




Interpret the Auto Email Dashboard

Auto Emails (7) Search: Filter: ... choose a filter ▼

Status	Subject	Contact Name	BCC	Schedule	Concierge Portal Visit
	 Centennial, 250-275	 Berry, Michael	-	ASAP	never
	Cherry Creek School District	Bogi, Martin and Marietta	-	-	never
	Aurora, Parker: 400-426	Johnson, Larry	-	-	50 yesterday
	Littleton, Lakewood, Aurora: 500-550	Johnson, Larry	-	ASAP	yesterday
	Parker 700-800	Johnson, Larry	-	-	yesterday
	Parker: 100-750	Johnson, Larry	Yes	ASAP	yesterday
	80016, 80018, 80015	Johnson, Philip and Barbara	-	Daily	never

Status 

-  indicates that the *Auto Email* is running, and the client is active in their *Client Portal*
-  indicates that the *Auto Email* has been *Disabled*
-  indicates that the client has not yet activated their *Client Portal*

Subject 

The title assigned to the *Auto Email*

Contact Name 

Indicates the client(s) name associated with the *Auto Email*

BCC 

Indicates one has *blind carbon copied* themselves on the *Auto Email*

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Status	Subject	Contact Name	BCC	Schedule	Concierge	Portal Visit
📄	🟢 Centennial: 250-275	Berry, Michael	-	ASA 11	12	never 13
📄	🔴 Cherry Creek School District	Bogi, Martin and Marietta	-	-	-	never
📄	🟢 Aurora, Parker: 400-426	Johnson, Larry	-	-	50	yesterday
📄	🟢 Littleton, Lakewood, Aurora: 500-550	Johnson, Larry	-	ASAP	-	yesterday
📄	🔴 Parker 700-800	Johnson, Larry	-	-	-	yesterday
📄	🟢 Parker: 100-750	Johnson, Larry	Yes	ASAP	-	yesterday
📄	🟢 80016, 80018, 80015	Johnson, Philip and Barbara	-	Daily	-	never

Schedule **11**

Indicates the frequency an *Auto Email* is being sent to the client

Concierge **12**

Indicates the number of properties that one needs to review and then *approve or reject*

Portal Visit **13**

Specifies the last date the client visited their *Client Portal*