Emailing Hit Counters

RCO3® allows you to easily email MLS-related activity "hit counters" for your listings to your clients. To access this report, first you will need to access your listings.

1. Select the **"My RCO"** function from the RCO3® menu bar and then **"My Listings"**. This will bring you to your listing inventory.

2. Select your desired listing by clicking the empty box to the left of the MLS number column *(shown in figure 1-1)*.
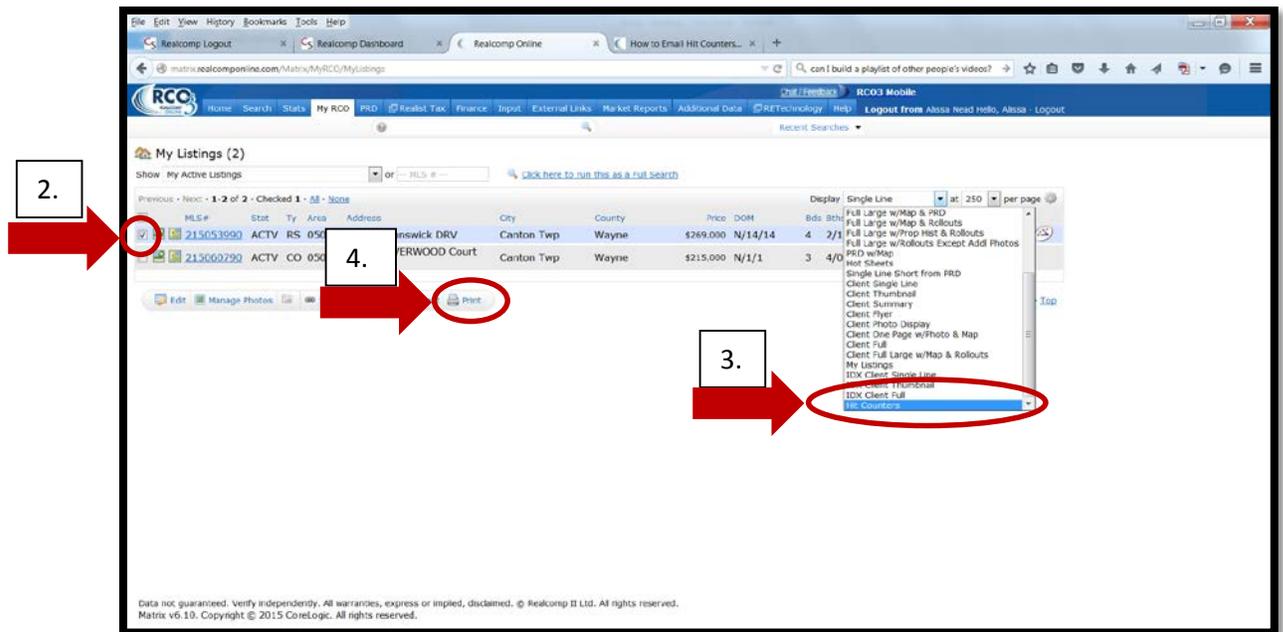
Figure 1-1

3. Click the down-arrow to the right of the "Display" function and scroll down to choose the **"Hit Counters"** report *(also shown in figure 1-1)*.

