

Auto Emails

Auto Email – What is it?

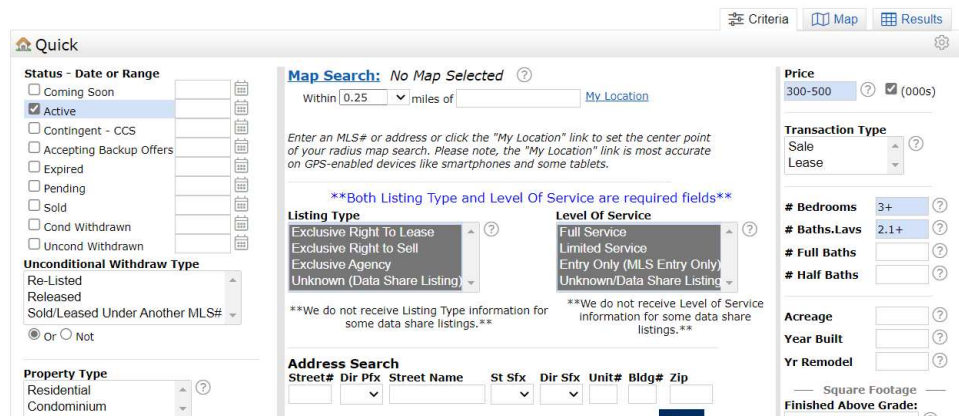
Auto email allows you to set up a saved search to automatically email new listings and listings that have changed in status or price to a contact. RCO3® will send them out as soon as they are entered into MLS, if desired. As a result, your contact will receive up-to-date listings based on the email schedule that has been set up.

Note: There is a limit of 250 listings that can be sent per email.

Setting up an Auto Email

To set up a new auto email, follow the steps below.

1. Click on the “Search” Tab
2. Click on the Residential Quick link (If setting up Commercial or Vacant land click on the corresponding Quick link)
3. Enter in all criteria for which your client is looking. (Example: Active, Birmingham and Royal Oak areas, \$300-500, 4+ beds and 2.1+ baths)



The screenshot shows the 'Quick' search criteria form. It includes the following sections:

- Status - Date or Range:** Includes checkboxes for Coming Soon, Active (checked), Contingent - CCS, Accepting Backup Offers, Expired, Pending, Sold, Cond Withdrawn, and Uncond Withdrawn.
- Unconditional Withdraw Type:** Includes Re-Listed, Released, and Sold/Leased Under Another MLS#.
- Property Type:** Includes Residential and Condominium.
- Map Search:** Shows 'No Map Selected' with a radius of 0.25 miles and a 'My Location' link.
- Listing Type:** Includes Exclusive Right To Lease, Exclusive Right to Sell, Exclusive Agency, and Unknown (Data Share Listing).
- Level Of Service:** Includes Full Service, Limited Service, Entry Only (MLS Entry Only), and Unknown/Data Share Listing.
- Address Search:** Includes fields for Street#, Dir Pfx, Street Name, St Sfx, Dir Sfx, Unit#, Bldg#, and Zip.
- Price:** Set to 300-500 (000s).
- Transaction Type:** Includes Sale and Lease.
- Filters:** Includes # Bedrooms (3+), # Baths.Lavs (2.1+), # Full Baths, # Half Baths, Acreage, Year Built, Yr Remodel, Square Footage, and Finished Above Grade.

4. Click on the Results button located at the top or the bottom of the search criteria screen.
5. At this point it is very important NOT to narrow your search results. By narrowing your search results RCO3® believes that you only want to send updates on those listings. If your search returns too many listings to send to client at once you can either revise your search by clicking on the Criteria button located at the bottom of the search screen, or you can select the listings that you do not want to send to your client and “Discard” them. Discarding will not affect your auto email the way Narrowing will.

- Once you have all of the listings results that you would like to send to your client click on the “Save” button located at the bottom of the search screen. By clicking on this button a pop up box will appear. At this point you can choose to “New Auto Email”

MLS	Stat	Area	Address	City	County	Price	DOM	Beds	Bths	AbvGrSf	Icons
20221026540	ACTV RS	02251	617 WELLESLEY Avenue	Royal Oak	Oakland	\$319,000	N/133/133	3	2.1	1,319	[Icons]
20221060677	ACTV RS	02251	2023 CRESTHILL Avenue	Royal Oak	Oakland	\$324,900	N/38/38	3	2.1	1,085	[Icons]
20221054159	ACTV RS	02251	1106 S LAFAYETTE Avenue	Royal Oak	Oakland	\$329,000	Y/110/110	3	3.0	1,464	[Icons]
20221068528	ACTV RS	02251	2604 ETON CROSS Road	Royal Oak	Oakland	\$359,900	Y/34/34	4	3.0	1,453	[Icons]
20221048028	ACTV RS	02251	3704 EDGELAND Avenue	Royal Oak	Oakland	\$365,000	N/76/76	3	2.1	1,373	[Icons]
20221065355	ACTV RS	02251	338 WOODLAWN Avenue	Royal Oak	Oakland	\$379,900	Y/132/132	3	3.0	1,951	[Icons]
20221068261	ACTV RS	02251	123 N EDGEWORTH Avenue N	Royal Oak	Oakland	\$380,000	N/6/6	3	2.1	1,226	[Icons]
20221035919	ACTV RS	02251	526 Girard Avenue	Royal Oak	Oakland	\$380,000	N/113/113	4	2.1	2,414	[Icons]
20221049523	ACTV RS	02251	4214 NORMANDY Road	Royal Oak	Oakland	\$389,000	N/27/27	4	2.1	1,689	[Icons]
20221055962	ACTV RS	02251	943 OTTAWA Drive	Royal Oak	Oakland	\$394,900	N/54/54	3	2.1	1,361	[Icons]
20221024530	ACTV RS	02251	812 N Dorchester Avenue	Royal Oak	Oakland	\$399,000	N/128/128	3	2.1	1,704	[Icons]
20221067126	ACTV RS	02251	405 HENDRIE Boulevard	Royal Oak	Oakland	\$479,000	Y/130/130	3	2.1	1,718	[Icons]

