

REAL/Easy FOS Email Server

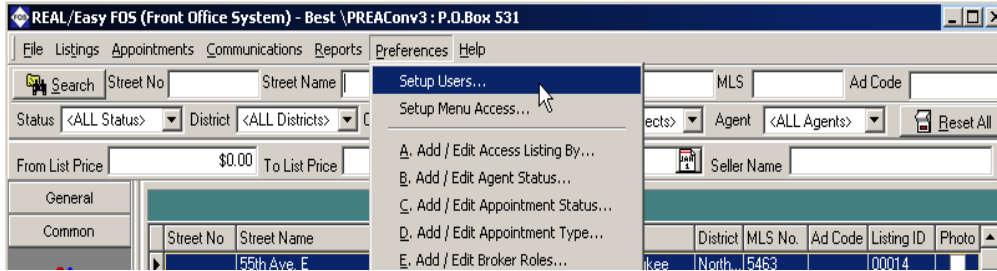


It becomes more and more apparent that today's software has to have versatility built in, such as email capabilities. REAL/Easy FOS has just that capability. With REAL/Easy FOS you can setup Showing and Open House appointments and send out emails to those concerned. The following pages show how to setup the FOS email server.

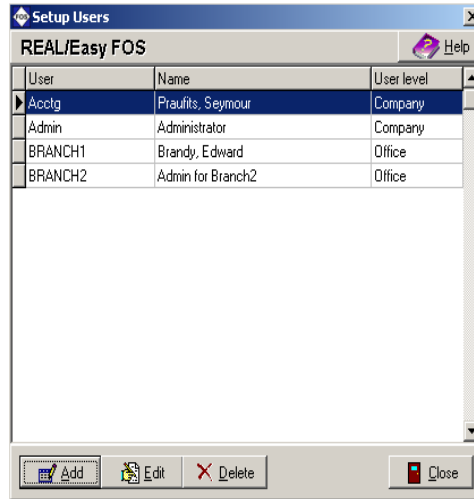
FOS Email Server



Open the REAL/Easy FOS program

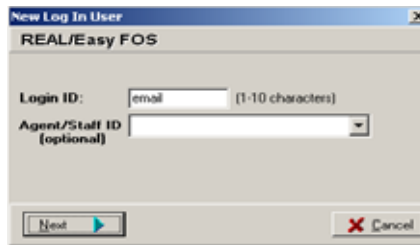


Click on Preferences and Setup Users to create an email server user.



Click on Add

FOS Email Server

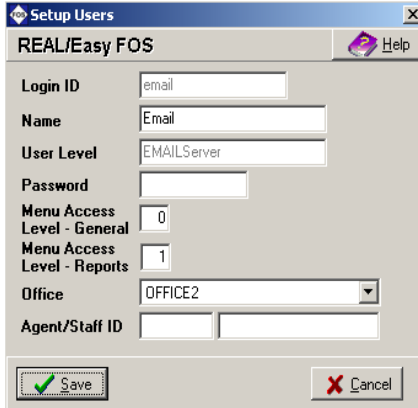


The 'New Log In User' dialog box for REAL/Easy FOS. It features a title bar with a close button. The main area contains two input fields: 'Login ID:' with the text 'email' and a '(1-10 characters)' hint, and 'Agent/Staff ID (optional)' with a dropdown arrow. At the bottom, there are 'Next' and 'Cancel' buttons.

Enter a user name for the email server user. It is necessary to have a designated email server user to start the FOS email server.



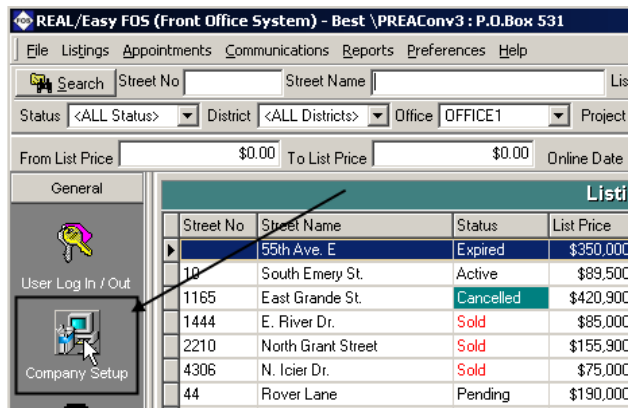
The 'New Log In User' dialog box with additional fields. The 'Login ID' field contains 'email'. The 'Agent/Staff ID' field is empty. The 'User Level' dropdown is set to 'EMAILServer'. The 'Name' field contains 'Email'. The 'Office' dropdown is set to 'OFFICE2'. 'Next' and 'Cancel' buttons are at the bottom.



