

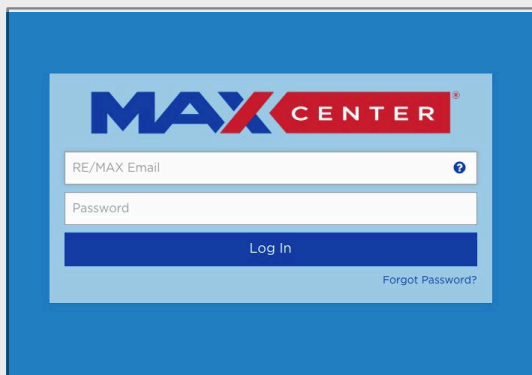
# Accept Released Leads

When an agent leaves RE/MAX and has been fully deleted from LeadStreet, that agent's clients will be "released" to the office. Recovering these leads is a two part process.

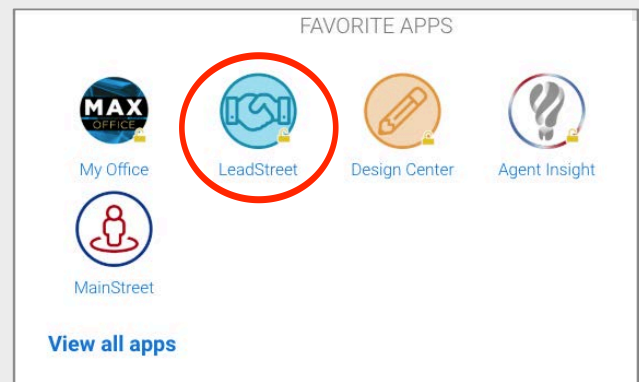
1. First, you have to accept the Released Leads within the office LeadStreet account.
2. Next, you will have to manually transfer these clients from the office contacts to the intended agent(s) within your office.

Please follow the steps below to recover these leads.

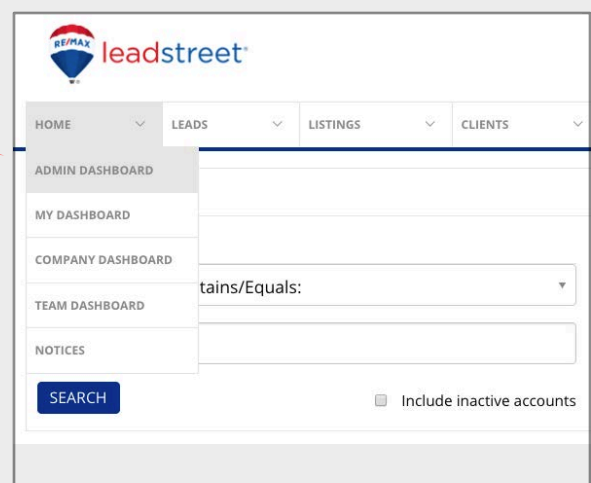
Login at [www.maxtech.me](http://www.maxtech.me) using Max Center credentials.



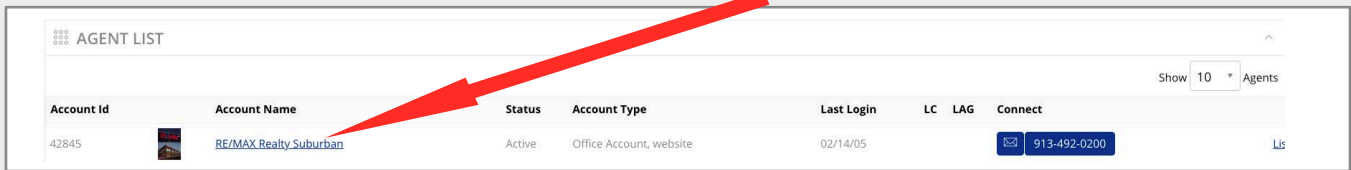
Click on the LeadStreet icon.



Hover over the the Home menu item and select **Admin Dashboard**.



