

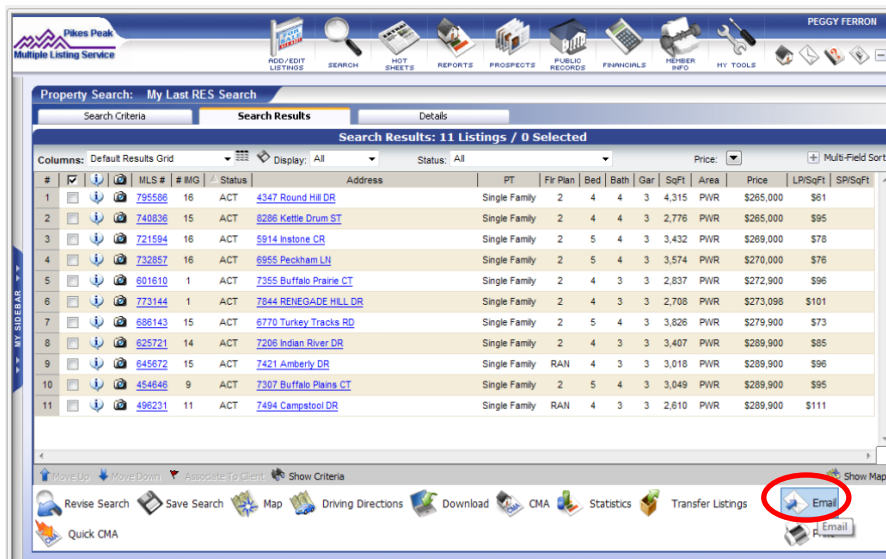
TEMPO 5.0

How to Email and Print Listings

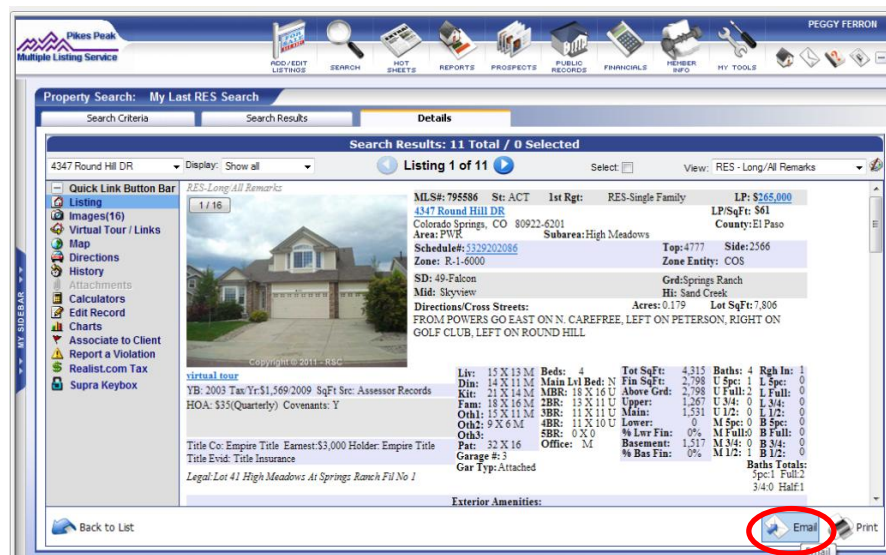
After entering the search criteria, reviewing the search results and selecting listings, you can email and/or print the listings.

Email Listings

You can email listings either from the Search Results screen,

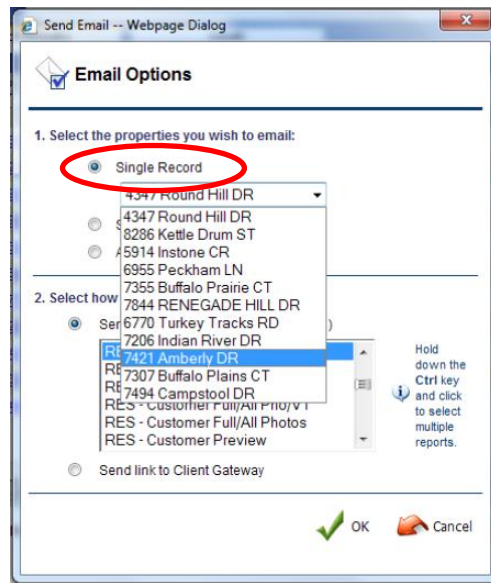


or from the Details screen.

