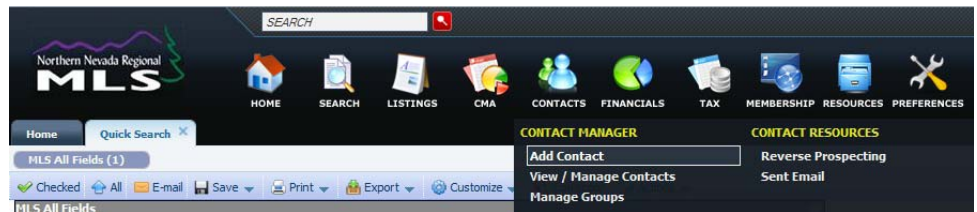


How To Create An Automatic E-mail Notification

When creating an automatic e-mail notification, it is important to remember a few basic ideas on what you need to do. First is create a contact. You cannot have a notification without someone to send it to. Second is to save a search. Paragon needs to know what your contact is looking for. Third is to send the initial results of the search to your contact. The notification takes care of all the changes to your search, not the initial results. Finally, you need to setup the e-mail notification to take over from where your initial search left off. If you can remember these four easy steps, you can auto e-mail.

Step 1-Create A Contact

1. Select Add Contact from the Contacts menu.



2. Fill in the First Name and Last Name fields.

4. Save this contact.

A screenshot of the 'New Contact' form in the MLS system. The form is titled 'CONTACT INFORMATION' and has a 'Save' button at the top left. The form fields include: 'Prefix' (empty), 'First Name' (filled with 'John'), 'MI' (empty), 'Last Name' (filled with 'Doe'), 'Suffix' (empty), and 'E-mail' (filled with 'JohnDoe@whoami.net'). There are radio buttons for 'Active' (selected) and 'Inactive'. A 'Primary' checkbox is checked at the bottom right.

3. Fill in the e-mail address and mark it as the primary.

5. Click Next on the wizard.



How To Create An Automatic E-mail Notification

Step 2– Save Your Search

1. Click Add New to create a new search, Click Load an Existing Saved Search if you have already created one.

ADD SAVED SEARCH

Save Search

SAVED SEARCHES

This wizard allows you to quickly build a Saved Search, setup a Client Connect site, and enable e-mail auto-notifications for new and changed listings for you and your client. You can begin by loading a search that has already been saved, or creating a new search.

[+ Add New Saved Search](#)
[Load an Existing Saved Search](#)

2. Select your property class.

Select Class [Cancel]

[RESIDENTIAL](#) [VACANT LAND](#)
[COMMERCIAL](#) [MULTI-FAMILY](#)
[BUSINESS OPPORTUNITY](#) [LEASE ONLY](#)
[FARM & RANCH](#) [RENTALS](#)
[Multi-Class](#)

3. Fill out your search form. Click Count to make sure you have results to send to your client.

Home Quick Search Contacts

Contacts John Doe Criteria

Load Search Customize Save Search Open All Close All

53 Count Search

Primary Criteria - Last Search

Save Search

MLS # [] ?
Type of Property S/SB ?
Status ALL ACTIVE ?
Price Low [] , 000 High [] , 000 ?
Area 140 ?

CRITERIA SUMMARY Clear All

Status	ALL ACTIVE
Type of Property	S/SB
Area	140

Available Reports

4. Click Save Search to save your search.

5. Give your search a name (Use letters and numbers only. DO NOT USE SPECIAL CHARACTERS). When you have finished, click the Save button.

Save Search [Save] [Cancel]

NAME YOUR SEARCH
Enter a descriptive label for the Saved Search.

Save Search For John Doe

How To Create An Automatic E-mail Notification

Step 3– Add the Automatic Email

1. Click E-Mail Notification

The screenshot shows the 'CONTACT INFORMATION' page for 'John Doe'. The 'NOTIFICATION OPTIONS' section is highlighted, showing the following options:

- Off
- E-Mail Notification
- Client Connect with Auto-Notify **New!**

The 'SAVED SEARCHES' section shows a search named 'Save Search For John Doe' with 53 total matches and 53 new matches.

2. Make sure e-mail addresses are correct. Click BCC Me if you wish to receive a copy every time the notification is sent.

3. Choose what type of report will be e-mailed, and choose to immediately send the report once something changes, or to send once per day at a specific time, CST.

4. Fill out the e-mail form and click OK.

The screenshot shows the 'E-Mail Notification Options' dialog box. The 'To' field is filled with 'JohnDoe@whoami.net'. The 'Subject' is 'Real Estate Listing Notification For John Doe'. The 'Result View' is set to 'Client Handout'. The 'Notify' options are 'Immediately' (selected) and 'Selected Time'. The 'Notify Time' is set to '4:00 PM'. The 'Bcc me' checkbox is checked. The 'OK' button is highlighted.