

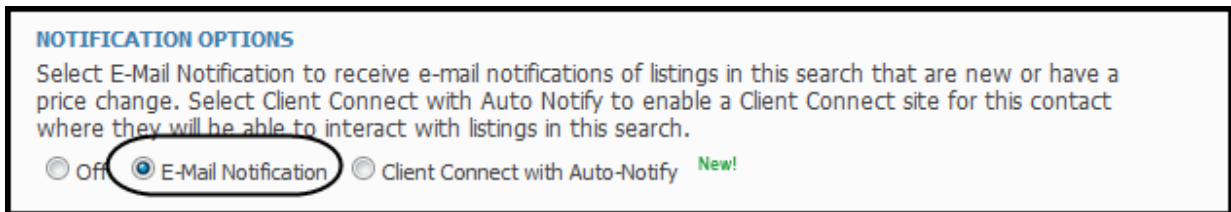
Auto Notification Options

There are two listing notification options, E-mail Notification, and Client Connect with Auto Notify.

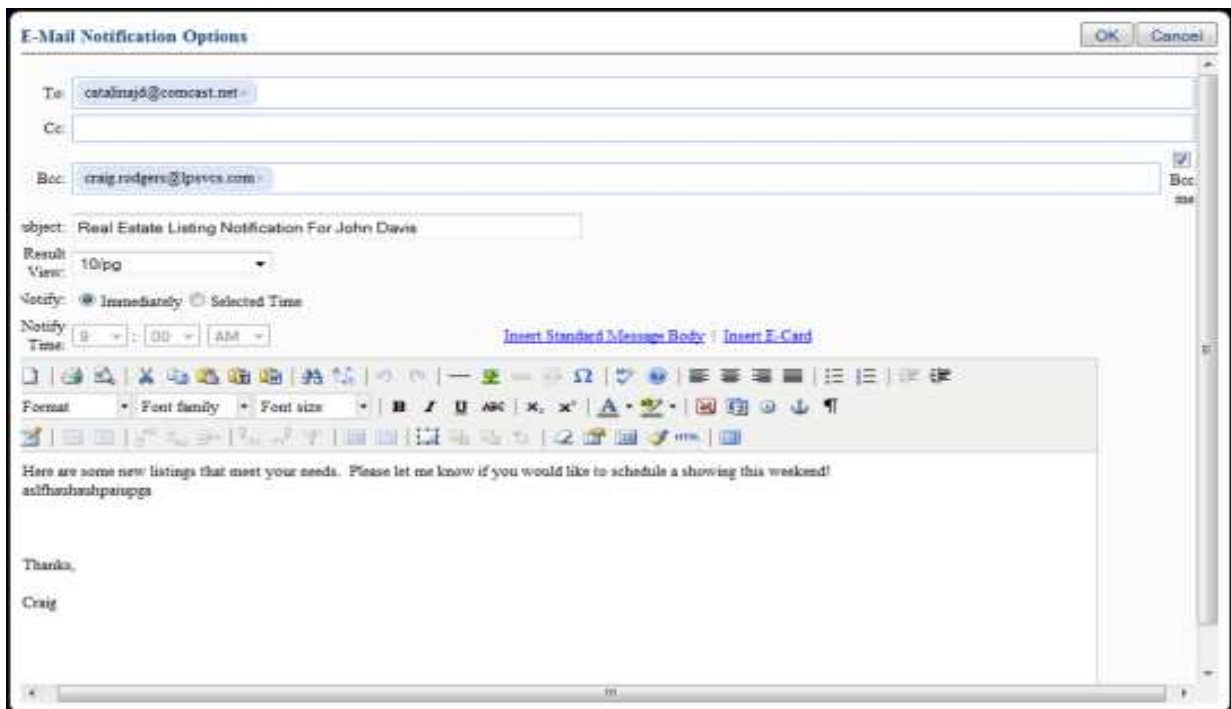
E-mail Notification is an e-mail that will automatically go out to the customer with a hyperlink in the body of the e-mail connecting to any new or changed listings that match the customers saved search.

