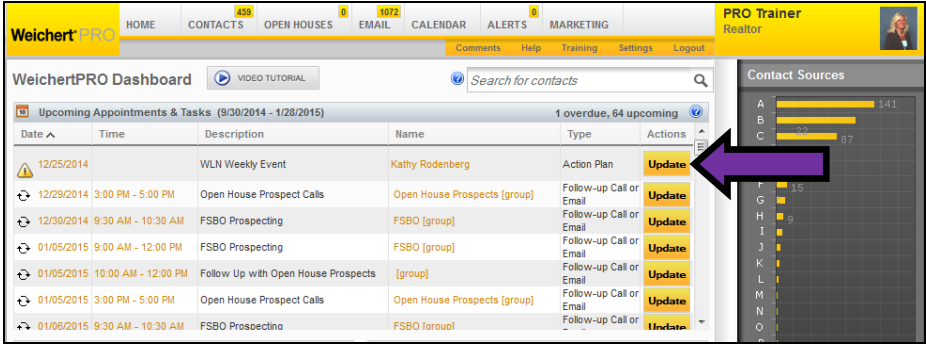
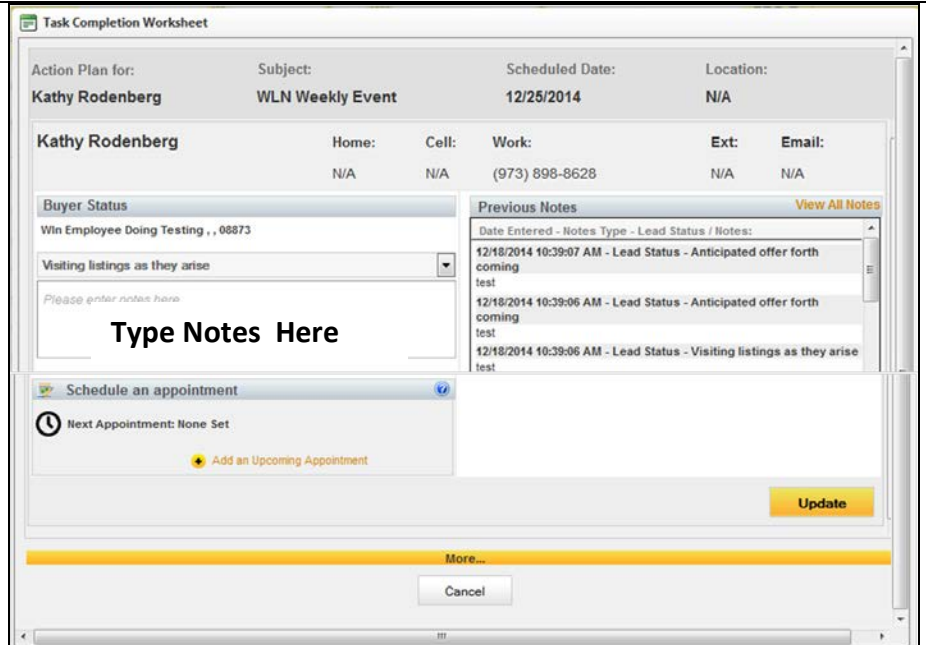