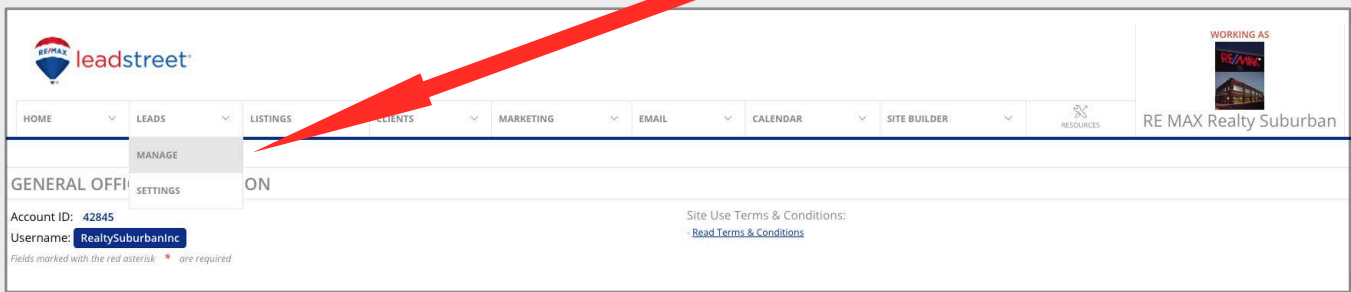
Click on the link for the office account.



Account Id	Account Name	Status	Account Type	Last Login	LC	LAG	Connect
42845	<a href="#">RE/MAX Realty Suburban</a>	Active	Office Account, website	02/14/05			913-492-0200

## Step 1: Accept the Released Leads

Hover over the Leads menu and select **Manage**



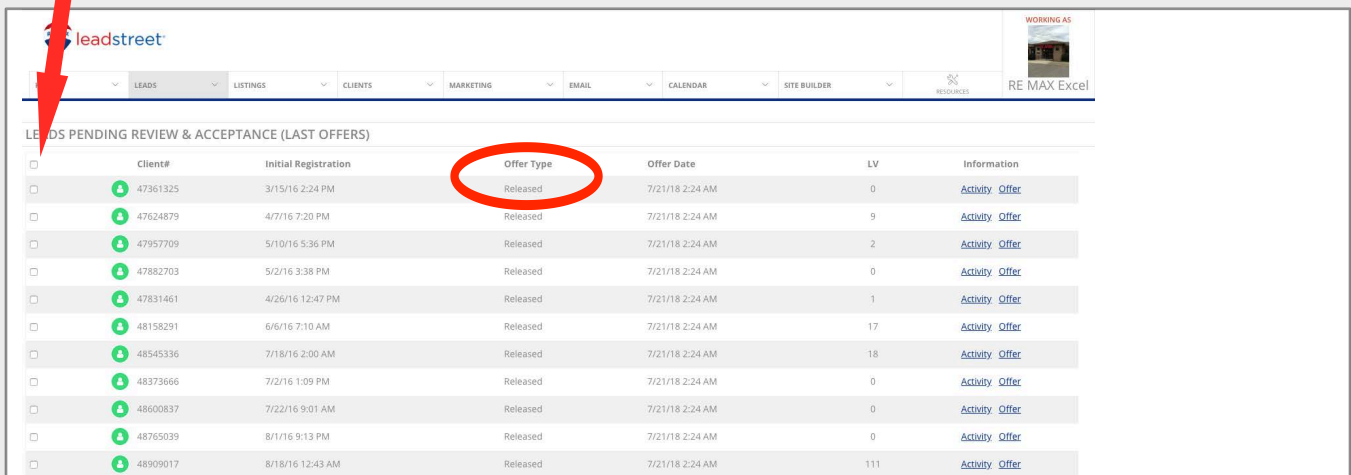
Account ID: 42845  
Username: [RealtySuburbanInc](#)

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Fields marked with the red asterisk \* are required

Any leads that have been "released" to the office from former agents will have an offer type of **Released**.

Click on the box to the left of Client# to select the first 100 leads.

