

Client Corner (for Sellers)

Log In

Dashboard

Documents

Messages

Showing Feedback

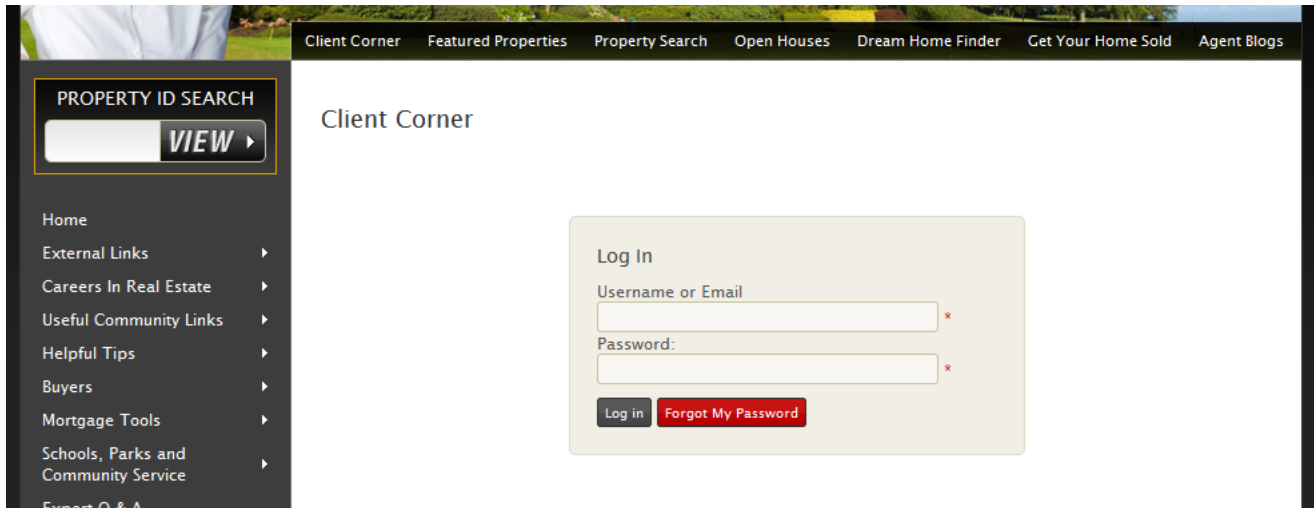
Rate It! System

Seller's Comments

Change Password



The Client Corner feature lets you see feedback results from visitors to your home, and helps you easily stay in touch. Click the **Client Corner** button from any page in the website.



Login with the information you were given, and click the **Log In** button. Note: If you need this information re-sent to you, contact your Agent.

NOTE: If you are a Client of more than one listing you will need to choose which one to access first.

You will now see the **Client Corner Dashboard**.

Client Corner

Property : 149 Anne Street Barrie, ON | (ID #449)

149 Anne Street Barrie, ON

[HOME](#) [DOCUMENTS](#) [MESSAGES](#) [SHOWING FEEDBACK](#) [RATE IT! SYSTEM](#) [SELLERS COMMENTS](#) [CHANGE PASSWORD](#) [LOGOUT](#)

MESSAGES	
SUBJECT	DATE
New to the neighborhood...	11/12/2010
Awaiting the contact...	11/10/2010
Here's the contact info...	11/09/2010
Regarding the Open House	11/09/2010

[\[VIEW ALL MESSAGES \]](#)

DOCUMENTS	
DOCUMENT	DATE
AX3000G_E2_63...	11/22/2010
● 2006060714285...	11/22/2010

[\[VIEW ALL DOCUMENTS \]](#)

EXTRAS	
YOUR COMMENTS	DATE
Beautiful Backyard	11/07/2010
Master Suite	11/06/2009

SHOWING FEEDBACK	
SHOWING AGENT	DATE
● Ian Valaraukor	11/11/2010
● Ian Valaraukor	11/11/2010
● Carolyn Bicker...	11/09/2010
● Jason Payette	11/05/2010

[\[VIEW ALL FEEDBACK \]](#)

