

SalesPartner Training

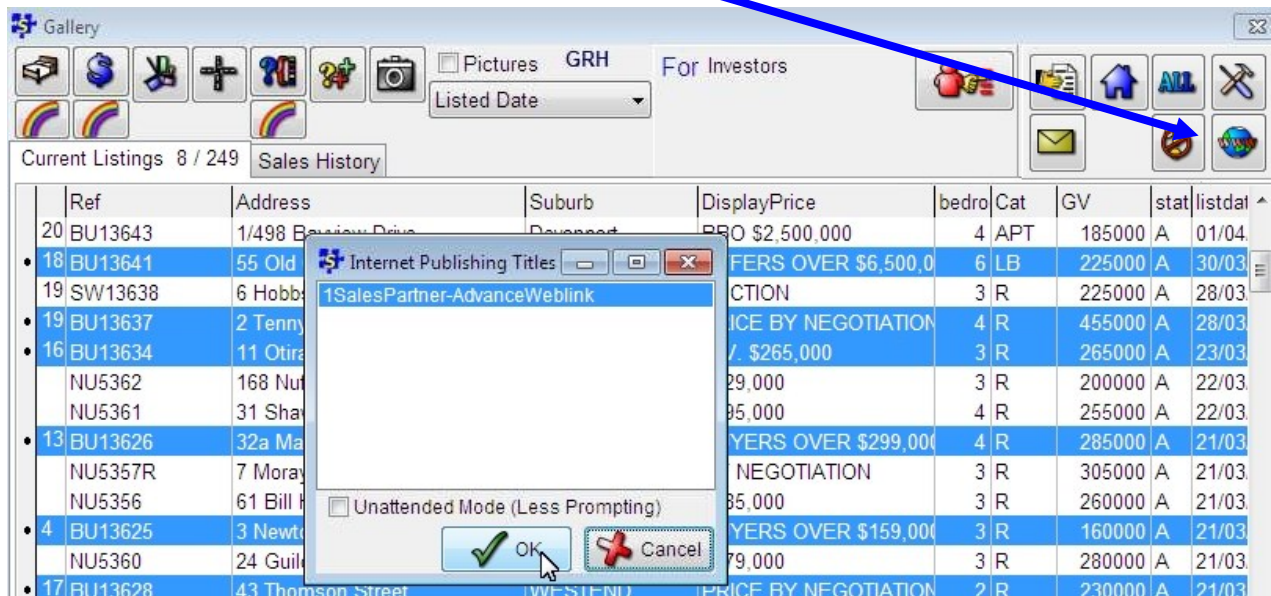
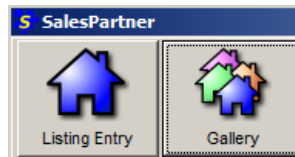
"How can we help you get the most from SalesPartner?"

