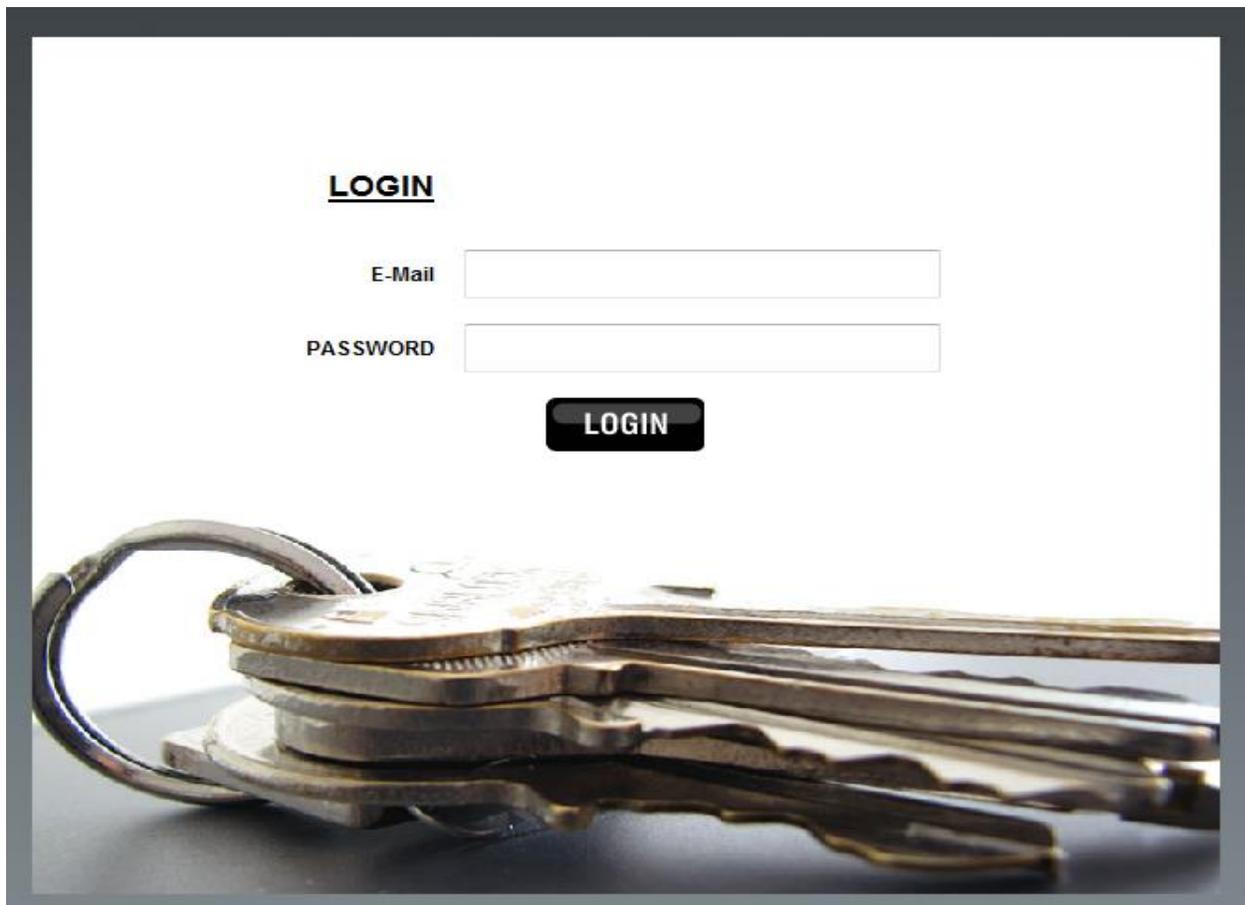


New Associate Resources

The New Associate Resources has some similarities to the old version, but we have strived to make it easy to search for documents, find help and most of all, make it your own personal site. Welcome to the New Associate Resources.

To Log into Associate Resources:

1. Go to realtysouth.com homepage
2. Agent Login
3. You must use your **EMAIL address** and **PASSWORD** to log into Associate Resources now.



Overview

1. The Left Navigation:
 - A. New Associate Resources: These are your Quick Tools



2. The Header:



A. Essentials Page:

1. New Agent Necessities: This will help the new agents ease into the business and find “Necessities” when starting their real estate business.
2. Need to Know Basics : Helpful documents
3. Just Listed: A list of documents that most agents need when preparing to list a house.
4. Contract Documents: A list of documents needed when writing a contract.

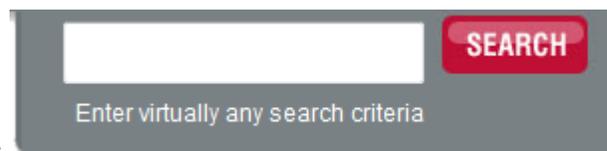
B. Money Savers Page: Discounts provided to employees and agents of RealtySouth

C. Human Resources Page: Contains Employee Policies documents, forms, and Agent Documents.

D. Family of Services Page: One stop shop to find everything you will need or need to know about our Family of Services.

E. Need Help? Page: Never wonder who you should contact about what! Just click on this page to find the contact information for the appreciate person you need to contact who within the Family of Services.

F. My Favorites: Old Associate Resources listed these as My Links....now it is My Favorites. A list of all your favorite links which you can now add to and personalize. Example: Add MSN.Com to the dropdown list



3. Search Feature:

Just like on RealtySouth homepage...enter a word in the search box to search:

Example: Smith

All Agents/Staff with the name Smith

Offices with the name Smith

Calendar/Company related items with Smith in the name

4. The Main Page: The Widgets

Customize your page to see only the widgets you want. Choose from the list of Widgets to have on your main page.

Home Screen

When you log into Associate Resources, you will see this screen.

RealtySouth Associate Resources. LOG OUT

Essentials | Money Savers | Human Resources | Family of Services | Need Help? | My Favorites | Administration

Welcome Back, Niki Miller!

SEARCH
Enter virtually any search criteria

Email SPAM Alerts

As new SPAM attempts become known we will update this page with screenshots for you to verify if an email you received is a phishing attempt. This page is not a complete list of phishing attempts rather the strategies that we are aware of. Please be sure to follow the [10 tips for recognizing phishing attempts](#) to help protect yourself.

If you do suspect that your account or identify has been compromised, please immediately change all your passwords and contact RealtySouth Help Desk at 205.325.1354.

[Click here to View Known Email Phishing Samples](#)

Customize

Weather Change Zip Code

AccuWeather.com
Gardendale, AL
Currently [Hourly Info](#) | [15 Days](#) | [Videos](#)

Partly sunny RealFeel®: 80°F
77°F Winds: N at 10 mph

Your Extended Forecast

Today	Tomorrow
High 83°/Low 59° Partly cloudy and cool	High 85°/Low 65° Mostly cloudy
High 86°/Low 69° Cloudy, a couple of storms	High 81°/Low 68° Mostly cloudy with a shower

Company Announcements

[Cutlery Closing Gifts](#)
MagnetsUSA now offers beautiful Lifelong Cutlery closing gifts with engraving available. Check it out at [www.magnetsusa.com/lifelong](#). [\[Read More\]](#)

[Football Schedule Postcards Available Through Xpressdocs](#)
Football schedule cards are now available for ordering on Xpressdocs. Click the Print & Direct Mail tab and look for Football Schedules under the Gene ... [\[Read More\]](#)

[July/August Birmingham Events Cards Available on Xpressdocs](#)
The July/August local events postcards have been added to Xpressdocs and are availat for ordering. They're under the General Marketing heading. [\[Read More\]](#)

[RealtySouth Shining Star Survey](#)

RealtySouth Twitter Feed

Birthdays Select Range

Name	Office	Date
Rita Tapley	Lake Martin	7/29

From the Home screen you will navigate where you need to go or what you want to see.

