

## Email Signatures

Email Signatures is a tool in Paragon that allows you to have multiple Email Signatures inside Paragon and then choose the signature you want for each E-mail you send out of Paragon. This includes one-time E-mails and Automatic E-mail Notifications. As you change a signature's contact information (I.E. agent image, office logo, office name, address, phone number(s), E-mail address, etc.), Paragon will:

1. Automatically update all Automatic E-mail notifications using that specific Email Signature.
2. If you have updated the Default Signature, Paragon will create an Exceptions Report indicating which of your Automatic E-mail notifications are not using the Default signature. If you want to update an automatic E-mail notification signature, with three clicks, a signature is updated to the default signature's information. (See Exceptions Report on page 2 for more details on updating a signature feature.)

**Here is a key benefit of the Email Signature feature of Paragon.** If your MLS has been using E-card for your Automatic E-mail Notification signature, each time you changed your contact information, you needed to revise the contact information manually for each of your Automatic E-mail Notifications. Email Signatures will automatically update your contact information in each of your Automatic E-mail notifications using that specific signature. Change your contact information for each signature once and all your notifications using that signature are updated. This ensures your correct contact information is going to your clients!

When your MLS initially switches to Email Signature, the E-Card you currently have in Paragon will become your default Email Signature. Based on this default signature, the exception report is generated letting you know which E-mail signatures have out-of-date contact information. With three clicks, you can quickly update each of your Email Signatures to the default Email Signature or any other signature you have created in Paragon.

(See updating Email Signature on page 4. See creating an Email Signature on page 5.)

When you select an Email Signature as your default Email Signature, each time you create an E-mail (one time E-mail or Automatic E-mail Notification), the default Email Signature is added to your E-mail. From the dropdown box in the upper left hand corner of the E-mail header, you can select an alternate Email Signature.

To save you time, you can set all of your inactive E-mail Notifications to the "Updated" status by clicking the **Set All Inactive Notifications as Updated** button found in the upper left hand corner of the Exceptions Report.

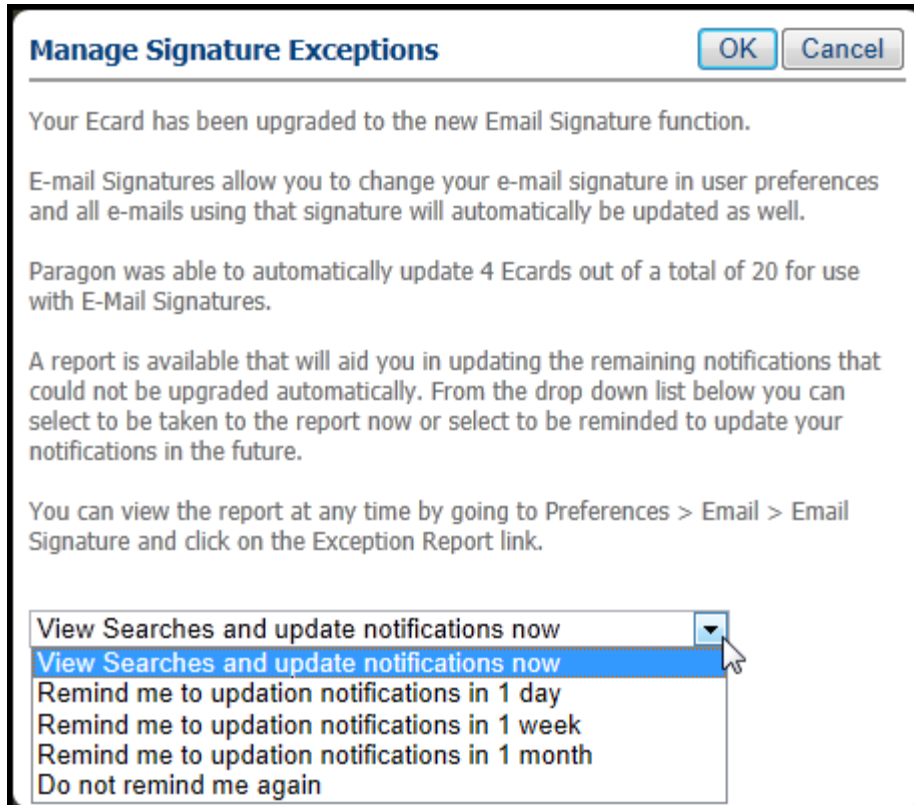


There is no limit on the number of Email Signatures you have in Paragon.

