### **Website Checklist**

* **~~Database migration/conversion~~**
* **Email integration with Constant Contact**

[**https://www.constantcontact.com/**](https://www.constantcontact.com/) **(4 weeks)**

* **Admin Tools** 
  + Mass Emails (through constant contact integration) (4 weeks) []
    - View and Manage Buyer & Seller Records (2 - 3 weeks) **[We have displayed the communication in users]**
* **Agent Tools**
  + Mass Emails (Through constant Contact) (4 weeks)
  + ~~View Buyer & Seller Records~~
  + View Buyer records ( 2 - 3 weeks)
    - ~~NDA~~ [~~NDA Jan 2024.docx~~](https://divisionwebdesign030-my.sharepoint.com/:w:/g/personal/sham_division_design/EYfyRCCKM6JGhpNKHKCdZiABaJNktmIfVfECPD4XDNcUVw?e=SnYeEO)
    - Each agent should have their own NDA signing link. So when the agent's for is filled out they will get a notification about it. (4 weeks) **[DONE]**

<https://iqdev.biz/ebb/exclusive_listing/>

* + - Agency Exclusive Agreement (2 weeks)
    - Should be fillable and info should be viewable on backend **[We need clarification on this point.]**
    - One Party Listing (2 weeks)
    - Should be fillable and live on backend **[We need clarification on this point.]**
    - Sole & Exclusive rights to see
    - Should be fillable and live on backend **[We need clarification on this point.]**
    - Open listing agreement
    - Should be fillable and live on backend (2 - 3 weeks) **[We need clarification on this point.]**
  + ~~Lead generation and management~~
    - ~~Each registered buyer should have businesses they prefer to purchase. Like car wash or laundromat.~~
    - When a new listing is posted agents should see list of buyers interested in that category (if we can get constant contact to integrate, have it automatically mass email anyone buyer with the business profile link.) (4 - 5 weeks) **[We will work on it.]**
    - expiring listing reports (when do listings expire) (1 week) **[Expired list is showing in agent dashboard in expired tab]**
    - Any listing by an agent should only be allowed to be shared by that agent until 14 days after listing is posted. (2 weeks)

**[We need clarification on this point. How agent will share?]**

Then any agent can share full listing details. **[We need clarification on this point. How agent will share?]**

We should know what agent has shared a listing and who has viewed the listing from what agent. Basically, when an agent shares a listing it should have a unique page id and show that the listing has been viewed by which logged-in users and how many none logged in users.  
**[Please explain complete share process.]**

Agent should get a notification if a logged-in buyer views their listing.  
**[Which type of notification agent will receive?]**

* + ~~active listing~~
    - ~~Search filters on listings.~~
      * ~~Categories~~
      * ~~City or state~~
      * ~~With or without real estate~~
      * ~~Price range~~
  + agent activity reports
    - How many listings have they added **[DONE]**
    - What listings have they shown **[DONE]**
    - How many buyers have registered through their link. **[DONE]**
  + ~~transactions that include real estate and businesses for sale by city & county.~~
  + Probable Matches of Buyers and Sellers

* + Preferred Buyer Program

1-month access up to 5 factsheets  **$69.99**

3 months access up to 15 factsheets  **$129.99**

6 months access up to 30 fact sheets **$249.99**

**[DONE]**

**Some factsheets may not be available until speaking to the listing agent to validate qualifications. [This will do when website live]**

**Note-> We will work on mass email notifications.  
  
admin**

**user-: ebb**

**pass-: 8sczhV9&$nisuc7S6Y**

**agent**

**adamp.wyn@gmail.com**

**123456**

**Seller**

**aadiguzelli@gmail.com**

**123456**

**Buyer**

**6wesley@gmail.com**

**Pass- 123456**