1. Top Navigation:

A. Essentials:

The Essentials page is to help you find Documents and Essentials that you use frequently.

1. New Agent Necessities
2. Need to Know Basics
3. Listing Documents
4. Contract Documents

RealtySouth™ Associate Resources. LOG OUT

Essentials | Money Savers | Human Resources | Family of Services | Need Help? | My Favorites | Administration

SEARCH
Enter virtually any search criteria

Welcome Back, Niki Miller!

New Agent Necessities:

- [AHS Flex Plan](#)
- [Business Card Order Form](#)
- [Name Badge Order](#)
- [Open House Scheduler](#)
- [XpressDocs-How to Order](#)
- [Yard Sign Order Form](#)
- [Sales Associate Manual](#)
- [Agent Benefits](#)

Need to Know BASICS:

- [Agent Benefits](#)
- [Courthouse Retrieval](#)
- [Custom Domains](#)
- [FaxPress](#)
- [Listing Presentation](#)
- [Web Builder](#)
- [Website Templates](#)
- [Website Packages](#)

Listing Documents:

- [Affiliated Business Disclosure](#)
- [AHS Enrollment Form](#)

Contract Documents:

- [Affiliated Business Disclosure](#)
- [Buyer Agency Agreement](#)

B. Money Savers:

Discounts provided by different vendors for RealtySouth employees and agents.

RealtySouth[™] Associate Resources. LOG OUT

Essentials | Money Savers | Human Resources | Family of Services | Need Help? | My Favorites | Administration

SEARCH
 Enter virtually any search criteria

 E-Mail

 rDesk

 TRIO Admin

 Documents

 Marketing

 Help & Training

Welcome Back, Niki Miller!



All employees qualify for discounts at any Apple retail store in the country. The discount is not a specific flat percent; the discount varies based upon the product purchased and also the total Apple purchase volume of HomeServices companies. Provide the company ID to your Apple representative to determine the discount available for your purchase. HomeServices Company ID: 164398663



All employees and agents of HomeServices are immediately eligible to receive an 11% discount on Monthly Recurring Charges for new or existing service with AT&T Wireless. The discount is based on volume and may increase to 15% or higher in the upcoming weeks. Any increased discounts would be automatically applied to anyone who had already signed up. To get this new benefit you need to do one of the following:

- Simply log into the Premier website at <http://www.att.com/wireless/homeservices> to place an order for new devices, change services, etc. Note that this channel often has the best equipment offers and you may want to bookmark this page for quick access to updated offers.
- OR, visit any AT&T Retail store provide them the Sponsorship Foundation Account Number (FAN) of 2938913, as well as either a company ID or recent pay stub. You can print out the [PDF AT&T flier](#); it has the FAN account number listed on it, and take the flier into a retail location with you.

C. Human Resources:

Easy access to our basic Human Resources questions and answers. Includes all policies or forms associated with Human Resources.


Associate Resources.
[LOG OUT](#)

[Essentials](#) | [Money Savers](#) | [Human Resources](#) | [Family of Services](#) | [Need Help?](#) | [My Favorites](#) | [Administration](#)

-  [E-Mail](#)
-  [rDesk](#)
-  [TRIO Admin](#)
-  [Documents](#)
-  [Marketing](#)
-  [Help & Training](#)

Welcome Back, Niki Miller!

Employee Policies:

- [MEHC Code of Business Conduct](#)
- [Dress Code Guidelines](#)
- [Employment Verification Instructions](#)
- [Safety Policy](#)
- [TMS Quick Start Guide for Nonexempt Employees](#)
- [TMS Quick Start Guide for Exempt Employees](#)
- [TMS Employee User Guide](#)

Employee Forms:

- [Workstation Assessment Form](#)
- [Safety Walk-Through Checklist](#)

Human Resources Self Service (HRSS)

- [MidAmerican](#)
- [iPay](#)
- [LifeHub log in instructions](#)
- [LifeHub FactSheet](#)
- [Inclement Wether Memo-Emergency Number](#)

Agent Documents:

<http://www.southcoastlife.net/south/>

D. Family of Services:

Find Family of Services documents here. InsuranceSouth, Relocation, and TitleSouth/Title Closing Center.


 Associate Resources. [LOG OUT](#)

[Essentials](#) | [Money Savers](#) | [Human Resources](#) | [Family of Services](#) | [Need Help?](#) | [My Favorites](#) | [Administration](#)

[SEARCH](#)
Enter virtually any search criteria

 [E-Mail](#)

 [rDesk](#)

 [TRIO Admin](#)

 [Documents](#)

 [Marketing](#)

 [Help & Training](#)

Welcome Back, Niki Miller!

InsuranceSouth

[HomeServices Ins. Homebuyer's Flyer](#)
[InsuranceSouth Fax Quote Form](#)
[InsuranceSouth Quote Flyer](#)
[Private Policy-InsuranceSouth](#)
[InsuranceSouth Rate Sheet](#)



[Meet your Relocation Staff](#)
[Birmingham Map Order Form](#)
[Cartus BMA Form](#)
[Cartus Marketing Update](#)
[Cartus Photo Mount](#)
[ERC-BMA](#)
[Outgoing Referral Form](#)




<http://resources.realtysouth.com/Seamless.aspx?destid=1>

E. Need Help?:

Need to know who to contact? Here is a central location to find phone, fax, email, or web address for all of our Family of Services and corporate staff.

1. RealtySouth HelpDesk
2. RealtySouth Accounting Dept
3. HomeServices Lending
4. InsuranceSouth
5. RealtySouth Marketing Dept
6. RealtySouth U
7. RealtySouth Relocation Dept
8. TitleSouth
9. TitleSouth Closing Center

RealtySouth Family of Services Associate Resources. LOG OUT

Essentials | Money Savers | Human Resources | Family of Services | Need Help? | My Favorites | Administration

SEARCH
Enter virtually any search criteria

-  E-Mail
-  rDesk
-  TRIO Admin
-  Documents
-  Marketing
-  Help & Training

Welcome Back, Niki Miller!