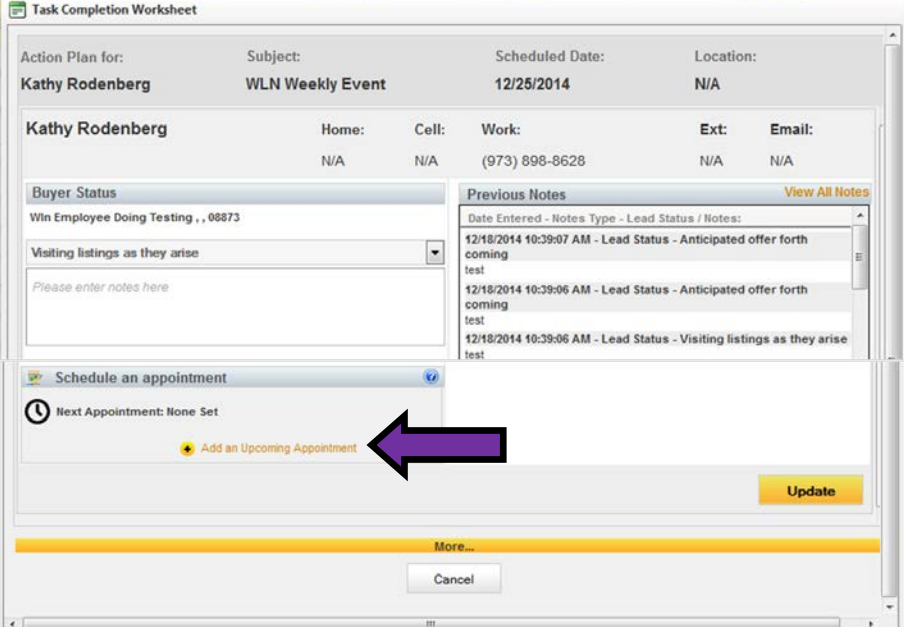
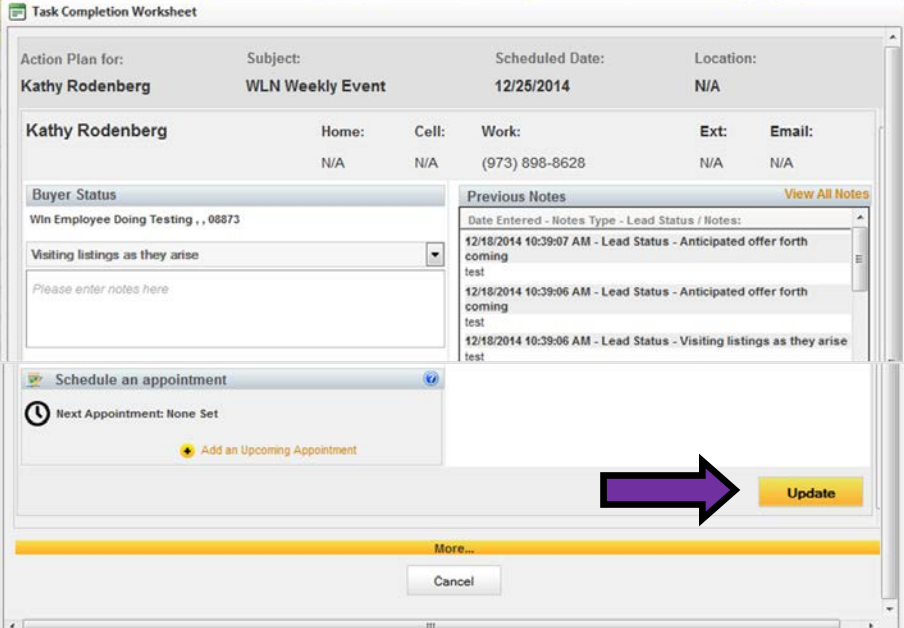
# WeichertPRO Job Aid – Updating WLN Leads

When a WLN lead requires updating, it will appear on your dashboard in the Upcoming Appointments and Task window and also on your calendar as an appointment that requires your action. We recommend WLN leads be updated when the event takes place and providing detailed notes to benefit your future follow up. This job aid addresses updating leads from the dashboard. We recommend you log into WeichertPRO everyday so an update never goes missed.

## UPDATING WLN LEADS FROM THE DASHBOARD

Step	Screen
<p>1. Go To: <a href="http://www.weichertpro.com">www.weichertpro.com</a> and log in</p> <p>Locate the “Upcoming Appointments/Tasks” window</p> <p>2. Select the lead to update</p> <p>3. Click the corresponding check box “Update”</p>	 <p>The screenshot shows the WeichertPRO Dashboard with a navigation bar at the top. The main content area is titled 'Upcoming Appointments &amp; Tasks (9/30/2014 - 1/28/2015)'. It contains a table with columns for Date, Time, Description, Name, Type, and Actions. The first row is for a 'WLN Weekly Event' on 12/25/2014, with the name 'Kathy Rodenberg' and an 'Update' button in the Actions column. A purple arrow points to this 'Update' button. Other rows include 'Open House Prospect Calls' and 'FSBO Prospecting' with similar 'Update' buttons.</p>
<p>The Task Completion Worksheet will open</p> <p>Locate the Buyer Status section. (For sellers it would be the Seller Status section)</p> <p>4. Click the drop down arrow in the “Buyer Status” section and select appropriate status</p> <p>5. Add detailed notes for future follow up.</p>	 <p>The screenshot shows the 'Task Completion Worksheet' for the 'WLN Weekly Event' lead. It includes fields for Action Plan for (Kathy Rodenberg), Subject (WLN Weekly Event), Scheduled Date (12/25/2014), and Location (N/A). Below this is a contact information section for Kathy Rodenberg. The 'Buyer Status' section is highlighted, and a dropdown menu is open, showing 'Win Employee Doing Testing , , 08873' and 'Visiting listings as they arise'. The 'Type Notes Here' area is visible, and the 'Previous Notes' section shows a list of notes with dates and times. At the bottom, there is a 'Schedule an appointment' section with a 'Next Appointment: None Set' and an 'Add an Upcoming Appointment' button. An 'Update' button is also visible at the bottom right.</p>

# WeichertPRO Job Aid – Updating WLN Leads

Step	Screen
<p>When you book an appointment with your WLN Lead, you can schedule it on your calendar and send an email invitation right from this page.</p> <p>6. Click “Add an Upcoming Appointment”</p>	 <p>The screenshot shows the 'Task Completion Worksheet' for Kathy Rodenberg. The 'Schedule an appointment' section is highlighted, showing 'Next Appointment: None Set' and a yellow button labeled 'Add an Upcoming Appointment' with a purple arrow pointing to it.</p>
<p>7. Click “Update” to update the lead</p>	 <p>The screenshot shows the 'Task Completion Worksheet' for Kathy Rodenberg. The 'Update' button in the bottom right corner is highlighted with a purple arrow.</p>