

RealScout Cheat Sheet Agent Portal

Log into your RealScout agent dashboard or visit www.realscout.com/pro

ADD CLIENT

Click on the Orange "Add Client" button towards the top right of the page.

ADD CLIENT

Add a Client

Enter your client's details so you can start engaging them with RealScout's collaboration tools.

First Name	Last Name
<input type="text" value="Scout Family"/>	<input type="text"/>
*Email(s) Separated by Commas	
<input type="text" value="support@realscout.com"/>	
Phone Number	Source
<input type="text" value="000-000-0000"/>	<input type="text" value="Open House"/>

Next

ADDING A CLIENT

Input your client's contact information, we'll address them with the info added in the First Name section. You can add how you met them in the Source section. To add additional emails just add a comma after the email.

EMAIL ALERT OPTIONS

You can decide to create a Listing Alert or a Market Activity Alert. The Market Alert option may vary and not be available to some.

Add Their First Email Alert

Select a type of alert to add. You can always add more later.

- Listing Alert**
Send automated emails to alert clients about new listings and price/status changes. This alert type is usually used for buyers.
- Market Activity Alert** NEW
Send regular neighborhood updates--listing activity, buyer demand, heat maps, and more. This alert type is usually used for both sellers & buyers.

Next

ADD ALERT OR INVITE CLIENT TO CREATE THEIR OWN

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 create it and choose the search page by selecting the data feed and property class. Then click on the Create Listing Alert button.

If you choose to invite your client, the next steps would be to customize your Welcome Message.

Add a Listing Alert

Engage clients with automated alerts based on accurate data

- Set up a listing alert now for your client (Recommended)**
Select a Data Feed / Property Type
- Send invite email to client and have them set up their own alert**

Create Listing Alert



CONTACT MEMBER SUCCESS SUPPORT@REALSCOUT.COM

SUPPORT HOURS: MONDAY - FRIDAY, 9:00 AM TO 5:00 PM PACIFIC

Read more at support.realscout.com.