



Mail Merge with Property-Guru

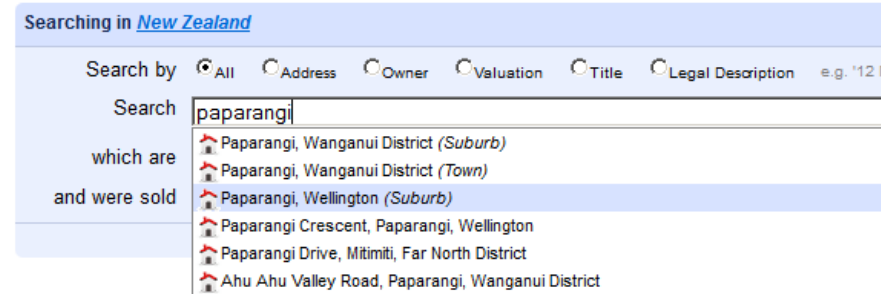
Import a Farming Area into SalesPartner for Direct Mail Campaigns

Watch this Guide <http://youtu.be/VUY0A1NtJEI>

Lookup a Suburb or Street in Property-Guru

Use Filters to target a specific demographic

eg: number of Bedrooms, Building Age, RV etc.



Help

Rating Value \$350,000 - \$400,000

Bedrooms 3 - 3

Floor Area more than 90 m²

Roof Material is Aluminium, Brick, Conc...

Building Age 1910 - 1979

Land Area more than 300 m²

Sale Date after 01-Jan-02

Refine your search

Select filter

- Select filter
- Sale Date
- Gross Sale Price
- Bonafide
- Rating Value
- Bedrooms
- Land Area
- Floor Area
- House Number
- Roll Number
- Roof Material

Suburb	Town	Type	Sold	RV	Sale	Bdrm	Land	Floor	Built
Johnsonville	Wellington	RD	04-Dec-02	\$380,000	\$380,000	3	336 m ²	100 m ²	1970 - 1979
Johnsonville	Wellington	RD	06-Sep-04	\$360,000	\$255,000	3	300 m ²	100 m ²	1979
Johnsonville	Wellington	RD	19-Jan-13	\$375,000	\$395,000	3	741 m ²	110 m ²	1979
Johnsonville	Wellington	RD	10-Feb-02	\$370,000	\$205,000	3	483 m ²	110 m ²	1979
Johnsonville	Wellington	RD	04-Jul-07	\$370,000	\$395,250	3	511 m ²	150 m ²	1960 - 1969
Johnsonville	Wellington	RD	04-Sep-07	\$360,000	\$378,000	3	971 m ²	130 m ²	1960 - 1969
Johnsonville	Wellington	RD	24-Mar-03	\$355,000	\$230,000	2-3	371 m ²	110 m ²	1920 - 1929
Johnsonville	Wellington	RD	20-Nov-06	\$370,000	\$350,000	3	374 m ²	120 m ²	1940 - 1949
Johnsonville	Wellington	RD	04-Jul-11	\$370,000	\$382,000	3	613 m ²	110 m ²	1940 - 1949

Help

Tip: Use Floor Area and Land Area filtering to exclude units / Apartments

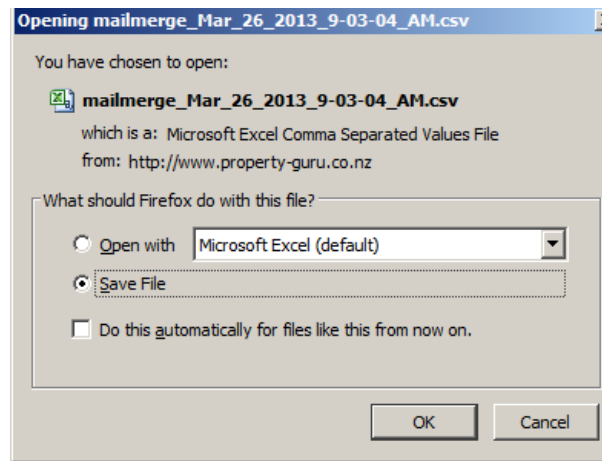
Click on the **Mail-Merge** button

List Detailed List Map

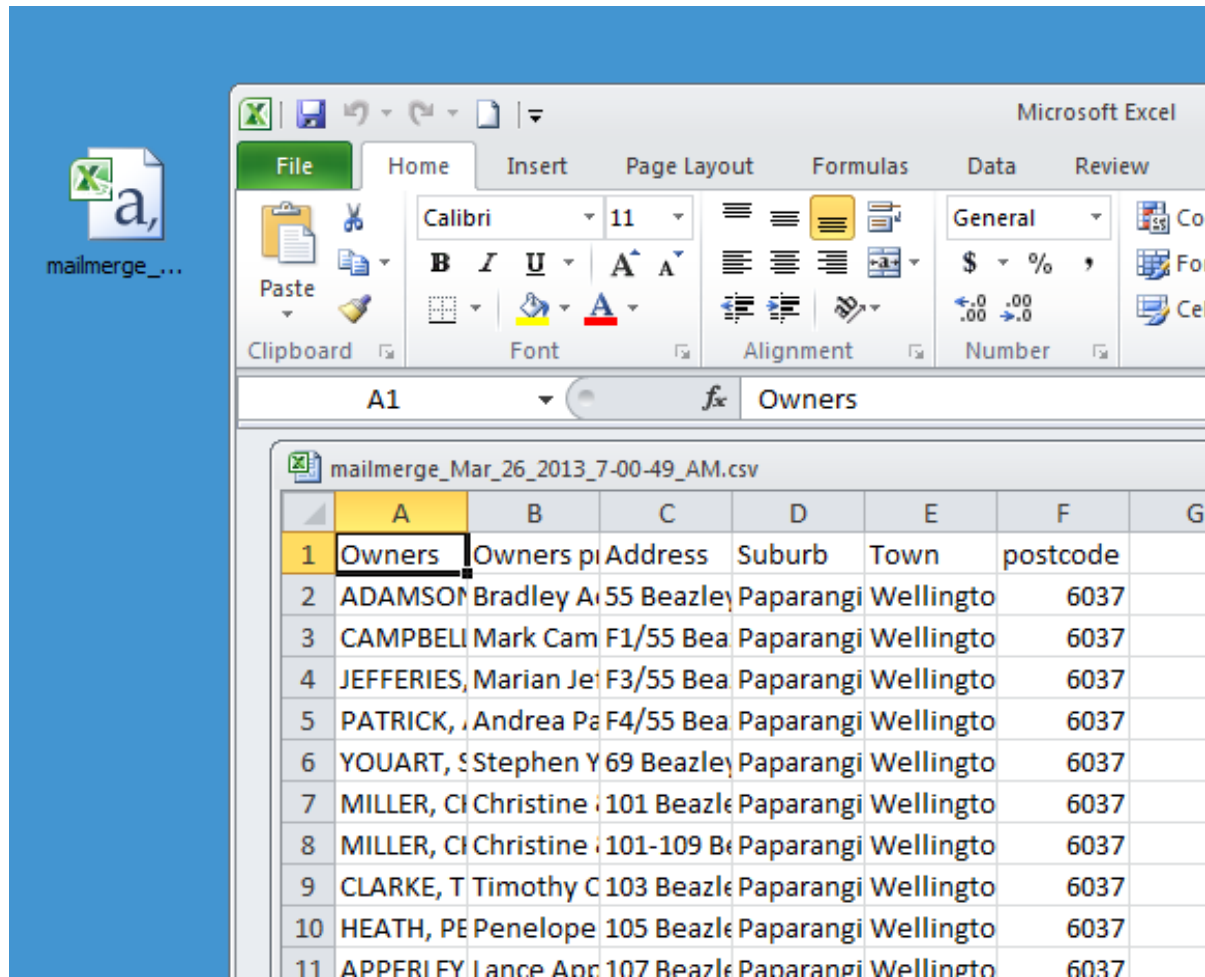
Gross Sale Price Max: \$446,000 Min: \$184,000 Median: \$368,000
Rating Valuation Max: \$400,000 Min: \$350,000 Median: \$375,000

