

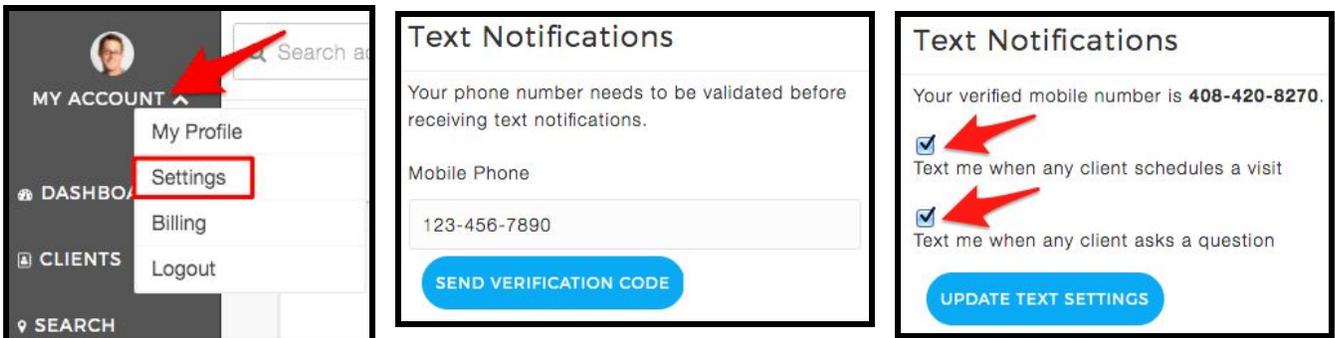
RealScout Cheat Sheet

Log in to your Agent Dashboard at www.realscout.com/pro

Enter your email address and the password you created when you activated your account (if you don't remember, click the "Forgot?" link)

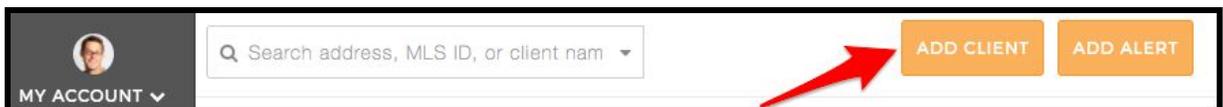
Setting Up Your Account:

1. When you first log into your RealScout account, you'll want to enable text message notifications. Click on **"My Account"**, then **"Settings"**. Enter your mobile phone number then click **"Send Verification Code"**. When the code arrives on your phone, enter it in the box and click **"Verify"**. Then be sure to **check the boxes** to receive text notifications!



Adding a client:

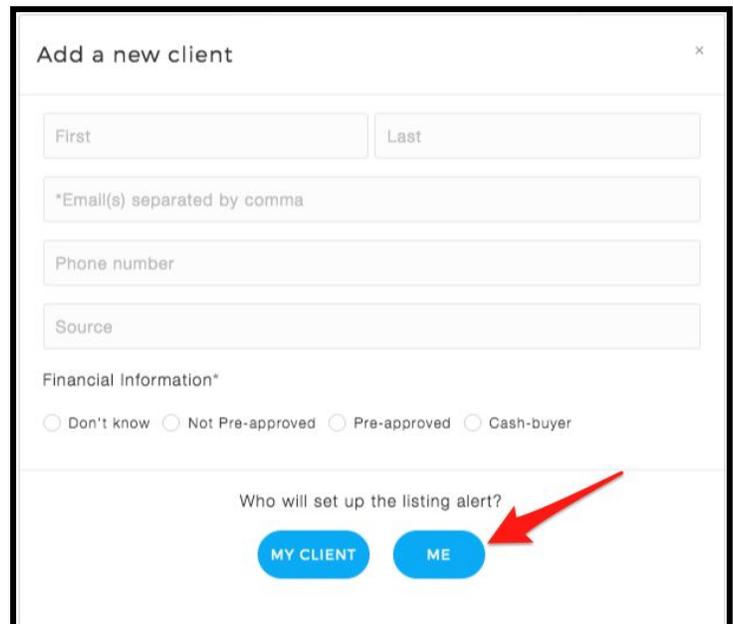
1. Click on the orange "Add Client" button towards the top right of the page:



2. Input your client's contact information, and how you met them (source), and if they are pre-approved or not. You can put multiple emails separated by commas, and put both names in the First Name field.

