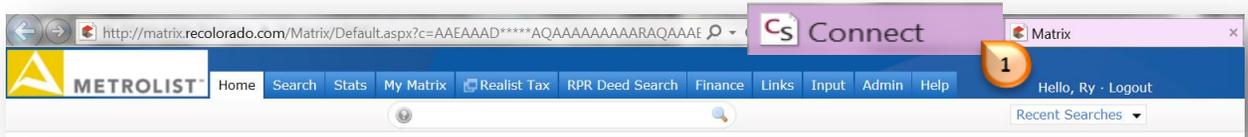
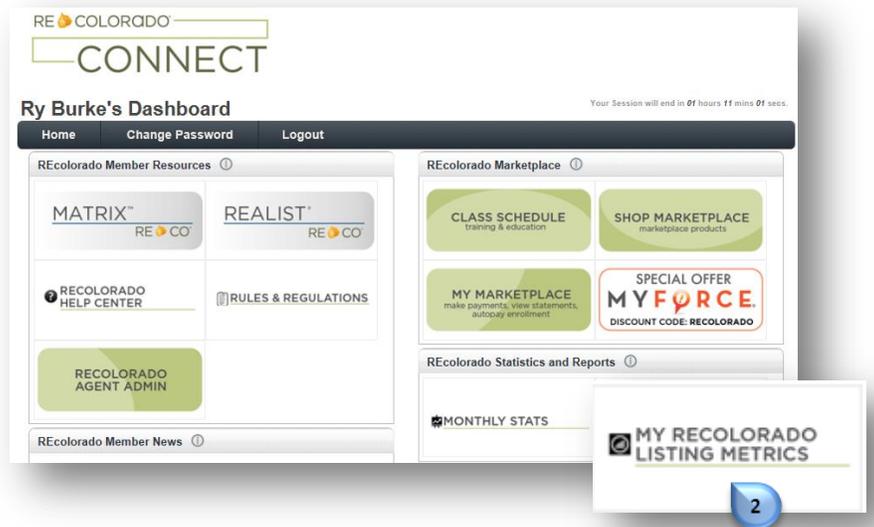


Generate a Weekly Seller Report

- Log into “Matrix” and click the “Connect” **1** tab



- Click “My RECOLORADO LISTING METRICS” **2**

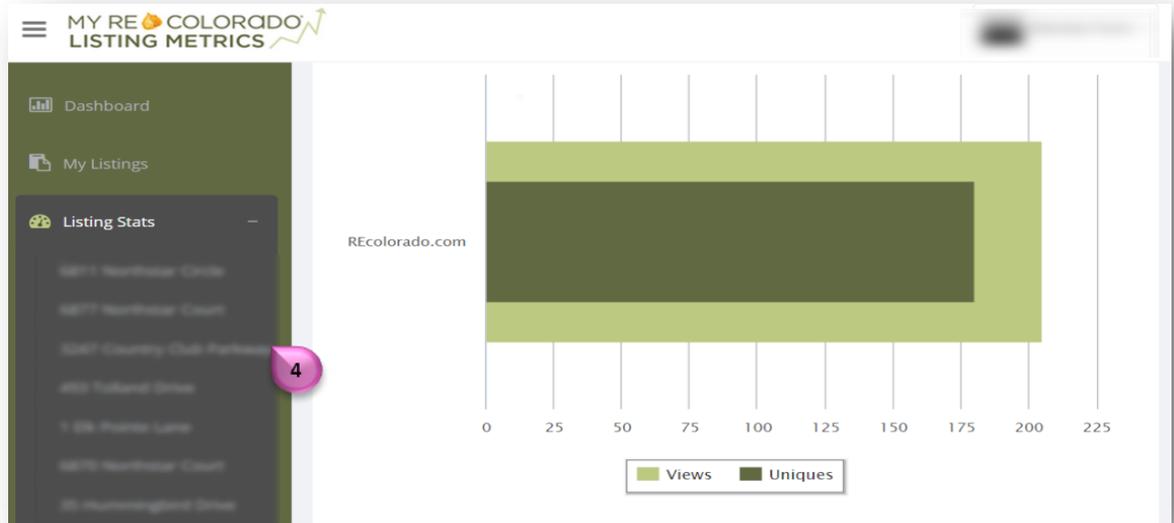


- Click “Listing Stats” **3**



Generate a Weekly Sellers Report

- Click on the desired property address



- A Seller Report will present
- Next to “Send a weekly report to the seller” click the “**here**” button



The screenshot shows the 'MY RE COLORADO LISTING METRICS' dashboard. The left navigation menu is visible. The main area displays a property listing for '4 bedroom | 5.00 bathroom | 4,665 sqft | \$714,900'. Below the listing is a 'Sellers Report - Send a weekly report to the seller' button with a 'here' callout bubble. A 'here' callout bubble with the number 5 points to the 'here' button.

