














































Asana Project Template

JMG Listing Coordinator and Marketing Department

Project Creation triggered by submission of Listing Google Form #1 by Listing Agent

<div> 3807 Daintree Park Dr - For Sale    Set status</div> <div>OverviewListBoardTimelineCalendarWorkflowDashboardMessagesFiles</div>		
<div><div> Add task </div><div> Filter  Sort  Hide</div></div>		
Task name	Assignee	Due date
▼ Pre-Photoshoot		
 Received google photo information form	 Nathan McMartin	May 30
 Type "/ASANA" in Slack channel & select Asana project (add listing agent, Kara, Hannah, Nate, Alycia to i	 Nathan McMartin	May 30
 Scheduled "go live" date: THURSDAY 6/8	 Nathan McMartin	May 30
 Scheduled photoshoot: MONDAY 6/5 @ 6 PM.	 Nathan McMartin	May 30
 Email Client in FUB about photoshoot (CC Agent)	 Nathan McMartin	May 30
 Sign and Supra ordered: Wednesday 6/7; SUPRA CLOSED- DAYANE TO PUT KEY IN SUPRA	 Nathan McMartin	May 30
Add task...		
▼ Pre-Live		
 Created listing in HAR	 Nathan McMartin	May 30
 Sign and Supra delivered	 Nathan McMartin	Monday
 Assigned sign and supra to listing	 Nathan McMartin	Monday
 Photos received from photographer	 Nathan McMartin	Tuesday
 Photos added to HAR	 Nathan McMartin	Tuesday
 Matterport received and uploaded in HAR	 Nathan McMartin	Tuesday
 Received Google property information from agent	 Nathan McMartin	Tuesday
 Input property listing information into HAR	 Nathan McMartin	Tuesday
 Added showing directions in ShowingSmart	 Nathan McMartin	Tuesday
 Added captions to images in HAR	 Nathan McMartin	Tuesday
 Created YouTube thumbnail	 Hannah Pasiolan	Tuesday
 Video uploaded to YouTube	 Hannah Pasiolan	Tuesday

Slack Notifications to Listing Agent

From JMG Listing Coordinator and Marketing Department

Slack channel created and integrated with the Asana project template created for each listing

3807-daintree-park-dr-for-sale ▾



Asana APP 6:58 PM

Yesterday ▾

Nathan McMartin completed a task in 3807 Daintree Park Dr - For Sale.

Nathan McMartin | Due May 30, 2023

✓ Received google photo information form

View task in Asana

More actions... ▾

Nathan McMartin completed a task in 3807 Daintree Park Dr - For Sale.

Nathan McMartin | Due May 30, 2023

✓ Type "/ASANA" in Slack channel & select Asana project (add listing agent, Kara, Hannah, Nate, Alycia to channel)

View task in Asana

More actions... ▾

Nathan McMartin completed a task in 3807 Daintree Park Dr - For Sale.

Nathan McMartin | Due May 30, 2023

✓ Scheduled "go live" date: THURSDAY 6/8

View task in Asana

More actions... ▾

Nathan McMartin completed a task in 3807 Daintree Park Dr - For Sale.

Nathan McMartin | Due May 30, 2023

✓ Scheduled photoshoot: MONDAY 6/5 @ 6 PM.

View task in Asana

More actions... ▾

Nathan McMartin completed a task in 3807 Daintree Park Dr - For Sale.

Nathan McMartin | Due May 30, 2023

B I

Message #3807-daintree-park-dr-for-sale

+ Aa @