

Tips & Tricks

How to Customize Your Notification Preferences

In REALM you can set the frequency to be notified by email when your real estate sales representative performs any of the selected actions:

Document Shared, Listing Added to List, Listing Removed from List, Listing Suggested, Listing Updated in List, Search Created, Search Due to Expire, Search Updated.

To adjust your notification preferences:

1. Select the **Avatar** at the top right of the page.
2. Select **Settings** from the menu.
3. Scroll down the page to **Notifications** and select the down arrow.
4. To select the frequency of the 24-Hour Chat Digest Summary select the **down arrow** and select from None, Default – Sent daily if no mobile app device registered or Daily.
5. To change the notification frequency select the **down arrow** and choose from Real Time, Daily or Never.
6. Select **Save**.

