Searching for Prospects

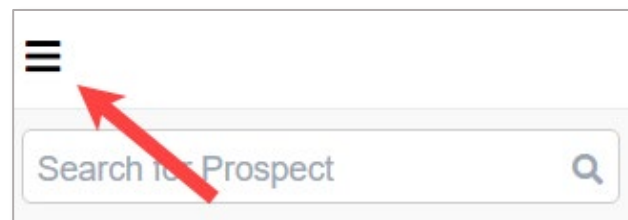|	
The dashboard is the starting point for your prospecting activities, including searching for prospective agents. If you are recruiting for multiple offices, begin your work on the dashboard by selecting the office for which you are prospecting. If you only have access to one office, the Active Office will not appear on your dashboard at all.	
1. To start your search, click the **Menu** icon.	
2. From the menu click **Search MLS Records**.	
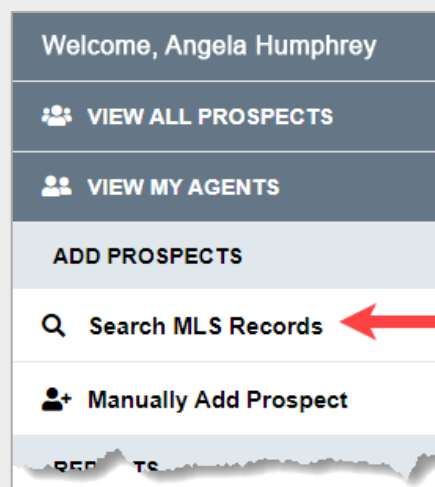
3. Enter your search criteria on the **Search MLS Records** screen.

   You can enter any of the following text search parameters:
   - **Agent Name**
   - **Broker Name**
   - **Office MLS ID**
   - **Broker City**
   - **Main Zip**

Note: You can enter any portion of the search text. For example, you can enter just the agent's last name, or a portion of the broker's name.

Agent Name

Enter as: Last, First

Broker Name

Office MLS ID

Broker City

Main Zip

Enter as: Zip or comma separated list of zips

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4. In addition, you can also use the production information to further refine your search criteria. You can use as many search filters as you want. This allows you to truly fine tune your search results.
   - **Last Twelve Months Average Sales Price**
   - **Last Twelve Months Sold Units**
   - **Current Listings**

Note: You can drag the selection box to the desired level or click the number field and enter the exact number.

5. Click **Search**.

Last Twelve Month's Average Sales Price
☐ High ASP Area

150,000 to 999,999,999

Last Twelve Month's Sold Units
0   25   50   75   100+
0   to   999

Current Listings
0   25   50   75   100+
0   to   999

Saved Searches (2)

Select a saved search

⊗ Clear Search   🔍 Search

6. Scroll down to view your Search Results.

   a) Click on a prospect's name to view their production graph.
   b) Click on a broker's name to view broker details.
   c) Click any column heading to sort ascending or descending order.
   d) Status Column
      O – Other person in your company has added this agent to their prospecting list.
      U – You have already added this agent to your prospecting list.

7. From the search results, if you click the prospect's name you will see the Multi-Year Trends for the prospect.

   The graph shows listings taken, sold units, and sold volume.