Suburb	Town	Type Sold	RV	Sale	Bdrm	Land	Floors	Year
Johnsonville	Wellington	RD	04-Dec-02	\$380,000	\$220,000	3	536 m ²	10 1979
Johnsonville	Wellington	RD	06-Sep-04	\$360,000	\$255,000	3	100 m ²	1970 - 1979
Johnsonville	Wellington	RD	19-Jan-13	\$375,000	\$395,000	3	741 m ² 110 m ²	1970 - 1979
Johnsonville	Wellington	RD	10-Feb-02	\$370,000	\$205,000	3	483 m ² 130 m ²	1960 - 1969
Johnsonville	Wellington	RD	04-Jul-07	\$370,000	\$395,250	3	511 m ² 150 m ²	1960 - 1969

Save the File to your Desktop



Open the file (in Microsoft Excel)

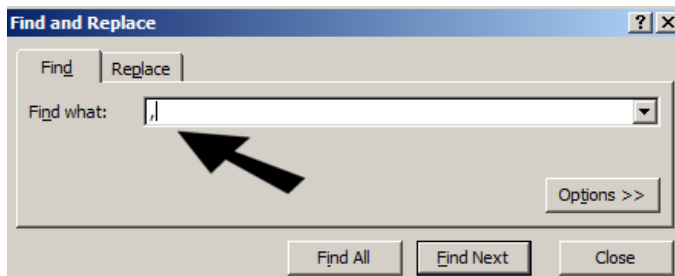


The screenshot shows the Microsoft Excel interface with a CSV file open. The file name is 'mailmerge_Mar_26_2013_7-00-49_AM.csv'. The spreadsheet has columns labeled A through G. Column A is 'Owners', B is 'Owners pi', C is 'Address', D is 'Suburb', E is 'Town', and F is 'postcode'. The data rows are numbered 1 through 11. The first row (row 1) contains the headers for columns A through F. The subsequent rows (rows 2-11) contain data for each of these columns.

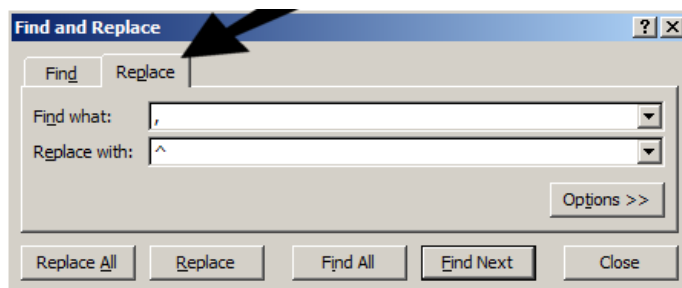
	A	B	C	D	E	F	G
1	Owners	Owners pi	Address	Suburb	Town	postcode	
2	ADAMSON	Bradley A	55 Beazley	Paparangi	Wellington	6037	
3	CAMPBELL	Mark Cam	F1/55 Bea	Paparangi	Wellington	6037	
4	JEFFERIES,	Marian Je	F3/55 Bea	Paparangi	Wellington	6037	
5	PATRICK,	Andrea Pa	F4/55 Bea	Paparangi	Wellington	6037	
6	YOUART, S	Stephen Y	69 Beazley	Paparangi	Wellington	6037	
7	MILLER, C	Christine	101 Beazle	Paparangi	Wellington	6037	
8	MILLER, C	Christine	101-109 B	Paparangi	Wellington	6037	
9	CLARKE, T	Timothy C	103 Beazle	Paparangi	Wellington	6037	
10	HEATH, PE	Penelope	105 Beazle	Paparangi	Wellington	6037	
11	APPFRIEY	Lance Apr	107 Beazle	Paparangi	Wellington	6037	

Now we will use Excel to find and replace all commas.

1. Press **Ctrl+F** to open the *Find & Replace* Tool
2. Then type a comma " , "

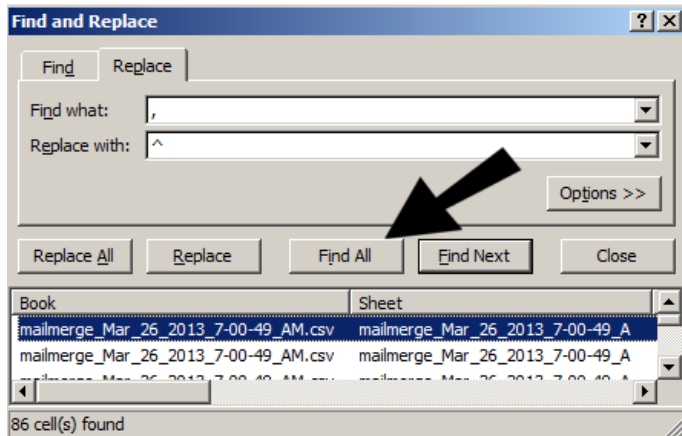


3. Now click on the **Replace** Tab

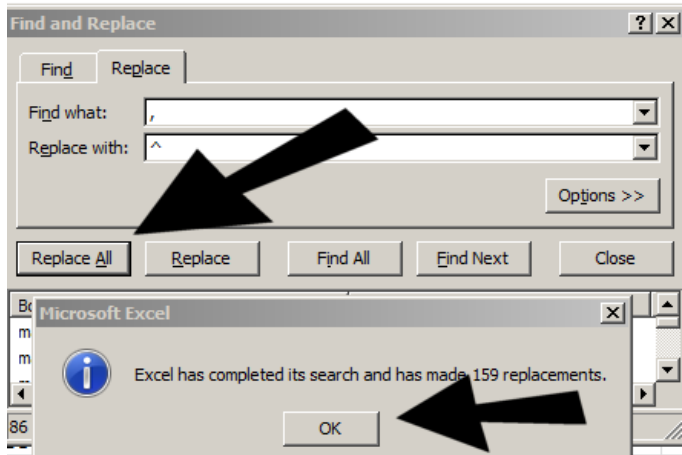


And press **Shift+6** to Type " ^ "

