How to Send Automatic Weekly Reports to your Seller on their Property Listing

Sending your seller weekly reports will let them know where their listing is being viewed most often and show how your marketing plan is working for them. You can set up a weekly report to be emailed to the automatically through ListTrac.

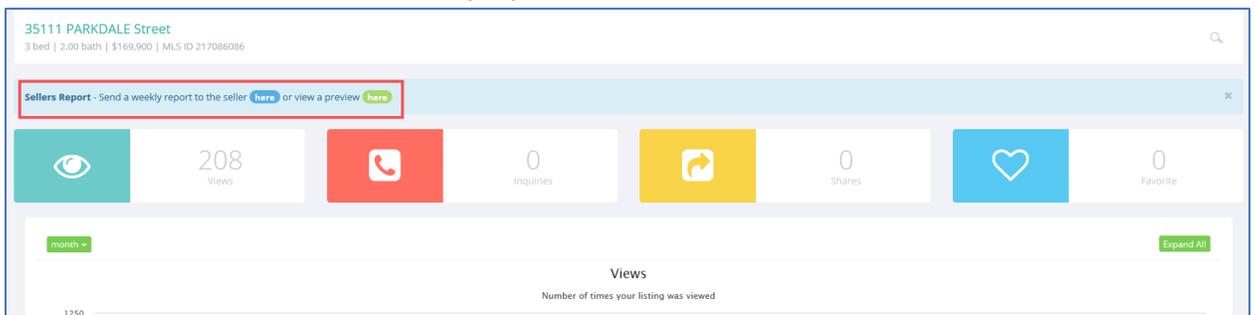1. Click on the ListTrac icon on the Dashboard in the Partner Applications section.

2. On the ListTrac Dashboard, click My Listings on the left column.

3. Click the Stats button at the far right of the desired address's line.

4. Click the blue button for "Send a weekly report to the seller".

5. Complete the information on the Report Delivery screen adding the seller's name, email address, etc. At the bottom of the page it defaults to being sent every Monday and you can also have it sent immediately if you don't want them to have to wait until the next Monday's report. Click Submit at the bottom of the Report Delivery window when finished.

If you have questions, please contact Realcomp's Customer Care at (866) 553-3430 seven days a week.