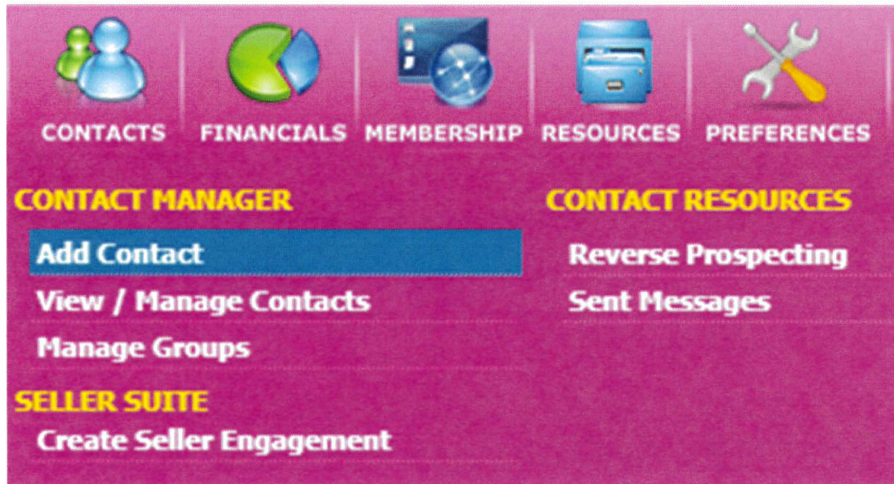
The background is a dark blue field filled with various colorful, abstract shapes. These shapes include circles, ovals, and elongated, rounded rectangular forms in shades of orange, yellow, green, light blue, and purple. The shapes are scattered across the page, creating a vibrant, modern aesthetic.

HOW TO SETUP BUYERS IN THE COLLABORATION CENTER

Amanda Bridges
Sunflower MLS Coordinator

March 2023



STEP 1 - CREATE

A CONTACT

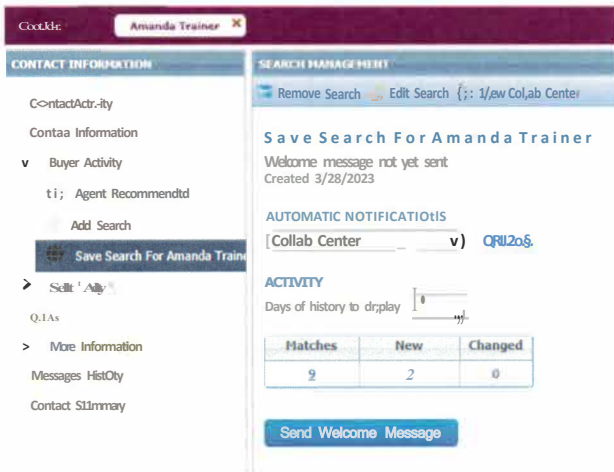
In the Contacts module, select "add contact." On the next screen, enter at least their first and last name and an email address, then click save.

STEP 2 - CREATE A SEARCH

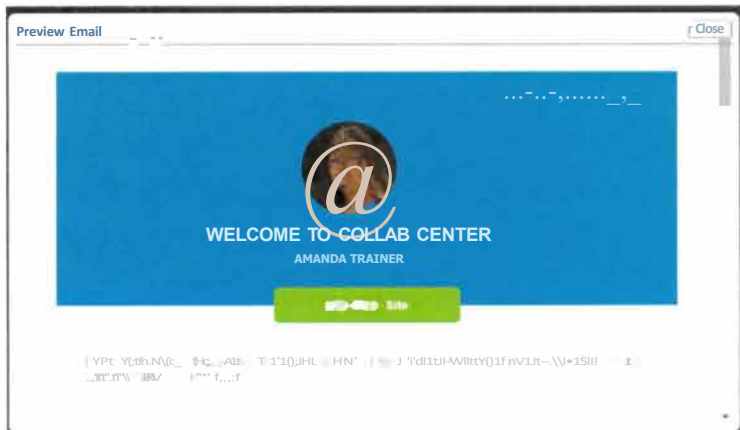
From the contact activity page, click "Next" twice, or select "Add Search" from the Buyer Activity section of the left menu. Click "Add New Saved Search" and enter the necessary search criteria. Run the search. If the results look right, click "Save Search."

