

EMAIL ALERTS IN RAPATTONI

Stay on top of your listings with ease! Rapattoni can automatically send email notifications for important items that need your attention, such as overdue pending listings and missing documentation.

Setting up your email alerts is quick and easy!

- Go to **Admin** in the toolbar and select **Email Alerts Setup**.
- Select the alerts you want to receive and set your preferred delivery time.
- Click **Save**.

With personalized notifications sent at your chosen time, you'll never miss a critical update. Take a moment to set up your alerts today and experience a smoother, more efficient workflow!

The screenshot shows the Rapattoni Admin interface. At the top, there are 'Admin' and 'Help' dropdown menus. Below them is a navigation menu with options: 'Your Preferences', 'Modify Your Profile', 'Authorize Agent ID Sharing', 'Email Alerts Setup' (highlighted), 'Alerts Report', 'Manage Devices', 'IDX/Public Links', and 'IDX Settings'. Below the navigation menu is a section titled 'Select to receive email alert notifications for your listing events, prospects and tasks'. This section includes a 'Send Alert to:' input field and a list of alert categories, each with a question mark icon and a checkbox: 'Expiring Listings', 'Overdue Pending Listings', 'Unmapped Listings', 'Incomplete Listings', 'Missing Primary Picture', and 'Missing Attached Documents'. Below these are 'Document Types' with input fields for 'Residential', 'Land', 'Multi Family', 'Commercial', and 'Lease/Rent', each with a question mark icon and a document icon. At the bottom, there are three more alert categories: 'Auto-Prospecting Ending Soon', 'Overdue Tasks', and 'Coming Soon Period Ending', each with a question mark icon and a checkbox. At the very bottom, there is a 'Time' field set to '3:00' and radio buttons for 'a.m.' (selected) and 'p.m.'