

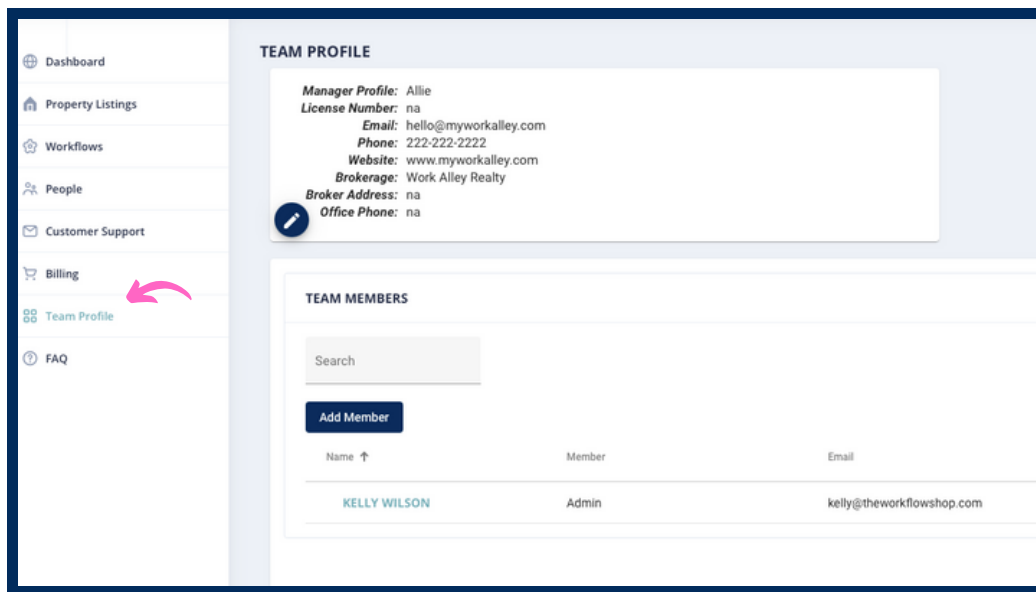
GETTING STARTED: CHECKLIST



1

SETUP PROFILE AND/OR TEAM PROFILE

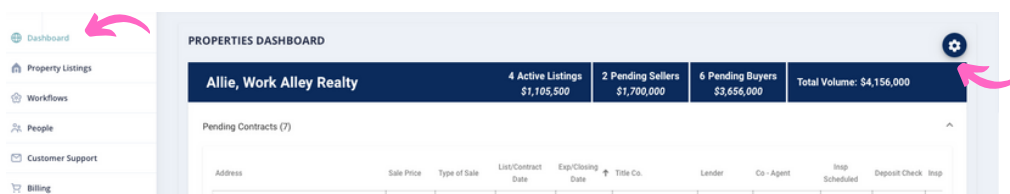
- In the Account Profile - add in your signature
- In the Team Profile - add you Admin, TC, Team Members or Agents



2

CUSTOMIZE DASHBOARD

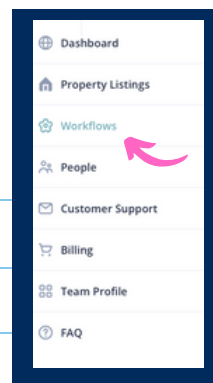
- Customize dashboard items



3

BUILD WORKFLOWS

- Create your workflows OR
- Customize workflow FREE templates



4

ADD A PROPERTY

Create a "Test" property to practice with

Dashboard

Property Listings

Workflows

People

Customer Support

Billing

PROPERTY LIST VIEW

Archive Property List

Add Property

Active Property

Property Type

Start Date

End Date ↑

Status



897 HAPPY STREET, BATON ROUGE

Pending Seller

01/14/2022

02/11/2022



1193 EXAMPLE ST. BATON ROUGE, LA 70810

Pending Buyer

01/13/2022

02/14/2022



5

WATCH VIDEO & GET SUPPORT

Take a minute to watch our tutorial videos

Email us at hello@myworkalley.com for additional support



MY WORK
alley
CREATING WORK-LIFE BALANCE