4. Click **"Print"** *(also shown in figure 1-1)*.

5. The first time you do this, click the **"----more (click)----"** option *(shown in figure 2-1)*. Once you have chosen the Hit Counters report, you won't need to repeat this step again.
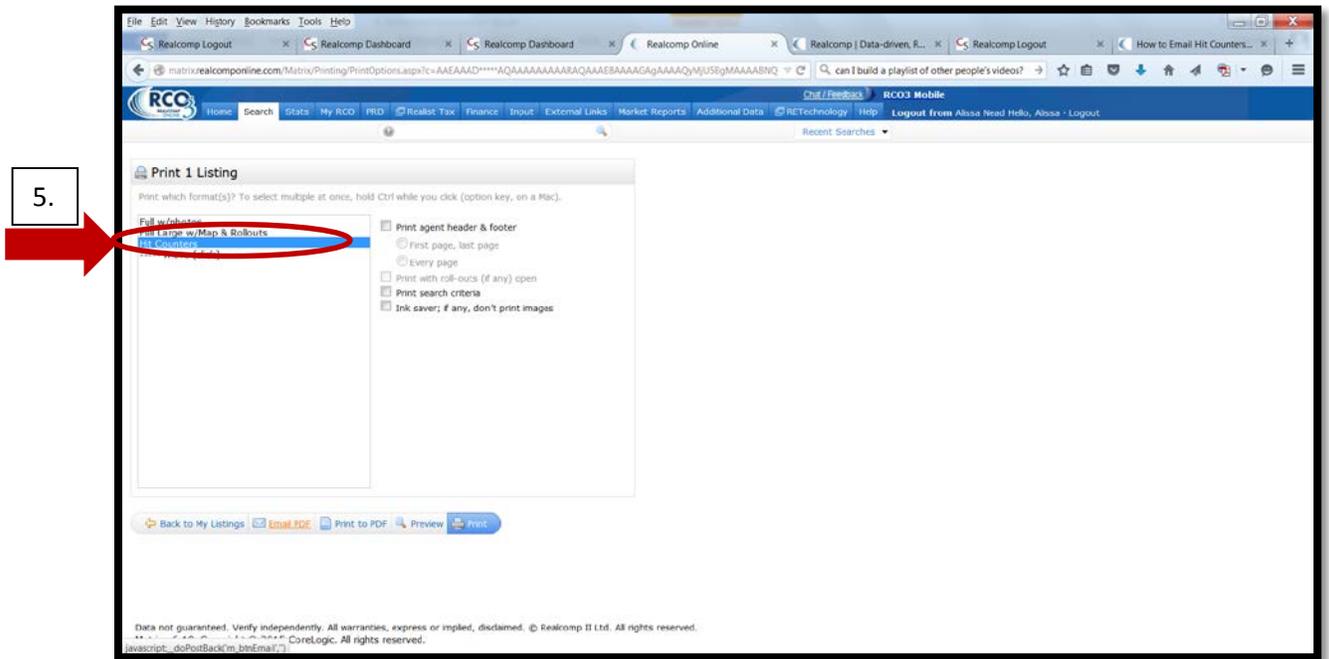
Figure 2-1

6. From the additional report options box that appears, scroll down in the list and choose **"Hit Counters"** *(shown in figure 3-1)*.
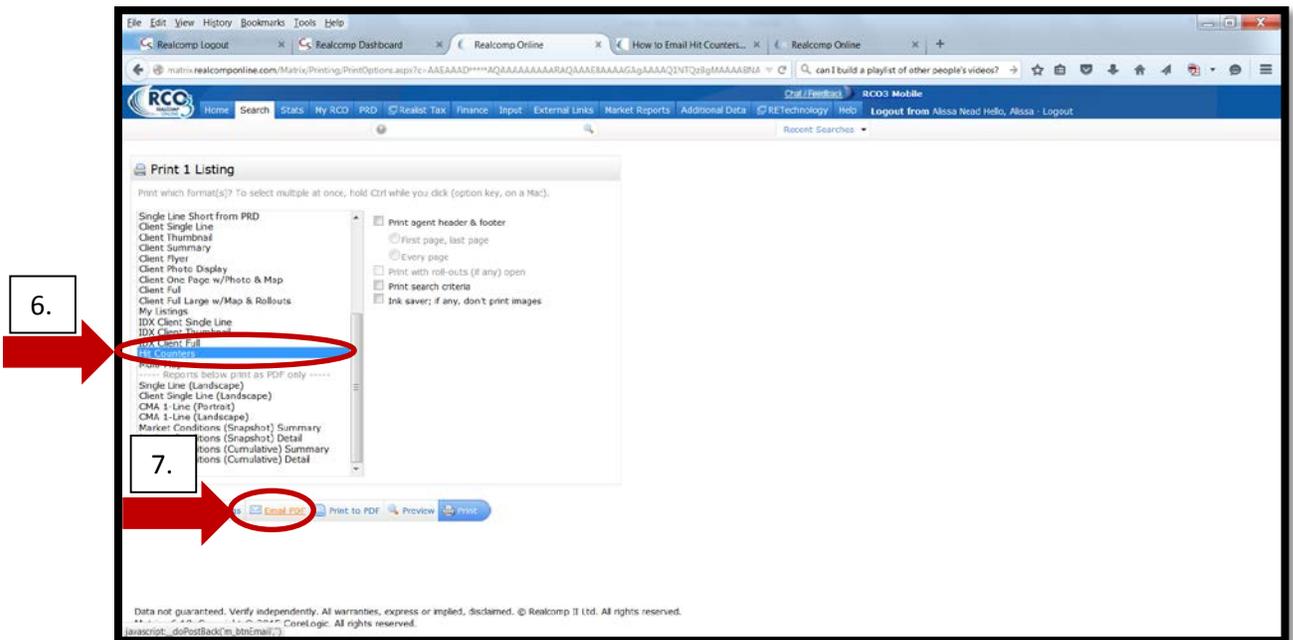
Figure 3-1