Client Connect with Auto Notify is a password protected website that allows the customer to see all the results for their saved search in Paragon. It allows the client to prioritize the listings into 3 groups: Favorite, Possible, and Rejected. The client can send messages to the agent and the agent can also reply. Auto Notification also works with Client Connect letting both the Agent and Client know of any listing activity or recent messages.

- **E-mail Notification**
 - Under Notification Options select **E-Mail Notification**.



- The E-Mail Notification Option modal will open.

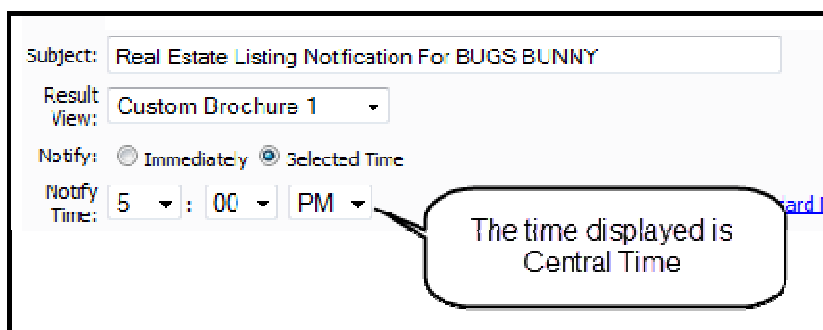



- The To: field will be filled out with the Contacts e-mail address, if an address has not been entered into the Contact Manager, it can be typed in.
- The BCC: field will be filled with the agents e-mail address, as recorded in the agent records maintained by the local association, if Autofill BCC Me has been selected in Preferences.
- Any additional e-mail recipients can also be entered at this time.



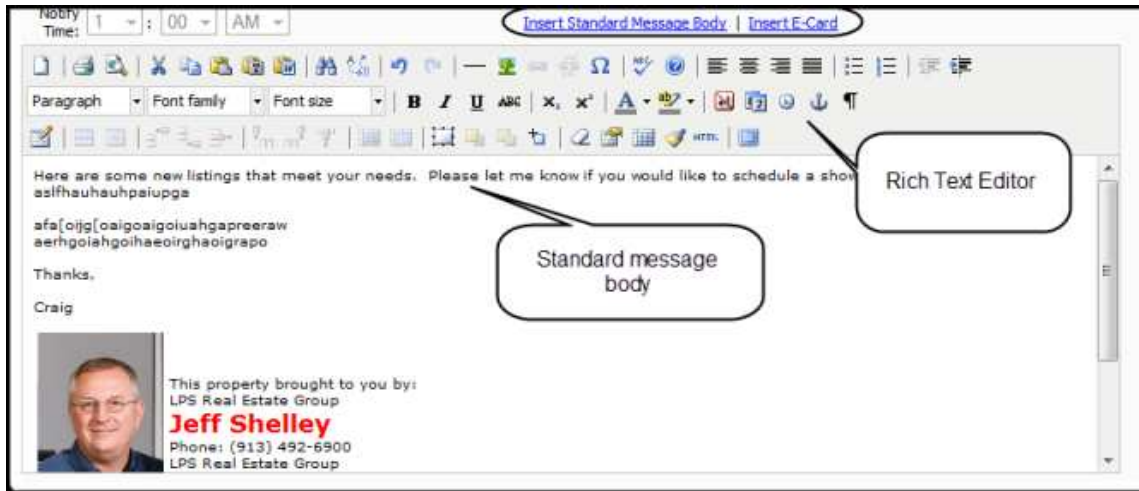
- Subject: The Subject line is automatically filled in using the client's name; this can be changed by typing in new information into the Subject field.
- Result View: chooses the report you wish displayed for your customer. Click the drop down box and click the desired report.
- Notify: select **Immediately** to have a notification e-mail go out within 15 minutes of a change being made to a listing that matches a customer's search.
- Choose **Select Time** to set a time everyday that an e-mail will be sent to the customer containing all the matches to their search for the last 24 hours.

Note: All times shown are Central Time, so if you want an e-mail to arrive at 8:00pm Eastern time set the time for 7:00pm Central time.