Accounting





Marketing

RealtySouth HelpDesk
 Email: support@realtysouth.com
 Phone: 205-325-1354
 Toll Free: 866-904-2002
 Fax: 205-445-1754

RealtySouth Accounting Dept
 Phone: 205-322-7500
 Fax: 205-714-0344

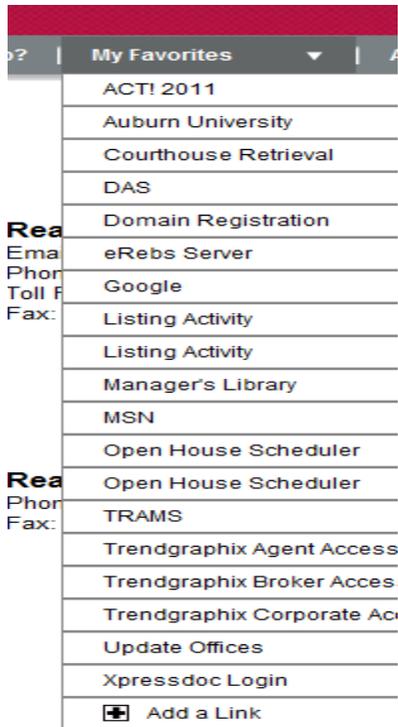
HomeServices Lending
www.homeserviceslending.com
 Phone: 205-879-5363
 Fax: 205-879-8153

InsuranceSouth
www.insurancesouth.com
 Phone: 205-325-1335
 Fax: 205-449-8648

RealtySouth Marketing Dept
 Phone: 205-322-7500
 Fax: 205-871-1160

F. My Favorites:

My Favorites has taken the place of My Links from the Old Associate Resources. All of your My Links are listed here. And now, you can add your own links to your favorite websites. Example MSN.Com



1. To add your favorite links, click Add a Link



2. Enter the title of the link and the URL. Click Add

My Favorite Links

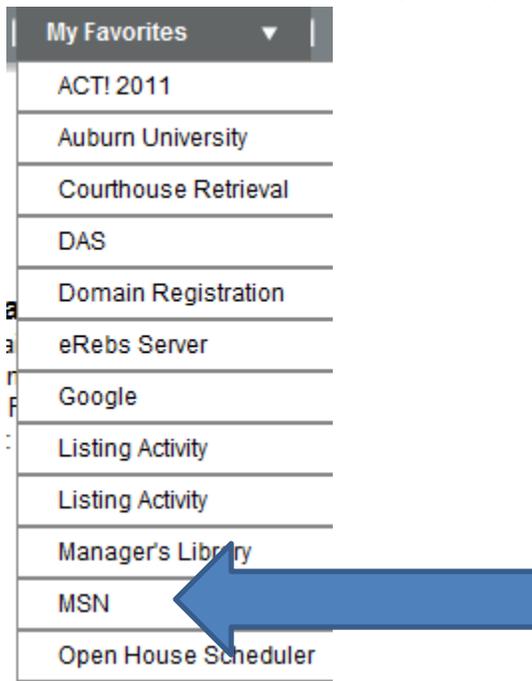
Title: URL:

Example: Google *Example: www.google.com*

Current Favorites:

Auburn University	Remove
Google	Remove
Listing Activity	Remove
MSN	Remove
Open House Scheduler	Remove

3. The link will then be added to your My Favorites list:



2. Quick Tools:



A. Email:

1. Click the Email key.



2. You are now on the Web Mail login screen.

RealtySouth
Family of Services

Microsoft
Outlook Web App

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer
- Use Outlook Web App Light
- I want to change my password after logging on

Domain\user name:

Password:

Connected to Microsoft Exchange
Secured by Microsoft Forefront Threat Management Gateway
© 2009 Microsoft Corporation. All rights reserved.

B. Agent Admin:

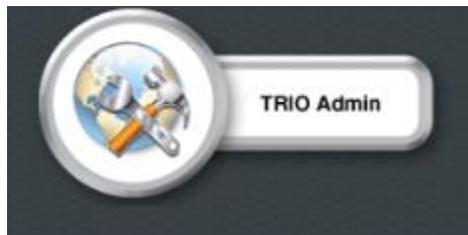
1. Click the rDesk key.



2. It is a seamless log in and will take you directly to your dashboard.

C. Trio Admin:

1. Click the Trio Admin key.



2. Trio Admin will automatically log you in.

Welcome Niki Miller

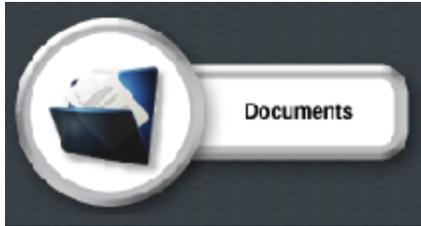
Here's where you'll find everything you need to:

- Customize your website design
- Add new pages
- Update the contact information on your website
- Create custom listing searches
- Select properties to feature
- Update and enhance your listings
- View reports on listing traffic

...and more! Detailed user guides and training are available to help you learn how to make most of all these tools.

D. Document Library:

1. Click on the Documents key.



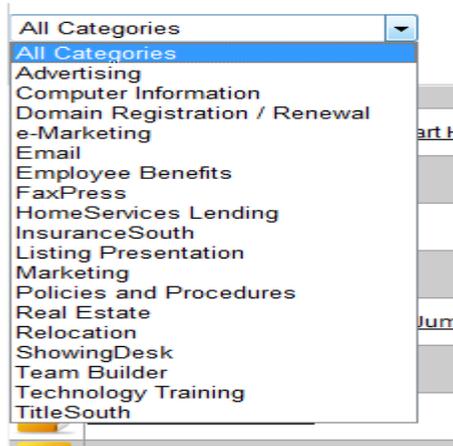
2. You are now at the Documents Library screen.

Document Library

- Add/Manage Personal Categories
- Upload/Manage Personal Documents

All Categories		SEARCH
266 documents found.		
	Document Name	Last Modified Date
	(Video 1) Agent Admin Intro-Start Here	11/23/2011
	(Video 10) E-Marketing	11/23/2011
	(Video 11) Client Activity	11/23/2011
	(Video 13) Multi-Listing Stats	11/23/2011
	(Video 14) Saved Searches & Jump Searches	11/23/2011
	(Video 2) Featured Properties	11/23/2011

3. Now to find the Document that you need....There are two ways to search for Documents.



A. Search by Category:



B. Search Tab:

4. Make it personal:

Document Library



Add/Manage Personal Categories



Upload/Manage Personal Documents



5. Click  Add/Manage Personal Categories
6. Create Category

Available Categories Existing Categories: Real Estate

Choose category name New Category Name: My New Category

Moves selected document(s) to new category

Duplicates existing category BACK CREATE **Removes selected document(s) from your new category**

Back to document library **Create category with selected documents**

- A. Available Categories: These are categories that already exist.
- B. New Category Name: Create a specific category name. For example: My Listing Documents
- C. Choose each Document from the Existing Category that you wish to move

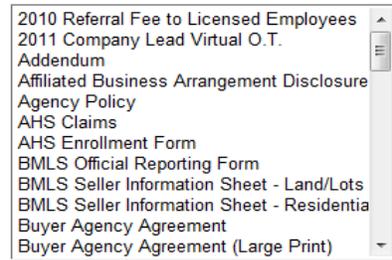
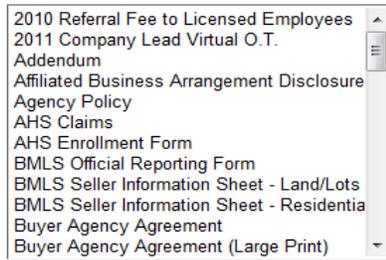
into your personal category, click . To remove a selected

document (s) from your new category, click .

