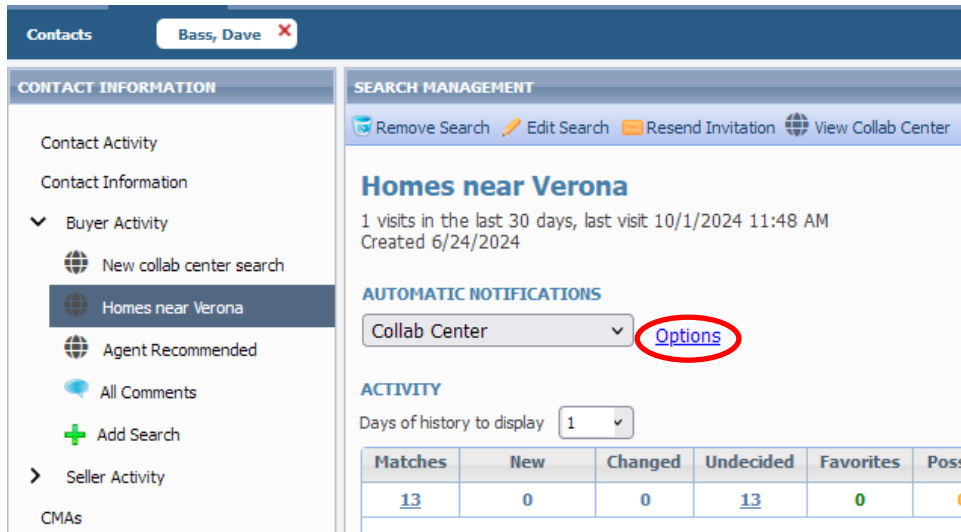


Adding an Open House notification

In Collab Center you can add a trigger to send email notifications to your Collab Center clients about new Open Houses on their matched listings. To add this notification, go to the Contact in Paragon, click Buyer Activity on the left panel, then click the search name below. Then on the right panel click the blue Options link.



The screenshot shows the Collab Center interface for a contact named 'Bass, Dave'. The left sidebar is expanded to 'Buyer Activity' and 'Homes near Verona' is selected. The main panel shows search management options and a table of activity. The 'Options' link is circled in red.

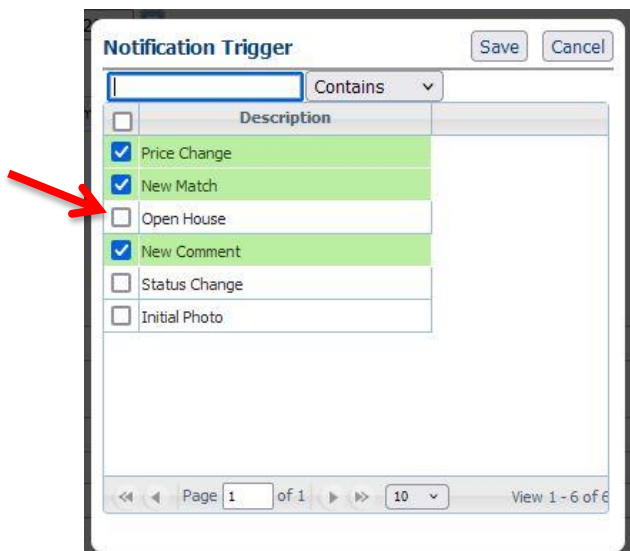
Matches	New	Changed	Undecided	Favorites	Poss
13	0	0	13	0	0

On the Advanced Email Options popup window click the magnifying glass button next to Notification Trigger.



The screenshot shows the 'Advanced Email Options' popup window. It includes sections for 'CLIENT EMAIL OPTIONS', 'NOTIFICATION DATE RANGE' (Begin: 06/24/2024, End: 06/24/2025), 'NOTIFICATION TRIGGER' (Price Change, New Match, New Comment), and 'CLIENT NOTIFICATIONS' (Off, Immediately, Recurring). The magnifying glass button next to the notification trigger is circled in red.

On that popup window check the box next to Open House, then click the Save button.



The screenshot shows the 'Notification Trigger' dialog box. It has a search bar with 'Contains' and a list of triggers. The 'Open House' checkbox is checked, and a red arrow points to it. The 'Save' and 'Cancel' buttons are at the top right.

Description
<input checked="" type="checkbox"/> Price Change
<input checked="" type="checkbox"/> New Match
<input checked="" type="checkbox"/> Open House
<input checked="" type="checkbox"/> New Comment
<input type="checkbox"/> Status Change
<input type="checkbox"/> Initial Photo

The box will go away; click OK on the Advanced Email Options window.