Training and Educational Material

www.salespartner.co.nz

How to email new listings with web-links

1. Open Gallery & select some new listings.
2. Click into the Web-link Icon
3. Click OK

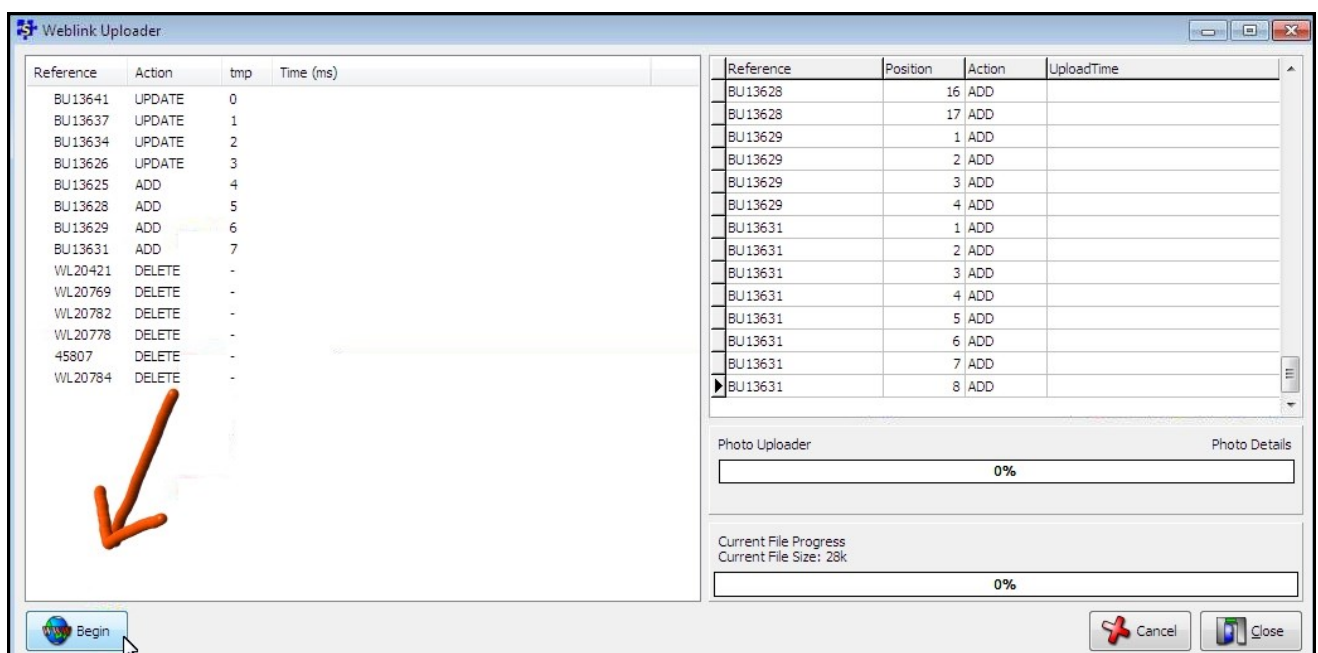


The screenshot shows the 'Gallery' window with a toolbar containing various icons. A blue arrow points to the 'Web-link' icon (a globe with a WWW symbol) in the bottom right corner of the toolbar. A table of listings is visible below the toolbar, with several rows highlighted in blue. A small dialog box titled 'Internet Publishing Titles' is open over the table, showing a list of titles and 'OK' and 'Cancel' buttons.

- Click *Begin*
- Wait for the upload to finish



Note: It may take a few minutes. Your latest selection will overwrite all listings from your previous upload.



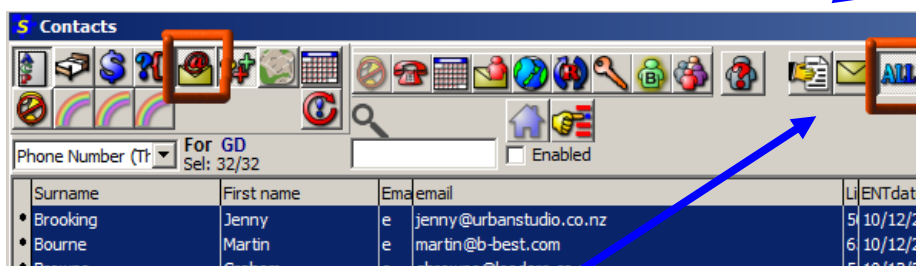
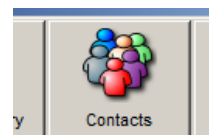
The screenshot shows the 'Weblink Uploader' window. It features two tables: one on the left showing a list of references and actions, and one on the right showing a detailed view of the upload process. A large orange arrow points to the 'Begin' button at the bottom left. The 'Begin' button is highlighted with a mouse cursor.


Reference	Action	tmp	Time (ms)
BU13641	UPDATE	0	
BU13637	UPDATE	1	
BU13634	UPDATE	2	
BU13626	UPDATE	3	
BU13625	ADD	4	
BU13628	ADD	5	
BU13629	ADD	6	
BU13631	ADD	7	
WL20421	DELETE	-	
WL20769	DELETE	-	
WL20782	DELETE	-	
WL20778	DELETE	-	
45807	DELETE	-	
WL20784	DELETE	-	

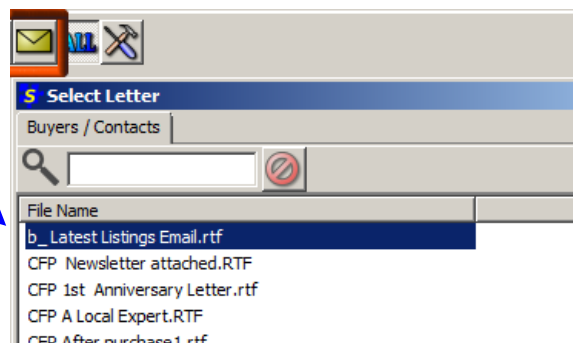
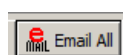
Reference	Position	Action	UploadTime
BU13628	16	ADD	
BU13628	17	ADD	
BU13629	1	ADD	
BU13629	2	ADD	
BU13629	3	ADD	
BU13629	4	ADD	
BU13631	1	ADD	
BU13631	2	ADD	
BU13631	3	ADD	
BU13631	4	ADD	
BU13631	5	ADD	
BU13631	6	ADD	
BU13631	7	ADD	
BU13631	8	ADD	

Emailing to contacts

1. Open *Contacts* on the main menu
2. Click *email addresses only*
3. Click *All*



- Click on the envelope 
- Open your Latest Listings email
- Click *Email-All*



Hi Jack

The latest property selection is ready to view:

<http://go2anna.smartagent.co.nz/users/329/properties>

For all enquiries call 0272 711 274.

Kind Regards