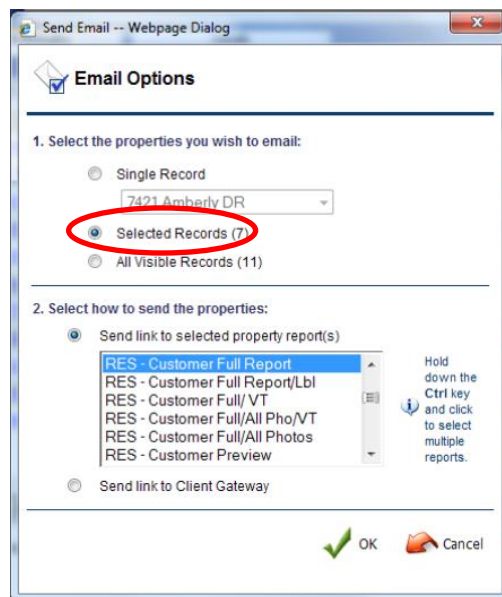


The Email icon is always at the bottom of both the Search Results and Details screens, along with the Print icon.

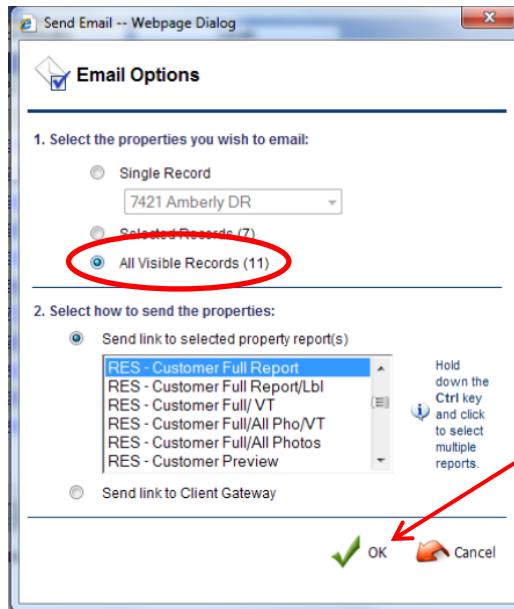
When the email screen opens, you have options. Regardless of whether you have selected listings or checked all listings, you can change your mind when you get to the email screen. You can select a single listing from the list of all properties found on the search. Click on the drop down and select a listing.



You can email the selected Records. The number selected is indicated.



You can email all Visible Records, or all listings found on the search. The total number is indicated.



The default report to email is the Customer – Full.

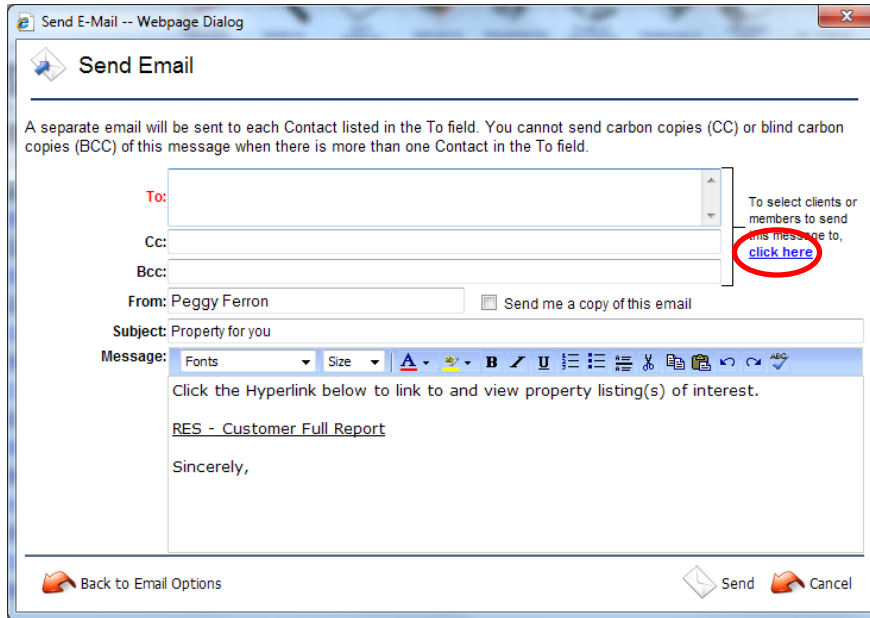
You may email any Report that is in Tempo5. However, “confidential” information that is intended only for member viewing, is removed when you email the report. As an example, if you email the Long/All Remarks report to your customer, the confidential field information such as Show/Agent Remarks, Showing Instructions, compensation, etc. are removed. The recipient of the email will see the field name but no data.