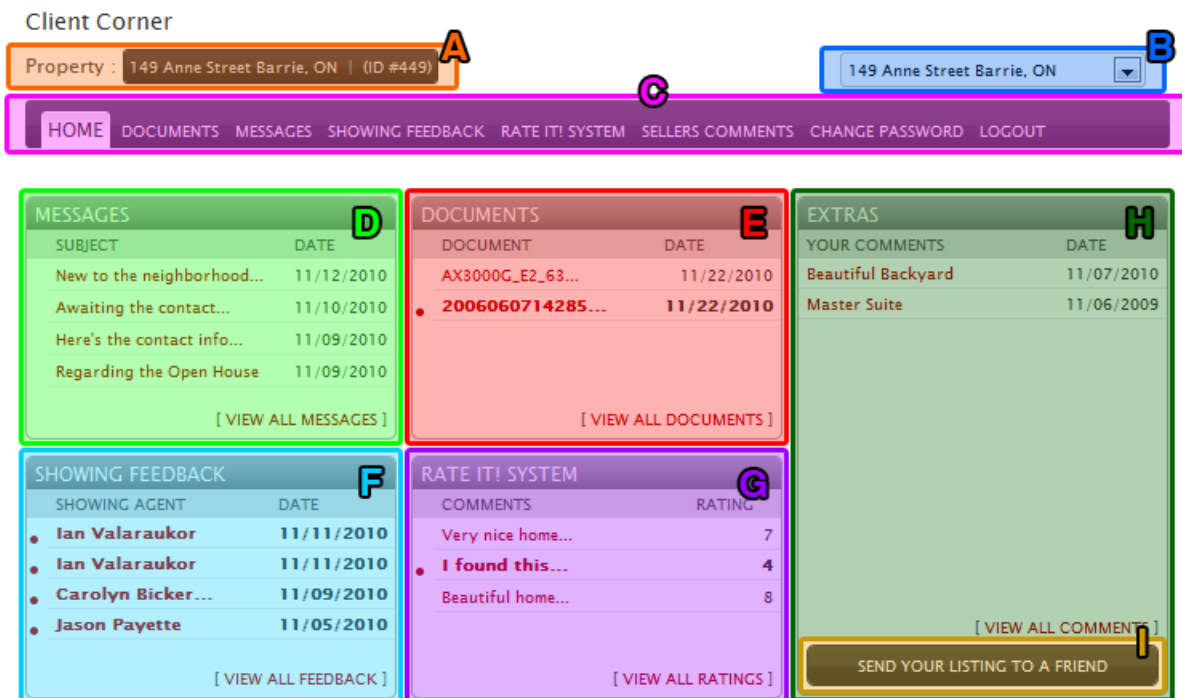
RATE IT! SYSTEM	
COMMENTS	RATING
Very nice home...	7
● I found this...	4
Beautiful home...	8

[\[VIEW ALL RATINGS \]](#)

[\[VIEW ALL COMMENTS \]](#)

[SEND YOUR LISTING TO A FRIEND](#)

Once you have logged into the Client Corner you will see the Home Page or **Dashboard**. At the top you will see the **(A) Information** and **ID Number** for the Listing you are logged in to. If you are a Client of more than one Listing you will see a **Drop-down (B)** list on the right that allows you to jump between the Listings. The Dashboard has **Tabs (C)** that will bring you to the various areas of the Client Corner. In this main area of the Dashboard you are provided a quick overview of your content and communication.



Client Corner

Property : 149 Anne Street Barrie, ON | (ID #449) **A** 149 Anne Street Barrie, ON **B**

HOME DOCUMENTS MESSAGES SHOWING FEEDBACK RATE IT! SYSTEM SELLERS COMMENTS CHANGE PASSWORD LOGOUT **C**

MESSAGES **D**

SUBJECT	DATE
New to the neighborhood...	11/12/2010
Awaiting the contact...	11/10/2010
Here's the contact info...	11/09/2010
Regarding the Open House	11/09/2010

[VIEW ALL MESSAGES]

DOCUMENTS **E**

DOCUMENT	DATE
AX3000G_E2_63...	11/22/2010
2006060714285...	11/22/2010

[VIEW ALL DOCUMENTS]

EXTRAS **H**

YOUR COMMENTS	DATE
Beautiful Backyard	11/07/2010
Master Suite	11/06/2009

[VIEW ALL COMMENTS]

SEND YOUR LISTING TO A FRIEND **I**

SHOWING FEEDBACK **F**

SHOWING AGENT	DATE
Ian Valaraukor	11/11/2010
Ian Valaraukor	11/11/2010
Carolyn Bicker...	11/09/2010
Jason Payette	11/05/2010

[VIEW ALL FEEDBACK]

RATE IT! SYSTEM **G**

COMMENTS	RATING
Very nice home...	7
I found this...	4
Beautiful home...	8

[VIEW ALL RATINGS]

