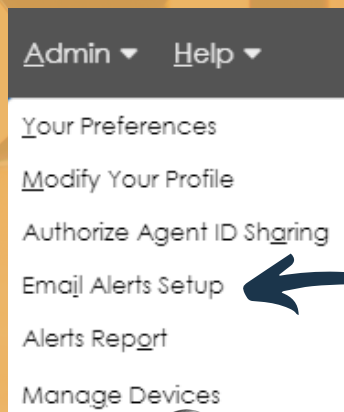


SAVE TIME BY CREATING EMAIL ALERTS

Let Rapattoni help you stay on top of your listings with these helpful reminders. You can set up alerts for several important items including Overdue Pending, Expiring Listings, Missing Primary Photo, and more!

Once logged into CincyMLS, choose Admin and then select Email Alerts Setup. Select which alerts you would like to receive, where they should be emailed, and even what time to send them.

A screenshot of the 'Email Alerts Setup' form in CincyMLS. The form has a blue header with 'Save' and 'Cancel' buttons. Below the header, it says 'Email Alerts Setup'. The main content area is titled 'Select to receive email alert notifications for your listing events, prospects and tasks'. It includes a 'Send Alert to:' field, a list of checkboxes for various alert types (Expiring Listings, Overdue Pending Listings, Unmapped Listings, Incomplete Listings, Missing Primary Picture, Missing Attached Documents), a 'Document Types' section with input fields for Residential, Land, Multi Family, Commercial, and Lease/Rent, and another list of checkboxes (Auto-Prospecting Ending Soon, Overdue Tasks, Coming Soon Period Ending). At the bottom, there is an 'Alert Time' field set to '3:00' and radio buttons for 'a.m.' and 'p.m.'.

Stay informed on your listings and never miss important items or deadlines again!

TUESDAY TIP
07/19/2022