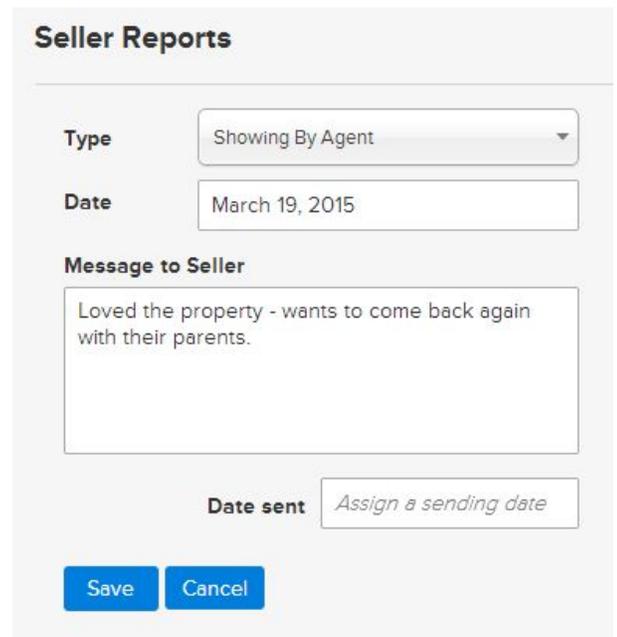


# Seller Report Tab

## Basics: All Users

The **Seller Reports** tab is used for making regular comments to update the seller on your marketing efforts. Seller report entries can be added by using the ( + ) button in the upper right corner of the Seller Reports tab or by using workflow activities which request updates on a regular basis.

When entering seller report information manually, select the **Type** from the drop down menu. Enter the current **date** as well as the **message to the seller**. You can leave the **Date sent** field blank so that the system can include the message the next time a seller report email is sent. Once the email has been sent, then the **date sent** field will be entered automatically. Press the **Save** button once you have completed your entry.



The screenshot shows the 'Seller Reports' form. It includes a dropdown menu for 'Type' set to 'Showing By Agent', a date field for 'Date' set to 'March 19, 2015', a text area for 'Message to Seller' containing the text 'Loved the property - wants to come back again with their parents.', and a 'Date sent' field with the placeholder text 'Assign a sending date'. At the bottom are 'Save' and 'Cancel' buttons.

The **Type** field will be one of the following:

- **Open House**
- **Showing**
- **Preview By Agent**
- **Showing By Agent**
- **Agent Tour**
- Activity
- Ad Call - Homes Magazine
- Ad Call - Newspaper
- Ad Call - Postcard
- Ad Call - Email
- Ad Call - Web
- Ad Call - Sign
- Ad Call - MLS
- Call - Floor
- Call - Agent
- Inquiry By Email
- Other

Additional information will be displayed on the right side of the tab when selecting one of the **BOLD** items at the top of the list above relating to showing a property to a contact.

The **Select Contact** field allows you to type in a name of a contact. When typing the system will show a list of names that match. Pick from the list to assign an existing Contact or enter a new contact name and it will be added to the database. This creates a link between the Contact and the property so you can view which properties a contact has been shown.

**Rating** allows you to assign a 1-10 rating of the house by the Contact. Selecting 1 (low rating) to 10 (high rating) helps you know which properties the contact liked the most.

**Feedback** is used to record the Contact's comments and feedback on the property that can be reported to the seller.

**Agent Note** is a personal note to yourself which is not shown to the Seller nor the Showing Contact.

Manually Entering Data: ([SEE VIDEO](#))

**Note:** I will discuss this tab again after explaining templates / workflows in more detail.

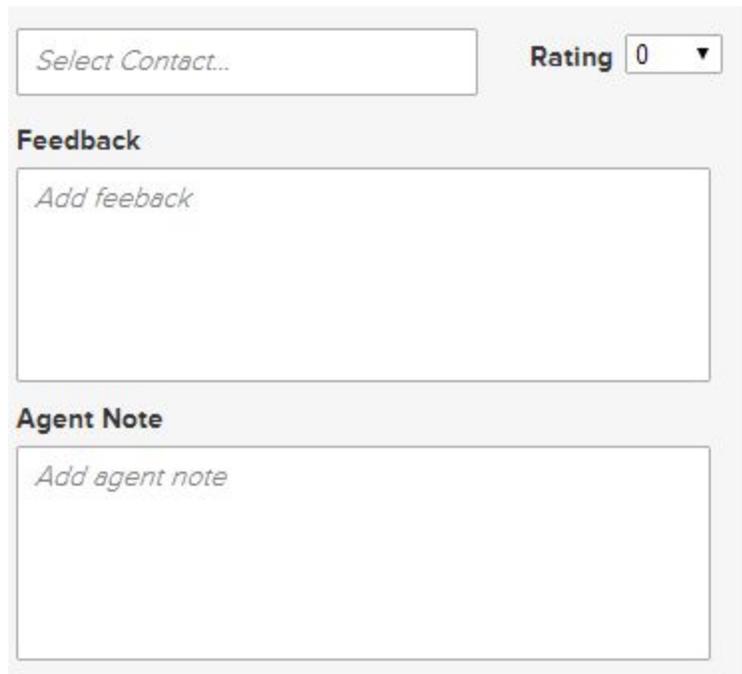
If you have any questions, please contact us at: [support@realvolve.com](mailto:support@realvolve.com)

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### Questions?

Please direct questions and comments to [support@realvolve.com](mailto:support@realvolve.com).

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The screenshot displays a user interface for managing contact information. At the top, there is a text input field labeled "Select Contact.." and a "Rating" dropdown menu currently set to "0". Below these are two sections: "Feedback" and "Agent Note". Each section contains a large text area with a placeholder text "Add feedback" and "Add agent note" respectively.