

## New Tabs Layout to Make it Easier and Quicker to Find Relevant Listings, Leads and Deals

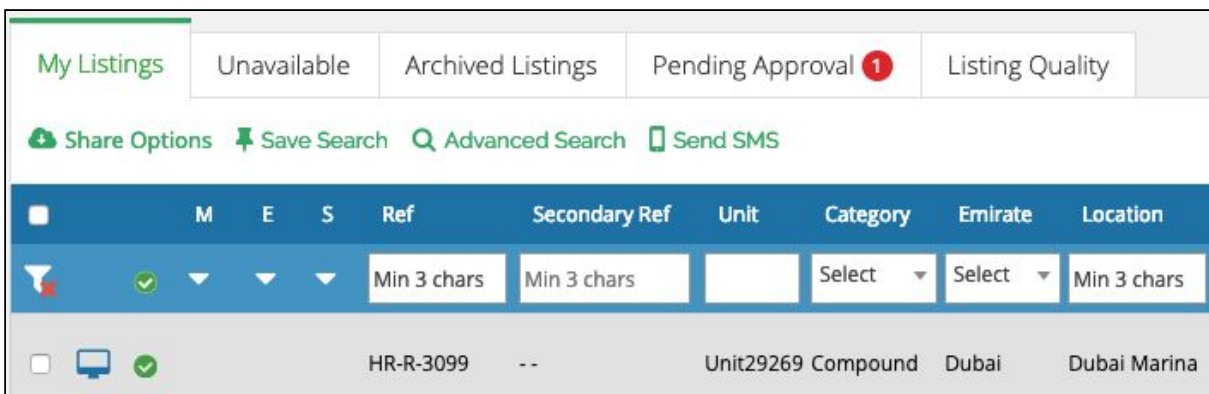
As each of our clients grows the number of listings, leads and deals over time we have realised it is becoming increasingly important to have a quick and easy way for agents and admins to see the most relevant records to them when they first visit any screen.

Previously in PropSpace we displayed all records by default on each screen, auto-ordered by the last updated date. We realise that this now does not make the most sense for an agent who needs to focus on the most critical records for their daily work (i.e. their open leads and deals and available listings), especially as an agent's number of leads, contacts and properties is ever expanding.

So taking this feedback from many of our long-standing clients on board, we have made a change to the default records that each user sees when they visit a screen in PropSpace as follows:

### Listings Screens - Sales and Rentals

#### My Listings Tab



M	E	S	Ref	Secondary Ref	Unit	Category	Emirate	Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HR-R-3099	--	Unit29269 Compound	Compound	Dubai	Dubai Marina

#### Summary

**Who:** This will typically only display for an agent that is setup with standard settings.

**What:** This tab displays Published listings by default. The user can reset the filter to view all statuses.

## Details

Admin/Manager User - This tab only displays when the user has a Role that permits access to only his/her own listings.

Agent - This tab displays when the agent is not part of a role or group (standard setup). This tab displays when the user has a Role that permits access to only his/her own listings.

## Team Listings Tab

M	E	S	Ref	Secondary Ref	Unit	Category	Emirate	Location	Sub-location
			Min 3 chars	Min 3 chars		Select	Select	Min 3 chars	
			HR-R-3113	--	556	Apartment	Dubai	Academic City	--

## Summary

**Who:** This tab only displays if an advanced setting of roles or groups have been setup for the user. It will be displayed for agents/admins/managers.

**What:** This tab shows all the listings in the user's group (team) that they have access to. This tab displays Published listings by default. The user can reset the filter to view all statuses.

## Details

This tab displays when the user belongs to a group or role.

It displays published listings belonging to the logged in user, his/her group and fellow role members (where applicable)

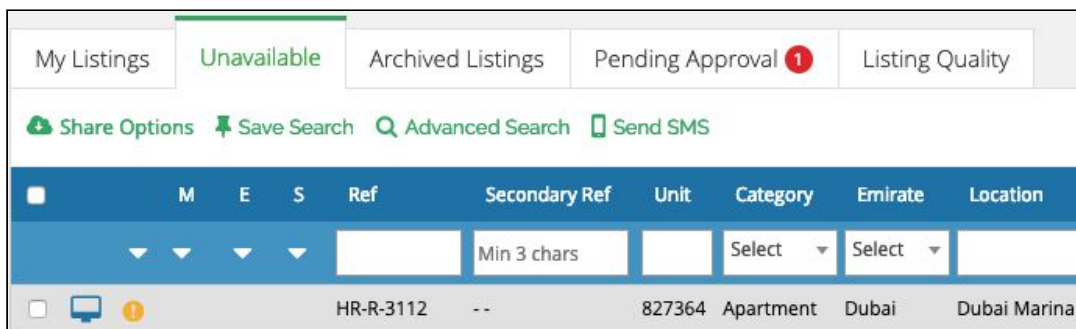
## Company Listings Tab ("Company")

M	E	S	Ref	Secondary Ref	Unit	Category	Emirate	Location
			Min 3 chars	Min 3 chars		Select	Select	Min 3 chars
			HR-R-3112	--	827364	Apartment	Dubai	Dubai Marina

This tab displays when a user has access to view all Company Listings.