7. Then choose **"Email PDF"** *(also shown in figure 3-1)*.

8. Fill in the e-mail dialogue box with your client's e-mail address, enter your message, and then click the **"Send"** button *(shown in figure 4-1)*.
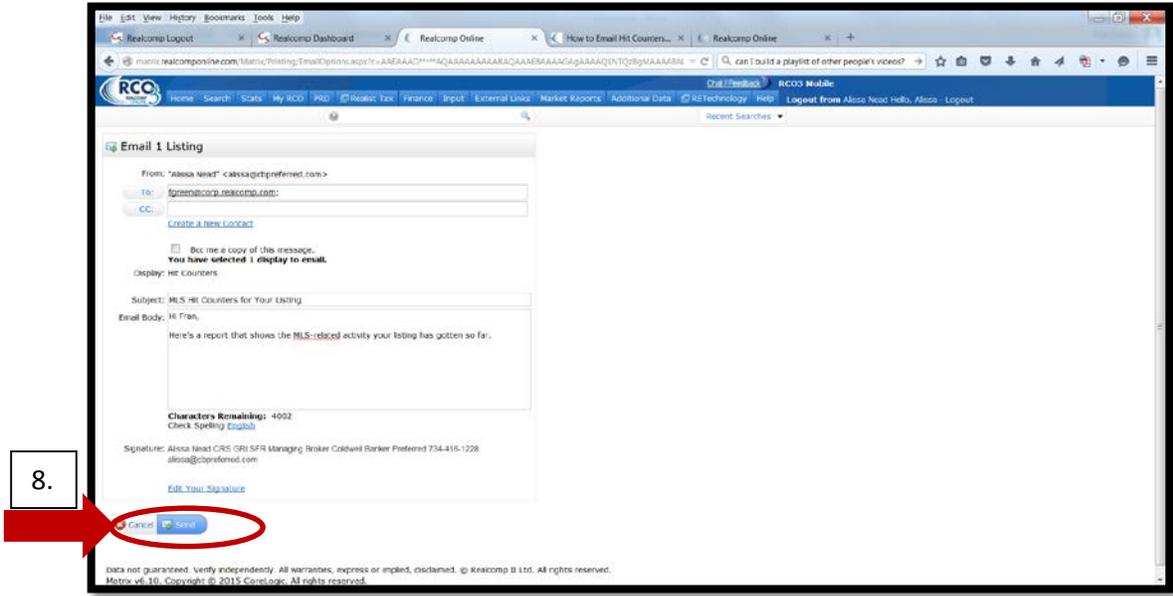
Figure 4-1

The Hit Counter report you e-mail contains the following information:

MLS#	Stat	Ty	Address	Price	Status Dt	Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected	My IDX Views	All IDX Views
215053990	ACTV	RS	45135 Brunswick DRV	$269,000	06/11/15	566	1350	18	9	574	247	7	4	0	271

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