- D. To Duplicate all the existing documents to your new category, click



This will add all the documents to your category.



E. To go back to the Document Library, click

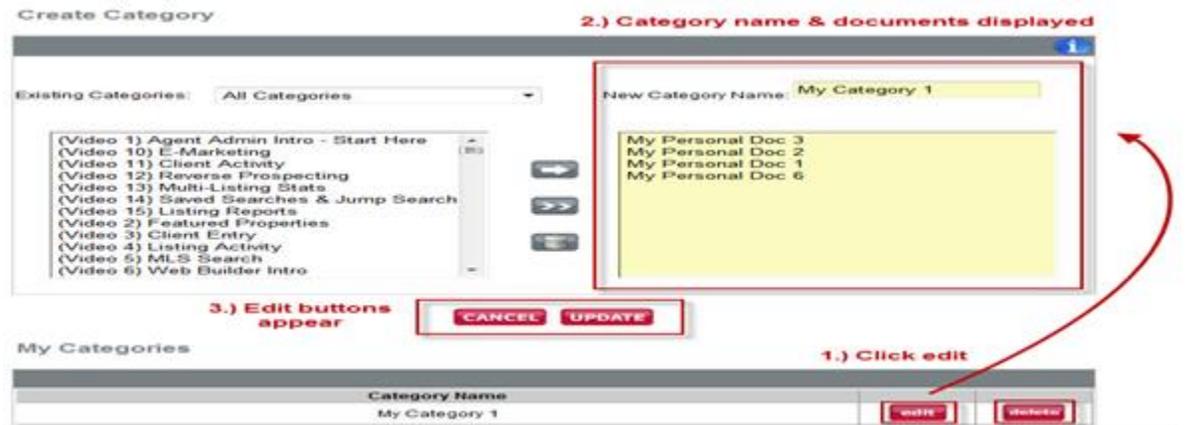
F. Once you have your category name created and documents moved over



to go into your new category, click

G. Your new category will now appear under My Categories:

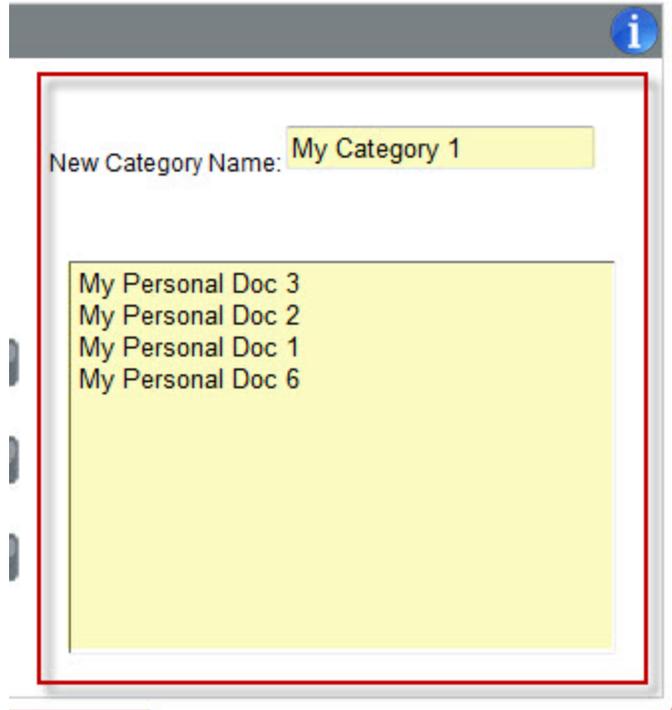
7. Edit Category



A. Click

B. The screen will display category name and documents.

2.) Category name & documents displayed



New Category Name: My Category 1

- My Personal Doc 3
- My Personal Doc 2
- My Personal Doc 1
- My Personal Doc 6

CANCEL UPDATE

C. The Edit buttons will appear

8. Once you have created your own categories, you will see this new screen when you log into Document Library.

Document Library



Add/Manage Personal Categories



Upload/Manage Personal Documents



Document Library Home

My Documents

Video training	
Document Name	
	(Video 1) Agent Admin Intro-Start Here
	(Video 13) Multi-Listing Stats
	(Video 3) Client Entry
	(Video 4) Listing Activity
	(Video 7) Appointments & Tasks

9. To get back to the regular document library, simply click:



Document Library Home

BUTTONS



The single arrow button moves any selected document(s) from an existing category to the new category document area.



The double arrow button moves all documents belonging to an existing category to the new category document area. This "duplication" of an existing category allows for a quicker category creation process.



The trash button removes any selected document(s) from your new category document area. You can select any number of documents to remove at one time.

CREATE

This button creates your document category and attaches all the documents you have chosen to it. You can create as many categories as you would like with the documents of your choice. No other users will see your personal categories.

BACK

This button will take you back to the document library home screen.

UPDATE

This button will update your currently edited category. You can edit the name of your category and you can also add additional documents or remove documents from your category that you no longer want there.

CANCEL

This button will cancel the editing process of your category and will discard any changes that you have made to category name or your documents.

Note: The Update and Cancel buttons show only when you click on the "edit" button from your personal categories listed at the bottom of your page.

edit

This button will allow you to edit a personal category that you have created. You can change the category's name and the documents that belong to this category. When clicked, the category is displayed above, showing all documents that belong to the category.

delete

This button will delete your personal category. If personal documents are attached to the category being deleted, the personal documents will still be available for future categories that you might create.

E. Marketing:

1. Click the Marketing key.



2. You are now in the Marketing Department. Marketing is divided into portals to help you search for specific needs. Simply click on the button you wish to view.

Marketing Department



- A. Click
1. You are now at the Contact Management screen.



Contact Management

[Agent Management Database, How-To Export Lists](#)

[Exporting Lists](#)

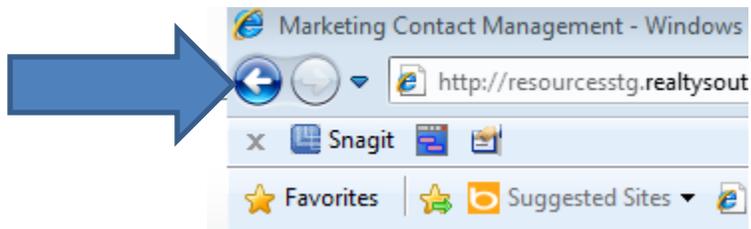
[Mail List Template](#)

Mail Merge/Labels, How To

[-MS Office 2007](#)

[-MS Office 97-03](#)

2. To go back to the Marketing main screen, click the back arrow at the top of page.



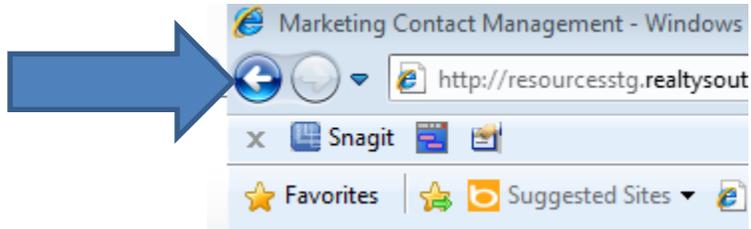
B. Click

1. Latest and Greatest page displays any new marketing tool, promotion or special you need to know about.



Latest and Greatest

2. To go back to the Marketing main screen, click the back arrow at the top of page.



- C. Click
 1. All Listing Presentation documents are located here.