It displays ALL listings including those of the logged in user, his/her group and fellow role members (where applicable).

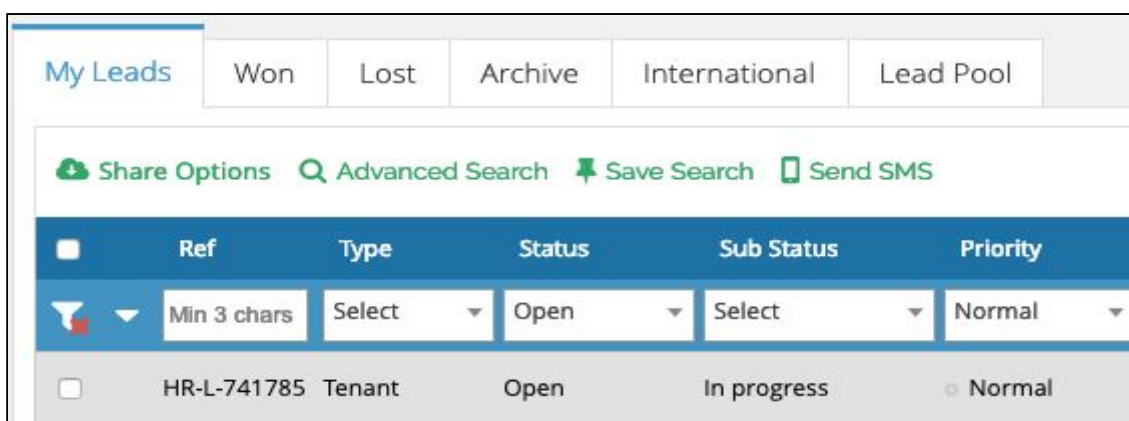
### Unavailable Listings Tab (“Unavailable”)



Displays all listings in status other than Published as per the user’s normal access permissions.

## Leads Screen

### My Leads Tab



### Summary

**Who:** This will typically only display for an agent that is setup with standard settings.

**What:** This tab displays Published leads by default. The user can reset the filter to view all statuses.

## Details

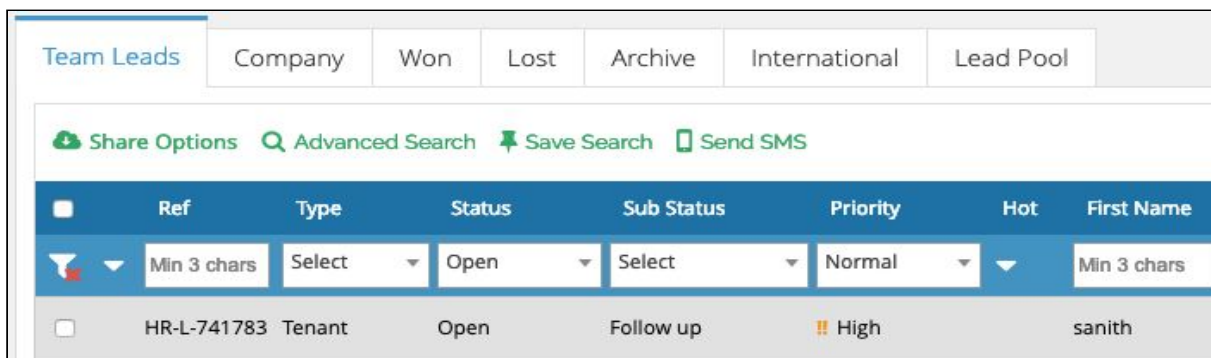
This displays Open Leads by default. The user can reset the filter to view all statuses.

Admin/Manager User - This tab displays when the user has a Role that permits access to only his/her own leads.

Agent - This tab displays when the agent is not part of a role or group.

This tab displays when the user has a Role that permits access to only his/her own leads.