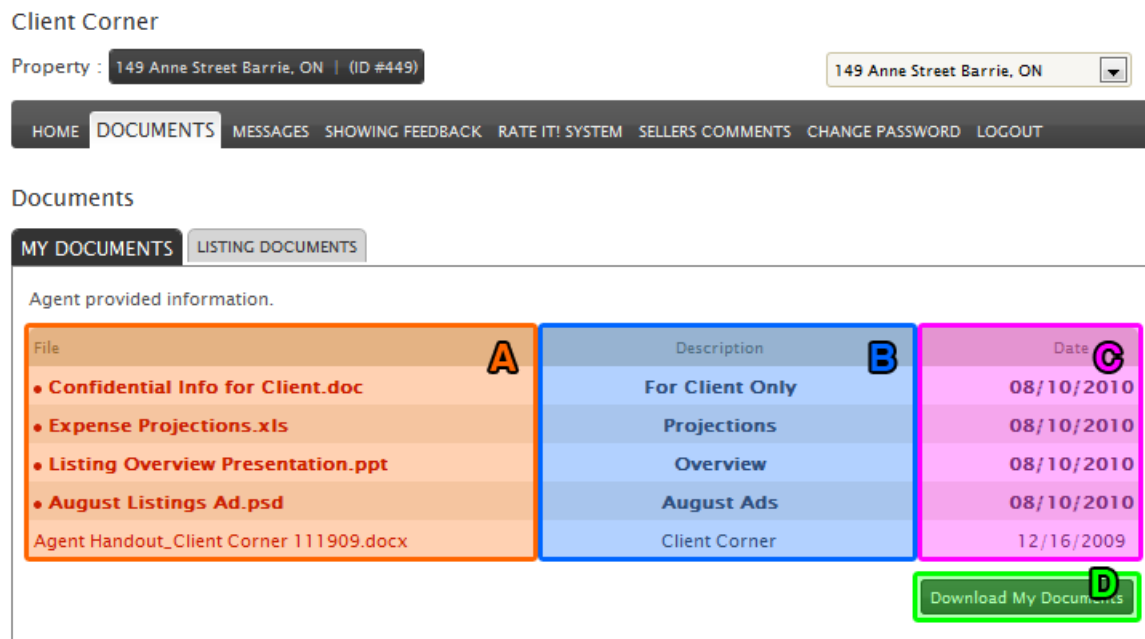
The **Messages (D)** section shows messages that you have either sent or received. The **Documents (E)** section displays documents that are for Clients. The **Showing Feedback (F)** section shows any pending requests or completed feedback. The **Rate It! System (G)** section shows any feedback you have received and the ratings for the listing. The **Extras (H)** section displays any comments a Client has made for their listing. You can also **Send Your Listing to a Friend (I)**; click the button and fill out the information and click the Submit button when you are done.

Note: Outstanding or unread items are indicated in bold with a red dot next to them on the right.

Note: To view items in each section individually simply click on the item.

Next we will look at the **Documents** area. When you click on the Documents tab you will be able to access all the documents your Agent has uploaded to your Client Corner. This may include any offers, checklists, listing documents or advertising. There are two document sections: **My Documents** and **Listing Documents**.

Note: *These are private and secure so do not share your password with anyone.*



Client Corner

Property : 149 Anne Street Barrie, ON | (ID #449) 149 Anne Street Barrie, ON

HOME DOCUMENTS MESSAGES SHOWING FEEDBACK RATE IT! SYSTEM SELLERS COMMENTS CHANGE PASSWORD LOGOUT

Documents

MY DOCUMENTS LISTING DOCUMENTS

Agent provided information.

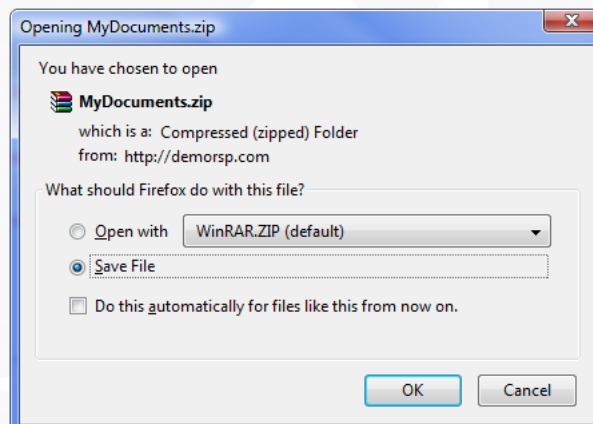
File	Description	Date
• Confidential Info for Client.doc	For Client Only	08/10/2010
• Expense Projections.xls	Projections	08/10/2010
• Listing Overview Presentation.ppt	Overview	08/10/2010
• August Listings Ad.psd	August Ads	08/10/2010
Agent Handout_Client Corner 111909.docx	Client Corner	12/16/2009

Download My Documents

In the **My Documents** area you see the **File Name (A)**, **Description (B)** and posting **Date (C)** of the documents. Clicking on the file name will open or download the file.