Click **Find All**

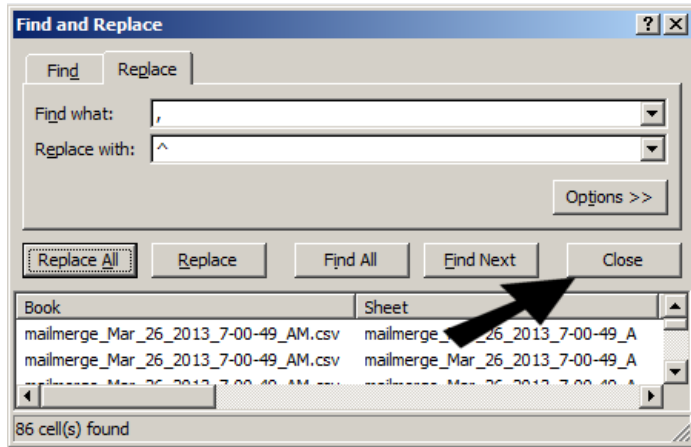


Click **Replace All**

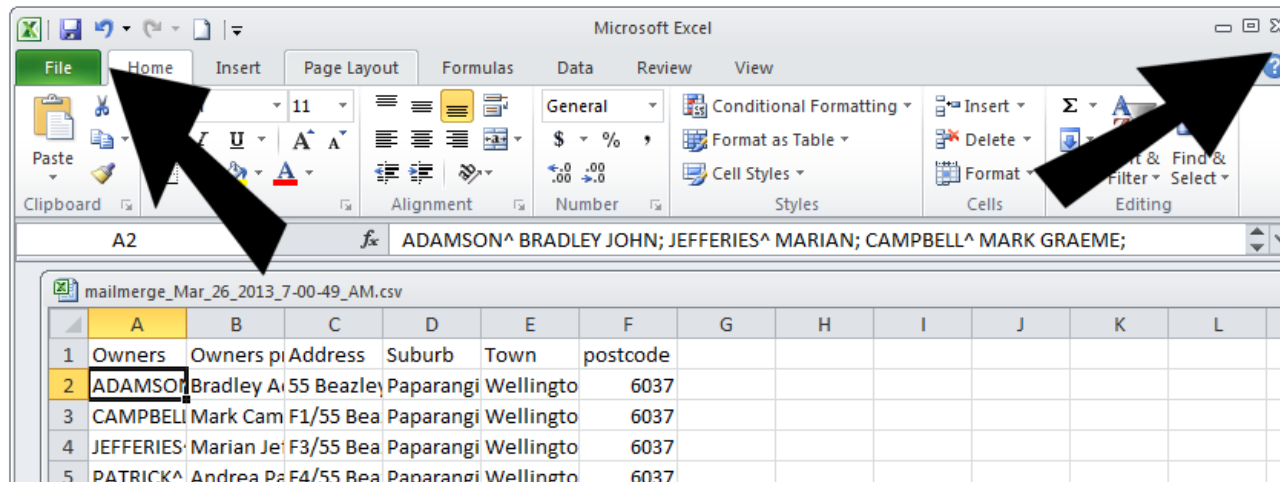


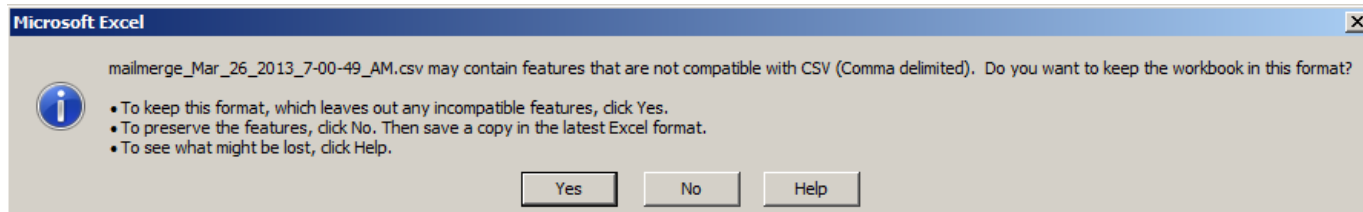
Click **OK**

Now **Close** the *Find & Replace* Tool



Save your CSV File and Close **Excel**





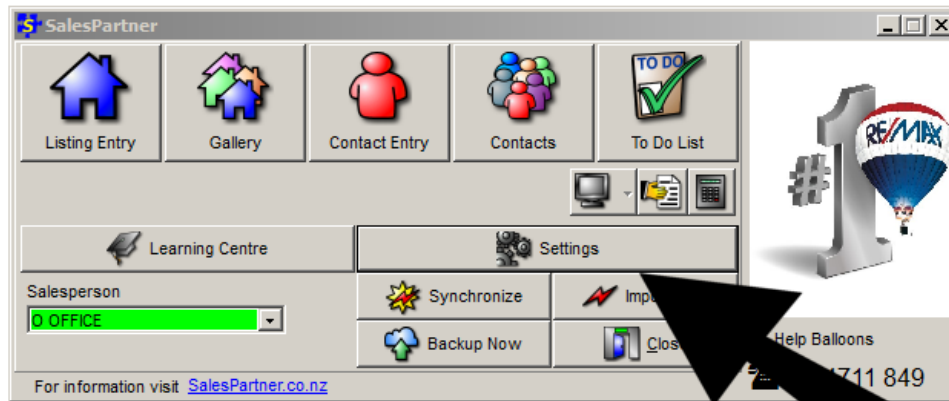
When you Save your CSV File, you will see this prompt