Generate a Weekly Sellers Report

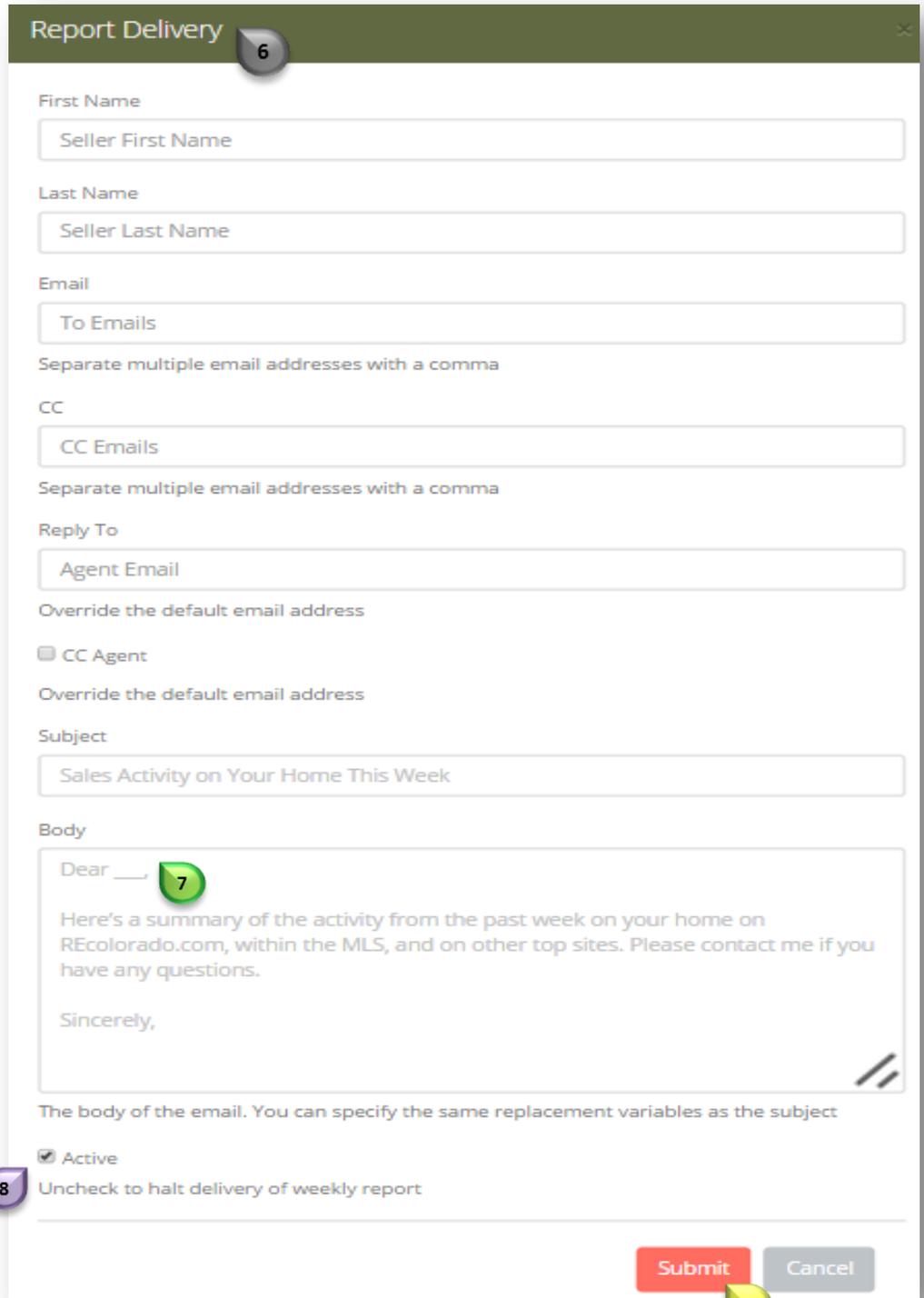
- Complete the “Report Delivery” form 

Note:

Be sure to edit the Greeting line 

Check “Active”  to schedule delivery of weekly report

Uncheck “Active”  to halt delivery of weekly report



The screenshot shows a 'Report Delivery' form with the following fields and callouts:

- Callout 6:** Points to the title bar of the form.
- First Name:** Input field with placeholder 'Seller First Name'.
- Last Name:** Input field with placeholder 'Seller Last Name'.
- Email:** Input field with placeholder 'To Emails'. Below it is the instruction: 'Separate multiple email addresses with a comma'.
- CC:** Input field with placeholder 'CC Emails'. Below it is the instruction: 'Separate multiple email addresses with a comma'.
- Reply To:** Input field with placeholder 'Agent Email'. Below it is the instruction: 'Override the default email address'.
- CC Agent:** A checkbox labeled 'CC Agent' with the instruction: 'Override the default email address'.
- Subject:** Input field with placeholder 'Sales Activity on Your Home This Week'.
- Body:** A text area containing a pre-written email template. **Callout 7:** Points to the 'Dear ___' greeting line.
- Body Text:** 'Here's a summary of the activity from the past week on your home on REcolorado.com, within the MLS, and on other top sites. Please contact me if you have any questions. Sincerely,'
- Body Instruction:** 'The body of the email. You can specify the same replacement variables as the subject'.
- Active:** A checked checkbox labeled 'Active'. **Callout 8:** Points to the text 'Uncheck to halt delivery of weekly report'.
- Buttons:** 'Submit' and 'Cancel' buttons. **Callout 9:** Points to the 'Submit' button.

- Click “Submit” 