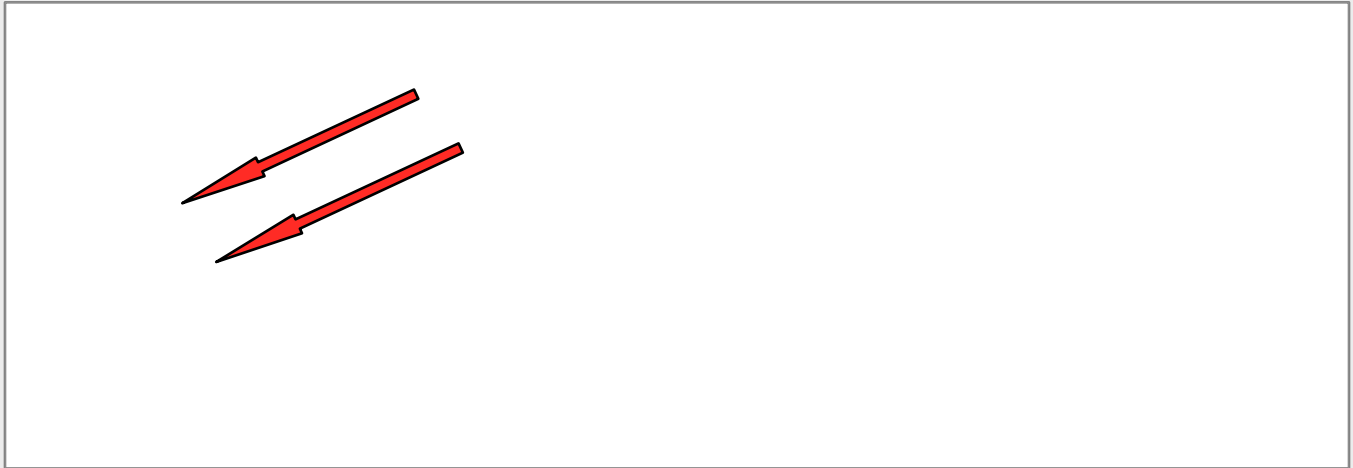


<input type="checkbox"/>	Client#	Initial Registration	Offer Type	Offer Date	LV	Information
<input type="checkbox"/>	47361325	3/15/16 2:24 PM	Released	7/21/18 2:24 AM	0	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	47624879	4/7/16 7:20 PM	Released	7/21/18 2:24 AM	9	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	47957709	5/10/16 5:36 PM	Released	7/21/18 2:24 AM	2	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	47882703	5/2/16 3:38 PM	Released	7/21/18 2:24 AM	0	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	47831461	4/26/16 12:47 PM	Released	7/21/18 2:24 AM	1	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	48158291	6/8/16 7:10 AM	Released	7/21/18 2:24 AM	17	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	48545336	7/18/16 2:00 AM	Released	7/21/18 2:24 AM	18	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	48373666	7/2/16 1:09 PM	Released	7/21/18 2:24 AM	0	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	48600837	7/22/16 9:01 AM	Released	7/21/18 2:24 AM	0	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	48755039	8/1/16 9:13 PM	Released	7/21/18 2:24 AM	0	<a href="#">Activity</a> <a href="#">Offer</a>
<input type="checkbox"/>	48909017	8/18/16 12:43 AM	Released	7/21/18 2:24 AM	111	<a href="#">Activity</a> <a href="#">Offer</a>



Most offices don't maintain contacts in the office account. If this is the case, all of the contacts in your contact list will be the newly released clients. If you already have clients in the office contact record, you can filter as follows:

1. Click on Filter By
2. Click on Show New Clients



Click on the box to the left of Last Name in order to select the first 50 clients.

<input checked="" type="checkbox"/>	Last Name	First Name	Email	Phone	Classification	Group	Create D
<input checked="" type="checkbox"/>	Buttram	Brandyn	<a href="mailto:bbuttram@gmail.com">bbuttram@gmail.com</a>				11/19/12
<input checked="" type="checkbox"/>	christensen	marcus	<a href="mailto:insuredbymarcus@yahoo.com">insuredbymarcus@yahoo.com</a>				11/21/12
<input checked="" type="checkbox"/>	cossar	chuck	<a href="mailto:ff3517@hotmail.com">ff3517@hotmail.com</a>				11/18/12
<input checked="" type="checkbox"/>	Davis	Denise	<a href="mailto:Neec77@yahoo.com">Neec77@yahoo.com</a>				11/24/12