Listing Presentation

[2012 Listing Presentation](#)

[AL.Com Information Sheet](#)

[CraigsList Information Sheet](#)

[Facebook Information Sheet](#)

[Front Door Informtion Sheet](#)

[HomeServices Insurance Homebuyer Flyer](#)

[HomeServices of America Companies](#)

[LinkedIn Information Sheet](#)

[Marketing Share Charts](#)

[MySpace Information Sheet](#)

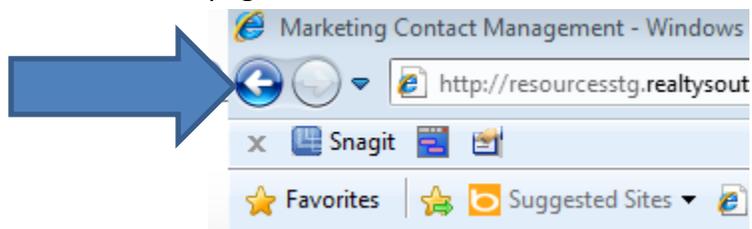
[RealtySouth.com Information Sheet](#)

[Seller Advantages](#)

[Twitter Information Sheet](#)

[YouTube Information Sheet](#)

2. To go back to the Marketing main screen, click the back arrow at the top of page.





D. Click

1. Get caught up on Marketing Moments and Observer!



Marketing Moment

[January 2012](#)

[December 2011](#)

[November 2011](#)

[October 2011](#)

[September 2011](#)

[August 2011](#)

[July 2011](#)

[June 2011](#)

[May 2011](#)

[April 2011](#)

[March 2011](#)

[February 2011](#)

[January 2011](#)

[December 2010](#)

[November 2010](#)

[October 2010](#)

[September 2010](#)

[August 2010](#)

[July 2010](#)

[June 2010](#)

[May 2010](#)

[April 2010](#)

Observer

[September 2011](#)

[2011 Second Quarter](#)

[2011 First Quarter](#)

[January 2011](#)

[2010 Second Quarter](#)

[2010 first Quarter](#)

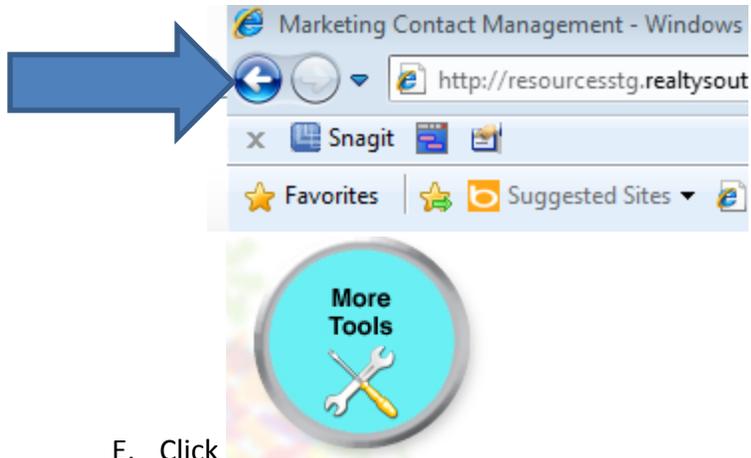
[2009 Fourth Quarter](#)

[2009 Third Quarter](#)

[2009 Second Quarter](#)

[2009 First Quarter](#)

2. To go back to the Marketing main screen, click the back arrow at the top of page.



- E. Click
1. Easy to find helpful need-to-know tools.



[Credit Card Charge Request](#)

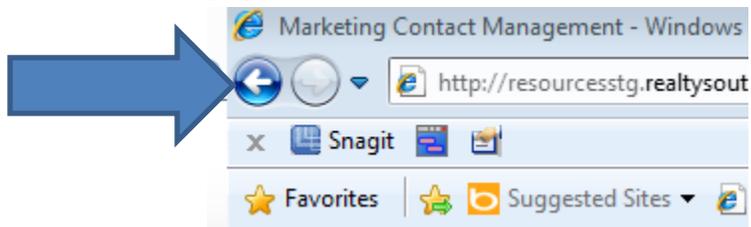
[Free Stock Photography Slick](#)

[Lead Base Paint Order Form](#)

[Press Release Request](#)

[QR Code How-To](#)

2. To go back to the Marketing main screen, click the back arrow at the top of page.





- F. Click
1. One stop shop for promotional items!



[MagnetsUSA](#)

[XpressDocs](#)

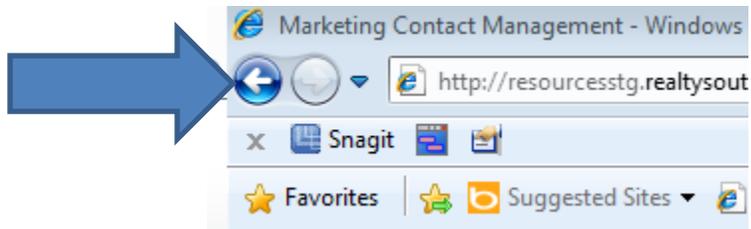
VUE Maketing

[-Online Store](#)

[-Yard Signs](#)

[VUE Marketing Credit Card Form](#)

2. To go back to the Marketing main screen, click the back arrow at the top of page.





G. Click

1. One stop shop for Advertising documents and how-to-instructions!



[10K Program](#)

[2012 Advertising Commitment to Seller](#)

[Circlepix](#)

[Classified Line Ad](#)

[Craigslist Ad Builder](#)

[Craigslist Video Training](#)

[Do Not Call](#)

[Find Our Property Here Slick](#)

[New Home Information Sheet](#)

[New Home Web Templates](#)

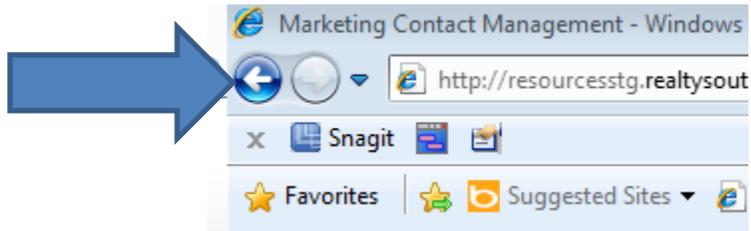
[Open House Guest List](#)

[VUE Marketing Credit Card Form](#)

[Yard Sign Order Form - Agent](#)

[Yard Sign Order Form - Office](#)

2. To go back to the Marketing main screen, click the back arrow at the top of page.



- H. Click
1. Get all the Social Media information here.



