

## Coming Soon to Active Status & Client Notifications

To ensure clients are notified when a listing's status transitions from "Coming Soon" to "Active," you must enable "Status Change" within your Notification Trigger options. For existing searches where "Status Change" is not already included, you will need to manually add it as a trigger for each relevant search within the Client record.

Buyer Activity

Agent Recommended

+ Add Search

> Seller Activity

All Comments

Manually add listings to this contact's notifications.  
Created 7/17/2025

Search Name at sent

AUTOMATIC NOTIFICATIONS

Collab Center

Options

ACTIVITY

NOTIFICATION TRIGGER ?

Price Change x New Match x New Comment x Status Change x

To set "Status Change" as a default trigger for future client searches, navigate to: Preferences > Collab Center > Notification Options. Within this section, select the option "Notify on status change."

Agent Information

About Me Page Message

Links

Office Information

Notification Options

Search Options

Automated Valuations

Tax Reports

> CMA

CLIENT NOTIFICATION OPTIONS

These fields identify what actions will trigger an email auto-notification

☒ Notify on new listing

☒ Notify on price change

☒ Notify on status change

☐ Notify on initial photo added

☐ Notify on open house

☒ Notify on comment added by the agent