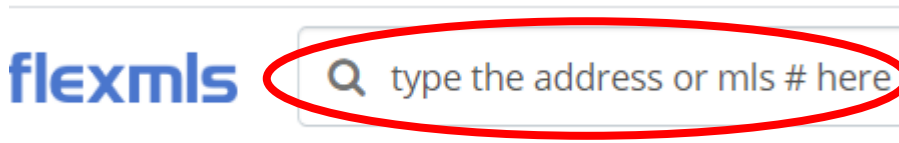


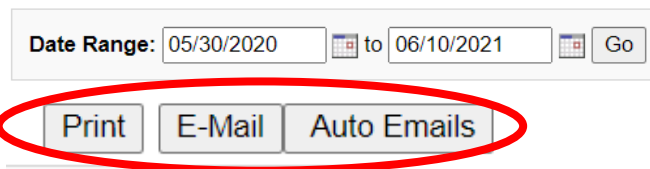
# LISTING ACTIVITY REPORT

## Send an Automatic Listing Activity Report to Your Seller

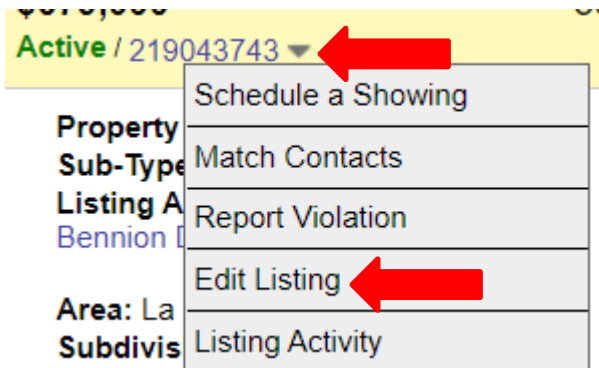
- 1) Open your listing. You can type the address into the Quick Launch Bar and select your listing from the drop down.



- 3) Select a date range and email, print or set up the auto email.

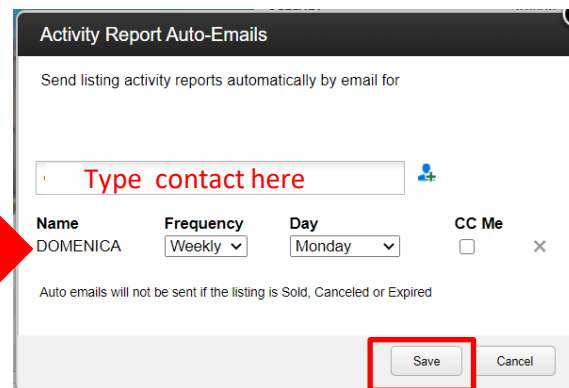


- 2) Click on the arrow next to your MLS # and select Activity Report. This is located on the left side of your screen.



- 4) Add a new contact or type an existing in the Add a Contact field, set your frequency and save.

Once you type the name into the field the contact will appear below.



Name	Frequency	Day	CC Me
DOMENICA	Weekly	Monday	<input type="checkbox"/>