NOTE: *A red dot next to a file indicates a new unopened file.*

Clicking the **Download My Documents (D)** button will retrieve all listed documents in a zip file.



The **Listing Documents** section contains documents relating to the Listing. Examples may be Agreements, Waivers, Surveys or Bills.

Client Corner

Property : 149 Anne Street Barrie, ON | (ID #449) 149 Anne Street Barrie, ON

HOME DOCUMENTS MESSAGES SHOWING FEEDBACK RATE IT! SYSTEM SELLERS COMMENTS CHANGE PASSWORD LOGOUT

Documents

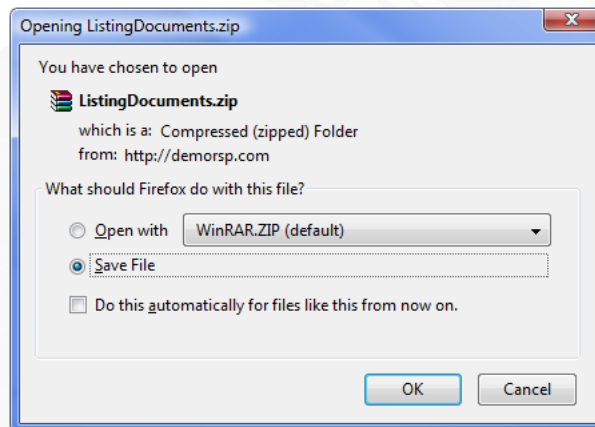
MY DOCUMENTS LISTING DOCUMENTS

Additional Listing Information.

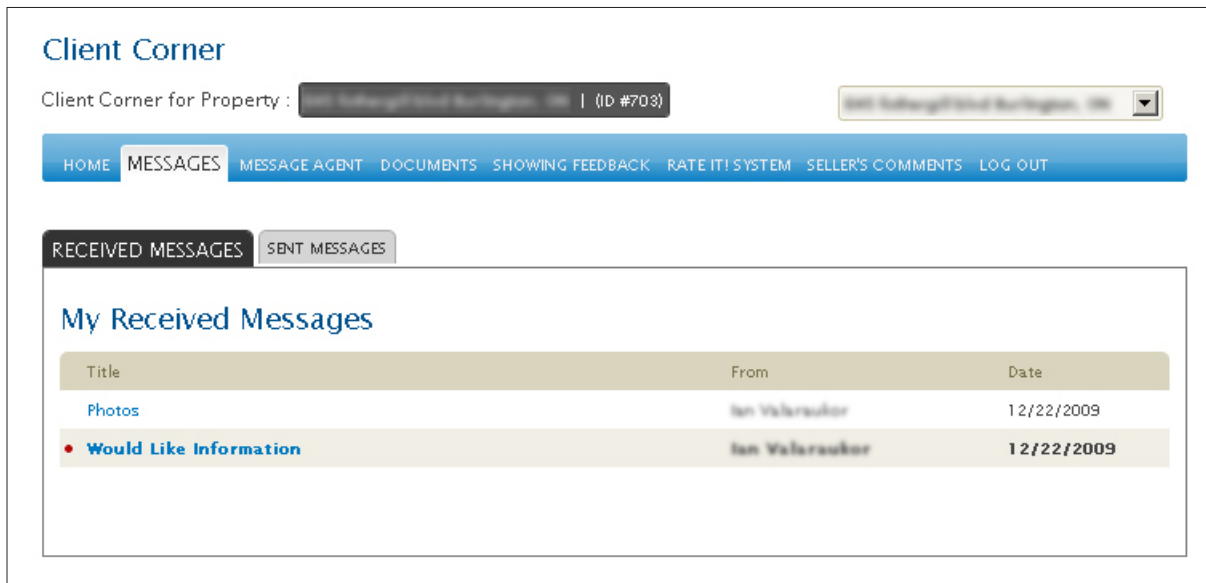
File	Description	Date
343 Groad Road.pdf	PDF	11/22/2010
AX3000G_E2.pdf	Manual	11/22/2010
00683A-05-R120-XAA-BM.pdf	Manual	11/22/2010

Download Listing Documents

Here you see the **File Name (A)**, **Description (B)** and posting **Date (C)** of the documents. Clicking on the file name will open or download the file. Clicking the **Download Listing Documents (D)** button will retrieve all listed documents in a zip file.



