

# How to Use Listing View Counts



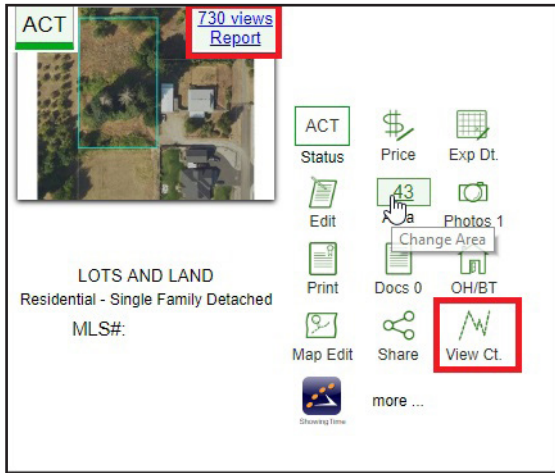
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Pages in file: 3 pages

**Step 1:** Listing View Counts can be retrieved by accessing your listings in Listing Load under Back Office. There are two ways to access the View Count report, a Views Report link and the top right of the Photo or the View Ct. icon.

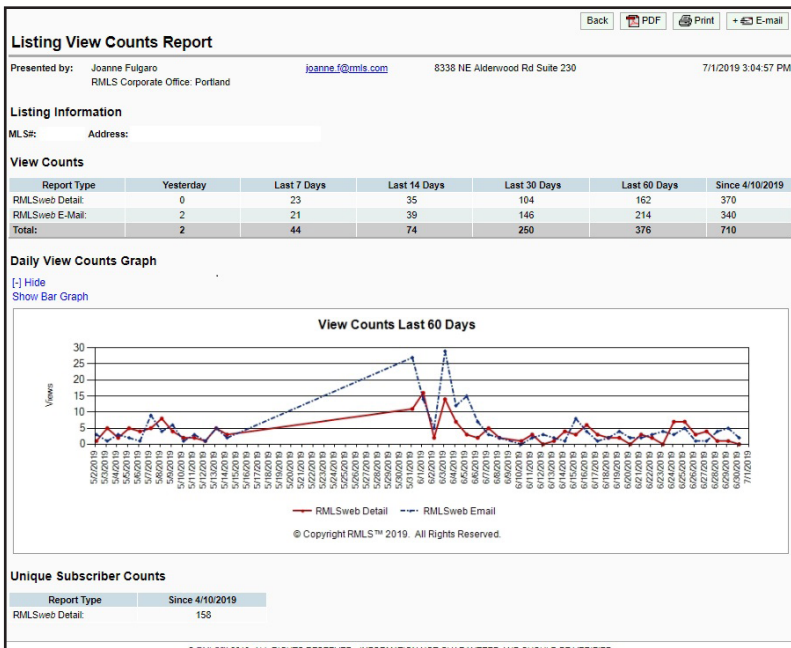
## In Tile View:



## In List View:



**Step 2:** Select the Views Report link or the View Ct. icon to see more detail on listing views from the day before, 7, 14, 30, 60 days back, or from the list date.



## Q. How often are my counts updated?

A. Counts are updated once a day. Each night the counts are updated. The Yesterday, 7 Day, 14 Day, and 30 Day totals will naturally roll off over time.

## Q. When are counts calculated?

A. Views are only counted when a listing is in active (ACT), coming soon - no showing (CSN), bumpable (BMP) or short sale pending (SSP) status.