[Facebook Information Sheet](#)

[LinkedIn Information Sheet](#)

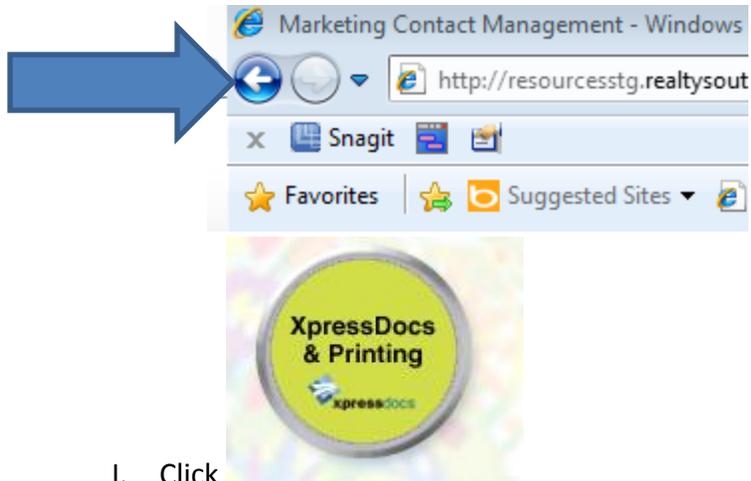
[MySpace Information Sheet](#)

[Social Media Guidelines - RealtySouth](#)

[Twitter Information Sheet](#)

[YouTube Information Sheet](#)

2. To go back to the Marketing main screen, click the back arrow at the top of page.



- I. Click
 1. Find your Xpressdocs login link here, along with other Xpressdocs information and forms from Pete's Print.



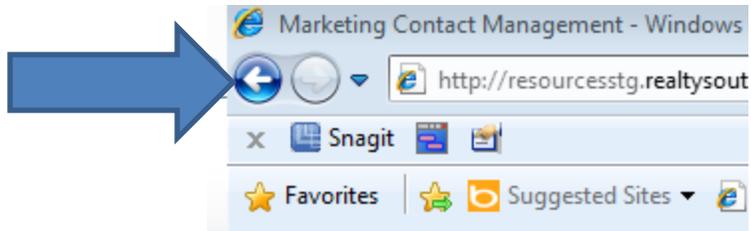
[Pete's Printing Business Card Form](#)

[Pete's Printing Order Form](#)

[XpressDocs How to Order](#)

[XpressDocs Just Sold Rewards Program](#)

2. To go back to the Marketing main screen, click the back arrow at the top of page.



F. Help and Training:

1. Click on the Help and Training key.



2. Welcome to the Help and Training section:

Help & Training

Step 1	Step 2	
Agent Admin	Adding Images	<input type="text"/> <input type="button" value="SEARCH"/>
Associate Resources	Agent Web Information	
Computer/Laptop Info	Custom Domains	
E-Mail	Editing Text	
documents found.		
No documents for search criteria given.		

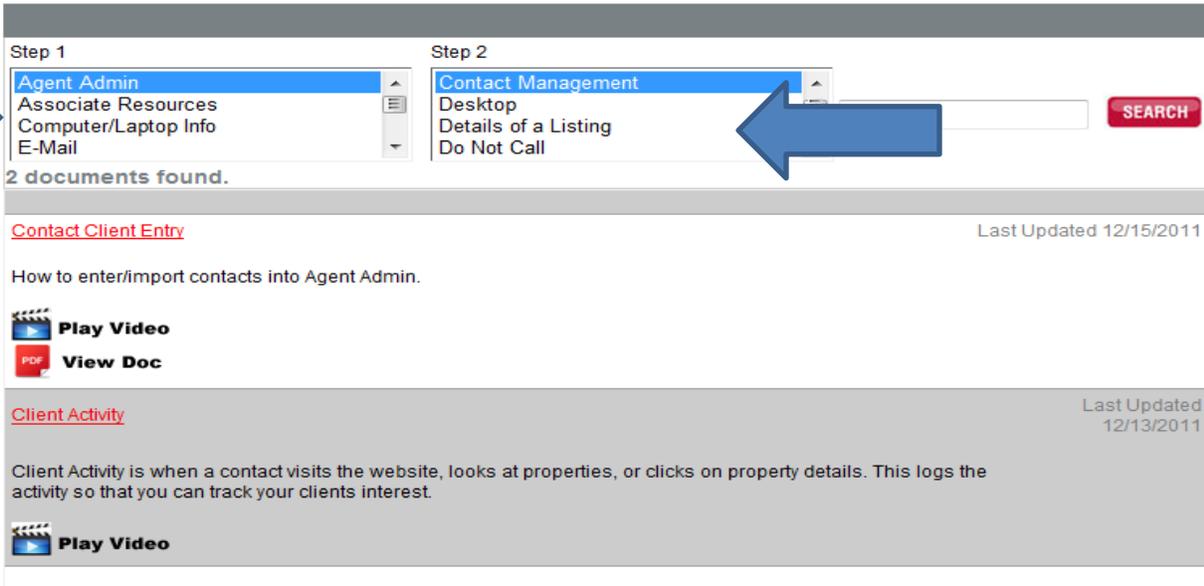
3. Any document or video associated with training or helpful tips is located here.

Step 1. Category

Step 2. Documents or videos

4. Select the category first and then find the sub category for a list of documents and videos.

Help & Training



The screenshot shows a search interface with two columns: Step 1 and Step 2. Step 1 contains a dropdown menu with 'Agent Admin' selected. Step 2 contains a dropdown menu with 'Contact Management' selected. A search button is visible on the right. Below the search results, two documents are listed: 'Contact Client Entry' (last updated 12/15/2011) and 'Client Activity' (last updated 12/13/2011). Each document has a 'Play Video' button and a 'View Doc' button.

Step 1

- Agent Admin
- Associate Resources
- Computer/Laptop Info
- E-Mail

Step 2

- Contact Management
- Desktop
- Details of a Listing
- Do Not Call

2 documents found.

[Contact Client Entry](#) Last Updated 12/15/2011

How to enter/import contacts into Agent Admin.

 **Play Video**

 **View Doc**

[Client Activity](#) Last Updated 12/13/2011

Client Activity is when a contact visits the website, looks at properties, or clicks on property details. This logs the activity so that you can track your clients interest.

 **Play Video**

5. When the documents appear, select Play Video or View Doc.
 - A. When you select Play Video, a video will begin to play on your screen.