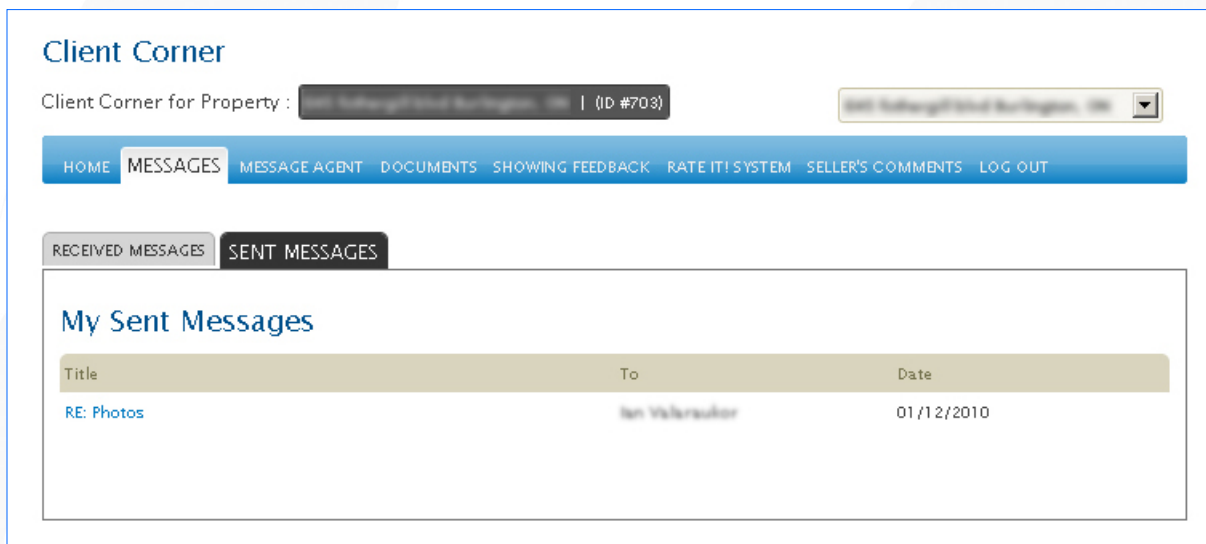
Next we will look at the **Messages** area. Client Corner Messages work the same way as email. Simply go to the Messages section to view your **Received Messages** or **Sent Messages**. Unread received messages will be in bold. Click on a message to view it.



The screenshot shows the 'Client Corner' interface. At the top, it says 'Client Corner for Property : [redacted] | (ID #703)'. Below this is a navigation bar with 'MESSAGES' selected. Underneath, there are tabs for 'RECEIVED MESSAGES' and 'SENT MESSAGES'. The 'RECEIVED MESSAGES' tab is active, showing a table titled 'My Received Messages'.

Title	From	Date
Photos	Jan Valerauker	12/22/2009
• Would Like Information	Jan Valerauker	12/22/2009

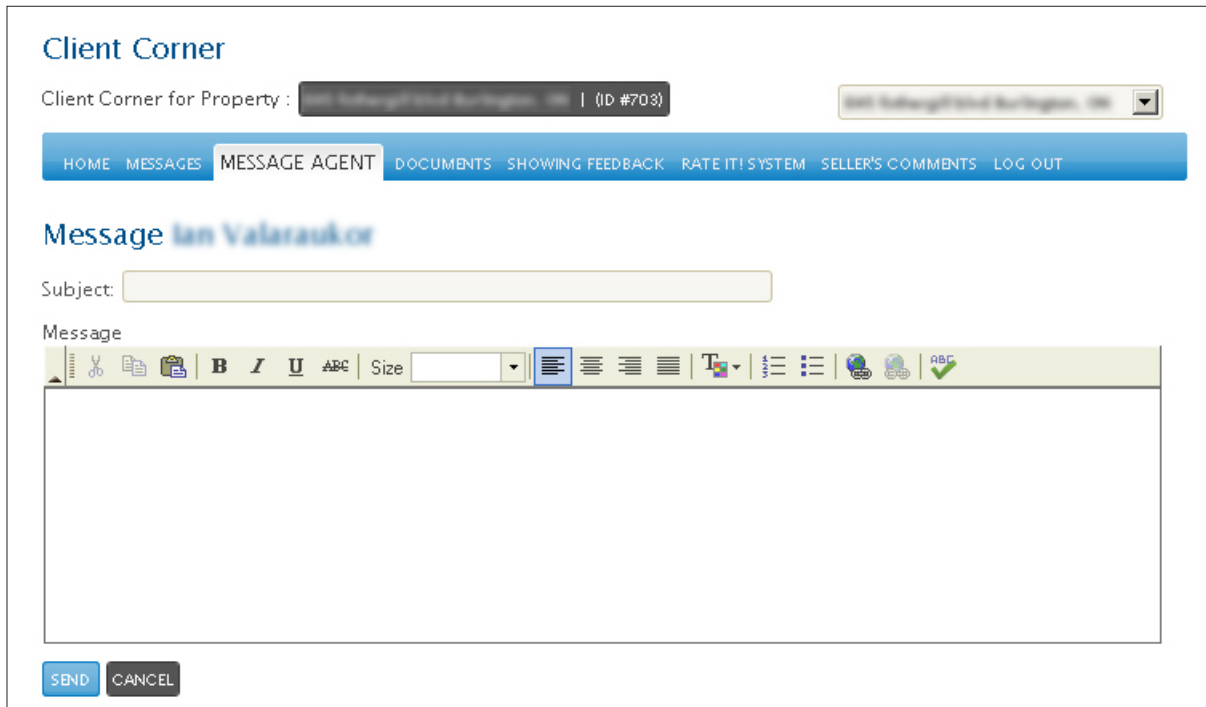
You can reply to received messages by clicking on the Reply button. Enter your reply message and click the Send button. In the Sent Messages area you can see messages you have sent out.



