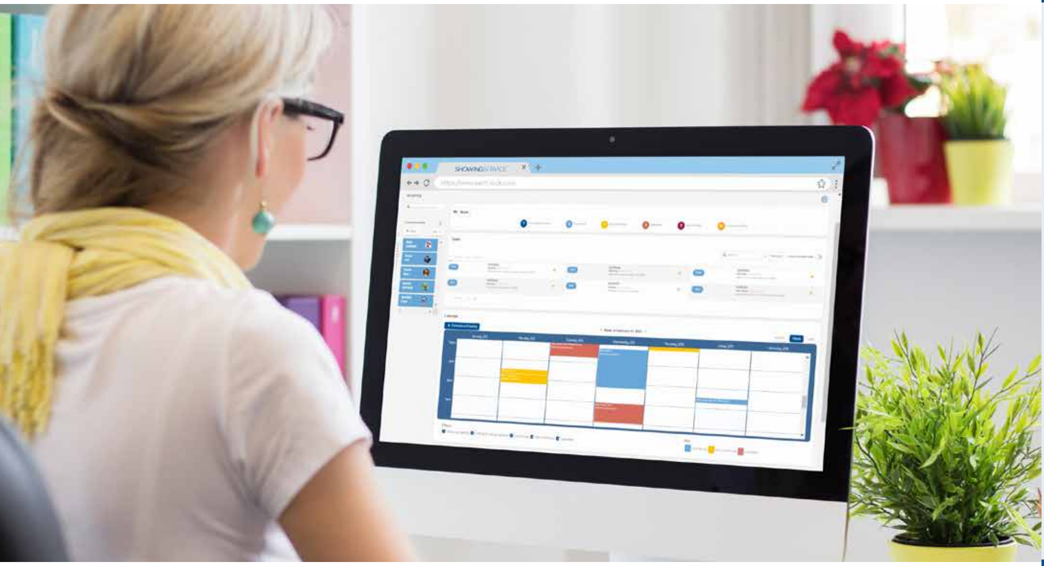
SentriLock



Office Dashboard

Manage office and staff requests, team calendars, showings and appointments at a glance.

Broker and Office Staff Access

A more efficient way to collaborate on day-to-day activities such as scheduling showings, approving requests, adjusting appointments, and managing tasks: the new Office Dashboard tool will allow brokers and office staff to view a snapshot of their agents' open tasks, calendars, and listings.

Tasks

The Tasks section allows a broker or office staff to view tasks and quickly identify work to be addressed for specific agents. This module includes four tabs for different types of tasks; All, Showing, Listing, and Feedback. Tasks can be filtered, sorted, and searched by agent, address, or MLS.

My Office

The My Office section allows for brokers or office staff to view, filter, sort, and search for all agents in their company. View appointments, tasks, and listings associated with the searched agent(s).

Calendar

Based on the agent(s) selected in My Office, the Calendar will display the agent's appointments as well as appointments on the agent's listings. Adjust calendar view by day, week or month, check status of appointments, view property information, respond to requests, and manage schedules.

Listings

The Listings section allows a broker or office staff to quickly view the listings for agent(s) selected under My Office. Listings can be sorted and searched by MLS number, status, street address, price, agent, client, and lockbox number.