Advanced Topics for St. Augustine.

Here are topics and times for each class.

Tuesday 10/7

8:30a – 10a

* Contact Manager in depth
  + Adding a Contact or Prospect
  + Setting up an auto saved search
  + Setting up auto notifications – link to listings emails
  + Setting up Client Connect Portal with auto notification for customers
  + Client Connect Preferences wizard
  + Navigating the Manage Contacts screen
  + 1 ½ hour class

10:30a – Noon

* Preferences and customizing
  + Preferences wizard
  + Agent Image upload
  + Logo Image upload
  + Email signatures and shortcuts
  + Search and results preferences and options
  + 1 ½ hour class

Lunch Break

1:30p – 2:30p

* Mobile for Smart Phone
  + Accessing the site
  + Navigation
  + Searches
  + Results – Pictures, data, map, emailing
  + Preferences
  + 1 hour class

3:00p – 4:30p

* CMA presentation package and the simple, essential CMA.
  + CMA presentation wizard
  + 1 ½ hour class

Wednesday 10/8

8:30a – 10a

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