Click **Yes**

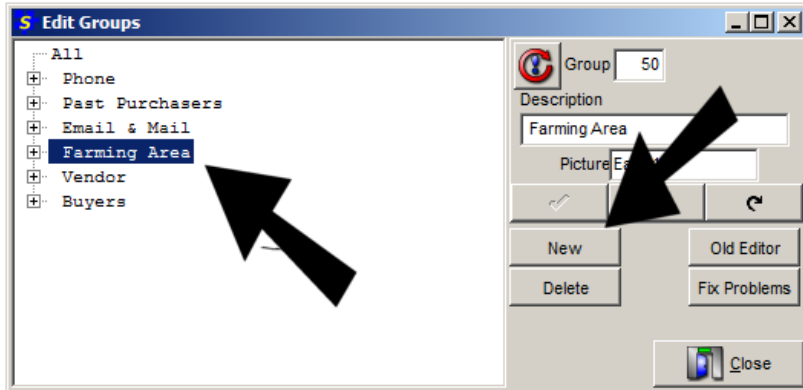
Before you import your contacts, you may wish to prepare a new group in SalesPartner.

Click into **Settings**

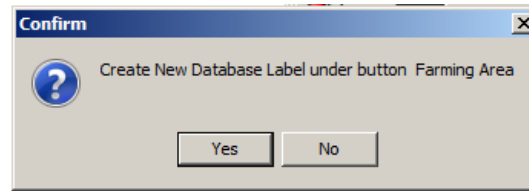
Click into **Groups**



Click on the category (use Farming-Area)