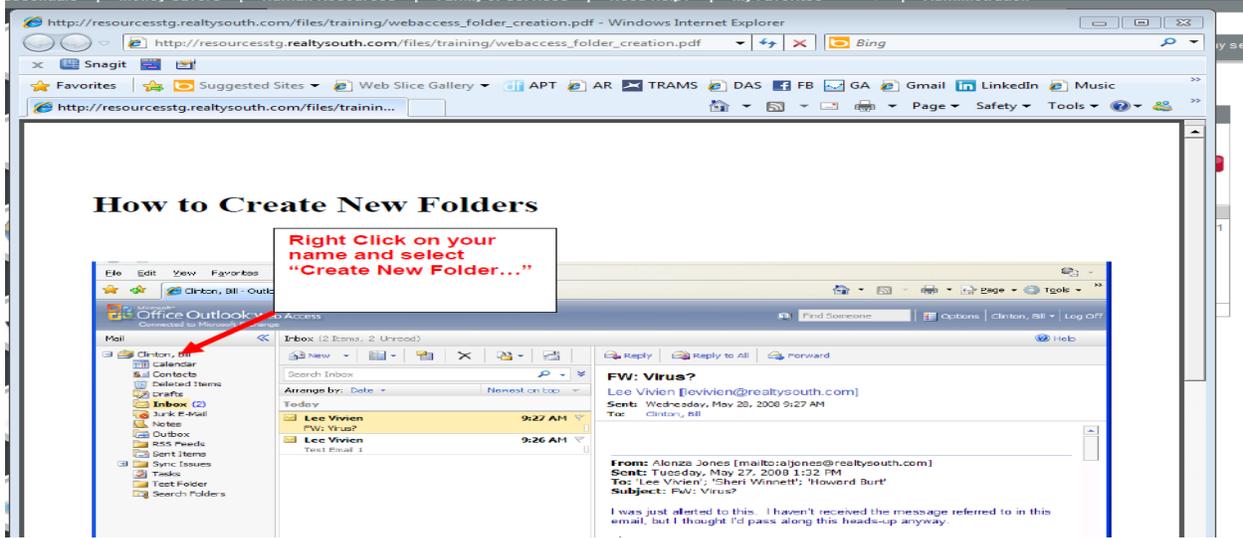
Contact Client Entry



How to enter/import contacts into Agent Admin.

Supporting Document: [Client Contact Entry correct.pdf](#)

B. When you select View Doc, the document will appear.



6. You also have a search engine

A. Type in a word or words for the document(s) you wish to view.



Help & Training

Step 1

- E-Mail
- Listings
- Mobile Devices
- Social Media

Step 2

- Exchange Setup Instructions Outlook 2
- Exchange Setup Instructions Outlook 2
- Web Access Folder Creation
- Web Access Outlook Review

email **SEARCH**

5 documents found.

[Email Login Instructions](#) Last Updated 12/13/2011

Step by step instruction for logging into email.

View Doc

[iPhone Setup Instructions](#) Last Updated 12/13/2011

How to setup RealtySouth email account to iPhone.

View Doc

[Blackberry Setup Instructions](#) Last Updated 12/13/2011

How to setup RealtySouth email account on your blackberry.

View Doc

[Droid Setup Instructions](#) Last Updated 12/13/2011

How to setup RealtySouth email on your Android phone.

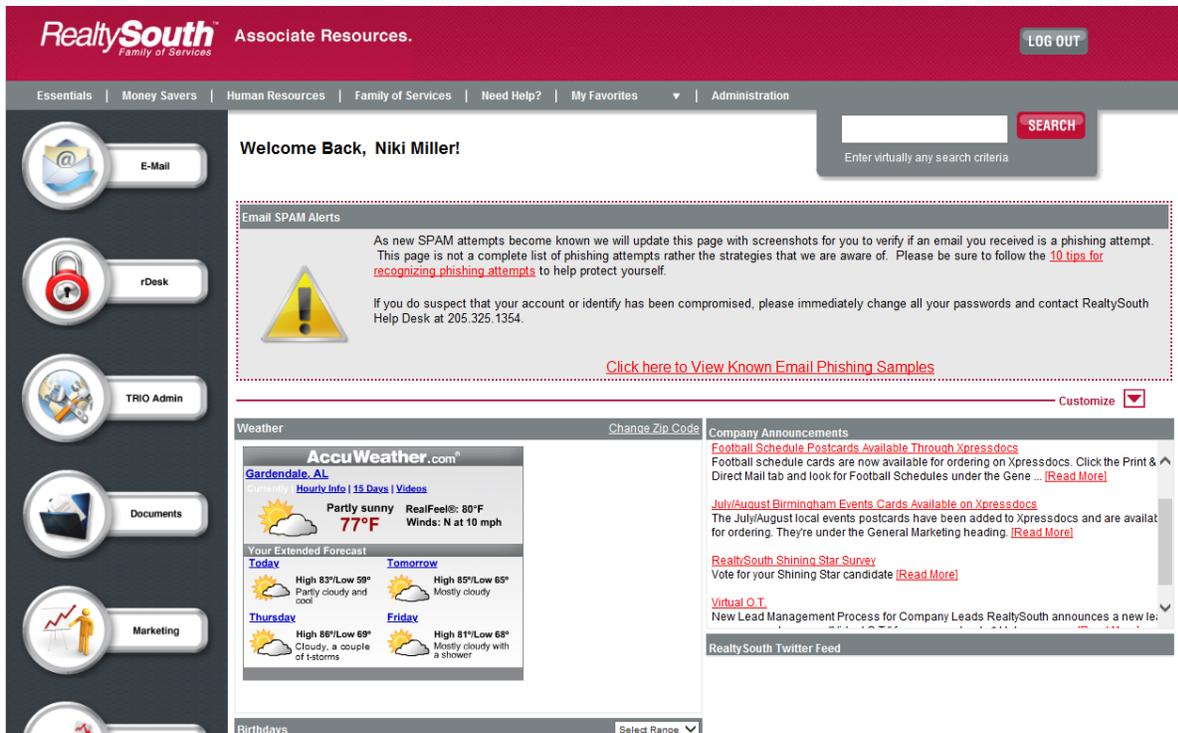
View Doc

[Google Analytics Widget](#) Last Updated 12/15/2011

B. All documents and videos associated with your search will appear.

3. Widgets:

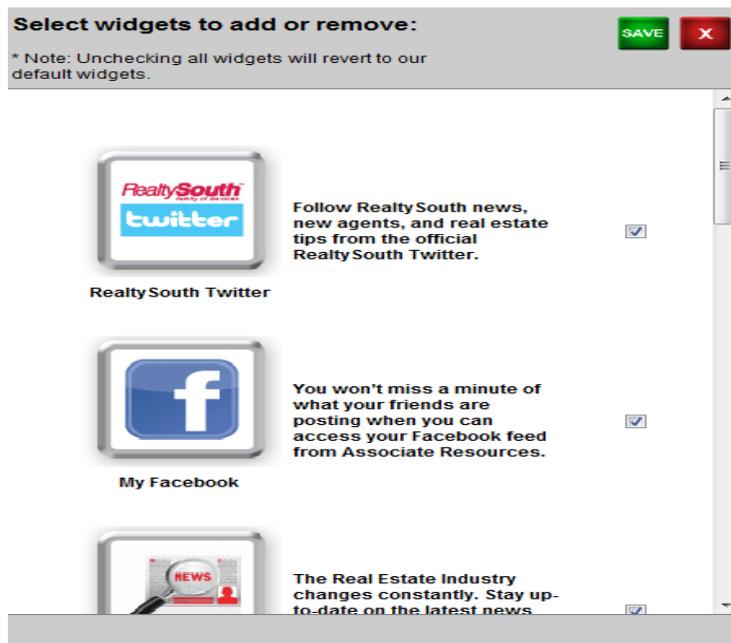
A. Your home screen now consists of Widgets.



B. When you first log into Associate Resources, you will have default widgets.



Select Customize to select the widgets that you wish to show or uncheck the widgets you do not want to show on your screen.



