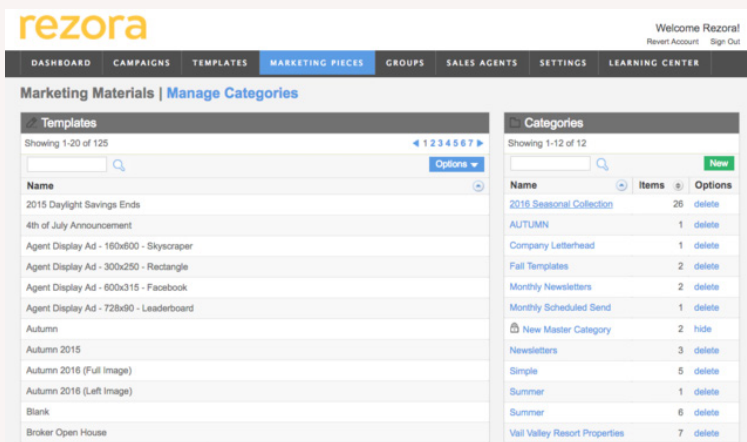


BEST PRACTICES / template categories

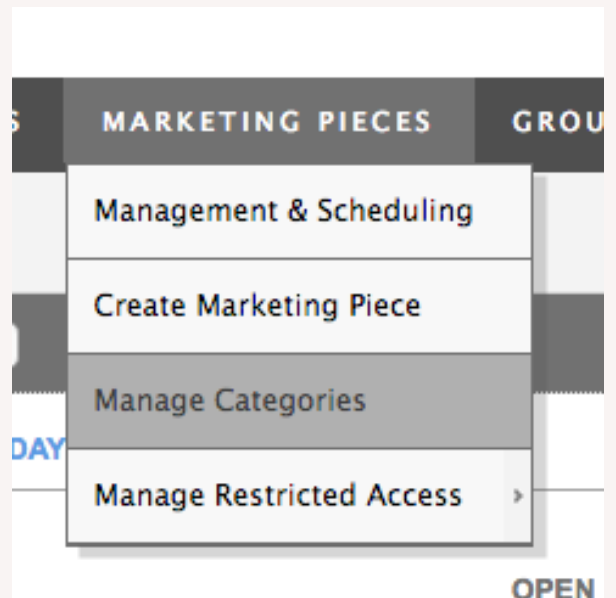
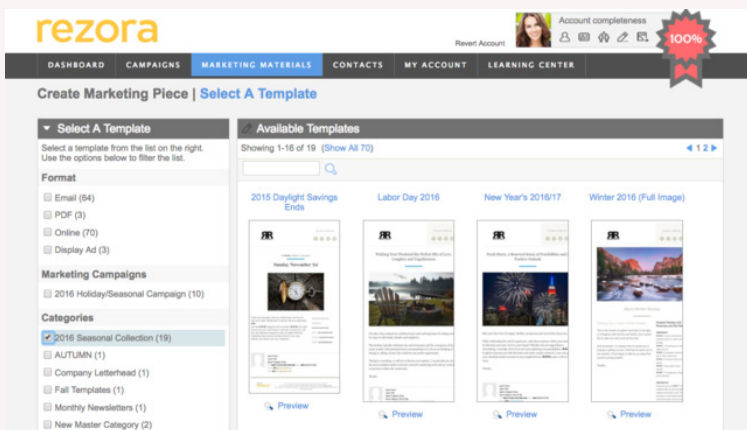
After you've been using rezora for a while, you might notice that you have hundreds of templates! This can be a great thing! However, it's also so annoying to find what you're looking for. We HIGHLY recommend creating categories for your templates. This way, you can keep those babies organized.

Template Categories are managed by the company admin. Company admins can go to Marketing Materials > Manage Categories, and drag templates from the left to the category on the right.



SAMPLE CATEGORIES: holidays, property templates, simple, editable, open house, new listing, pre-2016, etc.

Then, your agents can quickly find the templates they need! Agents can check a box to filter the templates.



Photos from: rezora

