

We are excited to announce that our new CB Danforth Broker Intranet Site

Went live 3/1/2015!

ALL NEW Listings and Sales are now being processed through WolfConnect.

IMPORTANT NOTE:

All listings and Sales in the old system BEFORE 3/1/2015 will be completed and closed out in the old system.

NEW **AS OF 5/1/2015:** You will no longer have access to DOCSS 3. Any follow-up paperwork for an old Listing or old Sale must be emailed to CBDAcontracts@gmail.com.

1. If you have not gone through the training yet or want to revisit the training, watch the following videos and/or use the cheat sheets:

	NEW	NEW		NEW	

2. If you have not logged in and set your password yet:

Your username was emailed to you:

From: noreply@lwolf.com

Subject: Welcome Email

(Typically, username is first initial & last name example ddanforth):

In the welcome email is a link to login the first time and set your password. If the link does not allow you to set a password, simply click the “Lost Your Password?” Option below the login button and you will be asked for your username and email address. A new link to set your password will be emailed to you.

3. Click here to login.

Importing your existing contacts

Importing your existing contacts into the system IS supported and briefly explained at the end of the “[Leads and Contacts - Intro to WIGO](#)” video. For more detailed information visit the help page. [IMPORTING CONTACTS](#) On this page you will find the Excel template and step by step directions for using it. When completed, email the excel sheet to Agents@lwolf.com to have them check it over and upload it for you.

Step By Step Procedures (Cheat Sheets)

(Click on the links below)

[New Listing](#)

[New Sale \(Transaction\)](#)

[Uploading Documents](#)

[Edit Profile](#)

[CBD Wide Email](#)

[Send Quarterly Newsletter](#)

LoneWolf Support:

Agents@lwolf.com – Allow 24 hours for response

CALL (866) 279-9653

Available Mon - Fri 6am - 5pm

CB Danforth Technology Services

TechHelp@CBDanforth.com

Lone Wolf Updates and Best Practices

Upload files up to 30MB NOW

Coming soon Email 30MB files

You can now upload documents up to 30MB to your clipboard. You will be able to emailing 30MB files after the next update, currently targeted for early of July. Keep in mind that your email service provider may have a lower size limit for email attachments. To the right are the limits for a few of the popular email providers.

Email Provider	Max
Office365	50MB
Comcast, Gmail, AOL, Yahoo	25MB
GoDaddy Workspace	20MB
Hotmail, Mail.com, Zoho	10MB

Email documents directly into your clipboard



You have a personal email address for your clipboard. If you do not know what it is you can find it on your profile (see below).

Add this email address as a contact to your email program and your phone. This will make it really easy to forward any documents you receive via email to your clipboard. You can also CC your clipboard email address when you are emailing documents out.

To find the email address, display your profile

1. On your WolfConnect home screen, Click on the gear to the right of your picture
2. Your clipboard email address is towards the bottom of your profile, under the title "loadingDOCS Username Email"



2. Your clipboard email address is towards the bottom of your profile, under the title "loadingDOCS Username Email"



loadingDOCS Username Email
trolph@CBDAI0.loadingdocs.com

Drag and drop files from your computer to your clipboard

1. Anywhere your clipboard is visible, you will see a drag and drop box. This allows you to select and drag a single file or multiple files onto your clipboard.

Documents

Use the quick link on your profile page for a more detailed view of your transactions

To display your profile

1. On your WolfConnect home screen, Click on the gear to the right of your picture
2. Click on the transactions button on the left
3. You will get a list of your transactions that includes a little more information than is available in the manage transaction section or the LoadingDocs section.



Membership Agents Daly, Deidre Transactions

Personal Office

Agent Transactions

Transaction

All Open Closed Fallen

Street Name Contains

Transaction	Street #	Street Name	Unit	Price	Offer	Close	Firm	Status
0000000786	33313	First Way		\$350,000.00	05/27/2015	05/26/2015	Firm	Closed
TEMP132332	4719	114th Ave		\$265,000.00	05/06/2015	07/31/2015	Firm	Open
0000000527	711	36th Place		\$530,000.00	04/15/2015	06/30/2015	Firm	Open
0000000252	27649	44th Place South		\$349,000.00	03/15/2015	05/15/2015	Firm	Open
0000000139	33313	First Way S		\$100,000.00	03/16/2015	03/16/2015	Firm	Closed
001063	123	Unknown		\$1,000.00	02/02/2015	02/02/2015	Firm	Closed
142623	5416	Thompson		\$132,900.00	11/19/2014	01/06/2015	Firm	Closed
142626	1714	354TH PLACE		\$315,000.00	12/12/2014	01/07/2015	Firm	Closed
001041	33313	First Way		\$0.00	12/19/2014	12/19/2014	Firm	Closed
14048101OB	5407	112th Ave		\$145,000.00	09/12/2014	11/04/2014	Firm	Closed

Profile Key Contacts Specialties Messaging Showings Education Teams Transactions

View your year to date earnings on your Agent Earnings History report

You can run your Earnings report by:

1. Click on Real Estate tab
2. Click on pie chart icon in Transaction section
3. Select Agent Earnings History
4. You will get an earnings report by transition



REAL ESTATE COMMUNICATIONS MEMBERSHIP CONTACT MANAGEMENT RESOURCES

LISTINGS SHOWINGS TRANSACTION loadingDOCS

8.7.1 Agent Earnings History

8.5.P Transaction Production

8.6.2 Expense Statement

8.6.A Agent Annual Expense Summary

brokerWOLF PDF Reports

Agent Earnings History Report 8.7.1

Agent Earnings History Report 8.7.1 Report Details

Report Summary

Chk#	Date	Trans. #	Address	Gross	B & O	Comm Fund	E&O	Franchise	HomeWrnty E	Proc Fee	Tax	Tax Contra	Expenses	Net
34265	01/08/2015	142626	1714 354TH PLACE	9,450.00	141.75	5.00	75.00	567.00	360.00	195.00	0.00	0.00	0.00	8,106.25