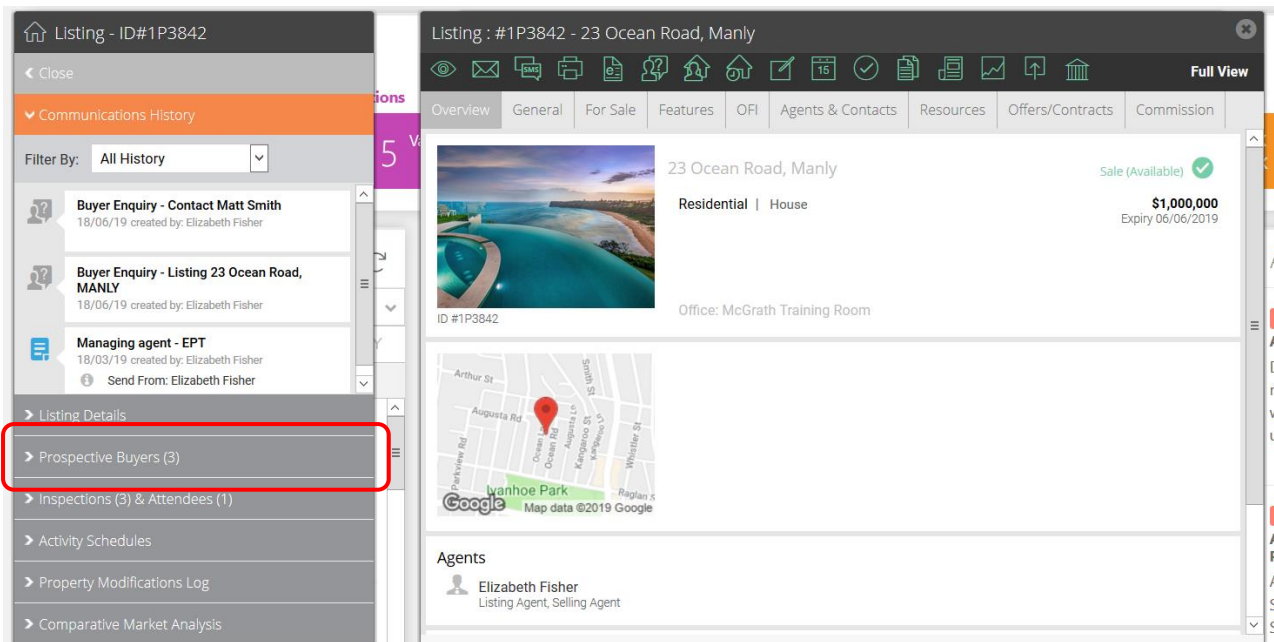


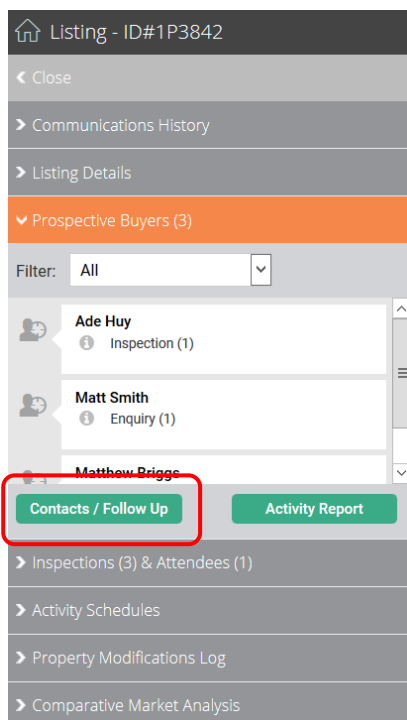
Send a Just Sold eNewsletter to Prospective Buyers

Search for and open your listing card and select **Prospective Buyers** from the left-hand side menu bar.

**Note: if the left-hand side panel is not visible, select Full View in the top right-hand corner of the listing card.*



Once **Prospective Buyers** has been selected, select **Contacts / Follow Up**



A new window will appear that lists all clients who have shown interest in the listing (i.e. OFI attendee, enquiry), select the **E-Newsletter** symbol in the top right-hand corner to create your template.

**Note: use the filter drop-downs in the top left-hand corner to filter the recipient list.*

Prospective Buyers : 23 Ocean Road, Manly (3 Contact(s) Found)

Filter: All Activity From To Filter Contacts Reset Filter

Contact	Last Activity	Source	#Enq	#Insp	#Offer	#Note	Interest	Contract Taken	\$Feedback	Ongoing Interest	Follow Up	+ Add Contact
> Ade Huy	15/07/2019	Newspaper	0	1	0	0	Hot	<input type="checkbox"/>	1,000,000	<input type="checkbox"/>	<input type="checkbox"/>	+ Quick Action
> Matt Smith	18/06/2019	Phone Enquiry	1	0	0	0	+ Add	<input type="checkbox"/>	+ Add	<input type="checkbox"/>	<input type="checkbox"/>	+ Quick Action
> Matthew Briggs	18/06/2019	Signboard	1	0	0	0	+ Add	<input type="checkbox"/>	+ Add	<input type="checkbox"/>	<input type="checkbox"/>	+ Quick Action
TOTAL: 3			2	1	0	0		0		0	0	+ Activity Report

The templates available will appear in a new box, scroll across until you see the Just Sold template followed by **Save & Proceed**.

Send E-Newsletter

Step 1 of 3 - Select a template

View Saved E-Newsletters View Sent E-Newsletters

Select Template Delivery Details Edit & Send E-Newsletter

AGENTBOX

SOLD \$2,950,000

JUST LISTED FROM - \$2,950,000

Just Sold

Save & Proceed »

The next screen will show the recipients who will receive the E-Newsletter. If you wish to remove any of these people, simply un-tick the check-box next to their name.

Ensure the **Send From** is showing your details and add a **Subject** to the E-Newsletter followed by **Save & Proceed**.

**Note: only clients who are subscribed to Newsletters will appear on the recipient list.*

Send E-Newsletter

Step 2 of 3 - Edit your delivery details

Select Template | Delivery Details | Edit & Send E-Newsletter

Delivery To

1 record(s) found.

Matthew Briggs (mattbriggs@hotmail.com)

Tick All

Untick All

Send From

Belinda Brown (belinda@mcgrath-training-1.agentboxcrm.com.au) (McGrath Training Room)

Subject *

Just Sold

« Previous Step

Save & Proceed »

The template will appear, check over the details to make sure you are happy with the information. If you wish to make any changes, simply click inside the template.

Send E-Newsletter

Step 3 of 3 - Edit then send your e-newsletter

Select Template | Delivery Details | Edit & Send E-Newsletter

McGrath

SOLD

« Previous Step

Send for Testing

Save

Preview

Send Now

Before you select **Send Now**, select **Send for Testing** to send yourself a test copy of the E-Newsletter as a final check. When you are then ready to send it to your clients, select **Send Now** and it will go to all recipients.