

### ORGANIZATION

#### Contact Management

- Create Contact Lists
- Contact Sharing
- Mail Merge
- Email Merge
- Label Merge
- Contact Import/Export & Purge
- Custom Field Creation

#### Activity Management

- Task Manager
- Task / Milestone Creation
- Calendar View

#### Document Storage & Resources

- Personal File Storage
- Shared File Storage
- Documents & Forms Library

### SALES & MARKETING

#### Lead Management

- Quick View User Dashboard
- Lead Entry, Lead Sharing
- Lead Capture (From web site, email or iQ Voice)
- Lead Distribution Management
- Lead Grouping
- Lead Reporting & Statistics

#### Broker & Agent Websites

- IDX Integration & Listing management
- Professional Custom Design
- Search Engine Friendly Websites
- Existing Design Integration
- Property Listing Updates (Property Watch)
- Open House Management
- Agent Search & Profile Pages
- Web Site Visitor to Representative Chat
- Analytics/Reporting
- Complete Agent Websites w/ Personal Listings & Domains
- Agent Blogs

#### Drip Marketing

- Campaign Management
- Professionally Designed Content Library
- Campaign Reporting & Statistics

#### Print Ad Management

- Add/Edit Publication Templates
- Create/Edit Ads

#### Flyers

- Print & Email Property Flyers

#### Listing Management (IDX)

- Add/Delete Listings
- Categorized Listings (Residential
- Open House
- Commercial
- Land
- Multi Family
- Open House Scheduler

### BACK OFFICE

#### User Controls

- Add/Remove Users
- Assign User Permissions

#### Master Account Control Center

- Email Account Controls
- Quick Link Controls
- Dashboard Customization Controls
- Contact Sharing Controls

#### Report Center

- iQ Voice
- Website Profile Hits
- Website Property Hits
- Lead Reports

#### Communication

- Intra-Office Messaging
- Announcements

#### Office Profile Management

#### Employee Roster Controls

#### Do Not Call List

#### Loan Calculators

### CUSTOMER SERVICE

#### Support Ticket System

#### Agent Direct Video Tutorials



\*iQ Office, iQ web & iQ voice together deliver the features listed on this sheet.