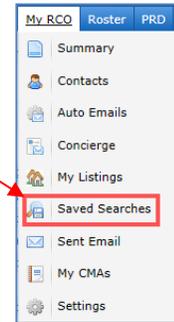


Activating Auto Emails in RCO3® and Deactivating the Prospect in Realcomp Online®

Most agents will want their clients to have access to the new Client Portal in RCO3® as soon as possible because of the wonderful added features it provides. Contacts will be imported to the new system for you but you will need to activate the auto emails that were imported in November 2012 in order for your client to have access.

Activating in RCO3®

1. Log into RCO3® and select Saved Searches My RCO menu.
2. Locate the desired search in the list and click the Subject (name) of the search to expand the options. All of the searches and Prospects that were imported from the previous system will begin with “Imported”. Click Settings.



<input type="checkbox"/>	Imported - Cummings	11/10/2012
<input type="checkbox"/>	Imported - Farm on Bird Rd	11/10/2012
<input type="checkbox"/>	Imported - GP pend & sold	11/10/2012
<input type="checkbox"/>	Imported - Grosse Pointe under 100K Cummings, Tami	11/10/2012
<input type="checkbox"/>	Imported - HUD report	11/10/2012

3. Make any desired corrections to the name of the search (such as removing “Imported” and verify it is attached to the correct Contact and click the link to “Turn this Saved Search into an Auto-Email”.

Turn this Saved Search into an Auto Email

Settings for 'Imported - Grosse Pointe under 100K'

Search Name:

Contact: [Create a New Contact](#)

Enable as Favorite Search on Home tab (10 maximum)

Criteria:

Listing Service is one of 'Full Service', 'Limited Service', 'MLS Entry Only', 'Unknown / Data Share Listings'
 Status is 'Active'
 Status is 'Contingent - CCS'
 MLS Area Major is one of '05064 - Grosse Pointe', '05063 - Grosse Pointe Farms', '05067 - City Of Grosse Pointe Shores Vlg', '05062 - Grosse Pointe Woods'
 Property Type is 'Residential'
 Current Price is 10000 to 100000
 Listing Agreement is one of 'Exclusive Right to Sell', 'Exclusive Agency', 'Unknown (Data Share Listing)'

4. Enter a Subject for the new Auto Email. You can copy/paste the one from the previous system above if desired. Type a one-time email to your client in the Message field.
5. Make the desired selections as to how often the client should be notified.

a. **Concierge Mode** – All new and changed listings matching the client’s criteria will be sent to you first and then you have the option to email all of the listings, selected listings or none at all.

Settings

Enabled
 Disabled

Concierge: Enable concierge mode
 Make available for Reverse Prospecting
 Enable as a Favorite Search on Home tab (10 maximum)

b. **ASAP** – New and changed listings are sent to the client as they are entered into the system and do not wait to be emailed. If the search has many new listings each day, your client will get many emails a day.



c. **Daily** – From the Daily section, you can set the auto email up to be sent twice a day, daily, or weekly. For twice a day emails, check all days and both AM and PM boxes. For daily emails, select either AM or PM options for each day. For weekly emails, select either AM or PM on the desired day.

d. **Monthly** – When Monthly emails are selected, they will be sent on the first of the month at midnight.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/> All AM	<input checked="" type="checkbox"/> AM						
<input type="checkbox"/> All PM	<input type="checkbox"/> PM						

6. Click Save at the bottom of the page when finished.

Deactivating in Realcomp Online®

Once the auto email has been activated in RCO3, you will need to deactivate it in Realcomp Online® to prevent your client from getting two emails for the same search.

1. Log into Realcomp Online®.
2. Select Prospects from the menu bar.
3. Click to highlight the desired prospect search.
4. Click the Edit button at the top or bottom of the page. 
5. When the Edit Prospect pop-up box appears, uncheck Email New Matches.
6. Click the Continue button when finished.

Edit Prospect

Name: Grosse Pointe under 100K

Public Name:

Contact: Cummings, Tami

Description:

email new matches

Email to: tami@cummingsonline.com,tour and myself

Email Frequency:

- Daily Updates
- Weekly Updates
- Monthly Updates

Allow reverse prospecting

Continue Cancel

Data changes in RCO3® are not transmitted back to the original system. Additionally, changes to contacts on RCO3® will actually signal the system to stop receiving MLS user changes from the "classic" Realcomp Online®. So, once you begin updating your Contacts in the new system, you will want to reference them there from that point on for the most up-to-date information. Saved Searches and Prospects were converted once. Any changes or new ones added after 11/8/2012 will not be updated in RCO3®.