Manager Dashboard Overview

The admin dashboard is a great resource to learn how your agents are engaging with our platform and their level of usage.

There are filters at the top of the data for you to select the time period and office that you would like to see.

1. When you select "Select Office" a drop-down menu will display all of the offices in your brokerage.

	Buyside	Dasht	ooard Marketing Suite	BMA	My Listings	My Buyers	Find	Add	Allen Agent	
					Buyside Realty [PA]	\$	Switch to Demo mode	Switch to Agent View	
	8,214 Activity Score	15 Valuation Attempts	15 Listings Added	в	11 uyers Added	3 Agent-to-Age	ent Emails	25 Logins	23 BMA	
	From 04-01-2020									
				Daily	Weekly Mont	nly				
				Act	ivity Score					
20	00									
15	00									
10	00									
5	00									

2. Once you select the time period and office that you would like to see, select "Search"

⇒ ¥E	Buyside ï		Dashboard	Marketing Suite	BMA My Listings	My Buyers Find	Add	Allen Agent
					Buyside Realty [PA]	\$	Switch to Demo mode	Switch to Agent View
	8,214 Activity Score	15 Valuation Attempts	Lis	15 atings Added	11 Buyers Added	3 Agent-to-Agent Emails	25 Logins	23 BMA
		From	04-01-2020	То 06-3	0-2020 Select Office	\$ Search G	enerate CSV	
		0 Su	April 20 Mo Tu We	20 O	Daily Weekly Monthly	y		
		5	1 6 7 8	2 3 4 9 10 11	Activity Score			
200	00	12 19 26	13 14 15 20 21 22 27 28 29	16 17 18 23 24 25 30				
100	00							
50	0							

€BI	ıyside	Da	shboard Marketing Su	ite BMA M	y Listings My Buy	ers Find	Add	Allen Agent	
				Buys	de Realty [PA]	\$	Switch to Demo mode	Switch to Agent View	
	8,214 Activity Score	15 Valuation Attempts	15 Listings Added	11 Buyers Ac	ided Agen	3 I-to-Agent Emails	25 Logins	23 BMA	
	From 04-01-2020 To 06-30-2020 Select Office \$ Search Generate CSV								
				Daily Weekl	y Monthly				
				Activity	Score				
2000									
1500									
1000									
500	..				• • • • • • • • • • •				

3. You can also choose how you would like to group your data: in days, weeks, or months.

1. Activity Score: This is the total amount of online activity in your brokerage based on a point system. Certain activities are more points than others, so encourage your agents to go for the higher point activities!

∌`B u	y side		Dashboard Marketing Suite	BMA My Listings	My Buyers Find Add		Allen Agent		
					Buyside Realty [PA]	\$ Switch to Demo mode	Switch to Agent View		
	14,098 Activity Score	37 Valuation Attempts	16 Listings Added	28 Buyers Added	5 Agent-to-Agent Emails	32 Logins	24 BMA		
	From 04-01-2020 To 06-29-2020 Till Select Office \$ Search Generate CSV								
				Daily Weekly Monthly]				
64				Activity Score					
UK .									
4k									
2k									
0		2020-04		2020-05		2020-06			

Agent	Office
en Agent	
e Broker	Buyside Realty
Sean Thomas	Buyside Realty
Activities getting points	Points
w a buyer	1
w listing detail	1
ontact Agent (HVS-ContactAgent)	5
arch Buyers	5
irch Listings	5
propertyWatch	5
Juation Attempt	5
gin per day	10
essages in App	50
A.	75
cial Share Landing Page	75
cial Share	75
d 1 Star Buyer	100
dd Coming Soon Listing	100
dd Quiet Listing	100
dd 2 Star Buyer	200
Id 2 Star Buurar	300
Ju 3 Star Buyer	

2. Valuation Attempts: You will see three different graphs: valuation attempts, requests for monthly updates, and inquiries to contact agent, all of which are potential seller leads!





3. Listings Added: Distinguished by color, this graph displays the total number of quiet, coming soon, and active listings that have been added by your brokerage.