The original Marketlinx reports to email and print in Tempo5 are what is called fixed format. This means that each field has a fixed position on the report and enough space is allocated to display the maximum number of characters or choices allowed for that field. For example, the Property Description field has a limit of 528 characters, so on the report there is a fixed space to print all 528 characters whether the remarks are actually that long or not. If a field has 10 options and all 10 can be selected, there is enough space on the report to list all 10 choices for that field, whether all 10 are selected or not. Because of this fixed format, you’ll see a lot of “white” space on the reports.

Everyone has different needs and preferences, so RSC has designed two different “styles” of reports, Dynamic/Wrap and Column beginning with the reports in the Residential category. The Dynamic/Wrap reports have larger fonts, the text is condensed and allowed to wrap within a section to eliminate the appearance of wasted space in that section. The Column reports combine field labels with wrapping of field choices in a five-column format.

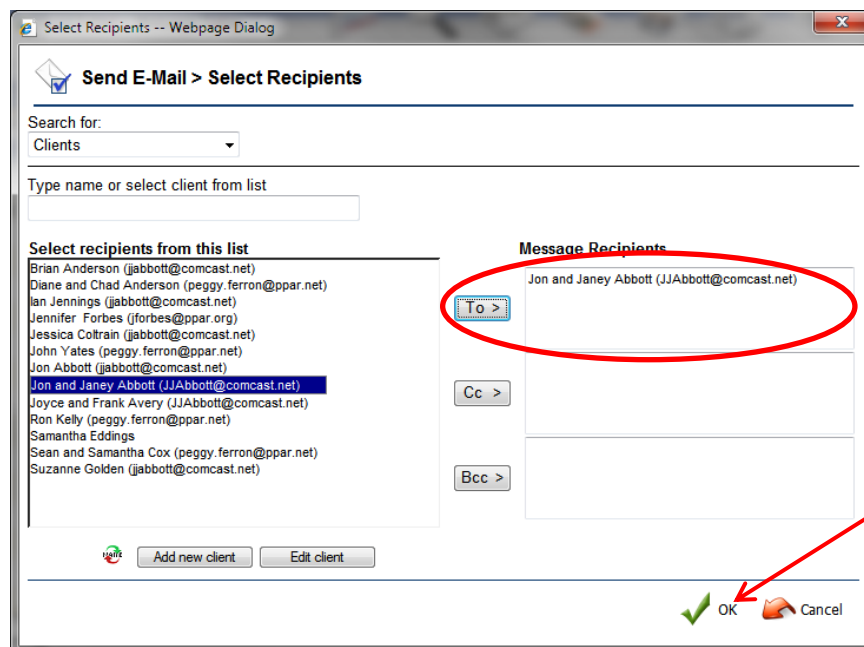
If an RSC report has the same name as the original fixed format report, to distinguish between the original reports and the RSC reports, either the word “Label” or the letters “Lbl” have been added to the original report. For example, RES-Customer Full Report is the RSC programmed report and RES-Customer Full Report/Lbl is the original Tempo5 report.

After selecting the report to email, click OK to open the email screen.



If you type in the email address or addresses, there is no restriction on how many email addresses you can send using the To, CC and BCC fields. You may also select names from your list of contacts. To the right of the address boxes, click on the words “click here”.

