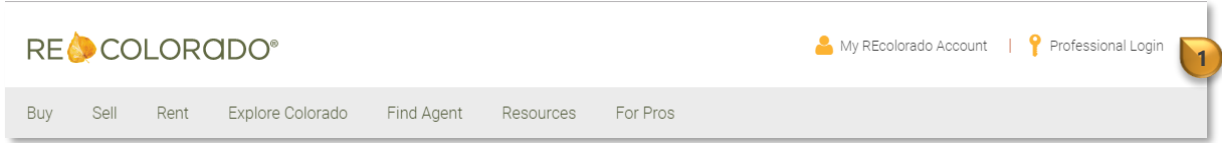

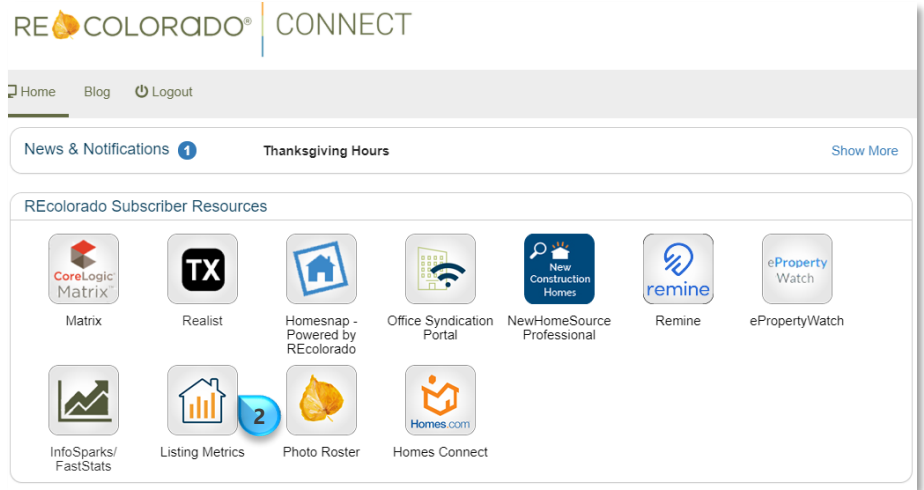



# Generate a Weekly Seller's Report

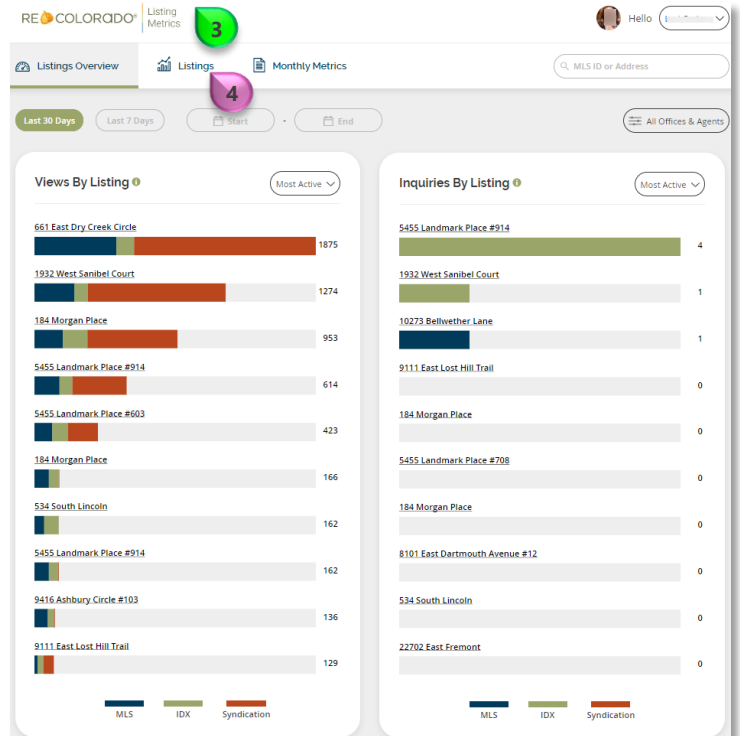
Log into *REcolorado.com* the **"Professionals Login"**  to access **"CONNECT"**



