
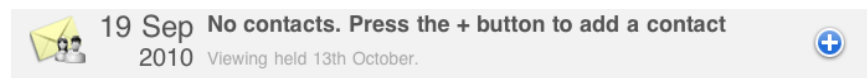



Creating a Prospect

The prospect page allows you to record potential buyers for a property. You create prospect events and under the prospect event you enter the prospects.

Touch the “Add” icon  and you’ll be presented with the “Add Prospect Event” screen where you can describe the type of prospect. Some examples might be an Open Home which you’re running and you want to record the attendees. Or someone who has called to enquire about the listing or has made an appointment to view the listing. Once you press “Done” the prospect appear on screen.




Adding Contacts to a Prospect

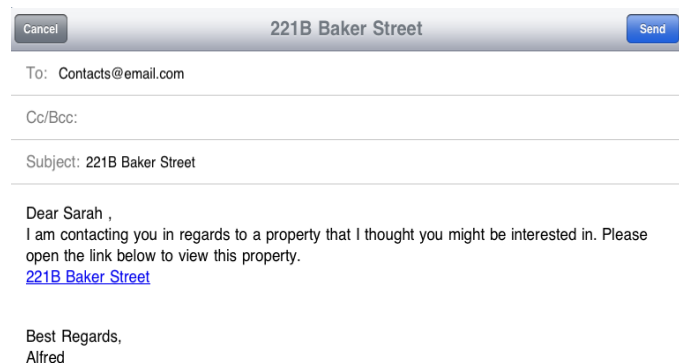
Touch the “Plus” icon  to either enter or select a contact.



Mail Merge

After selecting the contacts you’d like to email touch the mail icon  to generate an email. The contents of the email is defined via “Mail Settings” under “Settings”.

If you’ve associated a website with this listing then this can also be included in the email.



Support Events

A prospect follow-up task is created for each of the contacts you have added to this prospect event. This will remind you to follow up on these prospects after a certain period of time (defined in the Settings Page).