## Exceptions Report

### At Login Time

Each time you login to Paragon, Paragon will ask you if you want to update Automatic E-mail Notifications that do not match your default signature. You have several options regarding this notification, as shown by clicking the dropdown box in the modal show below.



- View Searches and update notifications now
- Remind me in 1 day
- Remind me in 1 week
- Remind me in 1 month
- Don't remind me again

Make your selection and click **OK**.

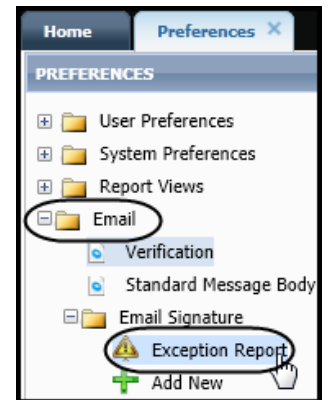
If you click **View Searches and update notifications now**, a modal will open with your notifications displayed, ready for you to update them. With three clicks, you can update all of your exceptions to your default or update your exceptions to the default one-at-a-time. (See next page for the modal with your notification exceptions.)

### In Preferences

If, while working in Paragon, you want to update your Email Signature exceptions, click on **Preferences** → **E-mail**. A tab will open.



In the new tab with the Email folder expanded. Expand the Email Signature folder by clicking the “+” sign and click on **Exception Report**. The Exceptions Report is displayed in the workspace to the right of the folder tree.



### Exceptions Report

The Exceptions Report has two filters:

- **Notifications:** All Notifications, Active Notification and Inactive Notifications
- **Updated:** All, Yes and No  
(Indicates if the notifications are using the default Email signature)

The Exceptions Reports opens displaying the notifications that have not been updated to the default Email Signature.

**ECARD TO EMAIL SIGNATURE EXCEPTION REPORT**

⚠ Set All Inactive Notifications as Updated

This report displays all contacts that have auto-notifications setup that could not be automatically updated to use the new Email Signature function. Click the search name to open the notification settings and update the notification with the new Email Signature. Once all notifications have been updated this exception report will no longer be available.

Name	Search Name	Active	Updated
Tim georges	<a href="#">Tim georges Search</a>	Inactive	No
Steve Anderson	<a href="#">Steve Anderson Search 1</a>	Inactive	No
Helene Clyde	<a href="#">Save Search For Helene Clyde</a>	Inactive	No
Charlie Brown	<a href="#">Charlie Brown - Olathe</a>	Inactive	No
Sam Nicholson	<a href="#">Sam Nicholson Reno MM</a>	Inactive	No

### Notifications Filter

- **All** – Displays all notifications that are both active and inactive.
- **Active** – Displays only the Active E-mail Notifications.
- **Inactive** – Displays only the Inactive E-mail Notifications.

### Updated Filter

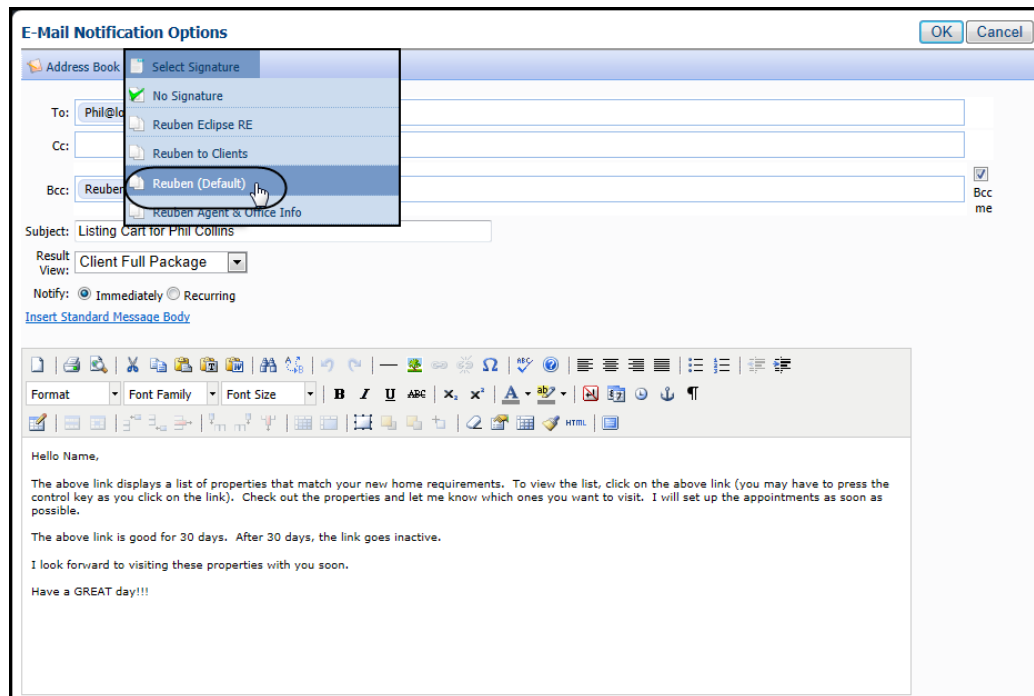
- **All** – Displays all notifications that are both Yes (updated) and No (not updated).
- **Yes** – Displays all notifications you have updated to the default Email Signature.
- **No** – Displays all notifications that have not been updated to the default Email Signature.