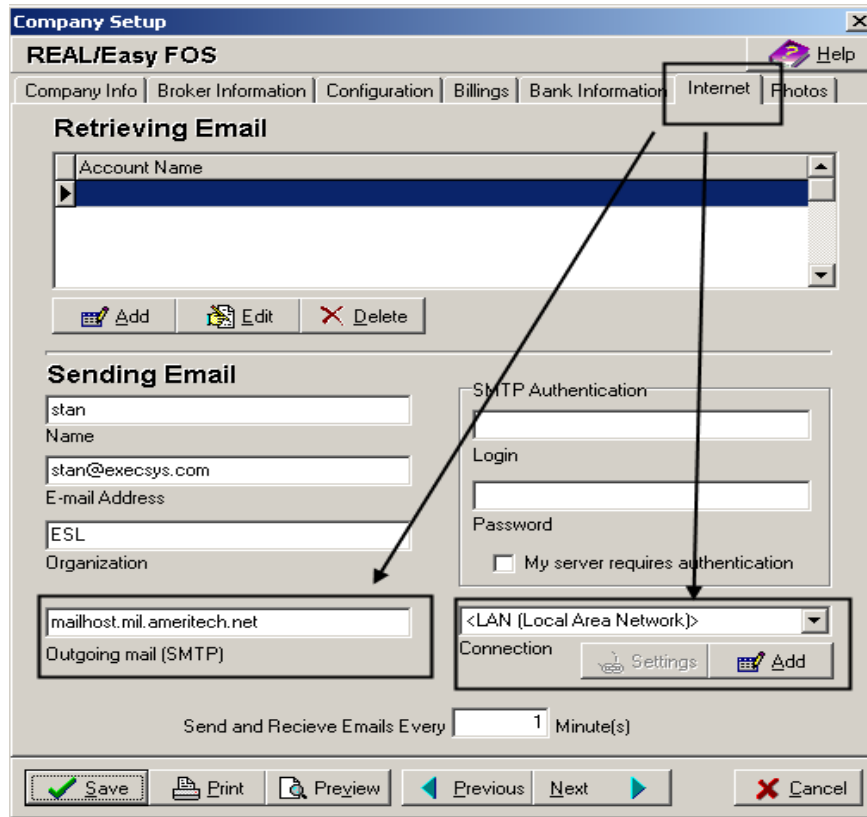
The 'Setup Users' dialog box for REAL/Easy FOS. It includes a title bar with a close button and a 'Help' icon. The fields are: 'Login ID' (email), 'Name' (Email), 'User Level' (EMAILServer), 'Password' (empty), 'Menu Access Level - General' (0), 'Menu Access Level - Reports' (1), 'Office' (OFFICE2), and 'Agent/Staff ID' (empty). At the bottom, there are 'Save' and 'Cancel' buttons.

Save the new email user.

FOS Email Server



Click on Company Setup



Click on the Internet tab

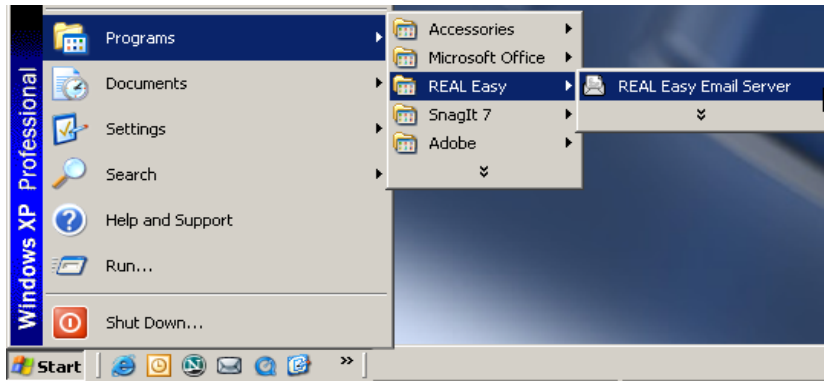
Setup an email account.

Enter the address for your outgoing mail server.

