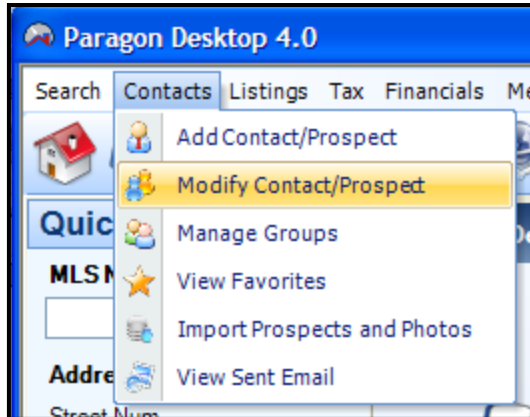


Auto Email Notification

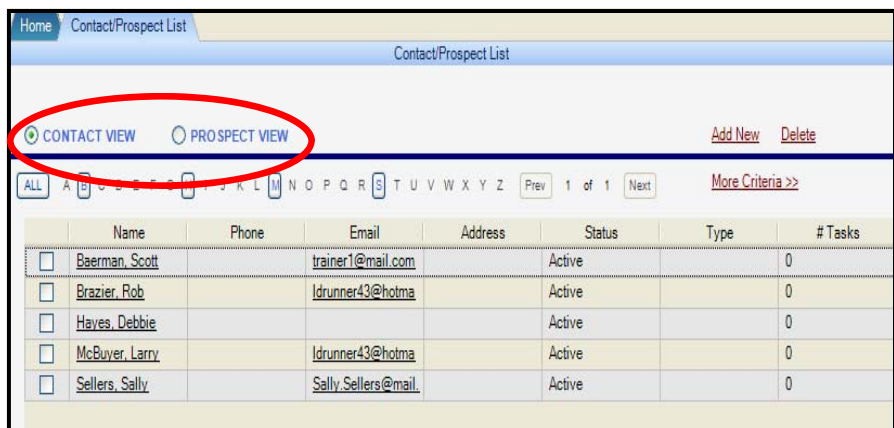
Quick Start Guide Paragon Desktop 4.0

Paragon Desktop 4 allows you to set up the Paragon 4 online tool of auto-emailing listings to your customers. This process is the second part of prospecting homes for clients. Tied to the auto-search tool which automatically searches for listings using saved search criteria associated to a buyer, auto-email then takes what the auto-search finds and sends it to your customer and/or you for follow up.

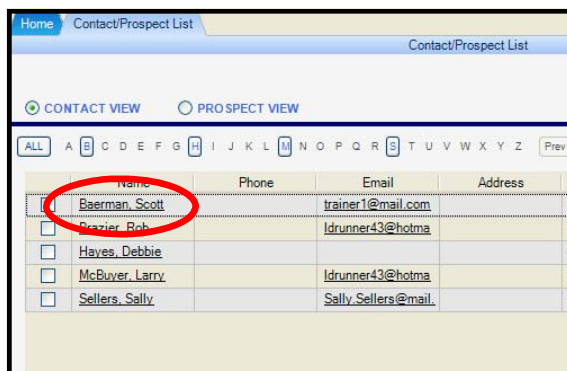
Click on **Contacts** and then click on **Modify Contact/Prospect**.



A lined column spreadsheet of your Prospects will appear in alphabetical order by last name. An alpha bar search tool will be available to help you quickly navigate to the person you might be trying to find. From this view you can add or delete contacts. You can switch from Prospect view to Contact view by clicking the Option Button.



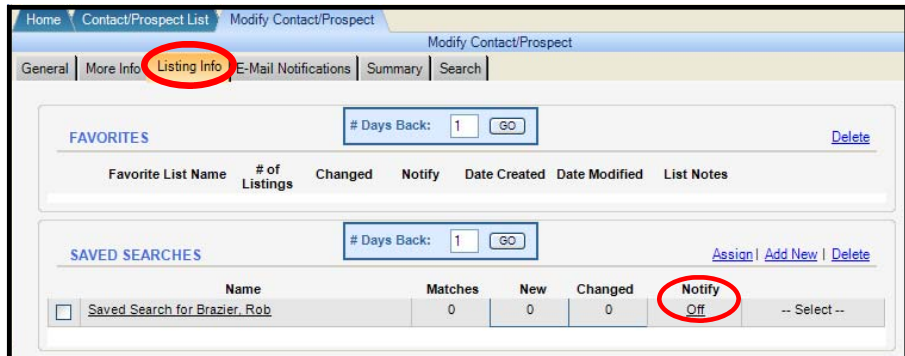
Clicking on the name brings up the Modify Contact window.



Auto Email Notification

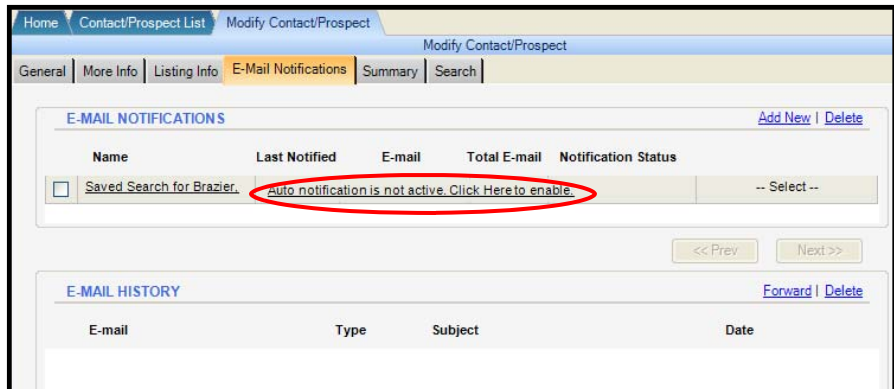
Quick Start Guide Paragon Desktop 4.0

Click on the **Listing Info** tab.



On the right side of the line of the Search you wish to work with, click on the **Off** link under Notify.

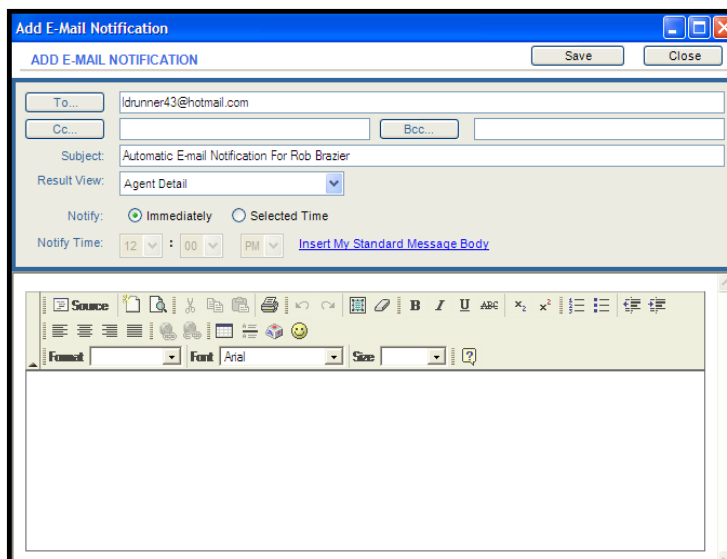
The E-Mail Notifications tab will open, click on **Auto notifications is not active, Click Here to enable** link.



The Add E-Mail Notification box will open.

Options:

- BCC yourself
- Choose a different report to send.
- Choose to send at a Selected Time.
- Choose to Insert My Standard Message Body.
- Type a Personal Message



When finished click **Save**.

NOTE: You must do a Synchronize to activate the Auto Notification from the Paragon 4 Online system.