The screenshot shows the 'Client Corner' interface. At the top, it says 'Client Corner for Property : [redacted] | (ID #703)'. Below this is a navigation bar with 'MESSAGES' selected. Underneath, there are tabs for 'RECEIVED MESSAGES' and 'SENT MESSAGES'. The 'SENT MESSAGES' tab is active, showing a table titled 'My Sent Messages'.

Title	To	Date
RE: Photos	Jan Valerauker	01/12/2010

Next we will look at the **Message Agent** area. To send an Agent a message click on the Message Agent tab. Enter the subject and content of your message and click the Send button.



The screenshot shows the 'Client Corner' interface. At the top, there's a header with 'Client Corner for Property : [Property ID] | (ID #703)'. Below this is a navigation bar with tabs: HOME, MESSAGES, MESSAGE AGENT (selected), DOCUMENTS, SHOWING FEEDBACK, RATE IT! SYSTEM, SELLER'S COMMENTS, and LOG OUT. The main content area is titled 'Message Ian Valaraukor'. It features a 'Subject:' input field, a 'Message' text area with a rich text editor toolbar (including Bold, Italic, Underline, ABC, Size, Bulleted List, Numbered List, Indent, Text Color, Background Color, and a checkmark), and 'SEND' and 'CANCEL' buttons at the bottom.

Now the Agent will be notified of your message and respond to you.

If you want to see feedback provided by Agents who have shown your property select **Showing Feedback**. You will see the list of Agents that have been through the Listing and the dates they did so.

Client Corner

Client Corner for Property : [Redacted] | (ID #703) [Redacted]

HOME MESSAGES MESSAGE AGENT DOCUMENTS **SHOWING FEEDBACK** RATE IT! SYSTEM SELLER'S COMMENTS ADVERTISING LOG OUT

Feedback Detail

Showing Agent	Status	Date
• Ian Valerauskas	No Response	02/11/2010
• Ian Valerauskas	Approved	02/10/2010
• Ian Valerauskas	Not Approved	01/8/2010
• Ian Valerauskas	Not Approved	01/8/2010
• Jason Proulx	Not Approved	01/8/2010
• Jason Proulx	Not Approved	01/8/2010

Click on the Agent name to view the feedback comments. Here you will see the showing Agent, the request and completion dates, the questions and answers, and any comments made.

Client Corner

Client Corner for Property : [Redacted] | (ID #703) [Redacted]

HOME MESSAGES MESSAGE AGENT DOCUMENTS **SHOWING FEEDBACK** RATE IT! SYSTEM SELLER'S COMMENTS ADVERTISING LOG OUT

Feedback Detail

Showing Agent
[Ian Valerauskas](#)