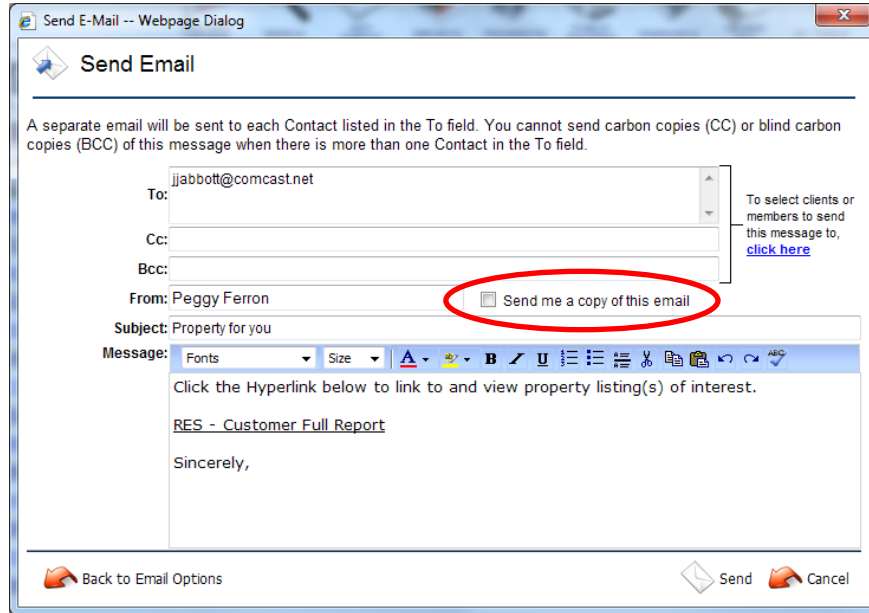
From the list of your contacts, select a name and then click on the To, CC or BCC button. The contact’s name and email address appear in that box. Click the OK button when finished.



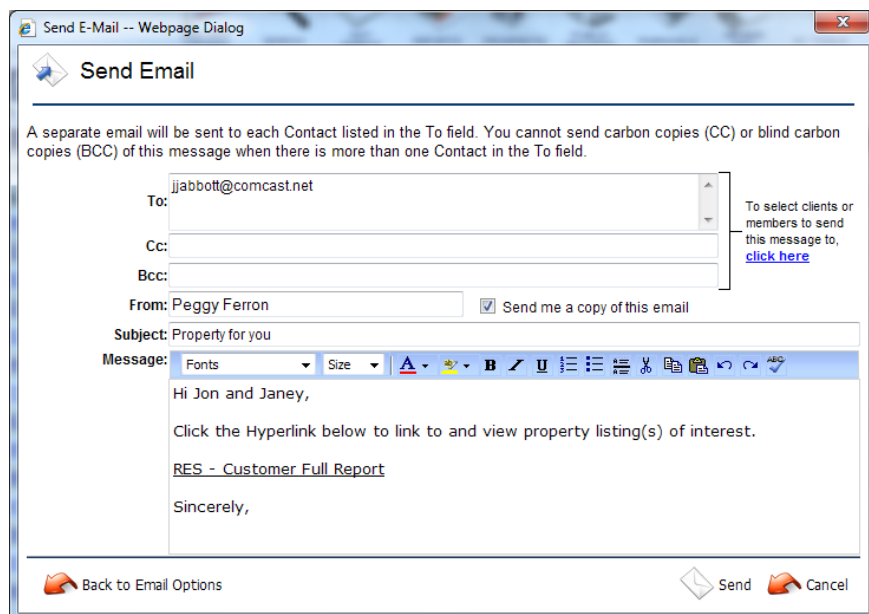
Note the information at the top of the email screen. If you use the list of contacts to select the addressees, you cannot use the CC or BCC fields if you entered more than one contact in the To field. You will get a message that the email can’t be sent.

There is no sent folder but you can send a copy of the email to yourself by checking that box on the email screen.

