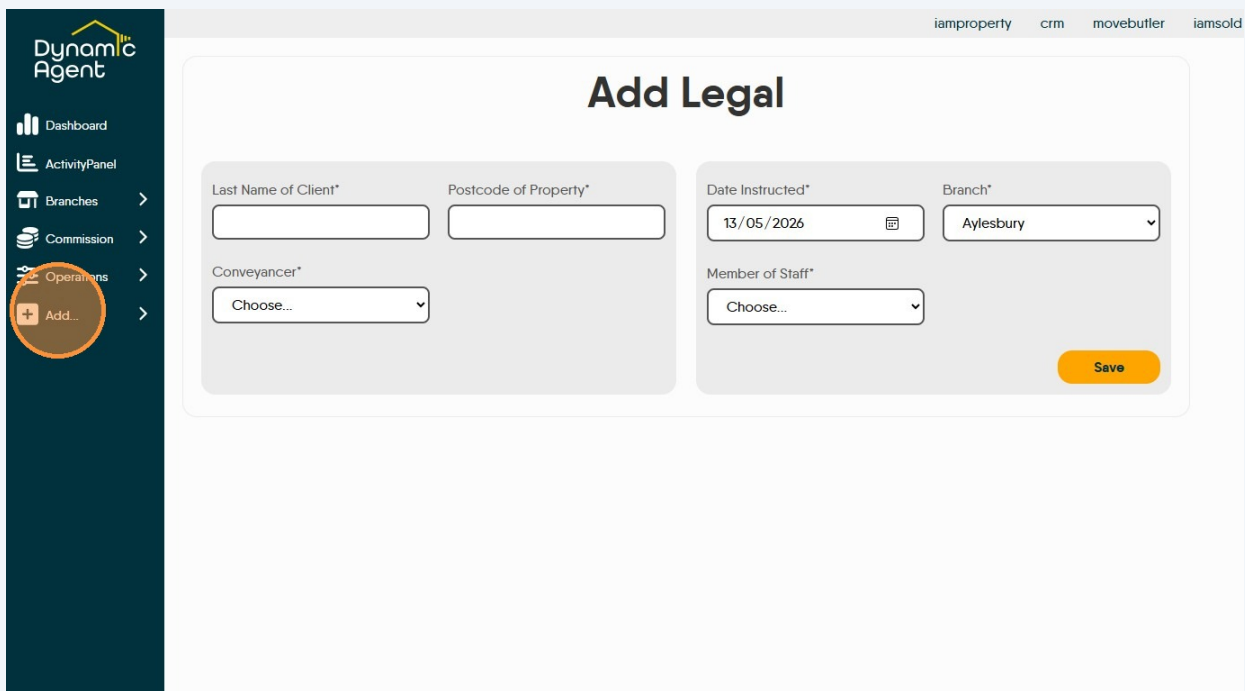
No	Metric	Role
1	Listings	All

32 Most of the updates to this section will come automatically from CRM.

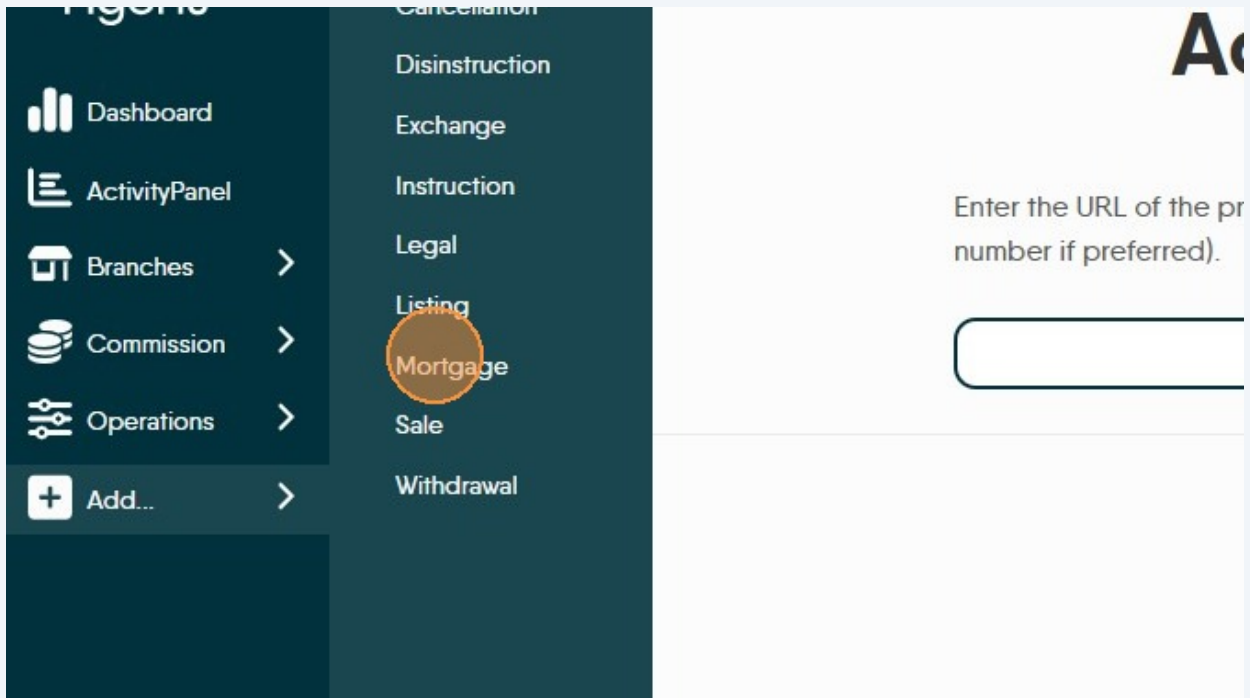
The only options that are likely to be visible to a User are 'Add Mortgage' and 'Add Legal' there is no need to manually update any of the others. As such we will not look at the other options.



33 Click "Add Legal" to add a new legal instruction to the commission record.



34 Click "**Mortgage**" to add a mortgage record to the commission record



Add Mortgage

Last Name of Client*	Property / Estate Agent*	Date Instructed*	Branch*
<input type="text"/>	<input type="text"/>	<input type="text" value="13/05/2026"/>	<input type="text" value="Aylesbury"/>
Mortgage Advisor*		Negotiator*	
<input type="text" value="Choose..."/>		<input type="text" value="Choose..."/>	