## Team Leads Tab



The screenshot shows the 'Team Leads' tab interface. At the top, there are filter buttons: 'Team Leads', 'Company', 'Won', 'Lost', 'Archive', 'International', and 'Lead Pool'. Below these are action buttons: 'Share Options', 'Advanced Search', 'Save Search', and 'Send SMS'. The main area contains a table with columns: Ref, Type, Status, Sub Status, Priority, Hot, and First Name. The table has a filter bar above it with dropdown menus for each column. The first row of data shows a lead with Ref 'HR-L-741783', Type 'Tenant', Status 'Open', Sub Status 'Follow up', Priority 'High', and First Name 'sanith'.

Ref	Type	Status	Sub Status	Priority	Hot	First Name
HR-L-741783	Tenant	Open	Follow up	High		sanith

## Summary

**Who:** This tab only displays if an advanced setting of roles or groups has been setup for the user. It will be displayed for for agents/admins/managers.

**What:** This tab shows all the leads in the user's group (team) that they have access to. This tab displays Published leads by default. The user can reset the filter to view all statuses.

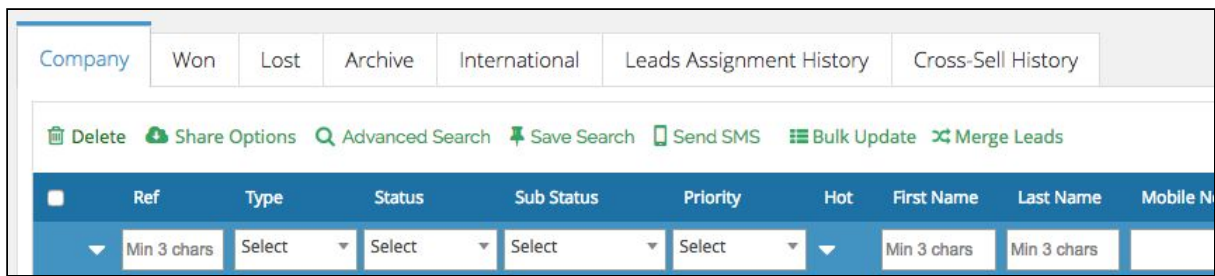
## Details

This tab displays Open Leads by default. The user can reset the filter to view all statuses.

This tab displays when the user belongs to a group or role.

It displays all Open leads belonging to the logged in user, his/her group and fellow role members (where applicable).

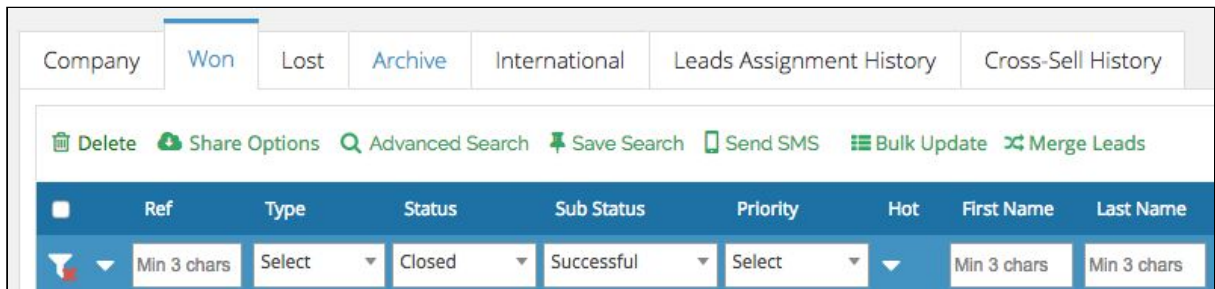
## Company Leads Tab (“Company”)



This tab displays when a user has access to view all Company Leads.

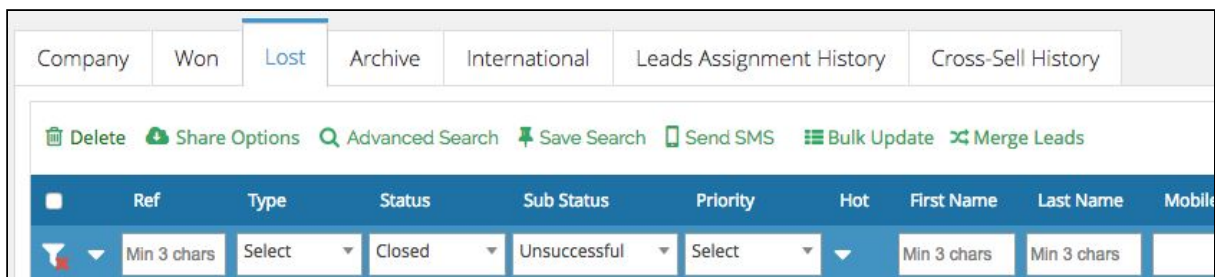
It displays ALL leads including those of the logged in user, his/her group and fellow role members (where applicable).

