

Viewing in Agent Access Mode

You can preview the Client Gateway as your prospects would see it, but with a few additional features (available to Agent only):


- **Reject** tab
- **Agent** notes
- **Agent** report

The branding content you specified is displayed.

► To view the Client Gateway in Agent Mode:

1. From the main menu, click **Prospects**, and then click **Prospect Manager**.

The Prospect Manager page opens. See *“Working with the Prospect Manager” on page 79*.

2. Click the [] icon that appears in the last column of a prospect on the Prospect Manager page.

NOTE! The icon is displayed only for those prospects who have access to a personalized page on your web site.

The Personalized Real Estate Site for [Prospect Name] page opens in a new Browser window.

Message indicates that the view is in “Agent Mode”.



3. The following hyperlinks are available:
 - **View My Listings** — opens the Search Results page of your current inventory.
 - **Email Me** — opens an Email pop-up window, addressed to you from the prospect.
4. Click each of the tabs to view property details within the category.

Mv Searches Tab

This page lists all defined searches that are associated with the prospect, provided auto-notification is turned ON and hasn't expired. See *"Setting Up Notifications"* on page 96. The prospect can view properties, saving those they like as Favorites or Possibilities.

► To view search details:

1. Click the **View Properties** link of the search you want to see.

A list of search results opens.



2. Click the **Sort by** drop-down arrow and choose a category to sort by: **Match Date**, **Address**, **List Price**, etc.
3. Select either the **Ascending** or **Descending** sort option button.
4. If there are multiple pages, click either the **Page** or **Next** links on the right side.
5. For each property, click the **View Details** link to request more information, view photos, print a flyer, etc.

Mv Favorites Tab

This page lists properties you save as your "favorites", along with any associated comments. New comments are indicated by a yellow **New** icon.

► To view favorite properties:

1. Review the property information, including notes. Click the photo to see an enlargement.
2. Click the **Sort by** drop-down list and choose a category to sort by: **Saved Date**, **List Price**, etc.
3. Select either the **Ascending** or **Descending** sort option button.
4. If there are multiple pages, click either the **Page** or **Next** links on the right side.
5. For each property, click the **View Details** link to request more information, view photos, print a flyer, etc.

Mv Possibilities Tab

This page lists properties you saved as “possibilities”, along with any associated comments.

▶ **To view possible properties:**

1. Review the property information, including notes. Click the photo to see an enlargement.
2. Click the **Sort by** drop-down list and choose a category to sort by: **Address**, **List Price**, etc.
3. Select either the **Ascending** or **Descending** sort option button.
4. If there are multiple pages, click either the **Page** or **Next** links on the right side.
5. For each property, click the **View Details** link to request more information, view photos, print a flyer, etc.

Agent Recommendations Tab

This page lists agent recommended properties, along with any associated comments.

▶ **To view agent recommendations:**

1. Review the property information, including notes. Click the photo to see an enlargement.
2. Click the **Sort by** drop-down list and choose a category to sort by: **Saved Date**, **List Price**, etc.
3. Select either the **Ascending** or **Descending** sort option button.
4. If there are multiple pages, click either the **Page** or **Next** links on the right side.
5. For each property, click the **View Details** link to request more information, view photos, print a flyer, etc.

Reiects Tab

***NOTE!** This tab is only available to the Agent when viewing the Client Gateway in Agent Mode. Prospects do not see this tab.*

This page displays the properties that have been rejected by either you or your prospect.

▶ **To view rejected properties:**

1. Review the property information, including notes. Click the photo to see an enlargement.

2. Click the **Sort by** drop-down list and choose a category to sort by: **Match Date**, **List Price**, etc.
3. Select either the **Ascending** or **Descending** sort option button.
4. If there are multiple pages, click either the **Page** or **Next** links on the right side.
5. For each property, click the **View Details** link to request more information, view photos, print a flyer, etc.

Viewing in Prospect Mode

When you e-mail selected properties of interest to a prospect, you can add them to the Client Gateway as Agent recommendations. This means that when your prospect clicks the personal property search web site link from your e-mail message, they can view property details, your comments and ratings. In addition, they can add properties to their Favorites or Possibilities categories, or delete them.

► To view the Client Gateway in Prospect Mode:

1. From the e-mail message, click the **Click here to view your personal property search web site link**.

A new browser window opens.

Your personal greeting is displayed here.

Notice that the **Rejects** tab is not available in Prospect Mode.

The screenshot displays the Client Gateway interface in Prospect Mode. At the top, there is a navigation bar with tabs for 'My Searches', 'My Favorites', 'My Possibilities', and 'Agent Recommendations'. The 'My Searches' tab is active. Below the navigation bar, the page title is 'Eagle Homes 3'. A 'Sort by' dropdown menu is set to 'Match Date', with 'Ascending' and 'Descending' options. The page shows a list of properties, including details such as address, year built, style description, square footage, and list price. The 'Agent Recommendations' section is highlighted in blue. Annotations on the left side of the image point to the 'Greetings!' area and the 'My Searches' tab, noting that the 'Rejects' tab is not available in this mode.

Address	Year Built	List Price
3597 Mossy Rock DR Township Eagle Levels: 2 Levels #Bedrooms: 5 Full Baths - Total 3	2007 Style Description: Sq Ft (Main+Upper): 2,830 Garage: Y	\$379,900 MLS # 2723700 #Rooms: 13 Acres: 14-1/2 Acre
207 Wakefield Way 9B Township Eagle Levels: 2 Levels #Bedrooms: 3 Full Baths - Total 3	2007 Style Description: Sq Ft (Main+Upper): 2,667 Garage: Y	\$379,900 MLS # 2727240 #Rooms: 11 Acres: CndHPRCoop
8842 Pin Oak DR Township Eagle Levels: 2 Levels #Bedrooms: 4 Full Baths - Total 3 Notes: 07/16/2007 19:15:29 Michaela: Look at this listing!	2005 Style Description: Sq Ft (Main+Upper): 3,134 Garage: Y	\$379,900 MLS # 2736099 #Rooms: 15 Acres: 14-1/2 Acre
4296 Honeysuckle LN Township Eagle Levels: 2 Levels #Bedrooms: 4 Full Baths - Total 2	2005 Style Description: Sq Ft (Main+Upper): 3,087 Garage: Y	\$389,500 MLS # 2729408 #Rooms: 13 Acres: 14-1/2 Acre

2. On the **My Searches** tabbed page, click the **Sort by** drop-down arrow and choose a category to sort by: **Match Date**, **Address**, **List Price**, etc.
3. Select either the **Ascending** or **Descending** sort option button.
4. If there are multiple pages, click either the **Page** or **Next** links on the right side.
5. For each property, click the **View Details** link to see more information, view photos, print a flyer, etc.