KV Core setup to receive leads.

Texas Premier Realty Agents some of our agents are not getting leads here is several simple steps you need to do to be in rotation to receive leads. Agents will be out of rotation until all the below items are completed.

1 Put your Picture, your phone number and a short Bio information about you and our Brokerage. Top Right under your name drop down arrow. Go to the profile tab and put this information in. When you receive a lead and a client comes to your page and there is a spot for a picture and nothing is there no phone no bio. Clients won't stay. This is the first requirement for getting into lead rotation.

2 You will need to download from your phone the KV Core Mobile app. Log into the app on your phone make sure it is working. You will receive the leads from the mobile app. Before the leads can come through to your texts you will have to allow notifications to be allowed on the app on your phone. Here is how. On your phone go to settings, then go to notifications, then scroll down to find the KV Core Mobile app once there turn on notifications turn everything on Sounds , Badges Notifications turn it all to yes. if you don't do this nothing will come across on the app.

3. The next item you need to do is every 2 days log onto KV core and go to your dashboard and that is where the details for your leads will be. If you don't log onto KV core every few days, the system will think you are not checking for leads and the system will send you an email saying you have been taken out of rotation. (Leads will stop coming to you) We at the office will routinely mostly daily put those agents that were taken out of rotation back into rotation. Unless you the agent stop logging in that means after about 7 days we will stop putting you back into rotation we can see the last log in time.

4. Your photo is in, your phone # is in your bio is in, you have downloaded the app onto your phone and you have allowed for notifications from the app to come through your phone and you have logged in every several days. You are in rotation for leads.

5 Leads will come to you via a text. When you get a text from Lead source that is KV Core open the text it will say accept or decline the lead. Important note you only have 5 minutes to accept the lead, after that the system will go to the next agent to send the lead too. Just accept the lead. The information for the lead will be in your dashboard.

6. Sometimes a lead will be out of your area, if you cannot work with that lead here is what we want you to do. Find the transfer button on the desktop it is easy to find. On the app it is a little hidden if you do not see the transfer on the app find the more info button click it and transfer should come up. Click on the transfer and start typing my Name Daryl and my full name will populate click on my full name and click on Transfer this will send that lead back to me I will get an email that says you transferred a lead back to me.

7 What I will do then is find the proper city that lead belongs in. I have an outbound text tool with KV Core Admin, that I will text agents. WHO WANTS A LEAD FOR WHATERVER CITY. You must have me in your favorites and text my phone. Do not text back to the outbound text that you receive that won't work. Do not call text only. I will give that lead to whoever texts back. I do a rotation and we try to be fair giving these out. You will get an email that Daryl Zipp transferred a lead to you. Good Luck