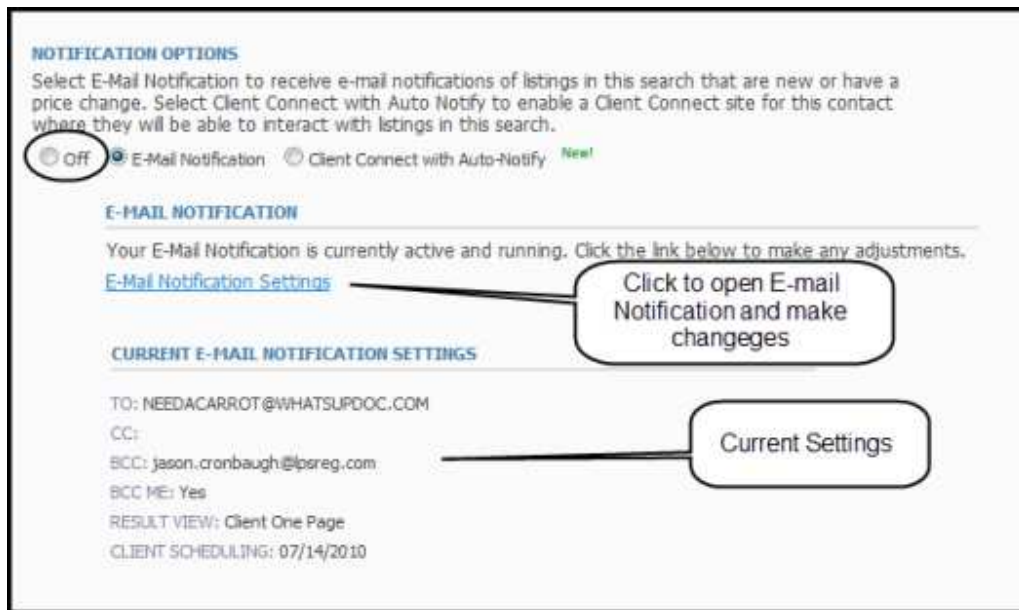


- **Insert Standard Message Body** inserts the message that has been set up in Preferences.
- Move the cursor in the e-mail body to where you want to place the E-Card. Click **Insert E-Card** to put your customized E-card in the body of the e-mail.
- Use the Rich Text Editor to change fonts, insert an image, bullet points anything you wish to do to make your message stand out.
- When finished click 

(Image shown on next page)



- Paragon allows for one notification per saved search.
- See the full E-mail notification modal below
- To turn off notifications click **Off** under Notification Options.



Note: The Client Connect section of this Quick Start Guide begins after the search has been saved and assigned to the contact as explained in the above section. This section will move through the basic setup of Client Connect. For further explanation of set up, and functionality see the Client Connect Quick Start Guide,

- Client Connect Setup
 - Under Notification Options select **Client Connect with Auto Notify**
 - This will open the Client Connect Initial Setup; this onetime setup occurs on your very first Client Connect customer. This tags the end of the web address used to access your Client Connect site by your customers.

Warning:
Once This Tag Is Set To the Client Connect Address It Cannot Be Changed.

NOTIFICATION OPTIONS
Select E-Mail Notification to receive e-mail notifications of listings in this search that are new or have a price change. Select Client Connect with Auto Notify to enable a Client Connect site for this contact where they will be able to interact with listings in this search.

Off
 E-Mail Notification
 Client Connect with Auto-Notify ✔

CLIENT CONNECT INITIAL SETUP

Specify the name that will append to the end of the address used to access your Client Connect Site. This address will be used by all of your contacts using Client Connect.

Example: http://mls.fnisms.com/ClientConnect/your_custom_name

WARNING: ONCE THIS ADDRESS IS SET IT CANNOT BE CHANGED!

- Paragon will offer a suggestion to append the address, this tag must be unique. If another agent already has selected the tag you wish to use, Paragon will warn the agent that tag is in use and again offer a suggestion.
- Once the tag has been entered, click
- The Client Connect dashboard will appear.

CLIENT CONNECT

List Name	Matches	Favorites	Possible	Rejected
Save Search For Betty Buyer	83	3	1	2
Unread Comments				

SITE CONFIGURATION
Send Notification To Client: On Off

[Notification Settings](#)
[Client Connect Preferences](#)

SETUP COMPLETE
Once your setup is complete, click the Send Link button below to send the client connect link to your contact.

