

Navigating the Zap™ Homepage

Log in to Zap (<http://new.myzap.com>) using your CBWorks username and password.

The screenshot shows the Zap homepage dashboard. The page is divided into three main sections: 1. Navigation Panel (Left), 2. Dashboard (Middle), and 3. Newsfeed (Right). The Navigation Panel includes the Zap logo, user profile (John Zap), search, notifications, quick add, business (51), contacts (168), reports (coming), manage, quick links, and support. The Dashboard (Middle) is divided into 'Tasks' and 'Follow-Ups'. 'Tasks' shows a list of showing requests from Stacey Taylor, Steven Hunter, and Carolyn Frazeur, each with a 'View Details' button. 'Follow-Ups' shows a table with columns for Name, ZapScore, Median Price, Priority Contact, and Last Contact. The Newsfeed (Right) shows featured posts, including 'Keep clients engaged with New Listing Alerts' by Samir Soriano, 'Zap website is not responsive', 'Social Media Links' by Jessica Payne, and 'Stopping new listing alerts' by Toni Bean.

The homepage consists of 3 sections.

1. Navigation Panel (Left)

Zap Logo Click to return to the Zap homepage.

Your Name Brings you to My Accounts, where you can adjust your Account Settings, Email Settings, Leads and Notifications Settings, and review and edit your website.

Search Lets you find your contacts by entering their name into the Search field.

Notifications You can see new activities on Zap such as new leads, and requests for showing or info.

Quick Add Click here to add contacts, personal tasks or showings.

Business Find records of your listing and showing appointments, requests for information, listings and transactions.

Contacts Find everyone in your database, organized by relationship (e.g. leads, prospects, clients).

Reports *(coming soon)* This allows you to see how well your Zap marketing is performing.

Manage Click here to access Follow-up Plans and the script library, where you can find sample phone and email scripts.

Quick Links Click here to go to the Knowledge Base and Zap Community. If your Broker has made products available to you from the ZapStore™, you can access them here.

Support A faster way to access the Knowledge Base and Zap Community.

2. Dashboard (Middle)

Tasks Here is where you can access your personal tasks and requests for showing or information.

Follow-Ups Customers you should follow up with, including their ZapScore™, are listed here.

3. Newsfeed (Right)

Easily see what's happening in the Zap Community - from Zap News articles to questions from other Zap users. Click on any post to read or respond, and click  to collapse and hide this section.