The screenshot shows a software interface with two main sections. The top section is a wizard titled 'ADD SAVED SEARCHES' with a magnifying glass icon. It contains the following text: 'SAVED SEARCHES', 'This wizard allows you to quickly build a Saved Search, setup a Cold Call Center site, and enable email notifications for new area managed listings (you and your client). You can also build a search that has already been saved, or create a new search.' Below this is a green plus icon and a link: '+ Add New Saved Search'. The bottom section shows a search results table for 'Amanda Trainer' with various filters and a table of statistics.

TOTAL	HIGH	LOW	AVG	MED
LISTING count: 9	\$595,999	\$264,900	\$438,508	\$469,000
SOLO PRICE: \$0	\$0	\$0	\$0	\$0



STEP 3 - INVITE TO COLLAB CENTER AND SCHEDULE NOTIFICATIONS



Send your contact a welcome email, so they have the link they need to access the Collab Center. Click the "Send Welcome Message" button to open the email window, write a message, then click "Preview" to see the email before you send it. The listings that are already on the market that meet the search criteria will show in your contacts Collab Center.

Note: Clients no longer need a password to access the CC. They only need to click on the link in the email.

Save Search For Amanda Trainer

Contact has not accessed the site
Created 3/29/2023

AUTOMATIC NOTIFICATIONS

Collab Center

ACTIVITY

Days of history to display

Matches	New	Changed	Undecided	Favorites	Possible	Rejected
9	9	0	8	1	0	0

STEP 3 - INVITE TO COLLAB CENTER AND SCHEDULE NOTIFICATIONS

You can adjust the notification settings by clicking "options". You can choose to be copied on automatic emails to clients, set notifications to occur immediately, daily, weekly, etc., and edit triggers and the message body.

Advanced Email Options

CLIENT EMAIL OPTIONS
Select a Message Body to include in your Collab Center Client email notifications. [Message Body](#)

NOTIFICATION DATE RANGE:
Begin: End:

NOTIFICATION TRIGGER:

CLIENT NOTIFICATIONS:
 Off Immediately Recurring

AGENT NOTIFICATIONS:
 Off Immediately Recurring

(To): Recipients

(Cc): Recipients

(Bcc): Recipients
 Bcc me

Subject

CLICK "VIEW COLLAB CENTER" TO SEE WHAT YOUR CLIENT WILL SEE

SEARCH MANAGEMENT

Remove Search Edit Search **View Collab Center**

Save Search For Amanda Trainer

Welcome message not yet sent
Created 3/28/2023

AUTOMATIC NOTIFICATIONS

Collab Center **v** | Options

ACTIVITY

UPDATES DASHBOARD **MY LISTINGS**

9 9 0 0 0 0 9 0 0 0 0

UPDATE NEW PRICE STATUS OPEN HOUSE FIRST PHOTO FAVORITES POSSIBLE REFINISH RECOMMEND

A 11 SAVED SEARCHES SORT BY NEWEST TO OLDEST MATCH \$:: [1]

New Match

3333 NW 49th TER \$567,7n

MLS # 228101

Butler's own home! No corners cut here! 98" BT furnace, 22 Sqzr A/C, 6 inch walls. Enjoy the open floor plan. Split Liv/D, um on 11th floor. Exit, V, in to b-c, 20m tht, wd, ill on j, peubc hll jld, prl-t, dvn stitttn. 4th btttaoom jllld omce hxdli: O n Od-gemerit Det, iChld 4th id, ave ana chld

fill 1185: t 7 BATHS: 3 15 finAruTot: 3,916 m 1 Days on Muk

New Match

320 NW Rolyan RD \$204,900 + \$K

Topo" \ &. o11 MS #c211 o

You won't want to miss out on this well-maintained and rodeled EAGLAN cretfrir, ir, clou- prou11ity th. Shopping and testautdnts! Just c short dri-e fr-HOI d, wiltown. This house bOQ'js INOncel fui h1r1vzn. fr-u- ruf11, r1holl, 11, 11, 110 (inv" "h) 4 o fl-1" nn n, r2, n ty,