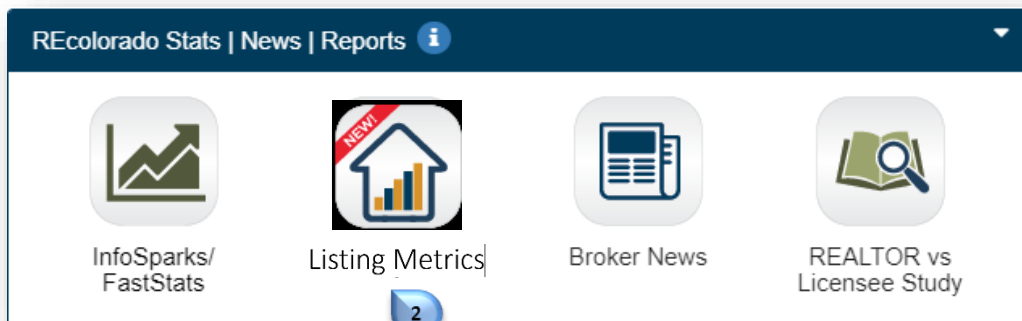


Generate a Weekly Seller's Report

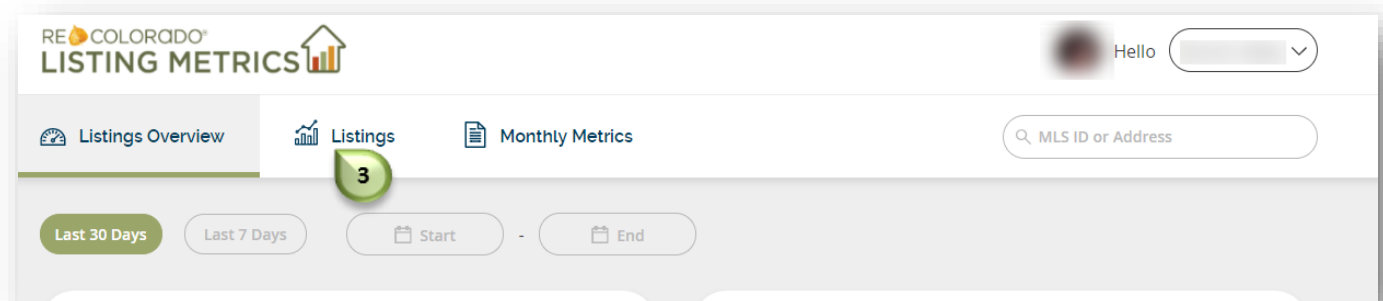
Access **CONNECT** through the “Professional Login” **1** at REcolorado.com