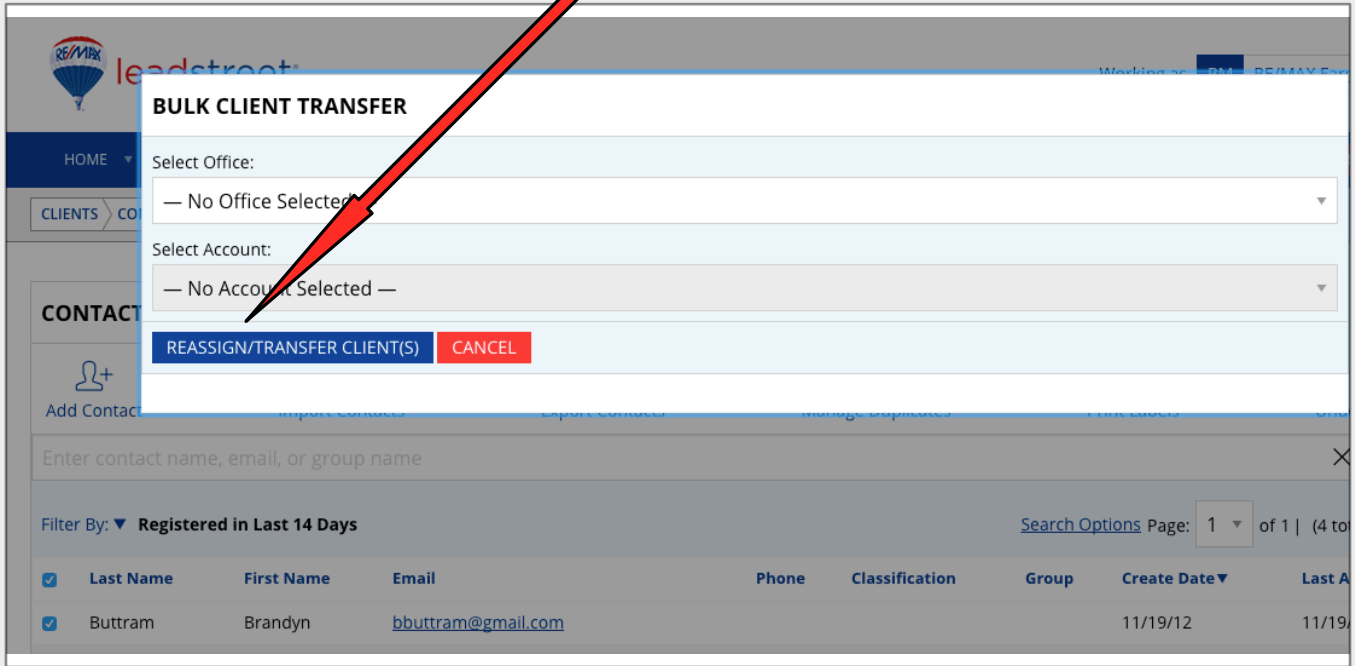
ASSIGN TO CLASSIFICATION   ASSIGN TO GROUP   DELETE CONTACTS   TRANSFER CONTACTS

Click on **Transfer Contacts**.

Select your office.

Select account.

Click on Reassign/Transfer Clients



The screenshot shows a web application interface for 'leadstreet'. A modal window titled 'BULK CLIENT TRANSFER' is open. It contains two dropdown menus: 'Select Office:' with the option '— No Office Selected —' and 'Select Account:' with the option '— No Account Selected —'. Below these are two buttons: 'REASSIGN/TRANSFER CLIENT(S)' in blue and 'CANCEL' in red. A red arrow points from the top right towards the blue button. The background shows a sidebar with 'HOME', 'CLIENTS', and 'CONTACT' options, and a main area with a search bar and a table of clients. The table has columns for 'Last Name', 'First Name', 'Email', 'Phone', 'Classification', 'Group', 'Create Date', and 'Last A'. One client is listed: Buttram, Brandyn, bbuttram@gmail.com, 11/19/12, 11/19/12.

Repeat until all clients have been reassigned.