SITE INFORMATION
Take a look and see what your Client Connect site looks like.

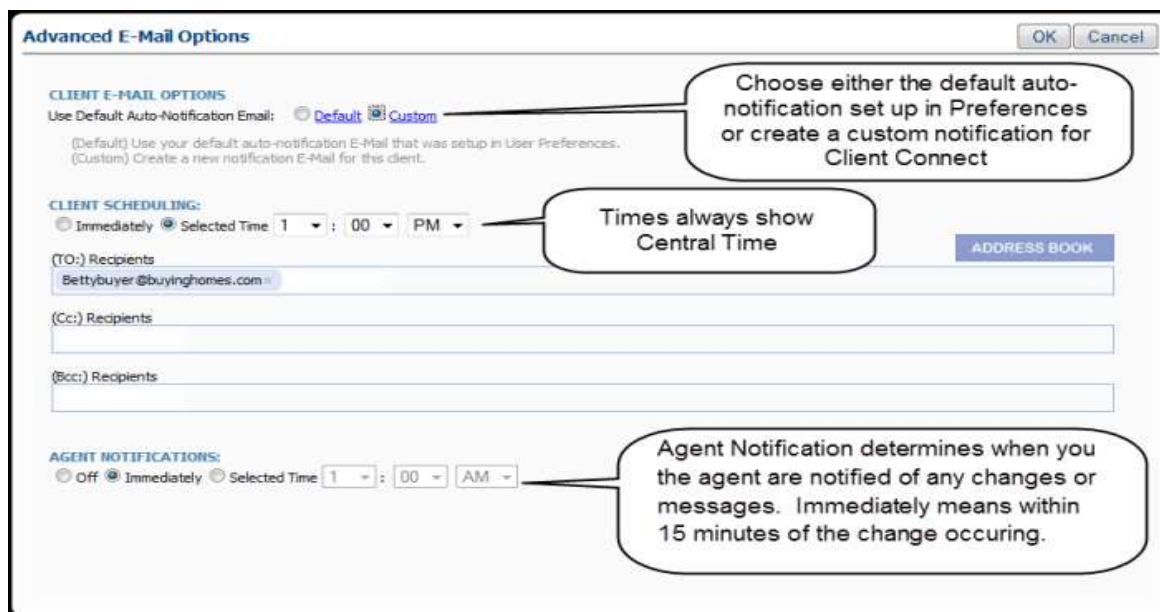
<http://oren.fnisms.com/ClientConnect/FNISMaster/>

Matches to the saved search, listings that have been sorted by the customer and messages from the customer

Notification Settings for the contact.

Link to the Client Connect site.

- Under Site Configuration, Send Notification to Client: select **On**. This sends e-mail notifications to the customer when changes have occurred to their Client Connect site, including messages from the agent.
- Click **Notification Settings**, to setup notification configurations.



Advanced E-Mail Options [OK] [Cancel]

CLIENT E-MAIL OPTIONS
 Use Default Auto-Notification Email: Default Custom
(Default) Use your default auto-notification E-Mail that was setup in User Preferences.
 (Custom) Create a new notification E-Mail for this client.

CLIENT SCHEDULING:
 Immediately Selected Time 1 : 00 : PM
Times always show Central Time

(TO:) Recipients: Bettybuyer@buyinghomes.com [ADDRESS BOOK]



(Cc:) Recipients: []

(Bcc:) Recipients: []

AGENT NOTIFICATIONS:
 Off Immediately Selected Time 1 : 00 : AM
Agent Notification determines when you the agent are notified of any changes or messages. Immediately means within 15 minutes of the change occurring.

