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## Submit Daily Activities Using the Team Activity Tracker (Teams)

Paul Polansky5 months ago · Updated

In the team Command account, Rainmakers have the ability to track the day-to-day activities of their agents through Team Activity Tracking. First the Rainmaker needs to <u>enable activity tracking reminder</u> <u>updates</u> from within Command Settings beforehand, which will populate the Activity Tracking widget on the Command Homepage of any team member who is added, and will set up a series of daily reminders so no one forgets to enter their activities for the day. Everyone included then completes the activity form for the day, submits, and the Rainmaker will be able to <u>track daily activities through the Team Activity Tracking Report</u>. After the form is submitted, agents can come back to the form and change their answers, if necessary, but only for the current day.

To submit your activities:

1. Log in to https://agent.kw.com with your KW login credentials.

2. Click **your name**, at the top right of the page, and **ensure that your team is selected**, not your personal account.

command conn	ect						₩ <u></u>	Nina Royals	• ?
Welcome Home	, Nina								Home
i Your all-new H	KW App is here!	Follow this guide to	o customize c	and brand the a	pp to your busine	SS		Royals sonal	• ×
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таѕк	CATEGORY	ASSOCIAT	DUE DATE	STATUS			Realto A Team Leader	(Rainmaker)	
Set Team Pern	Contact		11:59 PM	To Do	•••	•	🛞 Profile හි ිි Settings		►
							ন্থি Command Train	ing	
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3. From the Command homepage, click **Submit** located in the Team Activity widget.

• You can <u>customize your homepage</u> if the widget is not displaying.

š≡ Tasks				All Due Dates 🤜	Con	tact Tasks 🔻	H Team Activity Leaderboard	Today
TASK 🖨	CONTACT	ASSIGNEE Created By	PRIORITY 🖨	DUE DATE 🔺		ACTIONS	Activity Tracking Report for Nina Royals	-
Submit Activ	/it	<b>Nina Royals</b> Nina Royals	ligh	11:59 PM	Due Today	$\odot$	Submit your activity for today.	
🕀 Create To	ask				Viewing	page 1 of 1 $\rangle$		

If you click the **Leaderboard tab**, you will see the team roster ranked in order of who is on the longest day streak of submitting their activity updates. If someone is "On the bench" it just means that they have not submitted their activity updates on the last day that they were supposed to, according to the activity tracking schedule that was set by the Rainmaker. You can also click **Submit Activity** here.

<del>989</del>	My Activity	Leaderboard	Today
#1	Nina Royals		
#2	<b>Tim English</b> 6 day streat		
#3	Rosie Gonz 5 day streat		
#4	Sami Koss 5 day streak	k	
#5	Anika Patel On the bend		Submit Activity!
		< Vie	wing page 1 of 1 $ ight angle$

4. At the top of the form, **select the day** you want to submit activities for. There is a fresh form for each new day you select, though the link to access the form will stay the same. That means team members can bookmark the link and come back to it every day.

- You can only retroactively add activities for 6 days in the past.
- You have the ability to edit your activities for the current day. You can click to view the form from up to 6 days in the past, but will not be able to submit changes.

•••	Nov	16, 20	22				
$\leftarrow$		No	ovemb	ber		$\rightarrow$	
Su	Мо	Tu	We	Th	Fr	Sa	
30	31	X	X	3	×	5	
6	X	8	9	10	11	12	day?
13	14	15	16	X	18	19	
20	21	22	23	24	25	26	
27	28	29	30	X	2	3	

5. Fill out the form and click **Submit** when you are finished.

Hello, Jessica Campbell. Tell us about your day!
(This information will be shared with your team, The A Team, and available in Command.)
What is the day you want to submit activity for?
➡ Nov 16, 2022 ▼
You can submit activity for any day within the past week.
How was it - did you have a good day?
Llaur much time alid unu an and finding many alignets to den 2
How much time did you spend finding new clients today? Hours $\begin{array}{c} \\ 00 \end{array}$ : $\begin{array}{c} \\ \\ 00 \end{array}$ $\begin{array}{c} \\ \\ 00 \end{array}$ $\begin{array}{c} \\ \\ \\ 00 \end{array}$
How many did you talk to?
What did you do to find them? SOI outreach
Marketing

6. The system also has a tool that gives you a rough future GCI calculation, based on the activities you performed today.

- When you submit for the first time, click **Calculate** to enter you Average Unit Price, Average Percent Commission, and you Commission Split.
- After the first time, you can always click the **Update Your Averages** link, to edit any of this information.

	Thanks! Glad to hear about your fabulous day!
	Want to see your GCI based on today's activities? Calculate Check out how the team is doing.
#1	Jessica Campbell 1 day streak
#2	Wallace Green 1 day streak
#3	Paul Polansky 1 day streak



If you need to update any of the information they submitted for the *current day*, they can navigate to the Activity widget, click the **Activity Tracker** link, and they'll be directed back to the form.

⊕∯ My Activity		Today
Update today's activity in	your Activity Tracker.	
Conversations	0	
Appointments Set	4 (+4)	
Appointments Held	2 (+2)	
Contracts Written	2 (+2)	
Closings	1 (+1)	



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