


Saved Listings					 <b>Sally Agent</b> 780-451-6666 shannon@ereb.com <a href="#">About me</a>		
34 Undecided	23 Favorites	20 Possible	21 Rejected	25 Agent Picks			
Updates				Notices			
36 Total Updates	28 New Matches	7 Price Changes	1 Status Change	1 New Comment	0 Open House		

## Dashboard & Sorting Listings

Information for **Saved Listings**, **Updates** and **Notices** now display at the top of the page for an at-a-glance overview for all activity on the site.

Clicking on each will filter the listings displayed below the dashboard.

### Saved Listings

Listings will start out in **Undecided** and will be moved into the applicable category based on marking the listing as a **Favorite**, **Possible** or **Reject**.

### Agent Picks

If you find a specific property or properties that are perhaps outside of your clients searches but you would still like to show them to your clients, you can place them in the Client's **Listing Cart**. Listings placed in the Client's Listing Cart are sent automatically to Collaboration Center and display as **Agent Picks**.

NOTE: Within Paragon, Agent Picks are displayed as **Agent Recommended**.

### Updates

Updates will display any **new matches**, **price changes** or **status changes** since the last time the client was on the site.

### Notices

#### New Comment

The new comment notice will display only comments made by you, the agent, and not your clients. This section is primarily for your clients to be notified of your comments on listings.

Clicking on the notice will bring you to the centralized comment timeline, known as Communication. Here you will see all comments made by you and your clients.

## Open Houses

Open Houses will display any matches that have an open house in the next **30 days**. Clicking on the notice will direct you to the thumbnail view with the Open House information.

## Sort

Available sort options for listings:

- Price High to Low
- Price Low to High
- Bedrooms
- Newest to Oldest Match
- Oldest to Newest Match

## Source Drop Down

If there are multiple **Saved Searches** for an individual client, they can be accessed through the Source drop-down menu. Click the individual *Search Name* to display just those results.