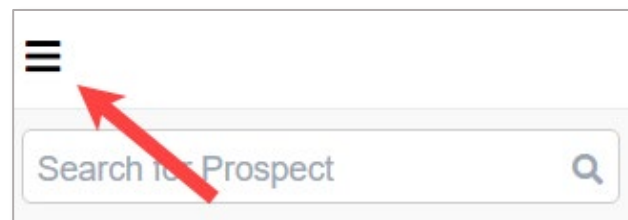


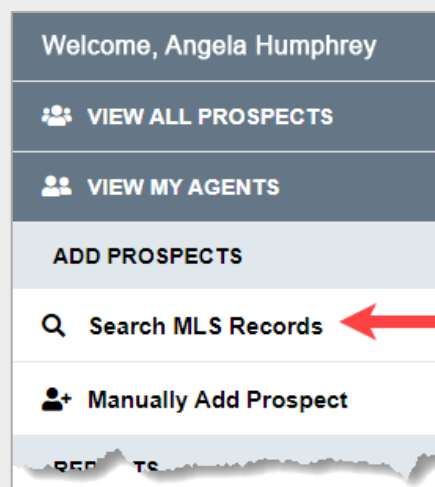
Searching for Prospects

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.

The screenshot shows a search criteria form with the following fields:

- Agent Name:** A text input field with the placeholder text "Enter as: Last, First".
- Broker Name:** A text input field.
- Office MLS ID:** A text input field.
- Broker City:** A text input field.
- Main Zip:** A text input field with the placeholder text "Enter as: Zip or comma separated list of zips".

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.

The screenshot shows three filter sliders:

- Last Twelve Month's Average Sales Price:** A slider with a blue area under the curve. A red arrow points to the left handle. The value is set to 150,000. Below the slider, it says "150,000 to 999,999,999". There is a checkbox for "High ASP Area" which is currently unchecked.
- Last Twelve Month's Sold Units:** A slider with a blue bar. The value is set to 999. Below the slider, it says "0 to 999".
- Current Listings:** A slider with a blue bar. The value is set to 999. Below the slider, it says "0 to 999".

Below the sliders, there is a section for "Saved Searches (2)" with a dropdown menu that says "Select a saved search".

5. Click **Search**.

The screenshot shows two buttons at the bottom of the search interface:

- Clear Search:** A button with a trash can icon and the text "Clear Search".
- Search:** A blue button with a magnifying glass icon and the text "Search".

6. Scroll down to view your Search Results.

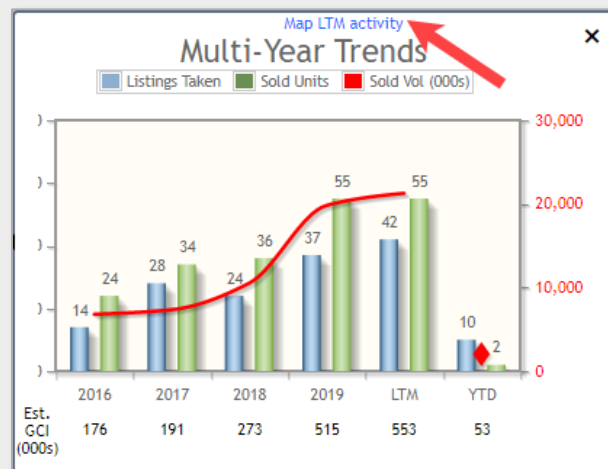
- a) Click on a prospect's name to view their production graph.
- b) Click on a broker's name to view broker details.
- c) Click any column heading to sort ascending or descending order.
- d) Status Column
 - – Other person in your company has added this agent to their prospecting list.
 - U – You have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

ID	Prospect	Broker (MLS ID)	City	LTM Units	List Sold	ASP	List	Est. GCI	Main ZIP	Phone	E-Mail	Status	
CCSC12345	Acton, Marc	Keller Williams (CCSC2322)	Myrtle Beach	2	434	1	23K	29579-Myrtle Beach			m.acton@gmail.com	○	Add
CCSC65432	Adams, Brad	Queensland Properties (CCSC2461)	Myrtle Beach	49.5	23.5	302	19	389K	29579-Myrtle Beach		brad.adams@yahoo.com	U	View
CCSC13579	Ballard, Manuel	RealLiving Homes (CCSC5959)	Bluffton	4	321	3	33K	29579-Myrtle Beach			ballard@realliving.com	○	Add

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

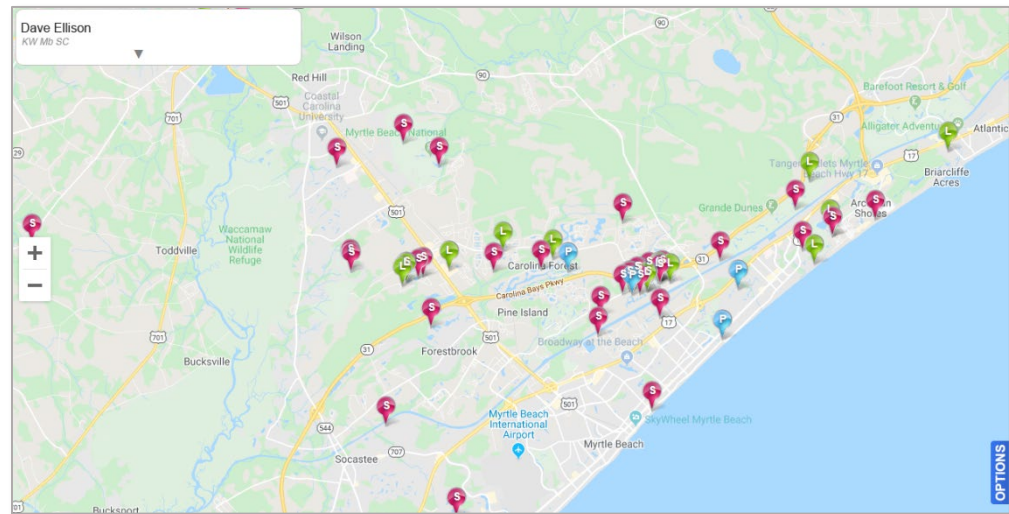
The graph shows listings taken, sold units, and sold volume.

To view this prospect's production on a map, click **Map LTM activity** hyperlink.

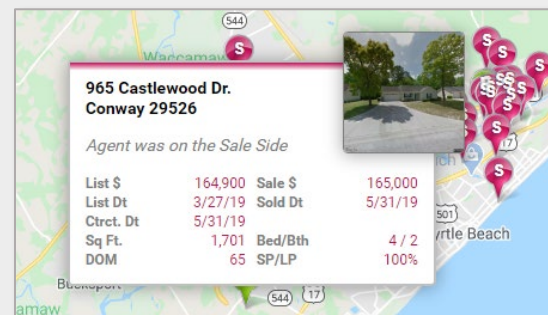


8. The **Map LTM** activity screen displays a Google map with pins on the map to indicate the following:
- Blue **"P"** pin indicates a pending listing
 - Green **"L"** pin indicates an active listing
 - Red **"S"** pin indicates a sold listing

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
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
- Search MLS Records**
- Manually Add Prospect