On **CONNECT** click the “Listing Metrics” **2** icon

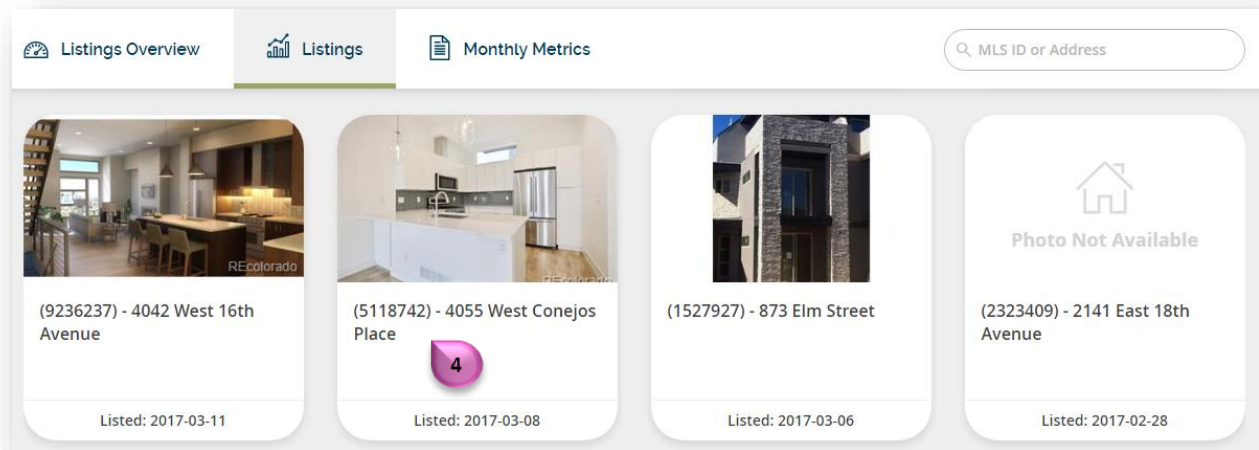


• REcolorado LISTING METRICS will open: Click on “Listings” **3**

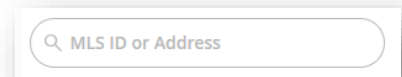


Generate a Weekly Seller's Report

A list of your current listings will present. Click on the listing of interest 

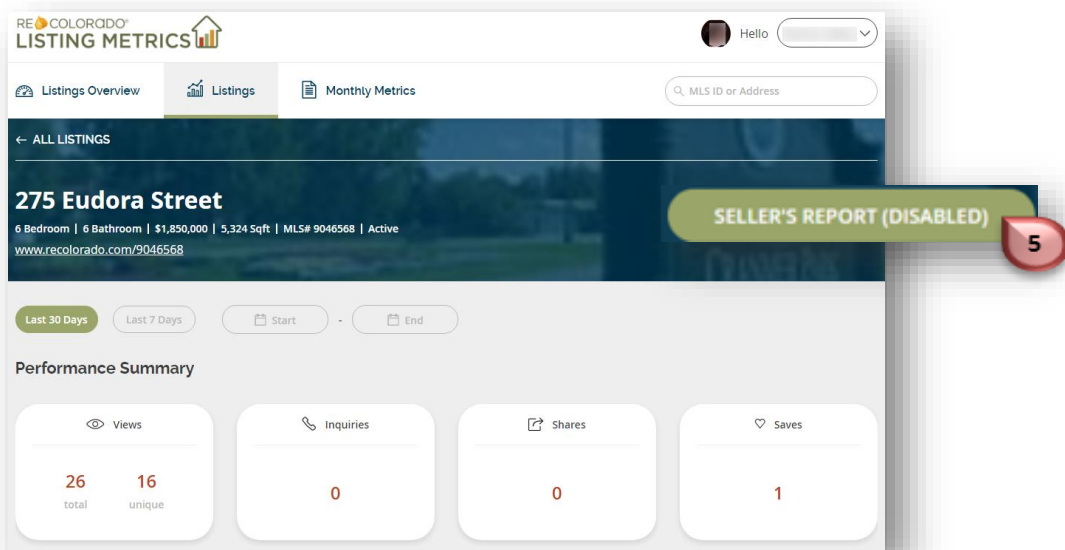


Note: The search bar can be used to jump directly to the listing of interest



- The listing **Performance Summary** will present


- Click on **“SELLER’S REPORT (DISABLED)”** 





Generate a Weekly Seller's Report

Complete the **Seller's Report** form

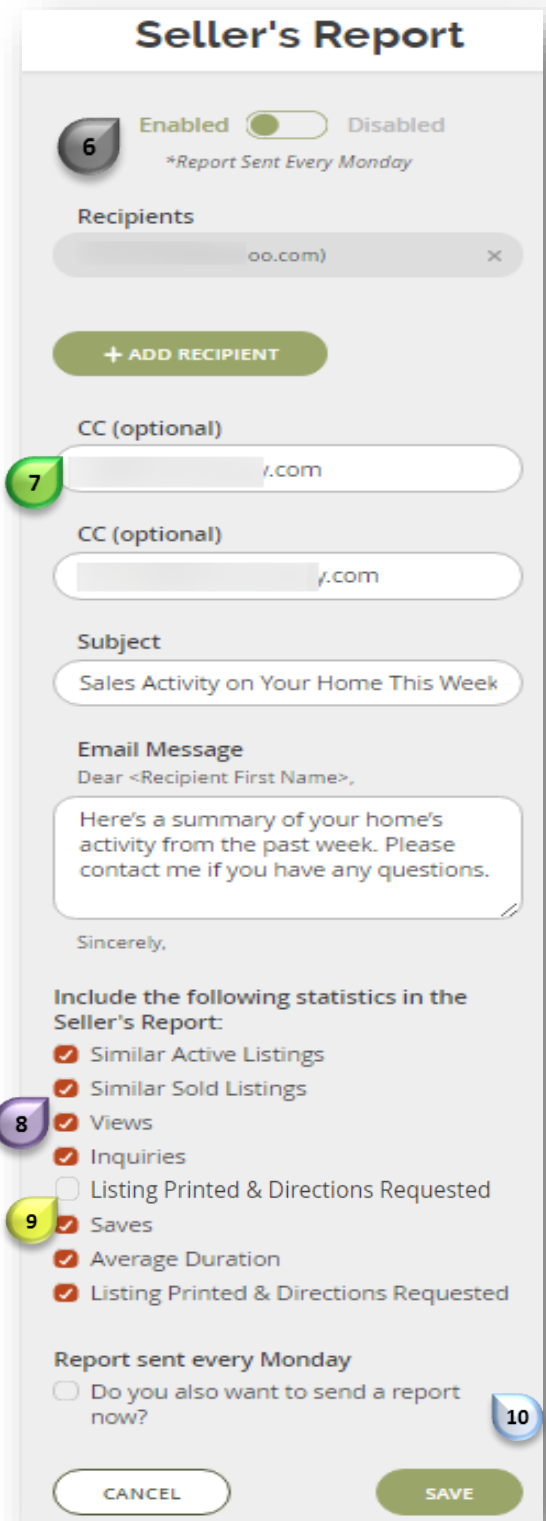
Click "**Enabled**"  to activate all fields

Delete your email from the "**CC (optional)**" field  if you **do not** wish to be copied on the delivery of this **Seller's Report**

Click the checkbox next to the **graph/chart** name you want to **remove** from the **Seller's Report**.  The check mark will disappear.

Click the empty checkbox next to the **graph/chart** to include in the "**Seller's Report**."  The check mark will reappear.

Click "**Save**" 



Seller's Report

6 Enabled Disabled
 *Report Sent Every Monday

Recipients
 oo.com) x

+ ADD RECIPIENT

CC (optional)
 7 / .com

CC (optional)
 / .com

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
- Listing Printed & Directions Requested
- 8** Saves
- Average Duration
- Listing Printed & Directions Requested

Report sent every Monday
 Do you also want to send a report now? **10**

CANCEL SAVE