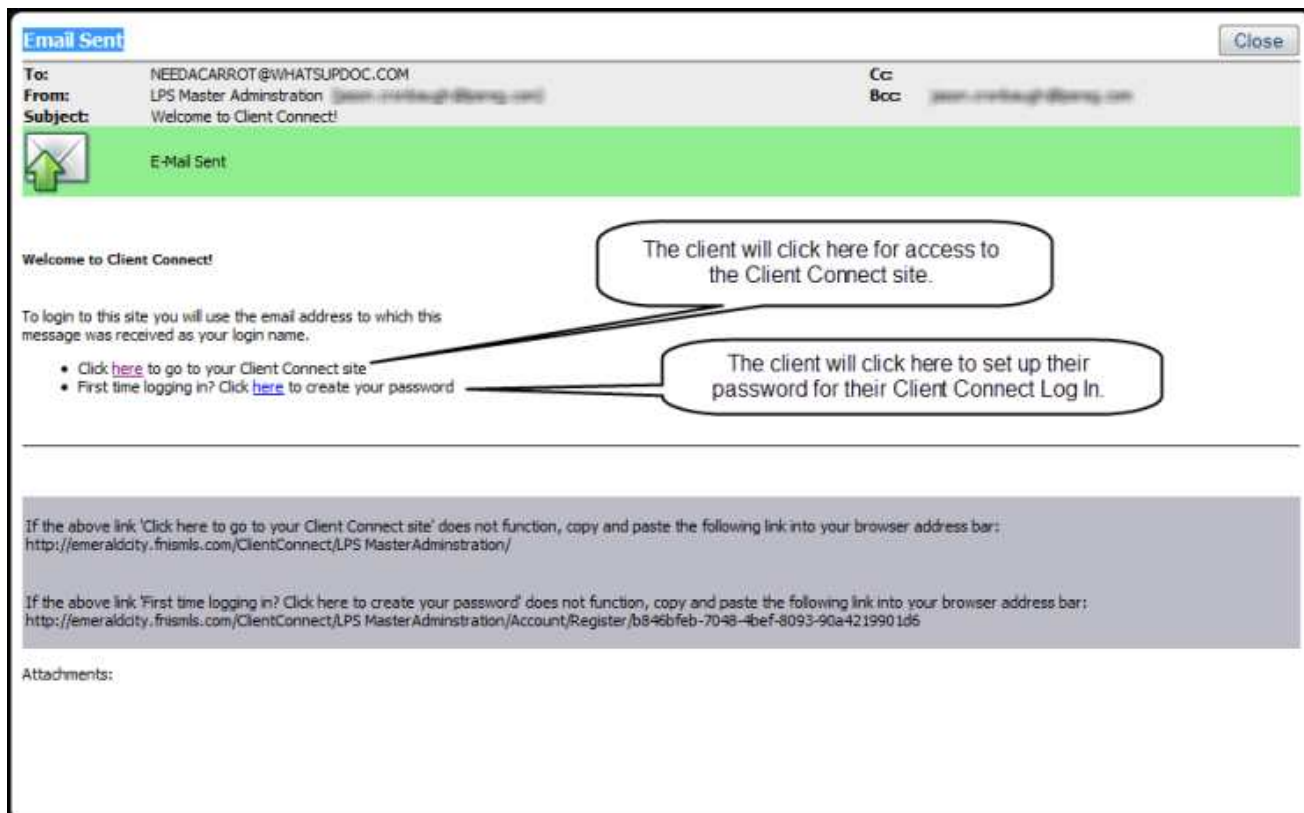
- Click **OK** to accept

Note: Client Connect Preferences are covered in the Client Connect Preferences Quick Start Guide. It is recommended to set these preferences up before sending out your first Client Connect Site.

- Once the Notifications and Preferences have been set, click 
- An E-mail window opens.
- The customers e-mail address is displayed in the To: field, and the Subject Field is also filled in. Any additional information can be entered by the agent.
- When finished click 

This is the image of the modal that appears after the e-mail has been sent. It is a copy of what the customer will receive.

Note: If the green bar below appears red, Paragon has encountered some type of error sending the e-mail. For example, if the receiving e-mail address had “opted out” of Paragon e-mailing



- o Auto Notification now takes on a different role in Client Connect. It no longer sends links, but notifies the end user there are new listings on the site, or there have been changes to existing listings. The notification e-mail includes a link to the Client Connect Site.

Note: For further information on the Client Connect Customer site, see the Client Connect Customer Quick Start Guide.