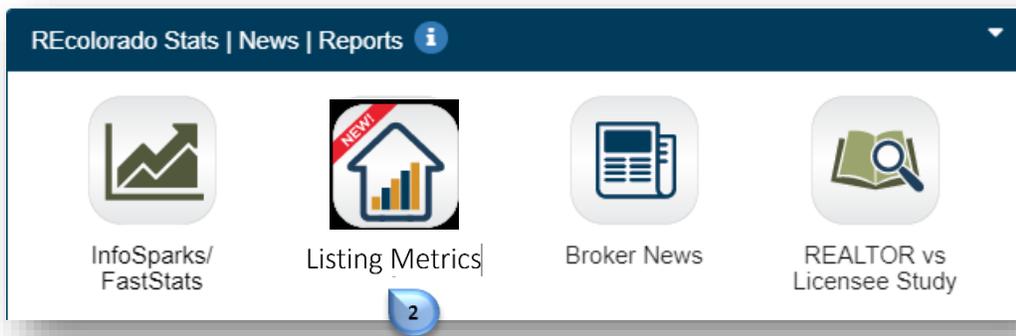


# Generate a Weekly Seller's Report

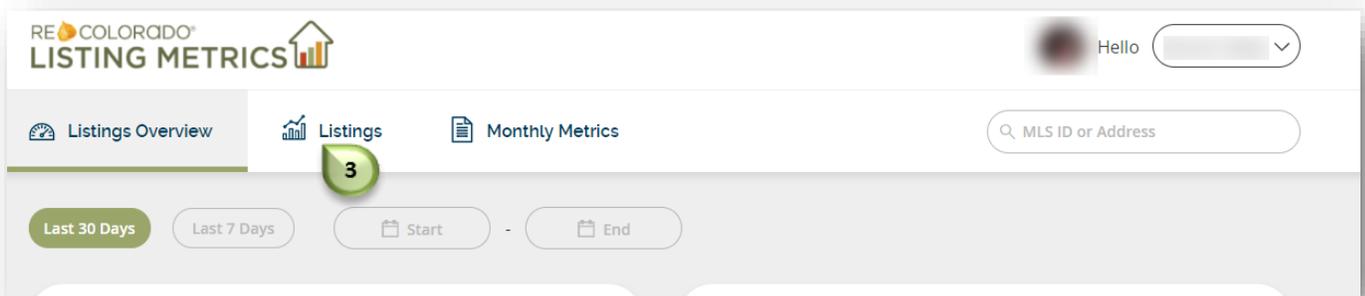
- Access **CONNECT** through the “Professional Login”  at REcolorado.com



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

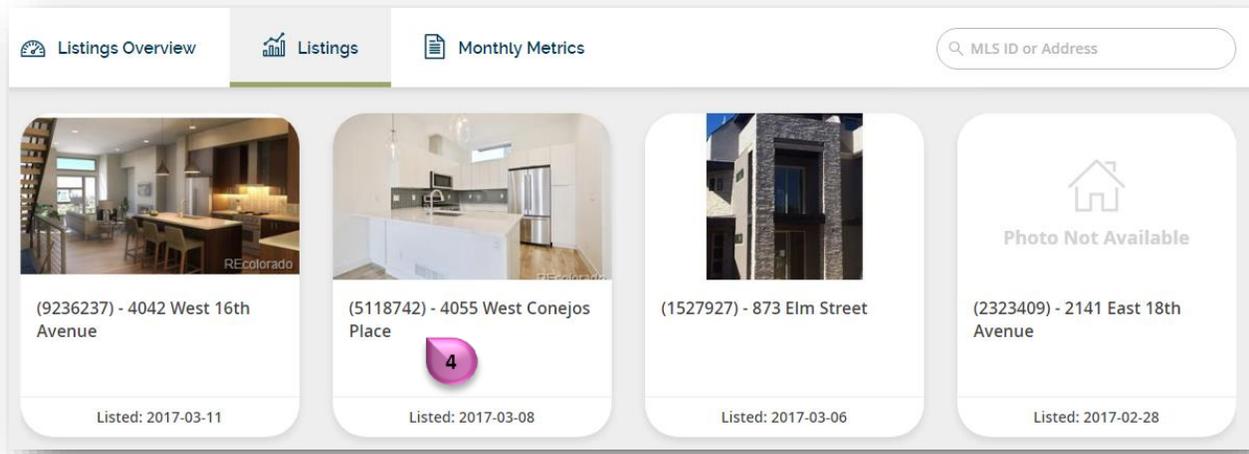


- REcolorado **LISTING METRICS** will open: Click on “Listings” 