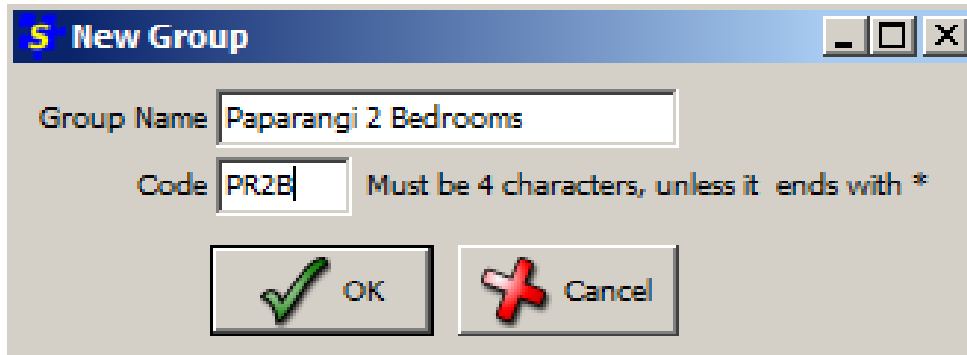
Then Click **New**



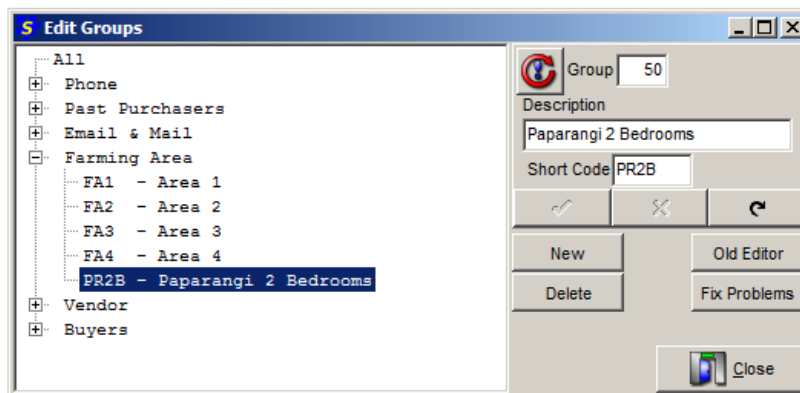
And Click Yes to this prompt

Enter a Group Name, as well as a 4 Letter Code,

And Click **OK**

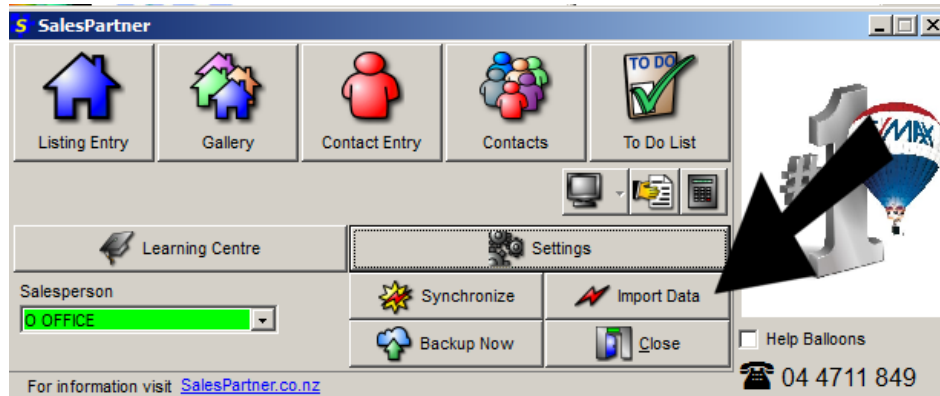


Close the Edit Groups Screen and return to the main menu of SalesPartner

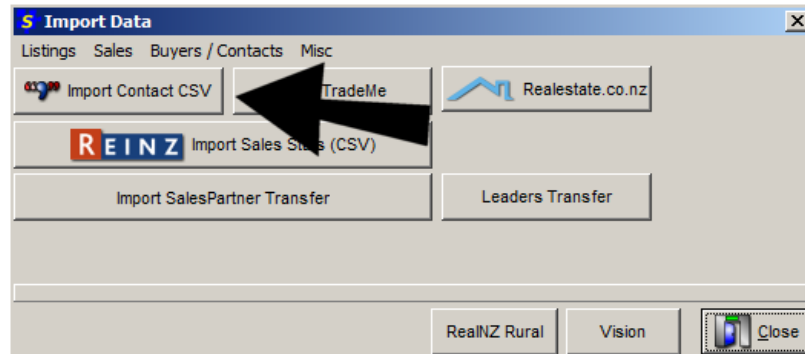


Now we are ready to import Contacts

Click on Import Data

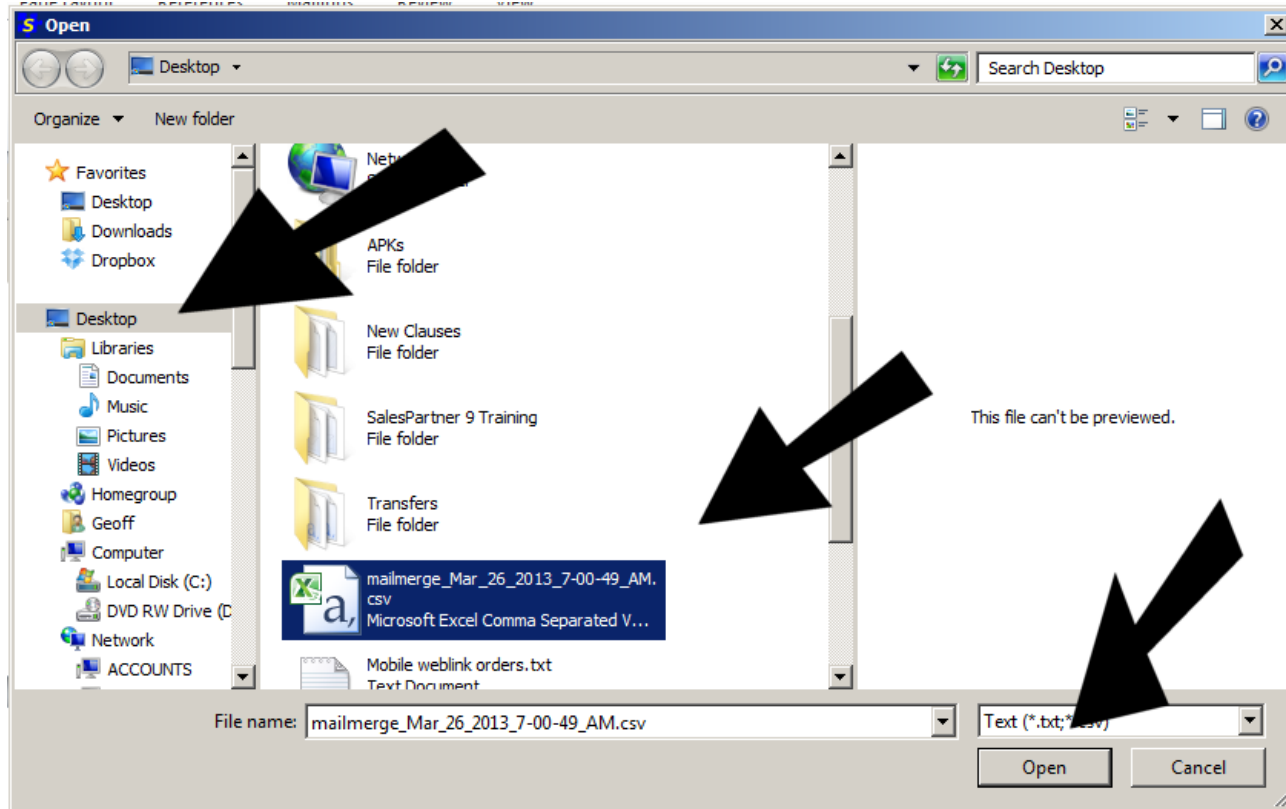


Click on Import Contact CSV

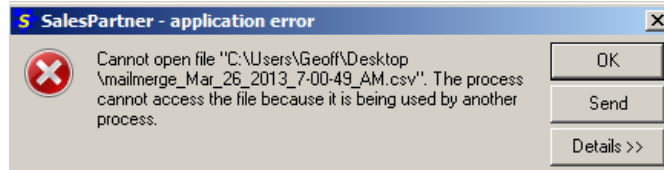


Find and the MailMerge CSV file on your Desktop

Click **Open**



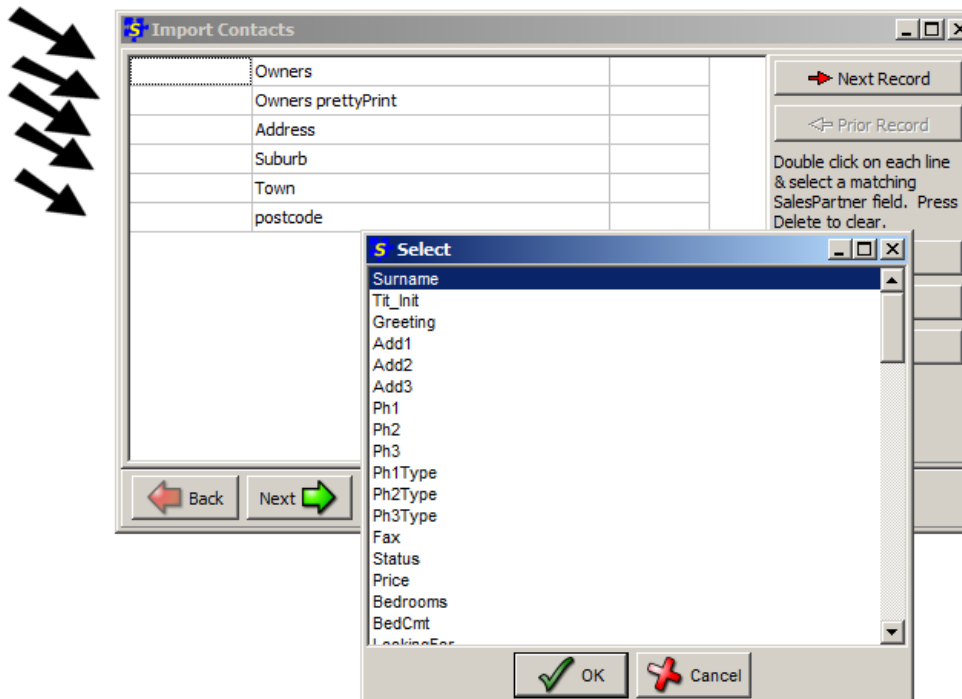
If you see this error:



Make sure that you have **closed Excel**

If Excel was open, you will need to click on Import Contact CSV again, and find and open the file.