### Manually Updating Email Signatures

To update an Email Signature manually, click on the **search name**. A modal opens displaying the E-mail Notification.

NOTIFICATIONS		UPDATED?	
Active	No		
Name	Search Name	Active	Updated
Phil Collins	<a href="#">Phil Collins Listing Cart</a>	Active	No
George Smith	<a href="#">Residential George</a>	Active	No
Bobby Anderson	<a href="#">Adam Ericson Olathe</a>	Active	No

Click on **Select Signature** and click **the signature** you want to use for this specific E-mail Notification. Then click **OK** to save the newly selected Email Signature for this notification.

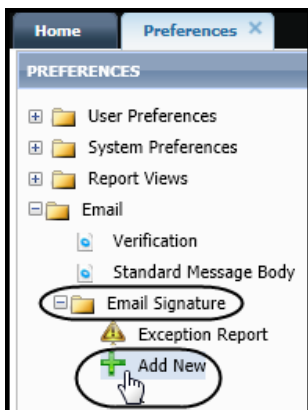


The screenshot shows the 'E-Mail Notification Options' dialog box. On the left, there is an 'Address Book' dropdown menu with a 'Select Signature' button. A list of signatures is displayed: 'No Signature', 'Reuben Eclipse RE', 'Reuben to Clients', 'Reuben (Default)', and 'Reuben Agent & Office Info'. The 'Reuben (Default)' signature is circled in red. The main area of the dialog shows fields for 'To:', 'Cc:', 'Bcc:', and 'Subject: Listing Cart for Phil Collins'. Below these fields are options for 'Result View: Client Full Package' and 'Notify: Immediately' (selected). At the bottom, there is a rich text editor with a toolbar and a preview of the email body content, which includes a greeting and a link to a listing cart.

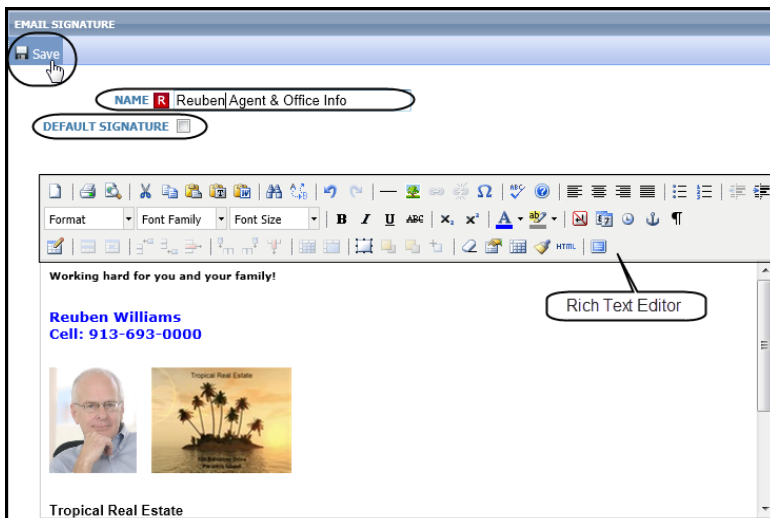
## Create a New Email Signature

Creating an Email Signature is the same as creating an E-card. Using the same Rich Text Editor (See the Quick Start Guide [Rich Text Editor](#) for detail on using this Paragon tool), you can create your Email Signature.

Click on **Preferences** → **Email** A tab will open.



In the new tab with the Email folder expanded. Expand the Email Signature folder by clicking the “+” sign and click on **Add New**.



Using the Rich Text Editor, add your contact information and other details you want to communicate to the recipient of your E-mails.

Give your signature a name that describes the content in your Email Signature.

When you have completed the Email Signature, click on **Save** in the upper left hand corner of the workspace.

The new signature is added to your list of Email Signatures.