# **REALM**

### Tips & Tricks

How to Suggest Listings on a Computer

#### To suggest all listings in a search (up to a maximum of 200) on a computer:

- 1. Select the **action button** recordsolver on the right of the listings results.
- 2. Select **Suggest** from the drop down.



3. A suggest listings window will open, select a client, enter a comment, and select **Suggest**.





## REALM

### To suggest one or multiple properties from the search results window on a computer:

- 1. Place a **check** <sup>I</sup> in the box on the listings page for each desired property.
- 2. Select the **action button** results on the right of the listing results.
- 3. Select **Suggest** from the drop down.
- 4. A suggest listings window will open, select a client, enter a comment, and select **Suggest**.



#### To suggest an individual property from within a listing:

- 1. Select the **suggest icon**  $\mathbb{Q}$  in the menu at the top of the listing.
- 2. A suggest listing window will open, select the client, enter a comment, and select Suggest.



If you have any questions, please contact us at <u>Help@REALMmlp.ca</u>.