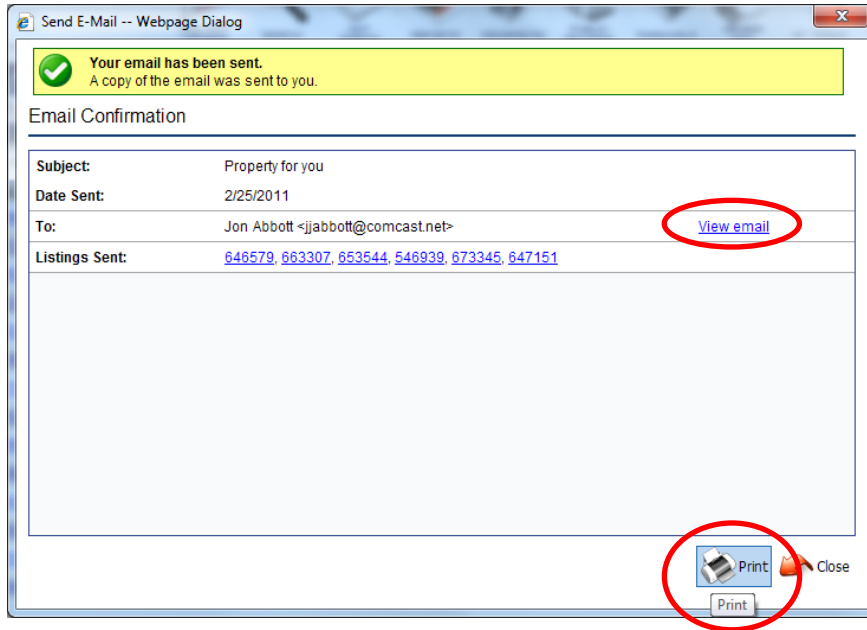
The body of the email shows the text as it will be sent.



You may personalize this email by typing in the client's names or any other information you want, just make sure that you do not delete the instructions and the underlined link to the report. Click the Send button.



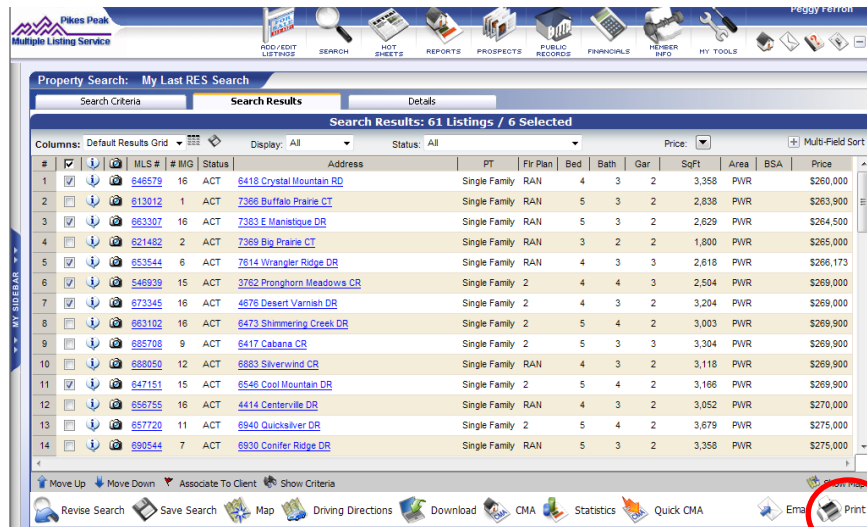
When you get the confirmation page that the email has been sent, the list of MLS#'s included are clickable. You can view the actual email by clicking on the View email button.