Now you need to match each column



Double click on the empty fields to the left of the headings

Then select a suitable field to match:

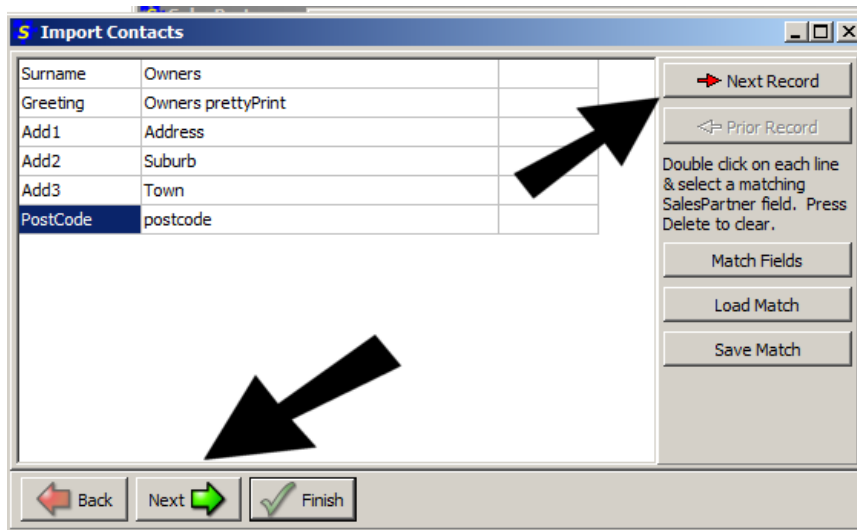
- For **Owners** use **Surname**
- For **Owners prettyPrint** use **Greeting**
- For **Address** use **Add1**
- For **Suburb** use **Add2**
- For **Town** use **Add3**
- For **Postcode** use **Post Code**

Your match will be saved for next time, so you will usually only need to match columns once.

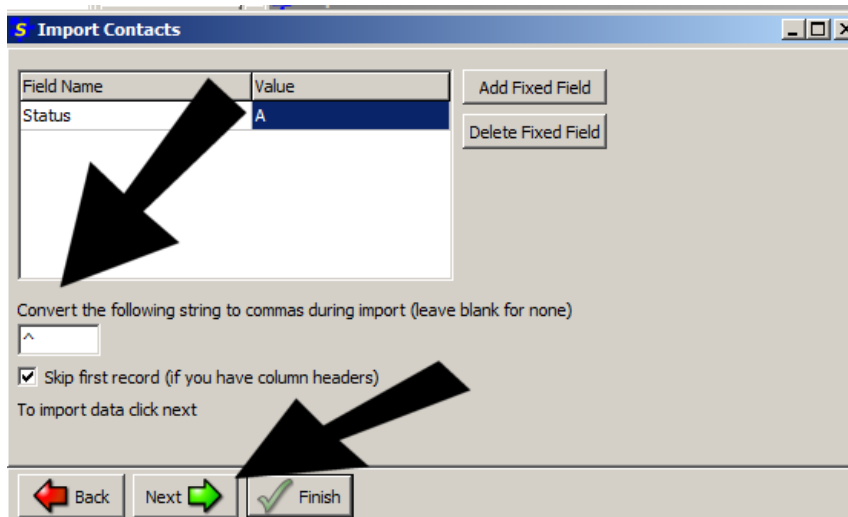
Click **Next**

Click on **Next Record** to check that the fields match up

Then Click on the Green **Next** button



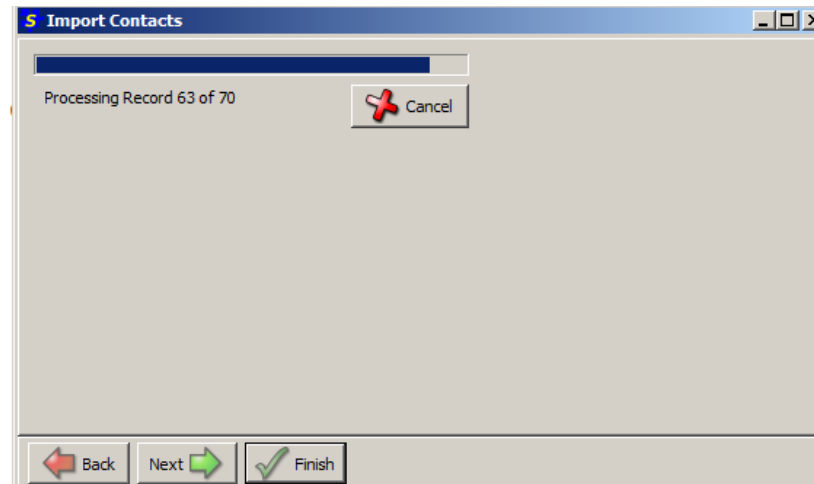
Use Shift+6 to Type a " ^ " into the *Convert the following string to commas during import* box.