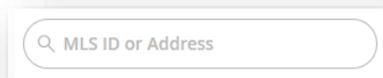


# Generate a Weekly Seller's Report

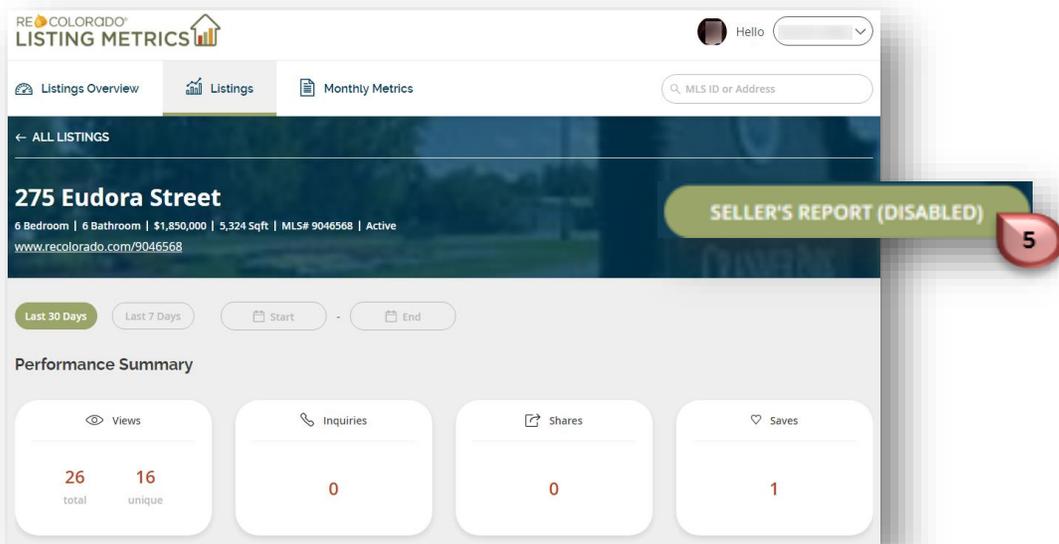
- A list of your current listings will present. Click on the listing of interest. 4



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

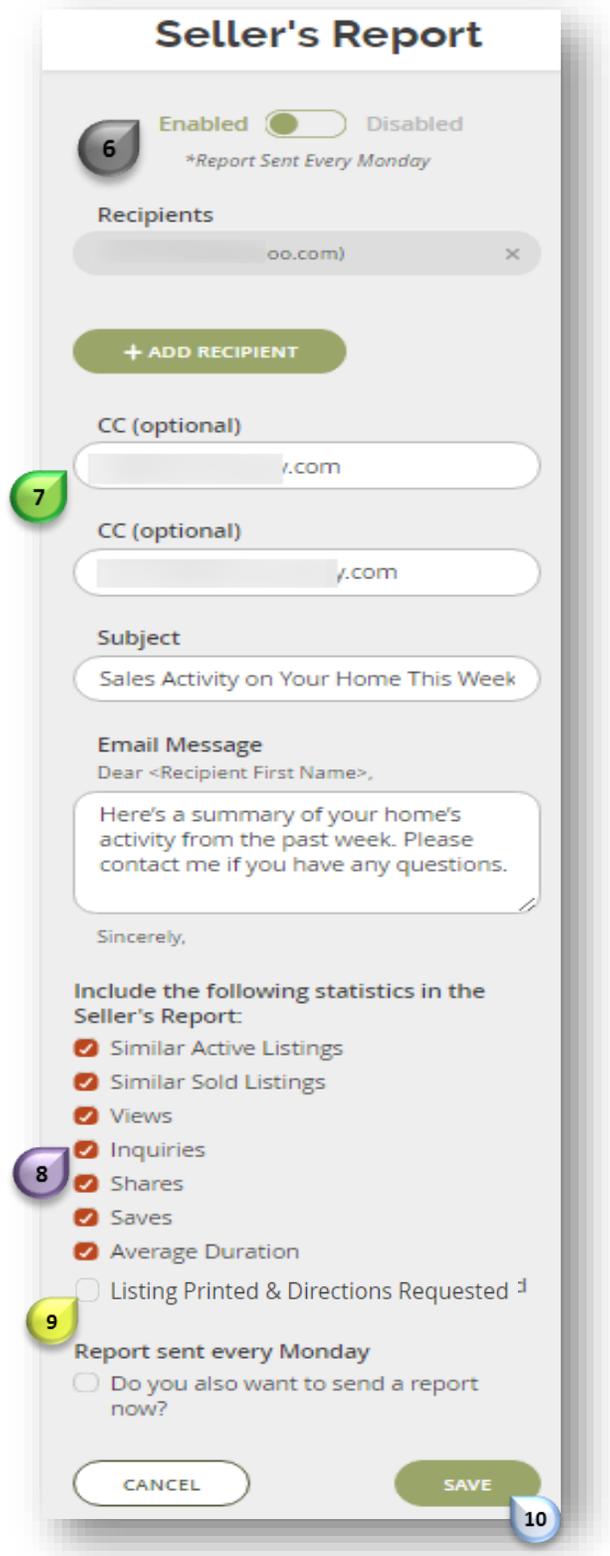


- The listing **Performance Summary** will present
- Click on “**SELLER’S REPORT (DISABLED)**” 5



# 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)   
 .com

CC (optional)   
 y.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,

**8** Include the following statistics in the Seller's Report:   
 Similar Active Listings   
 Similar Sold Listings   
 Views   
 Inquiries   
 Shares   
 Saves   
 Average Duration   
 Listing Printed & Directions Requested <sup>1</sup>

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

**CANCEL** **SAVE** **10**