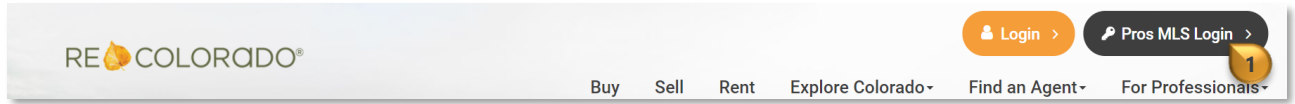
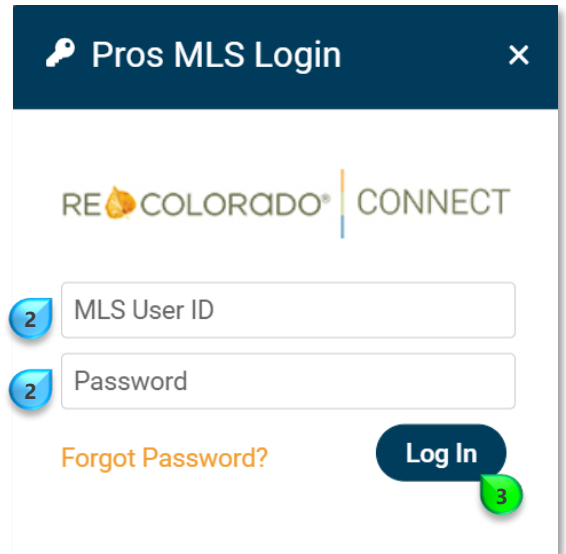


Generate a Weekly Seller's Report

Go to *REcolorado.com* click "**Pros MLS Login**" ¹

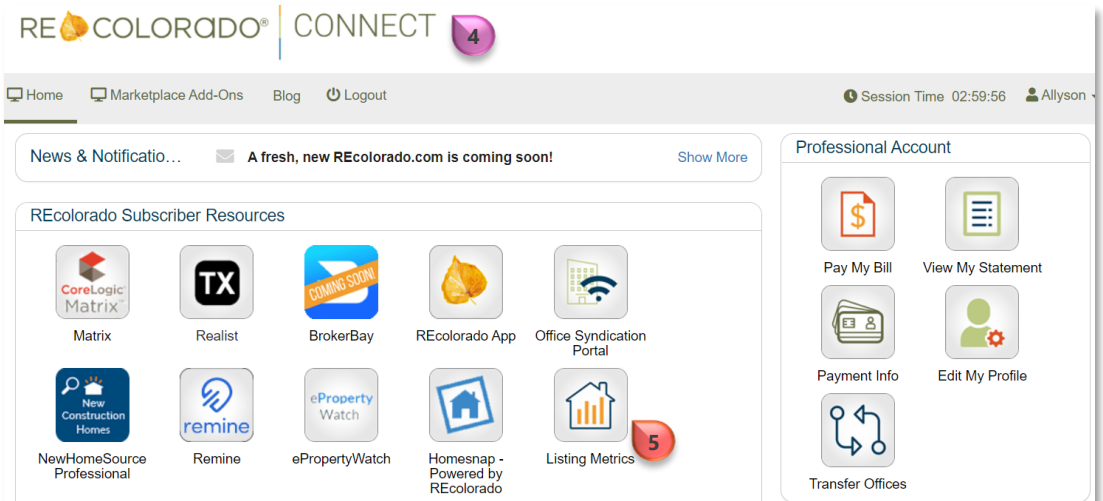


Enter your *REcolorado* credentials in the **Pros MLS Login** fields ²



Click "**Log In**" ³

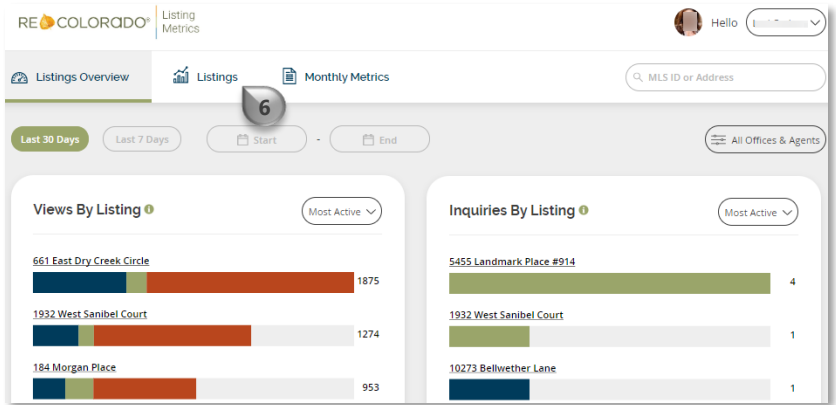
The **REcolorado CONNECT** Dashboard presents ⁴