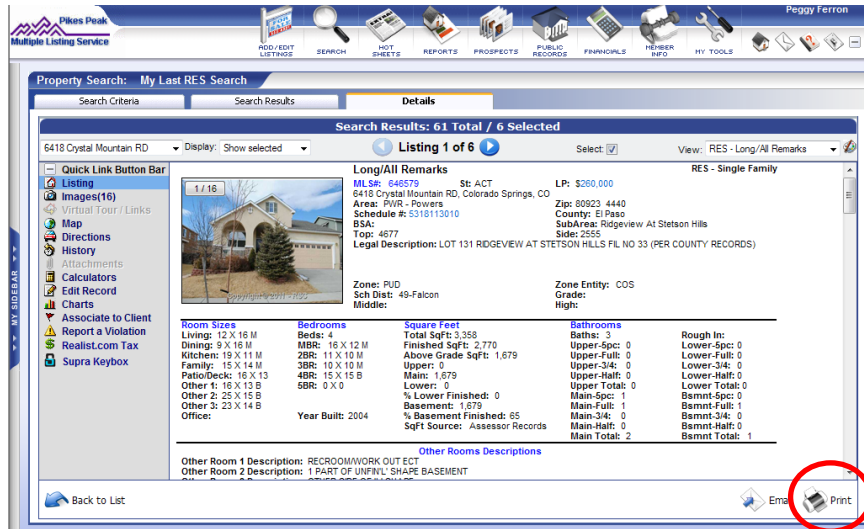
If you didn't send a copy of the email to yourself, make sure you print the confirmation page for your records.

Print Reports

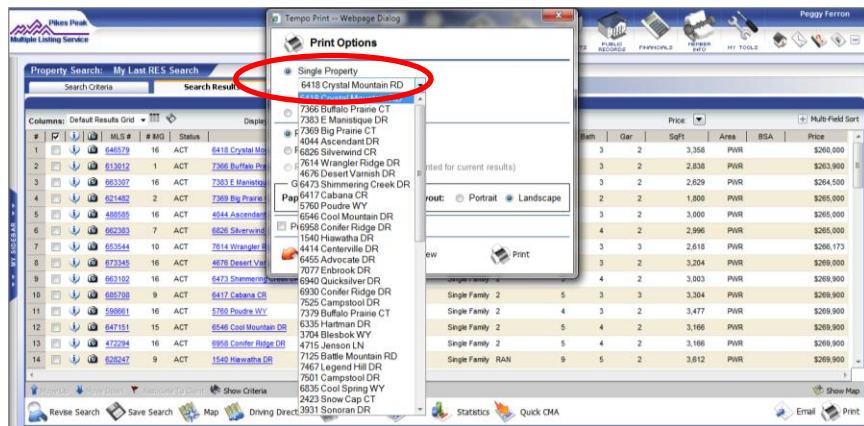
To print property reports, click on the Print button on either the bottom of the Search Results screen,



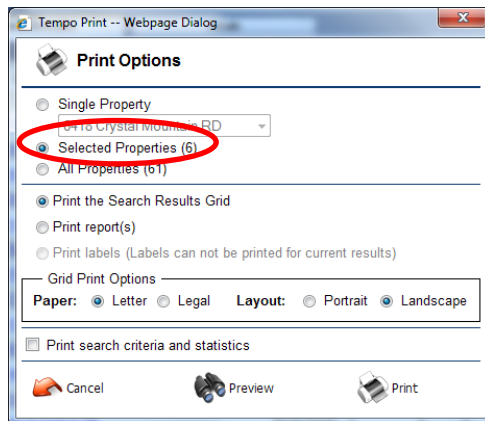
or the Details screen.



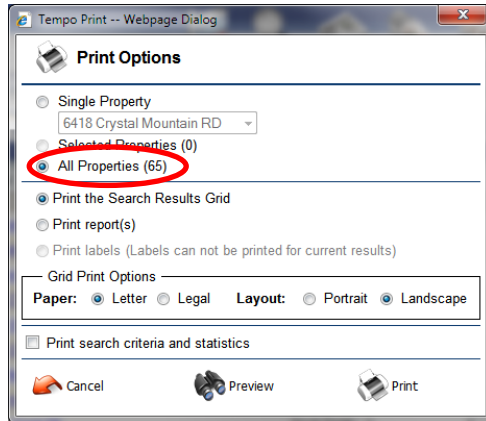
To print reports, just like with the email screen, you have choices when you see the print screen. You can print a single property and select which property.



