



Knowledge Base Article

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Agent Tools web site: www.viewmylisting9ae.com

Article ID: 4156
Subject: Yard Sign/Lockbox Pick-up Notifications in Agent Connector
Last Modified: September 9, 2008

Applies to: Agent Connector (powered by ViewMyListing.com)

Issue: Agent Connector has the ability to send Yard Sign/Lockbox Pick-up notifications to active Agent Connector agents when the property has closed or cancelled. There are a few key points that will greatly assist you in understanding how Yard Sign/Lockbox Pick-up notifications work.

Resolution: Steps for activating/de-activating Yard Sign/Lockbox Pick-up notifications in Pro Gold i2:

- For a property to be eligible to send a Yard Sign/Lockbox Pick-up notification, a record of the installation of the Yard Sign and/or Lockbox must be recorded in Pro Gold i2.
 - Go to main **Properties Tab**
 - Select **Work with Properties** icon
 - Select a property
 - Select the **Yard/Lock** button
 - Add an install event of a yard sign and/or lockbox
- When the property status is changed to "Closed", "Cancelled", "Expired" or "Off Market", Agent Connector will send a Pick-up notification to the agent
 - **Note: Only properties with Active Agent Connector agents will send notifications**
- To terminate the notifications and mark that the Yard Sign or Lockbox has been picked up, it must be recorded in Pro Gold i2
 - In the Yard/Lock button of the property, enter an uninstall event for the Yard Sign and/or Lockbox
 - The original install even can be deleted in the Yard/Lock button of the property
 - Note: Agents cannot mark a Yard Sign or Lockbox uninstalled from Agent Connector, it must be done from Pro Gold i2.

References: Below is a link you can use to get a copy of the latest user guide:

<http://www.viewmylisting.com/images/guide.pdf>

- Select the link
- View and print the Guide

Related articles: N/A

Keywords: Yard Sign, Lockbox, Pick-up, Agent Connector, Notification, ViewMyListing.com, 4156

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