## Q. What happens if my listing becomes inactive?

A. Listings that become active or bumpable again will restart counts and be added to the existing totals.

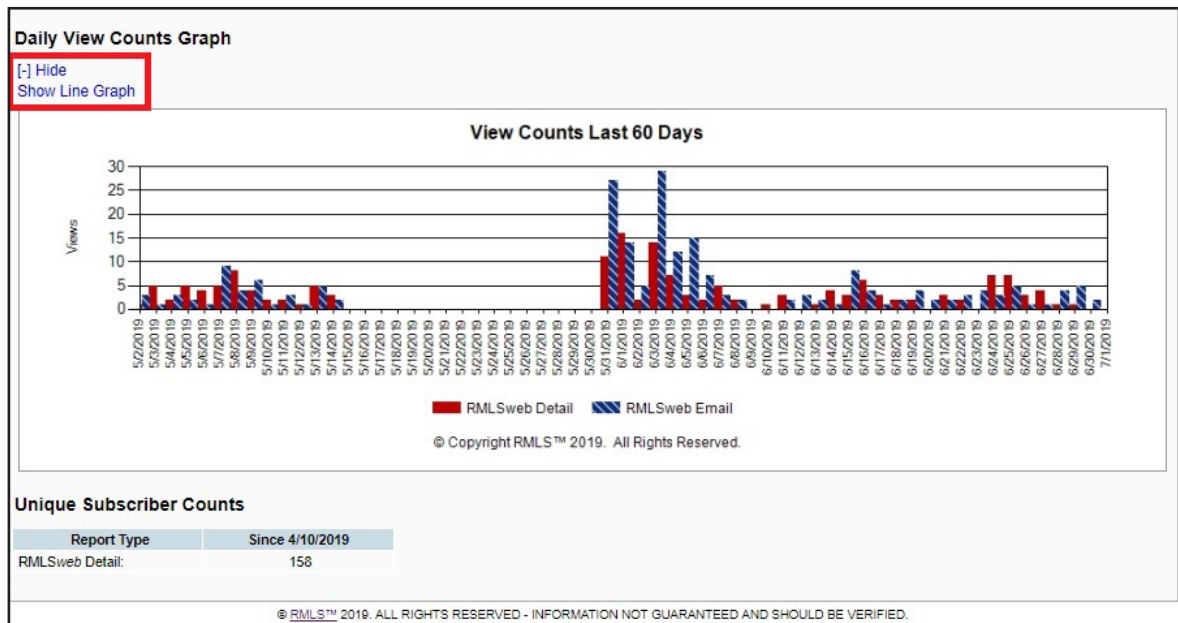
## Q. How many subscribers are viewing my listings?

A. The Unique Subscriber Counts section of the Listing View Counts report counts the number of individual subscribers that are viewing listings.

## Q. If I assign a new MLS#, will the counts transfer?

A. No. Totals are only counted by MLS#.

**Step 3:** The Daily View Counts Graph displays view counts of the last 60 days. The graph is defaulted to display a line graph. To choose either the line graph or a bar graph, select "Show Line Graph" or "Show Bar Graph." The current graph that you select will print out on the report. Select [-] Hide to hide the graph from the report.



**Step 4:** To email the Listing View Counts Report to your client, click on the E-mail button.

**Listing View Counts** [Help](#)

Back PDF Print **+ E-mail**

**Listing View Counts Report**

Enter the Recipients email address or select the client from Contact Manager by clicking on the down arrow under Client. To set up the Listing View Counts Report to automatically email to your client, check the box next to Auto Email to Contact. Select the days of the week and click on Schedule. Click Send to email the report.

Back PDF Print **- E-mail**

**Listing View Counts E-mail**

Recipient #1:  or

Recipient #2:  or

Your E-Mail: joanne.f@rmls.com  CC

Subject:

Message to Recipient:

Signature  Append your signature to email body

**Auto Email:**  Auto Email to Contact

- One email will be sent on each day selected.
- Email will be sent only while listing is in ACT, BMP, or SSP status.
- A bar graph or line graph may be sent. To change the graph type, select the desired graph below and click on "Schedule."

All  MON  TUE  WED  THU  FRI  SAT  SUN

**Listing View Counts Report**

## To Disable Auto E-mail:

To disable the Listing View Counts Auto E-mail on a listing, go to Listing Load and click View Report link at the top right of the photo or the View Ct. icon . 

Once the page loads click the Email button at the top right 

Click the Check box next to Auto Email to Contact, then uncheck it to disable.