Buyside	Dashboard Marketing Se	uite BMA My Listings	My Buyers Find Add		Allen Agent
			Buyside Reality [PA]	\$ Switch to Demo mode	Switch to Agent View
14,098 37 Activity Score Valuation Attempts	16 Listings Added	28 Buyers Added	5 Agent-to-Agent Emails	32 Logins	24 BMA
	From 04-01-2020	2020 Select Office	Search Generate CSV		
		Daily Weekly Monthly			
	1	Buyside Realty Listings Add	ed		15
	_				13
		8			10
8					5

4. Buyers Added: The first graph presents the total number of verified buyers and imported buyers added by your brokerage and the pie chart analyzes the buyers based on the number of stars.

∌ Buy	/side		Dashboard Marketing S	uite BMA My Listings M	My Buyers Find Add		Allen Agent		
					Buyside Realty [PA]	\$ Switch to Demo mode	Switch to Agent View		
	14,098 Activity Score	37 Valuation Attempts	16 Listings Added	28 Buyers Added	5 Agent-to-Agent Emails	32 Logins	24 BMA		
			From 04-01-2020	-2020 Select Office	Search Generate CSV				
				Daily Weekly Monthly]				
2	Buyside Realty Buyers Added								
ers ,									
IMPORTED Buy							s ses		
0		2020-04		2020-05		2020-06	0		
				Verified Buyers	ers				
	Buyers Added								
			4	1 Star 2 Star					

	Buyers Added								
Agent Name	Office		<u>1 Star</u>	2 Star	<u>3 Star</u>	<u>4 Star</u>			
Allen Agent			0	1	13	4			
Joe Broker	Buyside Realty		0	0	4	3			
Paul Weiss	Buyside Realty		0	0	0	1			

5. Agent to Agent Emails: Distinguished by buying or listing, this graph displays the total agent-to-agent emails sent or received in your brokerage. This is calculated by adding up the emails sent or received about a listing or a buyer.



6. Logins: This graph displays the total amount of logins in your brokerage, so that you can gauge the engagement of your agents on the app. It is calculated by the amount of times an agent logs on to the platform.

Buyside		Dashboard Marketing Sui	ite BMA My Listings	My Buyers Find Add		Allen Agent
				Buyside Realty [PA]	\$ Switch to Demo mode	Switch to Agent View
14,098 Activity Score	37 Valuation Attempts	16 Listings Added	28 Buyers Added	5 Agent-to-Agent Emails	32 Logins	24 BMA
		From 04-01-2020	Select Office	\$ Search Generate CSV	;	
			Daily Weekly Monthly			
			Logins			
20						
15						
10						
5						
0	2020-04		2020-05		2020-06	

7. BMA: This graph displays the total number of BMAs run by your brokerage. This is an indicator of how many of your agents are utilizing this feature on their listing presentations!

≫ Bu	yside		Dashboard Marketing Suit	te BMA My Listings	My Buyers Find Add		Allen Agent
					Buyside Realty [PA]	\$ Switch to Demo mode	Switch to Agent View
	14,098 Activity Score	37 Valuation Attempts	16 Listings Added	28 Buyers Added	5 Agent-to-Agent Emails	32 Logins	24 BMA
		I	From 04-01-2020	020 Select Office	Search Generate CSV		
			[Daily Weekly Monthly]		
12							
8							
6 BMA							
4				-			
2							
		2020-04		2020-05		2020-06	

How to Generate a CSV:

1. Select "Generate CSV".

₩Bu	iyside		Dashboard Marketing Sui	te BMA My Listings	My Buyers Find Add		Allen Agent
					Buyside Realty [PA]	\$ Switch to Demo mode	Switch to Agent View
	14,098 Activity Score	37 Valuation Attempts	16 Listings Added	28 Buyers Added	5 Agent-to-Agent Emails	32 Logins	24 BMA
			From 04-01-2020	020 Select Office	Search Generation	ate CSV	
				Daily Weekly Monthly			
12							
10							
AM8 e					_		
4				-	_		
2							
		2020-04		2020-05		2020-06	
Agent	t Name	Office		BMA	BMA address r	ow active Success %	
Joe Bro	oker	Buyside Realty		2	1 1	5	
JB Test	Agent	Buyside Realty		2	1	50	
Allen A	gent			1	0	0	

2. Once "Generate CSV" changes to green, select **"Download Data"**. The report will then download directly to your computer!