Request Date
02/10/2010

Completion Date
02/10/2010

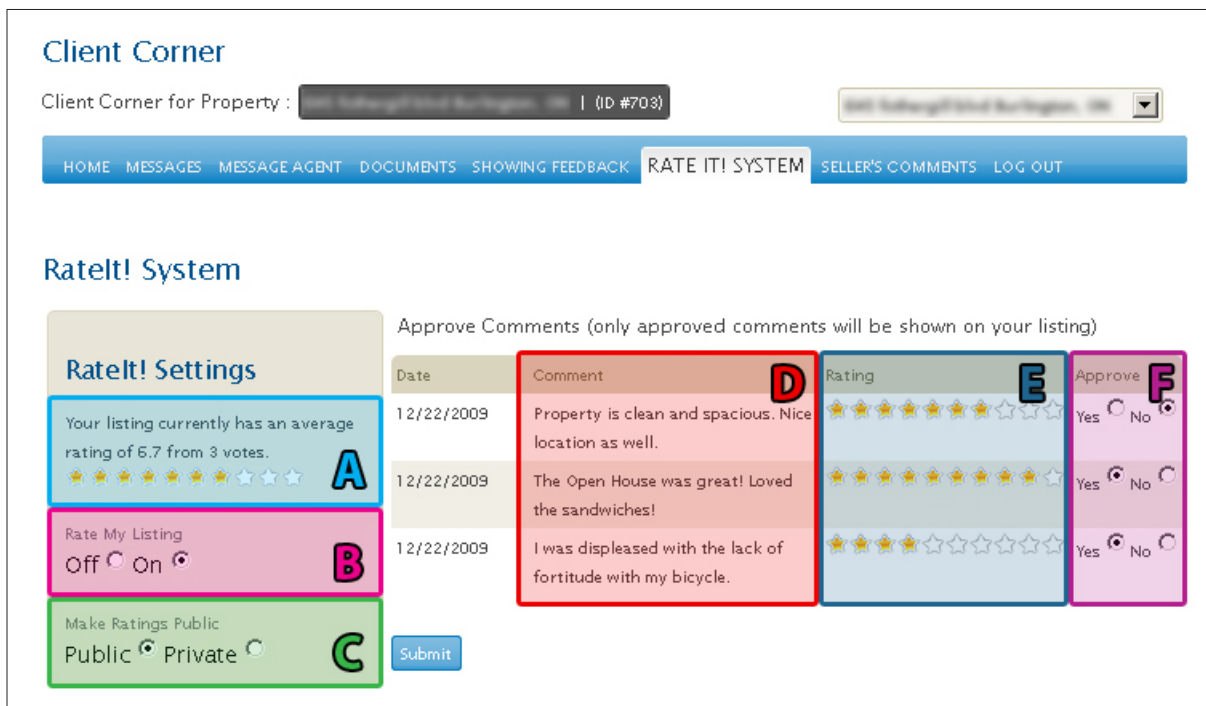
- How did the property appear?
Better than the age indicated

Additional Comments
Great look.

Now we will look at the **Rate It! System**. This information also appears on the Dashboard. Here we see both the **Ratings Options** and the **Ratings** that were submitted.

On the left you see your Rate It! Settings which contains the **(A) Average Rating** for this listing, the **(B) Rate My Listing** option and the **(C) Make Ratings Public** option.

Note: When the *Rate My Listing* is turned off no one will be able to view the Visitor Feedback or Rating for your Listing.



Client Corner

Client Corner for Property : [Property ID] | (ID #703)

HOME MESSAGES MESSAGE AGENT DOCUMENTS SHOWING FEEDBACK **RATE IT! SYSTEM** SELLER'S COMMENTS LOG OUT

RateIt! System

Approve Comments (only approved comments will be shown on your listing)

Date	Comment (D)	Rating (E)	Approve (F)
12/22/2009	Property is clean and spacious. Nice location as well.	★★★★★☆☆☆☆	Yes <input type="radio"/> No <input checked="" type="radio"/>
12/22/2009	The Open House was great! Loved the sandwiches!	★★★★★☆☆☆☆	Yes <input checked="" type="radio"/> No <input type="radio"/>
12/22/2009	I was displeased with the lack of fortitude with my bicycle.	★★★★☆☆☆☆☆☆	Yes <input checked="" type="radio"/> No <input type="radio"/>