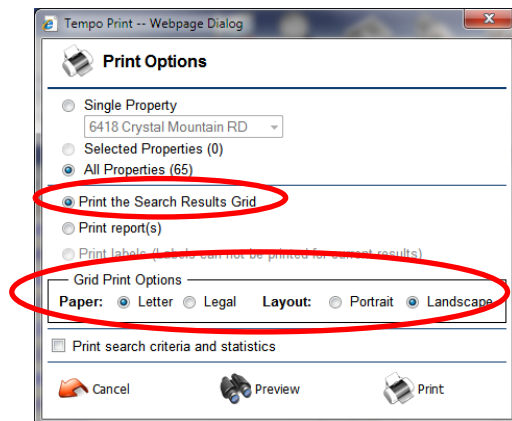
You can print the selected properties.



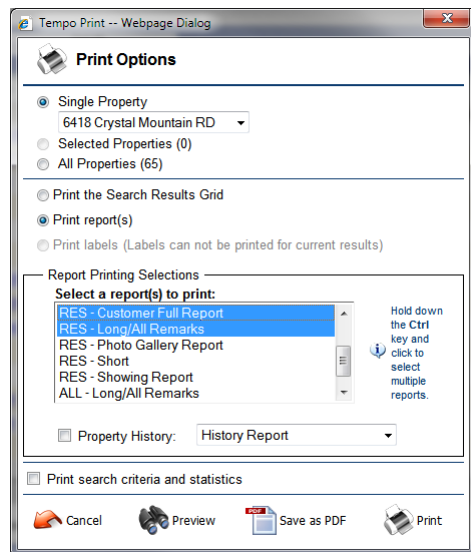
You can print all the properties.



You can print the Search Results Grid, which is the way the search results appear on the screen. For the grid option you can select the size of paper, letter or legal, and the orientation, portrait or landscape, to print.

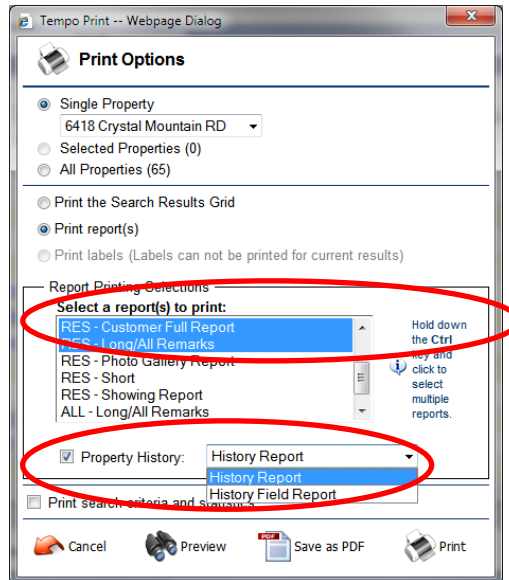


You can also select any report or more than one report to print

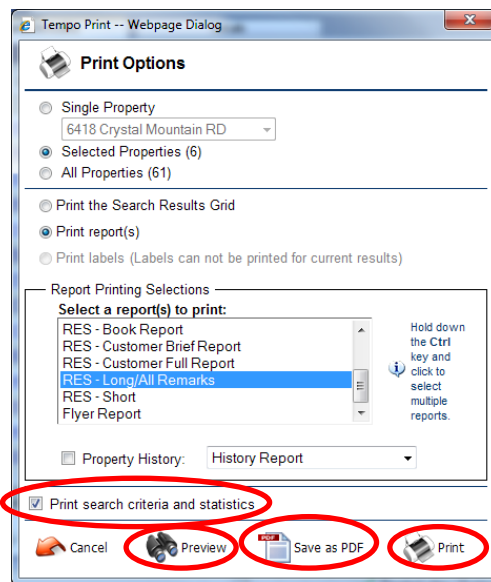


At the same time you can print either of the two Property History Reports. If you have one listing selected and you check the Property History box below the list of reports, the selected

History report for that one property will print. However, if you have multiple properties selected, or didn't select any properties, the History Report will be a combined chronological list of the history on all selected properties or all properties.



You can check the box to print the search criteria and statistics with the report



Note the action buttons at the bottom of the print screen. You can preview a report, save it to your computer as a .pdf file or print it.

This tutorial covered the basics of emailing and printing listings. How to do a Basic Search and How to Use Search Results and Property Details, are separate tutorials.

If you have questions, please call RSC at 719 635-5040, Monday-Friday, 8am-5pm.