Then Click **Next**

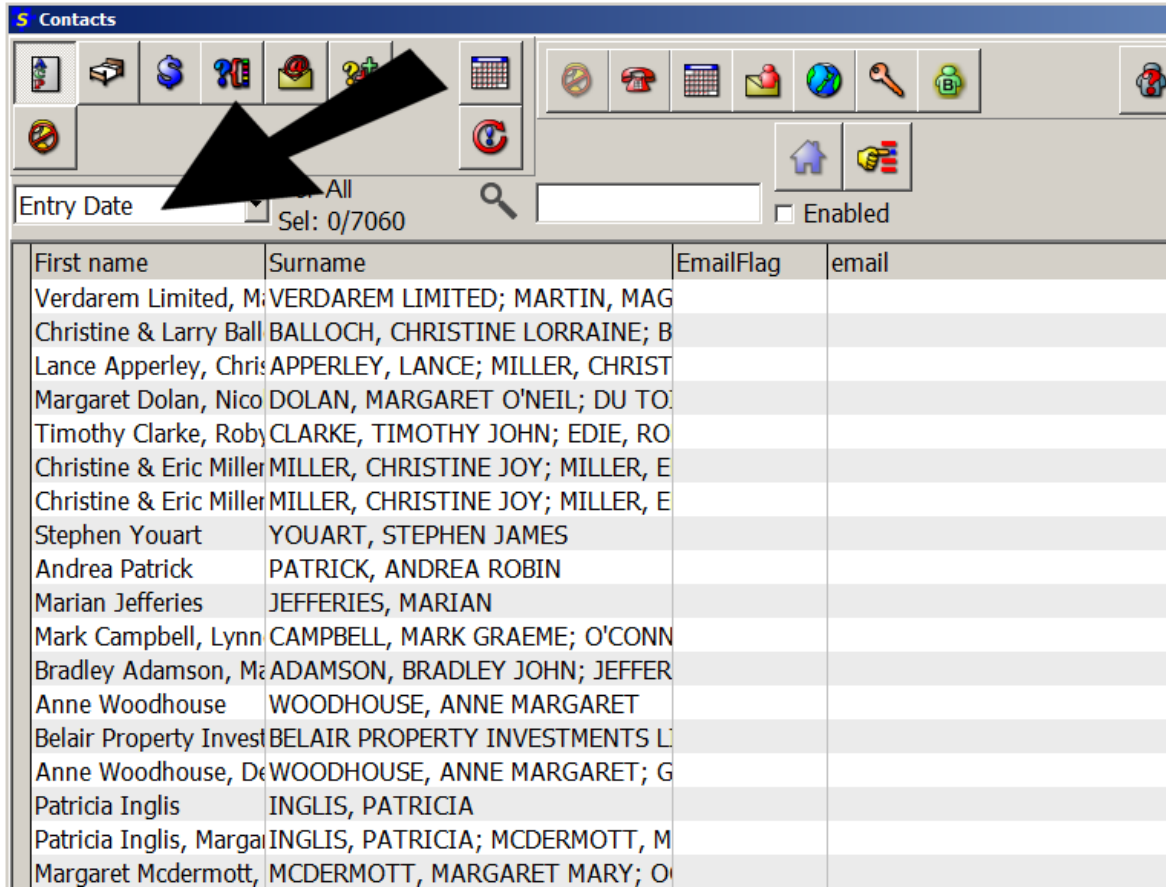
Your contacts will be imported

Now you can click **Finish**



Open **Contacts**,

Then click on Entry Date order and scroll to the bottom of the list to find the newly added contacts



The screenshot shows a 'Contacts' application window. The title bar reads 'S Contacts'. The toolbar contains various icons for actions like adding, deleting, and searching. Below the toolbar, there is a filter dropdown set to 'All' and a search box. The main area displays a list of contacts with columns for 'First name', 'Surname', 'EmailFlag', and 'email'. The contacts are sorted by entry date, with the most recent entries at the bottom. A large black arrow points to the 'Entry Date' dropdown menu.

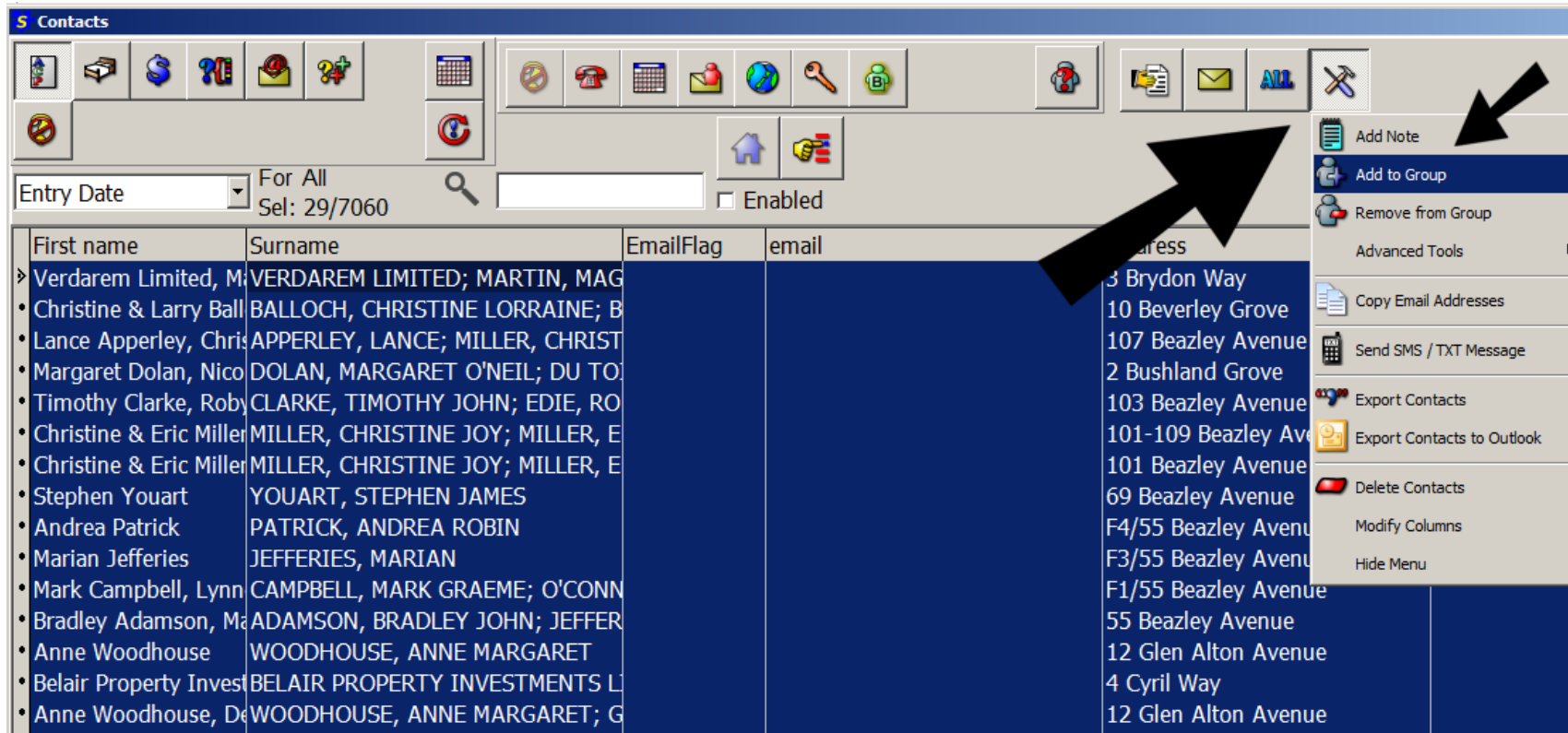
First name	Surname	EmailFlag	email
Verdarem Limited, M	VERDAREM LIMITED; MARTIN, MAG		
Christine & Larry Ball	BALLOCH, CHRISTINE LORRAINE; B		
Lance Apperley, Chri	APPERLEY, LANCE; MILLER, CHRIST		
Margaret Dolan, Nico	DOLAN, MARGARET O'NEIL; DU TO		
Timothy Clarke, Rob	CLARKE, TIMOTHY JOHN; EDIE, RO		
Christine & Eric Miller	MILLER, CHRISTINE JOY; MILLER, E		
Christine & Eric Miller	MILLER, CHRISTINE JOY; MILLER, E		
Stephen Youart	YOUART, STEPHEN JAMES		
Andrea Patrick	PATRICK, ANDREA ROBIN		
Marian Jefferies	JEFFERIES, MARIAN		
Mark Campbell, Lynn	CAMPBELL, MARK GRAEME; O'CONN		
Bradley Adamson, M	ADAMSON, BRADLEY JOHN; JEFFER		
Anne Woodhouse	WOODHOUSE, ANNE MARGARET		
Belair Property Invest	BELAIR PROPERTY INVESTMENTS L		
Anne Woodhouse, D	WOODHOUSE, ANNE MARGARET; G		
Patricia Inglis	INGLIS, PATRICIA		
Patricia Inglis, Marga	INGLIS, PATRICIA; MCDERMOTT, M		
Margaret Mcdermott,	MCDERMOTT, MARGARET MARY; O		