   To view this prospect's production on a map, click **Map LTM activity** hyperlink.
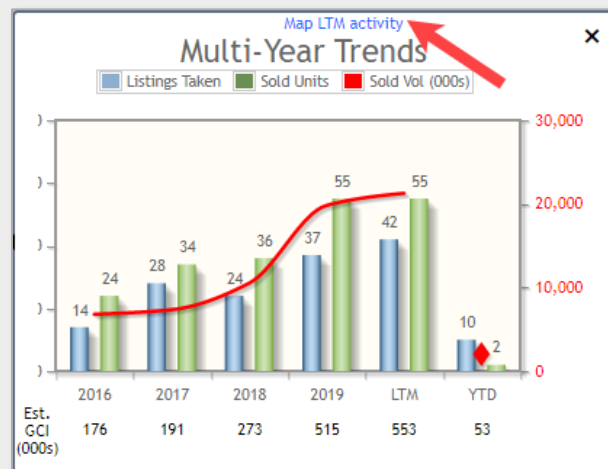
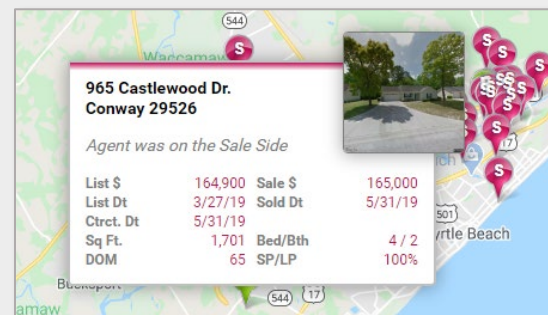8. The **Map LTM** activity screen displays a Google map with pins on the map to indicate the following:
- Blue "**P**" pin indicates a pending listing
- Green "**L**" pin indicates an active listing
- Red "**S**" pin indicates a sold listing

Double click anywhere on the map to zoom in. If your mouse has a scroll wheel, you can also use that.
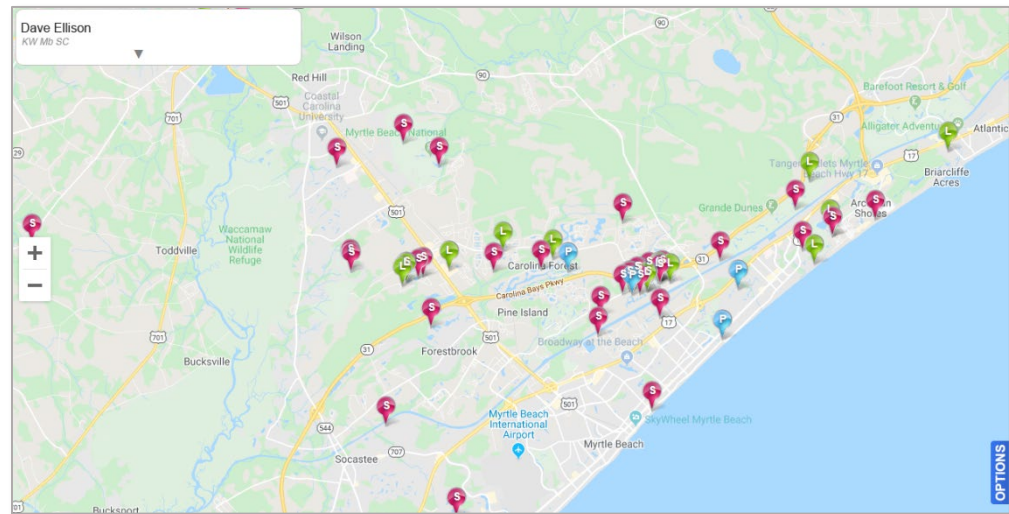
9. Hover your mouse over any pin to see more details.

10. Click the agent's name in the upper left corner to display a table with details for current, year to date, last twelve months data.	Dave Ellison KW Mb SC Dave Ellison KW Mb SC **Email:** daveell@gmail.com **Phone:** Unknown | Agent Stats	Current	YTD	LTM
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Listings Taken	20	10	42
Avg List Price (000's)	$625	$521	$512
Avg Market Timing	197	354	197
Sold Units	55	2	55
Sold Volume (000's)	$21,264	$2,025	$21,264
Pendings	4		
Pending ASP	$593		
Avg Comm. Rate		3.00%	2.91%
Avg Sales Price (000's)		$1013	$390
Avg Sale/List Price		89.7%	93.2%	
11. Click the menu and choose **Search MLS Records**, again, to return to your search results.	Welcome, Angela Humphrey VIEW ALL PROSPECTS VIEW MY AGENTS ADD PROSPECTS Q Search MLS Records Manually Add Prospect