DURING THE REPORTING WEEK

Showing activity and feedback log

Use one row per request. Retain the same row when rescheduling. Mark a return visit within its completed visit.

Property

Reporting period

Requested time	Confirmed time	Buyer's agent	Outcome[1]	Feedback / reason missed	Follow-up / due

[1] Use completed, canceled, pending, or unaccommodated. Mark repeat visits. Date feedback replies and identify those still outstanding.

Carry totals to the weekly call form. Count a repeat visit once in completed visits. Use another copy when needed.