# Create & Save Vital Filters

Prioritize key actions to improve both performance and client satisfaction. There are 6 VITAL filters you should be working in your dashboard **every day**! If you don't have pre-saved vitals filters follow the steps below to create and save them to your contacts page.

## Filter #1 – Awaiting Response

Apply the following filters from your left side filter menu:

1. Behavior = Awaiting email response
2. Behavior = Awaiting text response

## Filter #2 – New & Needs Contact

Apply the following filters from your left side filter menu:

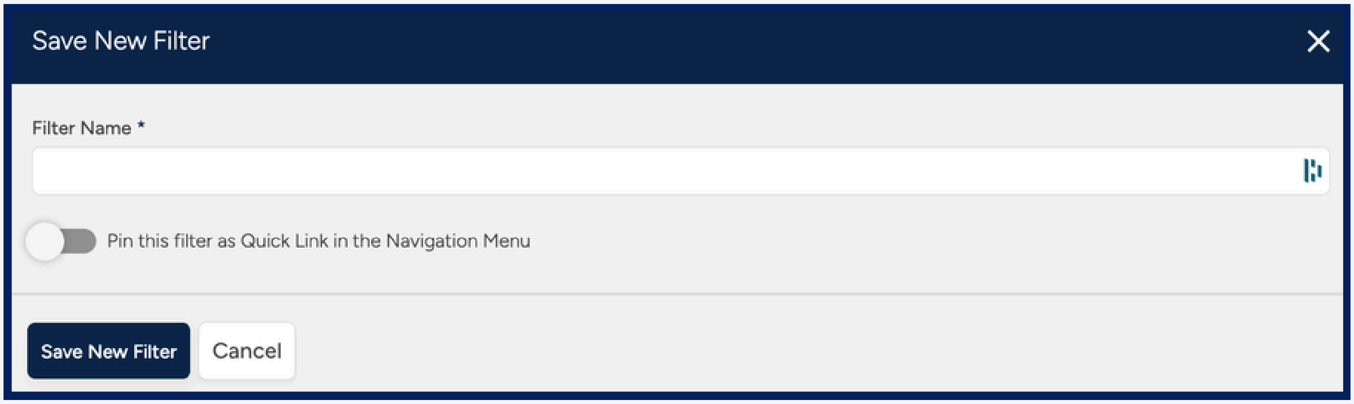
1. Contact Status = New Lead
2. Behavior = Have not been called
3. Behavior = Have not been emailed
4. Behavior = Have not been texted

## Filter #3 – Have Past Due Tasks

Apply the following filters from your left side filter menu :

1. Behavior = Past Due Tasks

## Name, Save & Pin Filters



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## Filter #4 – Not On Campaigns

Apply the following filters from your left side filter menu:

1. Behavior = Does not have a running campaign

## Filter #6 – Not On Automated Listing Alerts

Apply the following filters from your left side filter menu:

1. Lead Type = Buyer
2. Lead Type = Seller
3. Contact Details = Has Email
4. Behavior = No Search Alerts

## Filter #5 – Active On Website & Needs Contact

Apply the following filters + timeframes from your left side filter menu:

1. Behavior = Saved a property last 7 days
2. Behavior = Last Active last 7 days
3. Behavior = Asked a question yesterday
4. Behavior = Request showing yesterday
5. Behavior = Viewed listing last 7 days
6. Behavior = Multiple listing views last 7 days

## Name, Save & Pin Filters