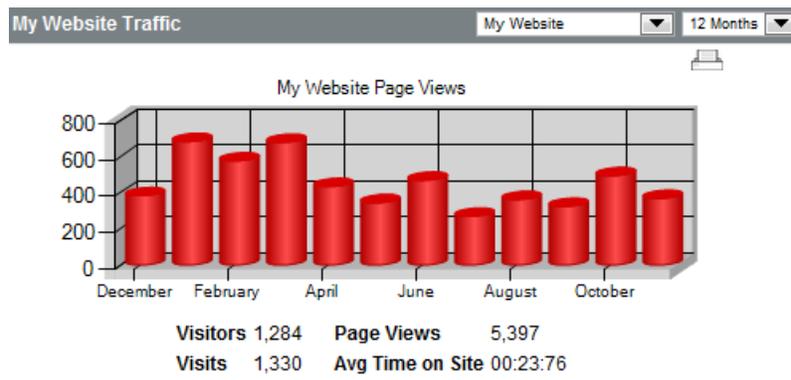
C. Once you have checked or unchecked your selection, click  .

D. To exit “customize” and return to the home screen, click  .

E. You can also rearrange your widgets in the order you wish them to show.

1. To rearrange the widgets: click the top gray banner of the widget
2. Drag to the spot you wish to relocate the widget.
3. Your page will automatically save your widgets in the order you have placed them.

F. My Website Traffic widget is a great new tool for agents provided by Google Analytics to help track traffic to your website, RealtySouth.com site, and specific properties.



A. This Widget gives website traffic for Page Views, Visitors, Visits, and Avg time spent on site.

B. You can look at traffic on My Website, RealtySouth.com, or your specific property.



12 Months
 7 Days
 Month
 12 Months

C. You can choose 12 Months, 7 Days view, Monthly view, or 12 months view.

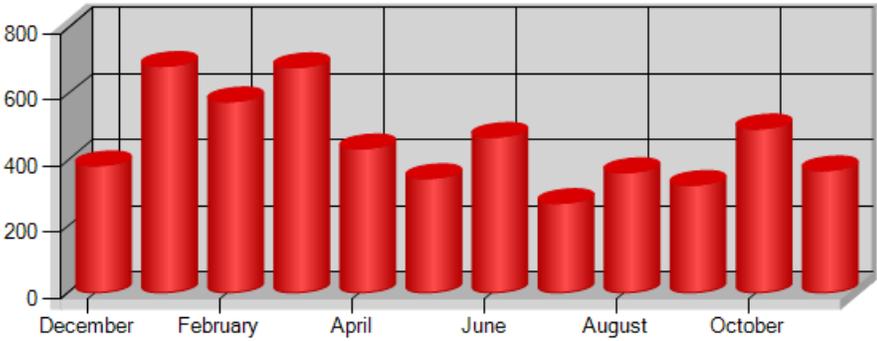
D. If you click Print , you can print the graph and statistics to take to a potential client to show how much traffic your site receives, or to show a current client web activity on their property.



TRAFFIC REPORT

Ann Kirkwood
 205-960-6738
akirkwood@realtysouth.com
<http://annkirkwood.realtysouth.com>

My Website 12 Month Page Views



Month	Page Views
December	420
January	720
February	620
March	720
April	480
May	380
June	520
July	320
August	420
September	380
October	550
November	420

7 days traffic as of 12/13/2011

New Visitors	6
Return Visitors:	8
Visits:	9
Page Views:	125
Avg Time on Site:	00:0:86

E. If you would like to email your listing report to a client, select the listing from the dropdown, then select the Email icon . Then enter the email address(es) in the textbox. If you want the email sent to multiple people, simply enter email addresses separated by a comma. **Note:** you will be copied on all emails to your client.

Enter seller's email address below. An email will be sent to your seller each Monday recapping the previous week's activity

- F. Your client will automatically receive reports every Monday recapping the previous week's activity along with 12 months graph:

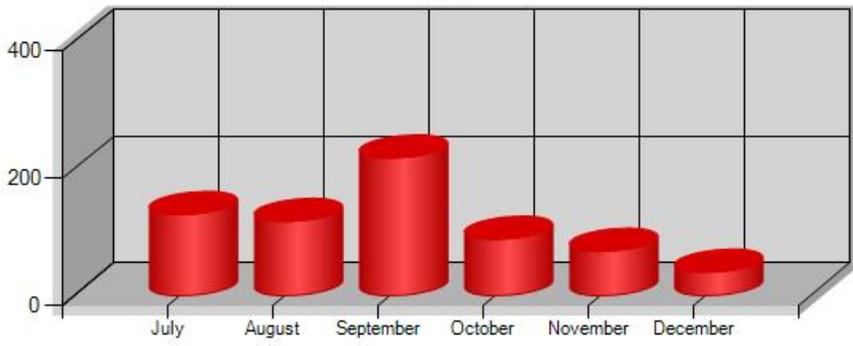


TRAFFIC REPORT

Ann Kirkwood
205-960-6738
akirkwood@realtysouth.com
annkirkwood.realtysouth.com

101 DEER RIDGE DR - CHELSEA, AL 35043 - \$150,000

12 Month Page Views



Month	Page Views
July	180
August	180
September	280
October	150
November	120
December	100



Week Ending 12/10/2011

New Visitors:	6
Return Visitors:	615
Visits:	18
Page Views:	658
Avg Time on Site:	00:1:28

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Open House Scheduler

1. Log into Open House Scheduler through RealtySouth Associate Resources.
2. Click on the My Favorites link at the top of the page.



3. Choose Open House Scheduler from the dropdown list.
4. Choose a Market Area:

Birmingham ▾

- Birmingham
- Tuscaloosa
- Huntsville
- Auburn
- Mobile
- Montgomery
- Chilton
- Cullman
- Lake Martin

5. Once you have chosen a Market Area, click **CONTINUE**.
6. Choose a Listing from the dropdown box.

Choose a Listing:

101 DEER RIDGE DR - 505408 ▾

CONTINUE

7. Click **CONTINUE**.
8. Select the Date:

Open House Scheduler

Open House for MLS# 505408

*Note: Hosted By will default to the primary listing agent if you do not choose a name.

Date	Time	Recurring	End Date	Hosted By
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	Ann Kirkwood
<div style="border: 1px solid #ccc; padding: 5px; font-size: x-small;"> ← December, 2011 → Su Mo Tu We Th Fr Sa 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 Today: December 13, 2011 </div>	to 4:00 PM	None	<input type="text"/>	Ann Kirkwood
	to 4:00 PM	None	<input type="text"/>	Ann Kirkwood
	to 4:00 PM	None	<input type="text"/>	Ann Kirkwood
	to 4:00 PM	None	<input type="text"/>	Ann Kirkwood
	to 4:00 PM	None	<input type="text"/>	Ann Kirkwood

9. Select the time:

Date	Time
<input type="text"/>	2:00 PM to 4:00 PM
<input type="text"/>	2:00 PM to 4:00 PM

10. If the open house should be recurring, please select from the dropdown: None, Daily, Weekly

Recurring

None

None
 Daily
Weekly

11. Remember to set the End Date (only required on recurring schedules).