Click the **"Listing Metrics"** icon 



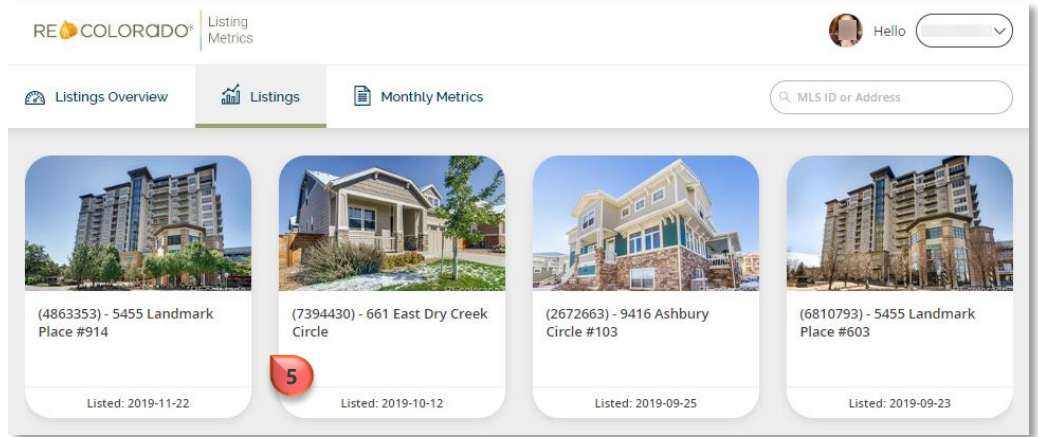
*REcolorado* **Listing Metrics** will open 



Click **"Listings"** 

# Generate a Weekly Seller's Report

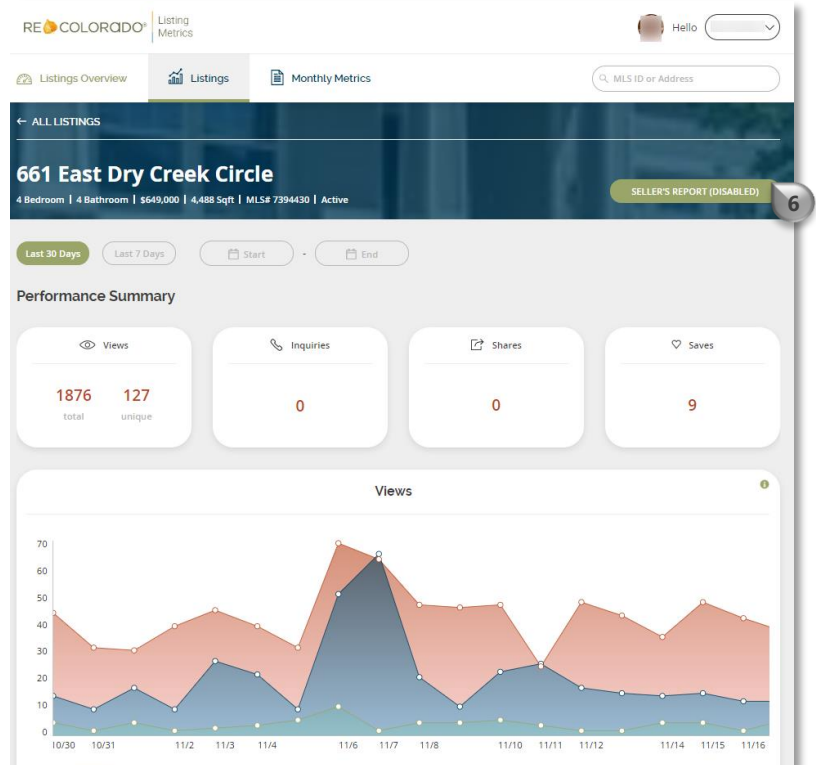
Property cards for your *Active Listings* will present



Click on the desired address 5

A *Seller Report* will present

Click the **"Seller's Report Disabled"** button 6



# Generate a Weekly Seller's Report

A Sellers Report Form will present

Click on the **Enable/Disable Toggle Switch** to *Enable* the report 7

Complete the *Enabled Sellers Report Form* as desired 8

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

Sections can be removed from and added to the **Seller's Report** 10

Click in the *check box* next to each section to add or remove *check marks* 11

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

When complete click "Save" 12

**Note:** Only, once **Enabled** will your *Seller's Report* be sent every Monday for *Active Listings*