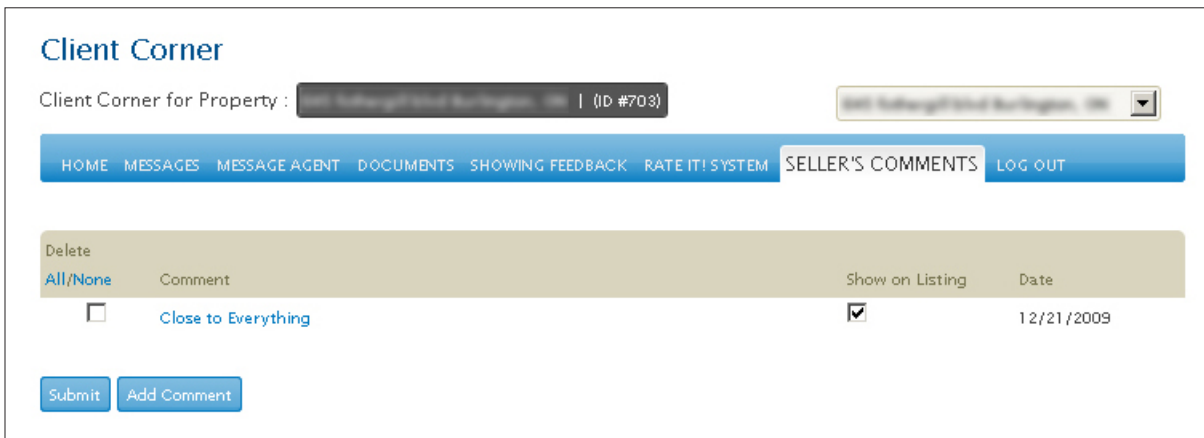
Submit

On the right you have the ability to view the **(D) Comments** and **(E) Ratings** that have been left by visitors. Before a comment and rating is displayed on your site, you will need to **(F) Approve** it.

Note: Comments that are Approved will be visible to everyone provided you have made your ratings public. Click the *No* button for any comments you do not want shown for your listing.

When you are done with your changes, click the Submit button.

A feature that most clients love in the Client Corner is the ability to add their own comments about their property. To do this go to the **Seller's Comments** section using the dashboard tabs. This is also visible under **Extras** on the Dashboard.



Client Corner

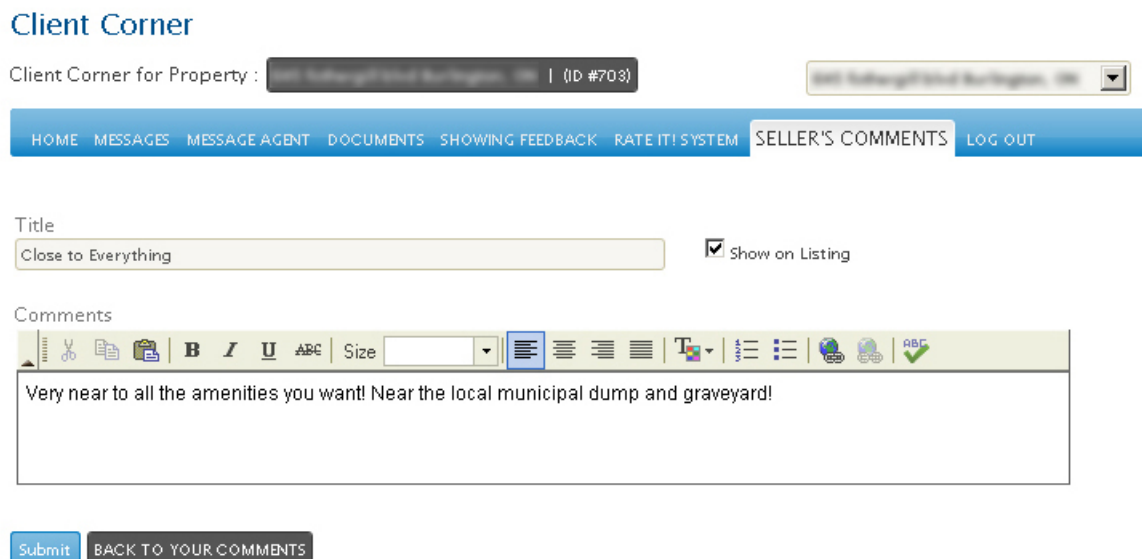
Client Corner for Property : [Property ID] | (ID #703) [Agency Name]

HOME MESSAGES MESSAGE AGENT DOCUMENTS SHOWING FEEDBACK RATE IT! SYSTEM **SELLER'S COMMENTS** LOG OUT

Delete	Comment	Show on Listing	Date
<input type="checkbox"/>	Close to Everything	<input checked="" type="checkbox"/>	12/21/2009

Submit Add Comment

If you would like to add a comment, simply click the Add Comment button. Give your comment a title, select if it is visible or not, type your comment in the text box provided and click the Submit button. To edit a comment click on the Comment Title. Make your changes and click the Submit button.



Client Corner

Client Corner for Property : [Property ID] | (ID #703) [Agency Name]

HOME MESSAGES MESSAGE AGENT DOCUMENTS SHOWING FEEDBACK RATE IT! SYSTEM **SELLER'S COMMENTS** LOG OUT

Title
Close to Everything Show on Listing

Comments

Very near to all the amenities you want! Near the local municipal dump and graveyard!

Submit BACK TO YOUR COMMENTS

To show your comments on the listing page check the box under the **Show On Listing** heading. When you are done, click the Submit button to save any changes you have made.