NOTE: There is a max limit of 250 listings allowed to be sent in an email. This option will be disabled if this limit is exceeded.

- This will bring up the “Auto Email Settings”

Save a New Auto Email

Recipients

Contact: [Dropdown] [Create a New Contact](#)

To:

BCC me a copy of all emails

Also send link via SMS text message

Message

Subject: [Text]

Welcome Email Recurring Email

Salutation:



Message:

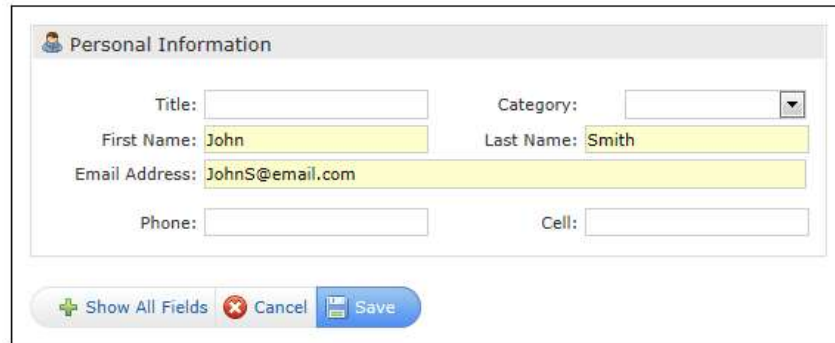
I've set up a new saved search for you on OneHome. I'll send you any new or updated listings that match what you're looking for.

 Let me know what you think of the listings - we can adjust your saved search at any time. You can also like or dislike and leave notes for me on any listing.

Signature: Tami Cummings Realcomp II Ltd tcummings@corp.realcomp.com (866) 553-3430

[Edit Your Signature](#)

8. Begin by selecting a **Contact**. By clicking on the  drop down arrow next to the “Contact” field a list of all your contacts will appear. Select the contact to whom you wish to send the auto email. If your contact is not in this  drop down list click on the link “Create a New Contact” next to the Contact field. This will open a pop up box where you can add in your client’s information. **NOTE:** All yellow fields found in Realcomp *Online*® 3 are mandatory fields and **MUST** be filled out in order to proceed. Once you have added all information, click on the “Save” button.



Personal Information

Title: Category:

First Name: Last Name:

Email Address:

Phone: Cell:

9. You can now choose to “BCC me on all emails”. By checking off the “BCC me on all emails” you will receive a copy of all emails that are sent to your client.
10. You can also choose to send the listing link by text message. If you check this box, the client will receive an email to opt-in to receiving text messages and to verify the phone number to which they want to receive them.
11. **Subject line:** The Subject line is the title or subject of the e-mail
12. **Message:** The Message field is the Body of the email. This will only go out on the first email to your client.
13. **Criteria:** The next section is brief explanation of the criteria that you have chosen for your client’s search. If this information is incorrect go back to the search results page and click on the Criteria button to revise the criteria.

🔍 Criteria:

Status is 'Active'
 Listing Type is one of 'Exclusive Right To Lease', 'Exclusive Right to Sell', 'Exclusive Agency', 'Unknown (Data Share Listing)'
 Level of Service is one of 'Full Service', 'Limited Service', 'Entry Only (MLS Entry Only)', 'Unknown/Data Share Listings'
 Current Price is 300000 to 500000
 Beds Total is 3+
 Baths.Lavs is 2.1+
 County is 'OAK - Oakland County'
 City is 'Royal Oak'

⚙️ Settings

Concierge: Enable concierge mode
 Show this contact in Reverse Prospecting results
 Enable as a Favorite Search on Home tab (20 maximum)

📅 Schedule

ASAP: Emails are sent as soon as possible.
 Daily: Emails with new matches are sent on the days you choose.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/> All AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM
<input type="checkbox"/> All PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM

Clear

Monthly: Emails are sent on the first of the month at midnight.

✖ Cancel
💾 Save

14. **Settings :**

- “Enable concierge mode”: Will NOT automatically email listings to your client but will let you know when there are new matches so you can send only the ones that you want to go to your client.
- Show the contact in Reverse Prospecting results.
- “Enable as a Favorite Search on the Home Tab” makes the search easily accessible on the home page of RCO3®.

15. **Schedule:** The schedule is when you would like your client to receive the emails. You can choose:

ASAP: when the listing becomes available on RCO3® your client will receive an email. When choosing ASAP you want to be careful on what criteria you have selected. If you have set up a very broad search then your client may receive multiple emails a day.

Daily: Choose which days and either AM or PM. Whichever days and times you select is when your client will receive an email.

Monthly: All listings for the month are compiled and emails are sent on the first of the month at midnight.

16. Click **Save** when finished.