## Won Leads Tab (“Won”)



This tab displays all Closed-Successful leads as per the user’s access permissions.

## Lost Leads Tab (“Lost”)



This tab displays all Closed-Unsuccessful leads as per the user’s access permissions.

## Deals Screen

### My Deals

Reference	Type	Status	Sub Status	Buyer/Tenant
<input type="checkbox"/> HR-D-30833	Rental	Open	Pending	jithin test cotanct 44

### Summary

**Who:** This will typically only display for an agent that is setup with standard settings.

**What:** This tab displays Open Deals by default. The user can reset the filter to view all statuses.

### Details

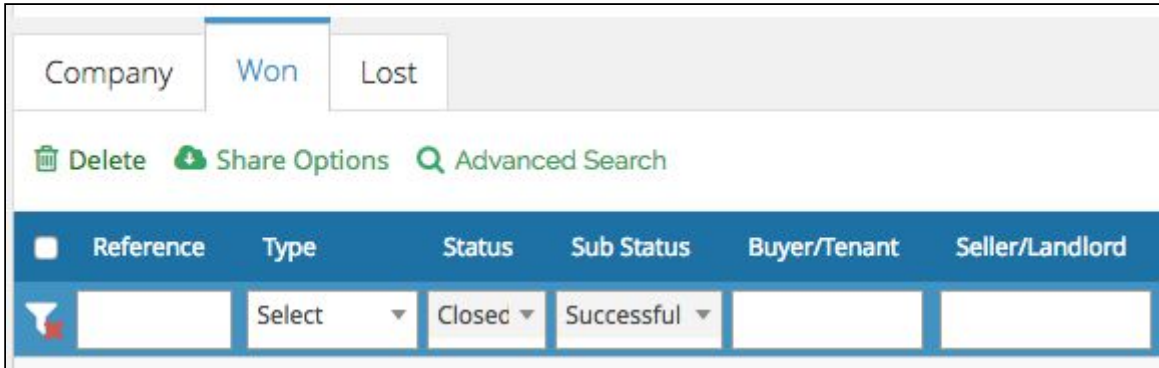
The agent will only be able to see their own deals.

### Company Deals (“Company”)

Reference	Type	Status	Sub Status	Buyer/Tenant	Seller/Landlord
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This tab is only displayed for a manager/admin who has access to view all Company Deals. It displays ALL company deals.

### Won Deals (“Won”)

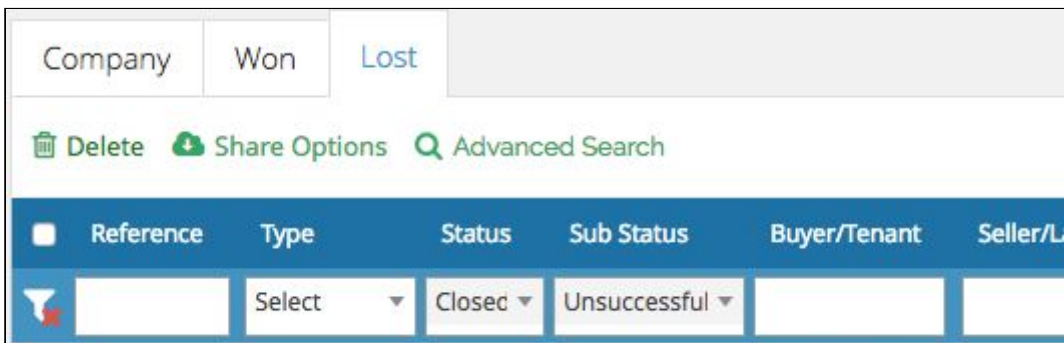


**Summary**

**Who:** This tab will be displayed to all users.

**What:** This tab displays all Closed-Successful deals as per the user’s normal permissions e.g. agents will only see their own deals.

**Lost Deals (“Lost”)**



**Summary**

**Who:** This tab will be displayed to all users.

**What:** This tab displays all Closed-Unsuccessful deals as per the user’s normal permissions e.g. agents will only see their own deals.

If you require any assistance with using the new tabs across PropSpace then please contact our support team any time Sunday to Thursday from 9am to 6pm (UAE time) on:

Tel: +971 4 420 1044

Email: [support@prop.space.com](mailto:support@prop.space)