

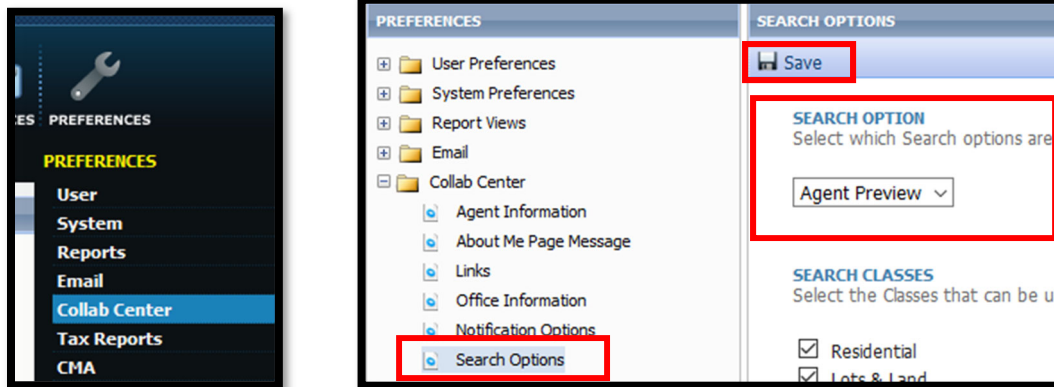
## How to Activate and Use Collab Center Agent Preview

Agent Preview allows the Agent to preview all NEW listings before they are sent to the contact. (New as in New Matches for the search – not necessarily New listings to the MLS)

### SECTION 1

To activate Agent Preview for **ALL** new Contact Collab Center notifications (from the moment it is turned on going forward)

- 1) Go to **Preferences > Collab Center > Search Options** screen. Set the **Search Option** to *Agent Preview*.

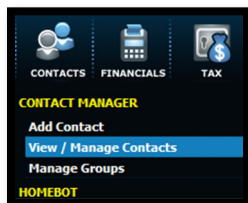


- 2) This action will apply to all new contacts Collab Center notifications added from then on but it will not go backwards and change existing Collab Center contacts automatically. See Section 2 for instructions to turn the option on for specific contacts.

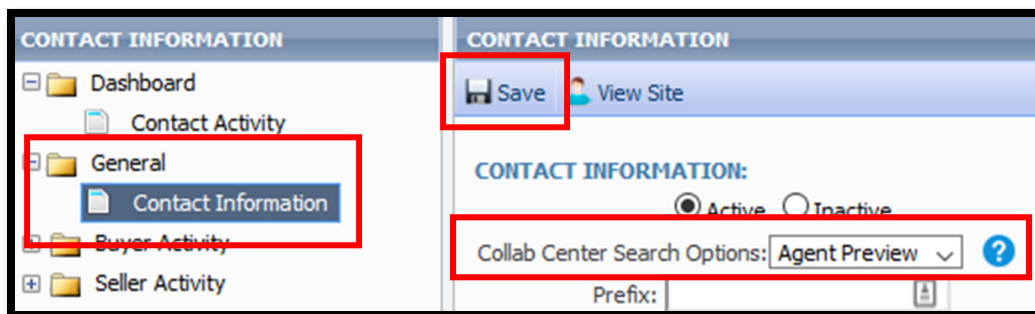
### SECTION 2

To activate Collab Center *Agent Preview* for a specific contact

- 1) Go to **Contacts > View/Manage Contacts**



- 2) Click on the Contact's *Name* that needs *Agent Preview* activated
- 3) On the left-hand side, click on the **General** folder and then click on **Contact Information**. On the right-hand side, find **Collab Center Search Options**. The default should say *New Only*. Change that to *Agent Preview* and make sure to click **Save** at the top.



It is done. Now just wait for listings that need to be approved.

## How to Approve Listings - Collab Center with Agent Preview

- 1) Go to **Contacts > View/Manage Contacts**
- 2) The column that says **Needs Approval** will show the number of New matches needing the Agent's attention before being sent to the contact

Name	Status	Email	Primary Phone	Matches	Site	New	Needs Approval	Disapproved	Changed
<a href="#">Betty Boop</a>	Active			<a href="#">144</a>	<a href="#">VIEW</a>	<a href="#">144</a>	<a href="#">98</a> <a href="#">APPROVE ALL</a>	<a href="#">0</a>	<a href="#">Z</a>

- 3) Click on **APPROVE ALL** to send all the matches **OR**
- 4) Clicking on the number will take you to a spreadsheet of properties

TOTAL	HIGH	LOW	AVG	MED	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LISTING COUNT: 98					LIST PRICE: \$350,000	\$278,000	\$310,176	\$309,900	\$30,397,282
DAYS ON MARKET: 387	0	42	23		SOLD PRICE: \$0	\$0	\$0	\$0	\$0

	Photo	Action Icons	PicCot	MLS #	Class	Sub-Type	Status	Bump Clause	Original Pr	List Price	Price	Address
<input type="checkbox"/>				<a href="#">201922313</a>	RS	Res/Site Blt	PCH		\$310,000	\$289,900	↓ \$289,900	4521 N Pasadena Ln
<input type="checkbox"/>				<a href="#">201921884</a>	RS	Res/Site Blt	ACT		\$279,900	\$279,900	\$279,900	105 N Harmony Rd
<input type="checkbox"/>				<a href="#">201916305</a>	RS	Res/Site Blt	ACT		\$344,500	\$319,500	\$319,500	13906 N East Newman Lake Dr

- 5) Click the checkbox for the listings to be approved and then click the **APPROVE** button. If a listing is checked and **DISAPPROVE** is clicked, the screen will refresh and that listing will be removed.
- 6) If it is decided to **APPROVE ALL**, the listings can all be checked and **APPROVE** clicked **OR** the **FINISH PREVIEW** button can be clicked to go back to the previous screen. The **APPROVE ALL** button can then be clicked from that screen.

You can also get to the Approve screen by going **Contacts > View/Manage Contacts** and clicking on the Contact's Name.

If assistance is needed, please give SAR a call - 509-326-9222 Mon-Fri 8:30am – 4:30pm.

After hours or weekends, the Paragon Help Desk can assist at 877-MLS-HELP (877-657-4357).