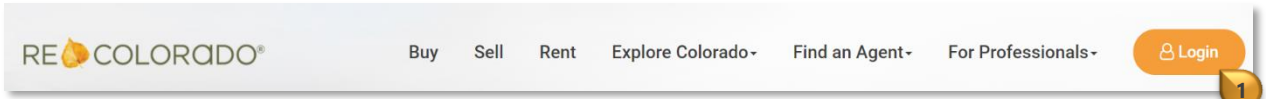
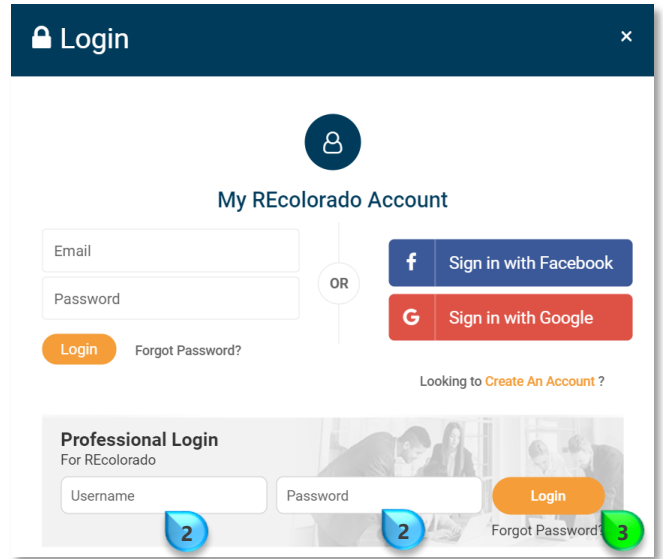


Generate a Weekly Seller's Report

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

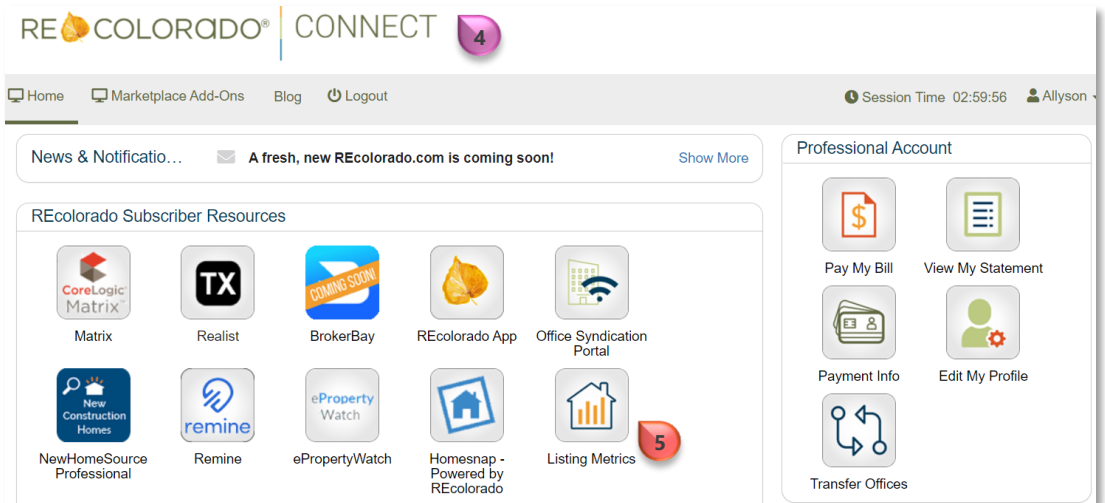


Enter your *REcolorado* credentials in the **Professional Login** fields 2



Click "**Login**" 3

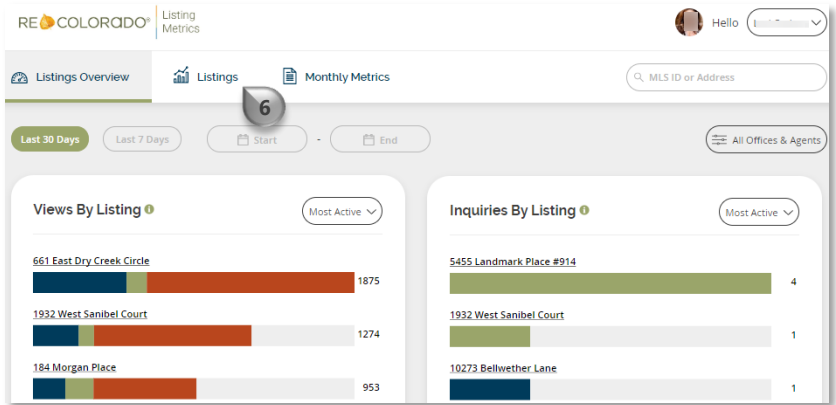
The **REcolorado CONNECT** Dashboard presents 4



Click "**Listing Metrics**" 5

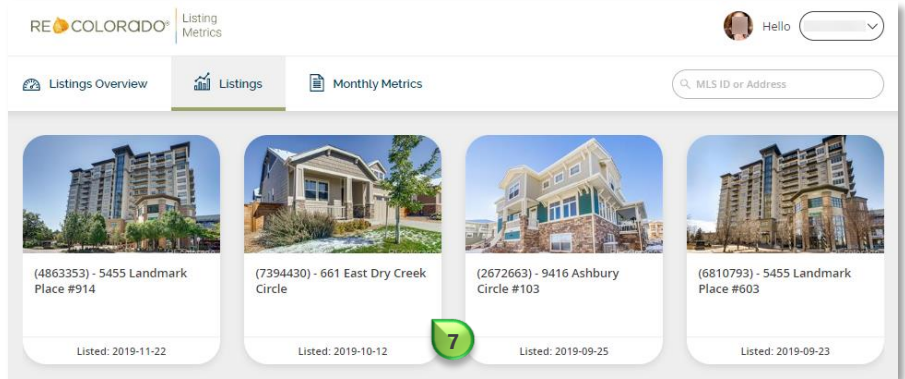
Generate a Weekly Seller's Report

REcolorado Listing Metrics will present



Click "Listings" 6

Property cards for your Active Listings will present



Click on the desired address 7

A Seller Report will present



Click the "Seller's Report Disabled" button 8

Generate a Weekly Seller's Report

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

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

Seller's Report

Enabled Disabled

Recipient Name

Recipient Email

+ ADD RECIPIENT

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

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

+ ADD RECIPIENT

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

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

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

When complete click **"Save"**

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

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

Seller's Report

Enabled Disabled

*Report Sent Every Monday

Recipient Name

Recipient Email

+ ADD RECIPIENT

CC (optional)

CC (optional)

Subject

Sales Activity on Your Home This Week

Email Message

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:

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

Report sent every Monday

Do you also want to send a report now?

CANCEL SAVE