To select just the new contacts,

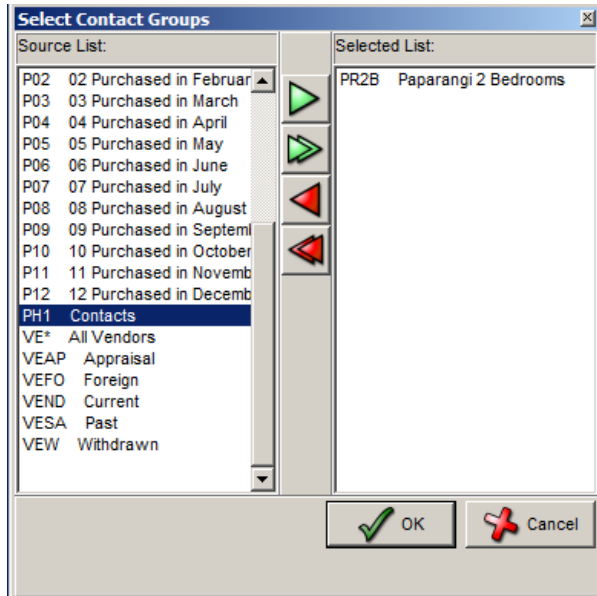
Select the bottom contact then press Shift+Up Arrow to highlight multiple contacts.

Then click into **Tools**,

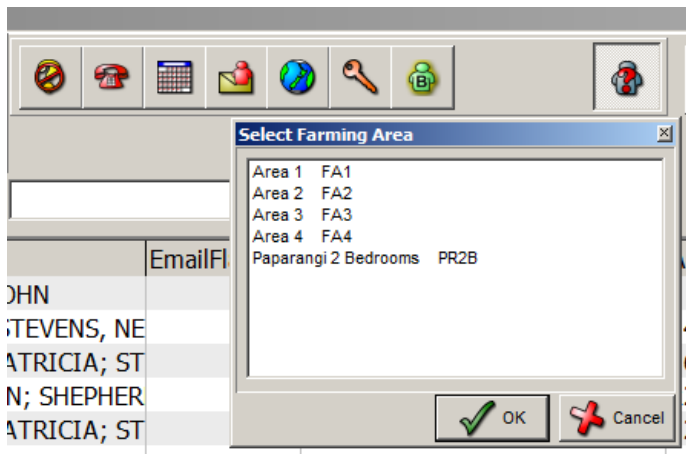
And click **Add to Group**



Find & double click on the group you want to use and click **OK**



Your group will be ready to use

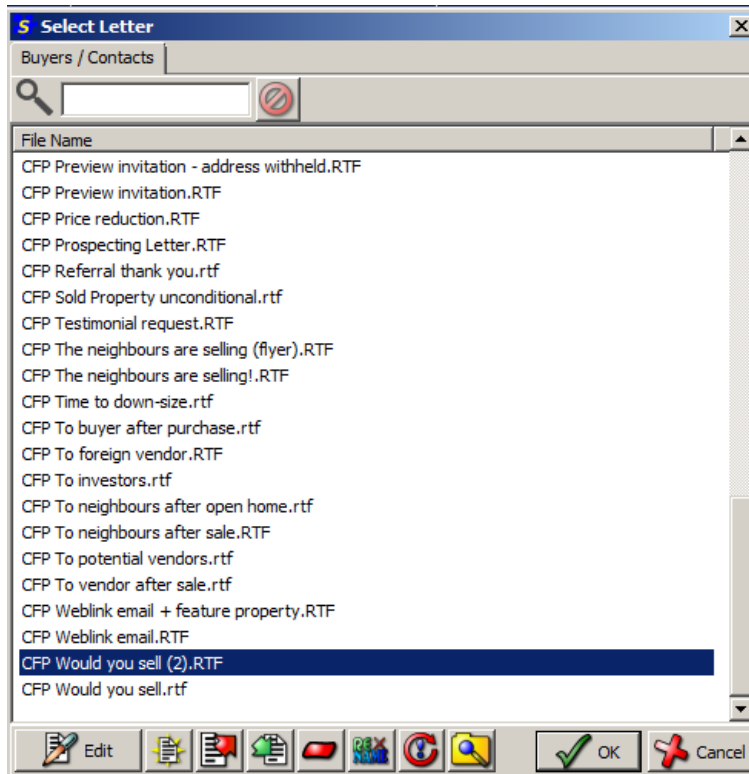


- Use the **All** button to select contacts
- Click on the **Envelope** to merge a letter

The screenshot shows a 'Contacts' application window. The toolbar contains several icons, including a calendar, a telephone, a globe, a key, and a person icon. Two black arrows point to the 'Envelope' icon and the 'ALL' button. Below the toolbar is a search bar with the text 'For GD Sel: 73/73' and an 'Enabled' checkbox. The main area displays a table of contact records.

First name	Surname	EmailFlag	email	Address
• Karen Singleton-ryan	SINGLETON-RYAN, KAREN ANNE			F1/236 Helston Road
• Karen Singleton-ryan	SINGLETON-RYAN, KAREN ANNE			F2/236 Helston Road
• Kathleen & Neale Ste	STEVENS, KATHLEEN PATRICIA; ST			10 Kahikatea Grove
• Kathleen & Neale Ste	STEVENS, KATHLEEN PATRICIA; ST			12 Kahikatea Grove
• Kathleen & Neale Ste	STEVENS, KATHLEEN; STEVENS, NE			14 Kahikatea Grove
• Kathleen & Neale Ste	STEVENS, KATHLEEN PATRICIA; ST			16 Kahikatea Grove
• Bryce & Yvonne Shep	SHEPHERD, BRYCE EVAN; SHEPHER			22 Kahikatea Grove
• Bradley Adamson	ADAMSON, BRADLEY JOHN			1 Mark Avenue
• Christina Lubbers	LUBBERS, CHRISTINA MARTINE			2 Mark Avenue

Try the **CFP Would you sell (2).RTF** template



Mike Smith
22 Kahikatea Grove
Paparangi
Wellington 6037

What if a cash buyer offered to buy your property for its current market value?

We are currently working with buyers who are looking to purchase in Paparangi. They are seeking a 3 or 4 bedroom home and some renovation work is acceptable.

Competition to purchase is leading to frustration for many buyers, so if you are thinking of selling in the next 6 months, right now you have an opportunity to sell without the hassle of expensive marketing and endless open homes.