Click "**Listing Metrics**" ⁵

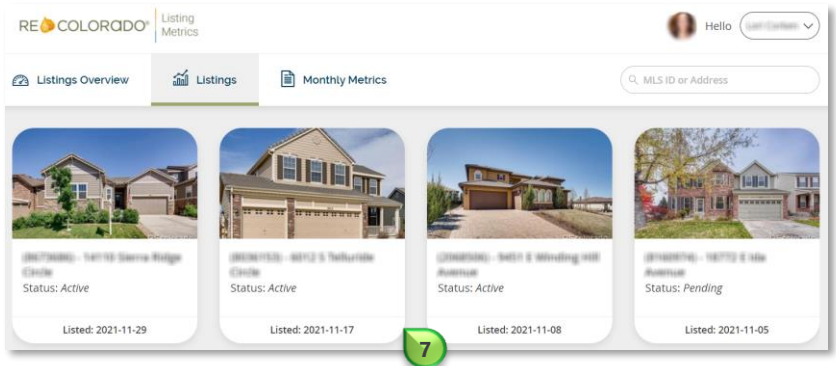
Generate a Weekly Seller's Report

REcolorado Listing Metrics will present



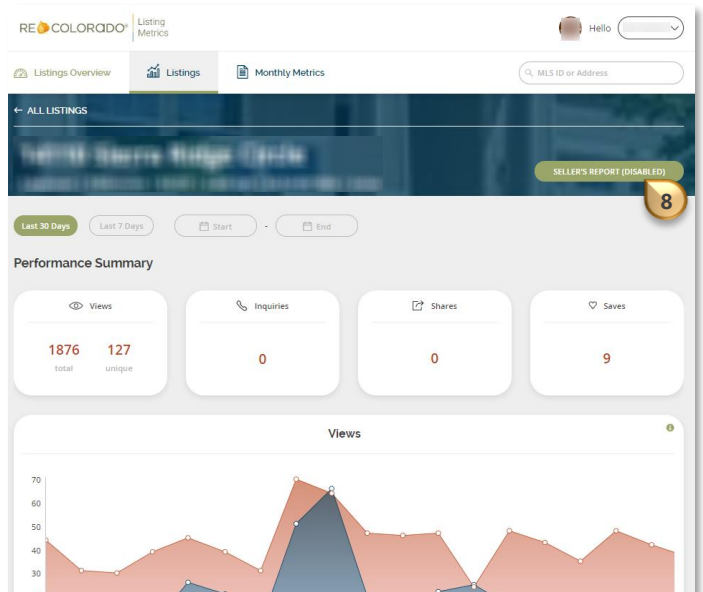
Click "Listings" 6

Property cards for your Active Listings will present



Click the desired address 7

A Performance Summary will present



Click the "Seller's Report Disabled" button 8

Generate a Weekly Seller's Report

A **Seller's Report** form will present

Click the **Enable/Disable** ⁹ Toggle Switch to Enable the report

Seller's Report

Enabled Disabled ⁹

Recipient Name

Recipient Email

+ ADD RECIPIENT ¹⁰

Complete the **Enabled Seller's Report** form as desired ¹⁰

Important: After entering a "Recipient Email" one must click the "+ADD Recipient" button ¹¹

Sections can be removed from and added to the **Seller's Report** ¹²

Click in the *check box* next to each section to add or remove *checkmarks* ¹³

A *checkmark* indicates the section will be included. *No checkmark* indicates the section has been removed

When complete click **"Save"** ¹⁴

Note: Only **Enabled Seller's Reports** will be sent

Note: **Enabled Sellers Reports** will be emailed every *Monday* for *Active Listings*

Seller's Report ¹⁰

Enabled Disabled

**Report Sent Every Monday*

Recipient Name

Recipient Email ¹¹

+ ADD RECIPIENT ¹¹

CC (optional)

CC (optional) ¹²

Subject

Email Message ¹³

Dear <Recipient First Name>,

Here's a summary of your home's activity from the past week. Please contact me if you have any questions.

Sincerely,

Include the following statistics in the Seller's Report: ¹³

- Similar Active Listings
- Similar Sold Listings ¹²
- Views ¹³
- Inquiries
- Shares
- Saves

Report sent every Monday

Do you also want to send a report now?

CANCEL SAVE ¹⁴