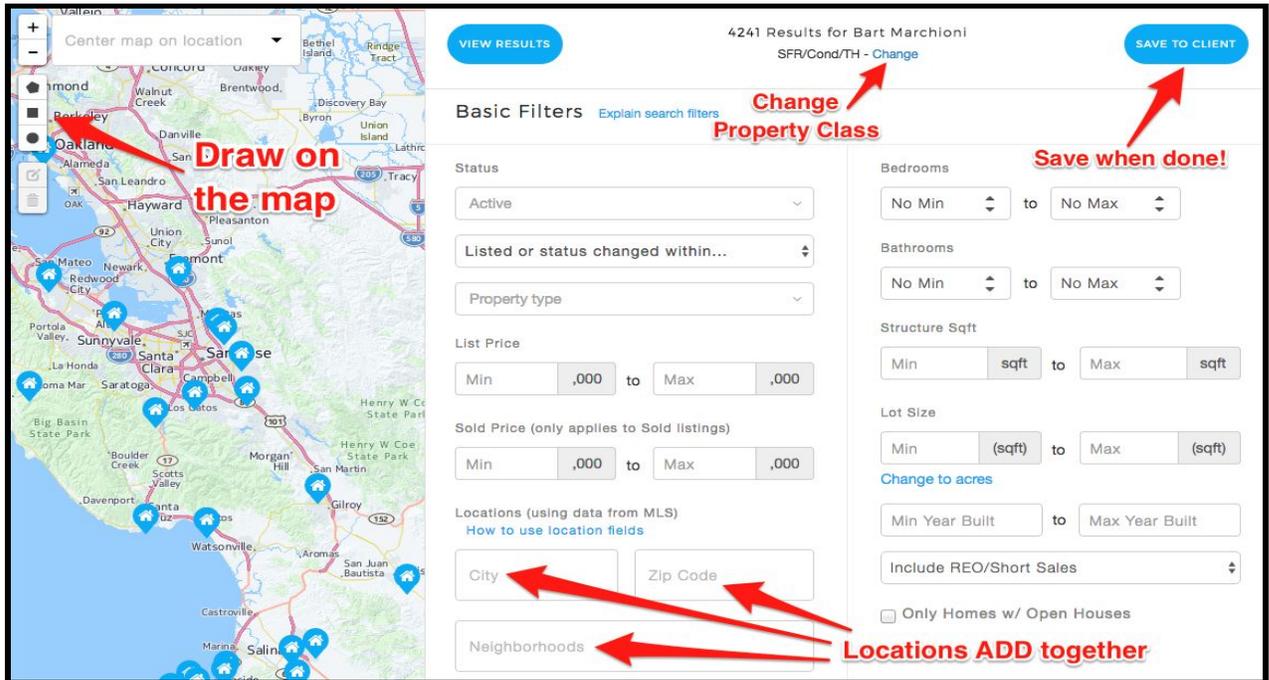
Now, decide whether you will create the listing alert, or if the client will create it. We suggest if you know their search criteria you should choose the **"Me"** button to create the alert for them. If you don't know their criteria, click the **"My Client"** button and the system will walk them through a 3-step process to create their own alert.

If you choose to invite them, the next step will be to customize a *Welcome Message*.



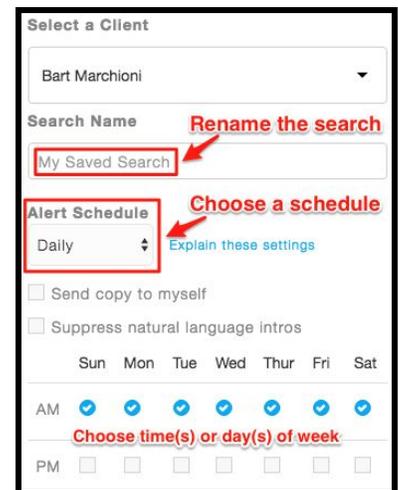
Creating a Listing Alert:

1. After you select “Me” to create the Listing Alert, you will see a screen with a map on the left and the search criteria on the right, in two columns. Now you will enter the client’s criteria to create the alert:

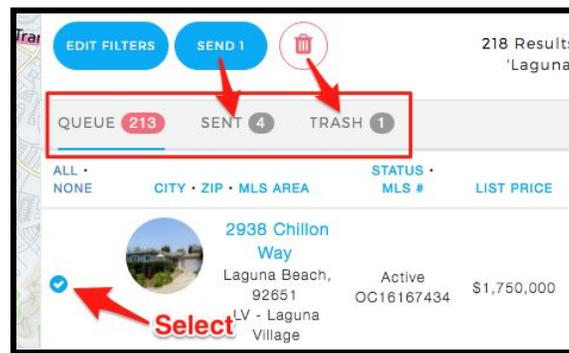


→ **Pro Tip:** To create an alert based on School Attendance Zones, use the field called: “Locations Using Geographic Boundaries”

3. Name the search and edit the alert schedule as needed:
 - a. **Hand-Picked = Manual Mode.** You need to approve listings before they are sent (get your notifications ASAP or Daily)
 - b. **ASAP, Daily, Monthly = Automatic Mode.** Listings are sent directly to your client as they come on the market.
 - c. Then click the blue “Save” button in the upper right



4. You will now be taken to the list of results where you can choose to send the current list, or manually choose individual properties to send, or trash the ones you don’t want your client to see.



For additional help, go to www.realscout.com/support for FAQ’s, video tutorials, recorded webinars, and assistance importing clients & searches.