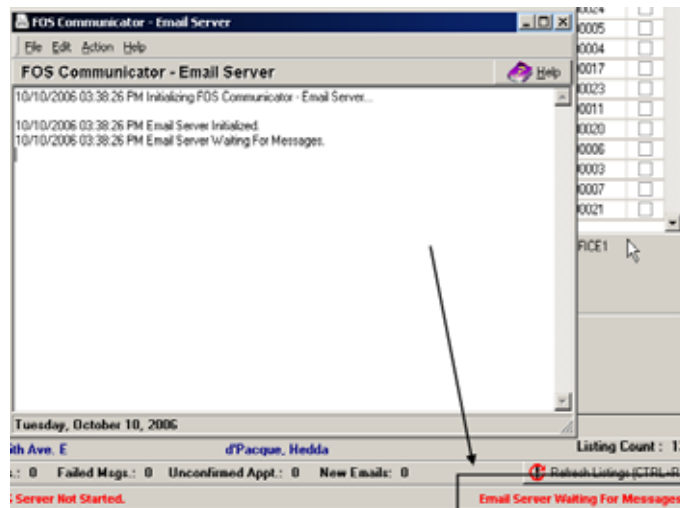
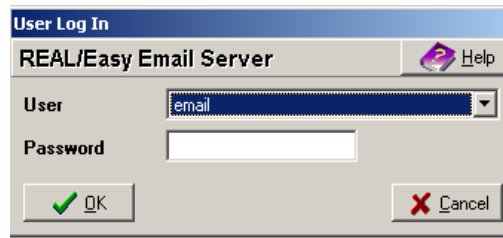
Set the connection type. If your Internet is supplied through your local network you can select the LAN setting.

Save your setup.

FOS Email Server



Go to START>Programs>REAL Easy>REAL Easy Email Server and the email server will start



Note that the email server is running. You can minimize the server window.

FOS Email Server



With the FOS email server you can send emails and review what was sent. Remember that your agents must have email addresses in their record.



Highlight a listing and click on Book Appointment_

FOS Email Server

When you Book an Appointment, you can email it to the showing agent and anyone else involved in the listing.

BCC...

Subject: Appointment Information : 10 South Emery St.

Listing : 10 South Emery St
 Listing Company : Best\PREAConv3
 Phone : (800) 732 - 5327
 Fax : () -

Showing Agent: Auferer, Wiley (414) 645-2626 stanexcsys@yahoo.com
 Showing Company: Best\PREAConv3 (800) 732-5327

Appointment Date... : October, 10, 2006
 From : 04:00 PM To 05:00 PM

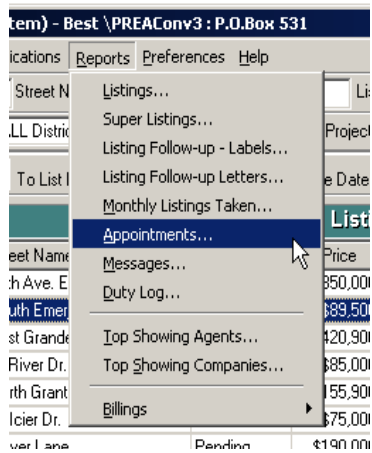
Status: Unconfirmed
 Type:
 Showing Instructions:
 Special Instructions:
 Access Listing By:
 Message Left:

Listing Agent(s)

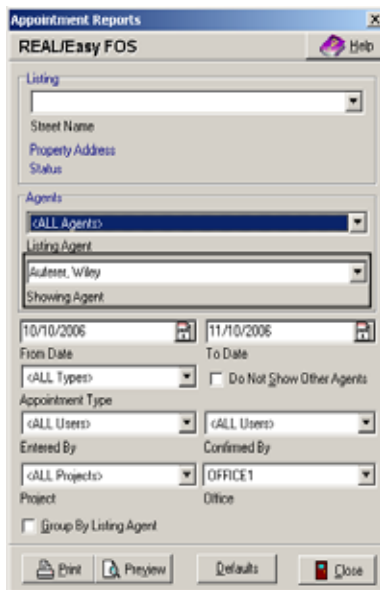
d'Pacque, Hedda
 Tyme, Mark N.

A sample of the showing appointment email.

FOS Email Server



You can also send appointment reminders.



Select the showing agent and Preview

FOS Email Server

Appointments

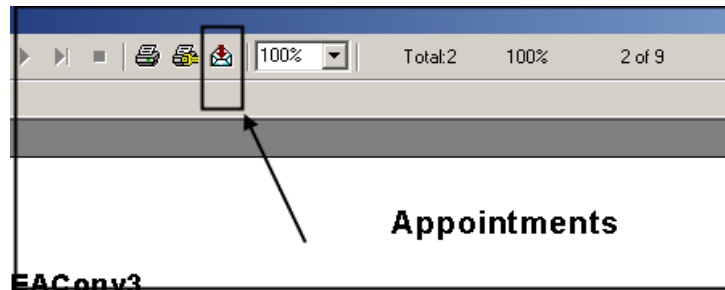
Best IPREACnv3
 P.O. Box 531
 Hales Corners, WI
 53130
 Telephone: (800) 732-5327
 Fax: 0-

Listing:
 Listing Agent: <ALL Agents>
 Showing Agent: Auferer, Wiley
 From Date: 10/10/2006
 To Date: 11/10/2006
 Appointment Type: <ALL Types>
 Entered By: <ALL Users>
 Confirmed By: <ALL Users>
 Office: OFFICE1
 Project: <ALL Projects>

10/10/2006

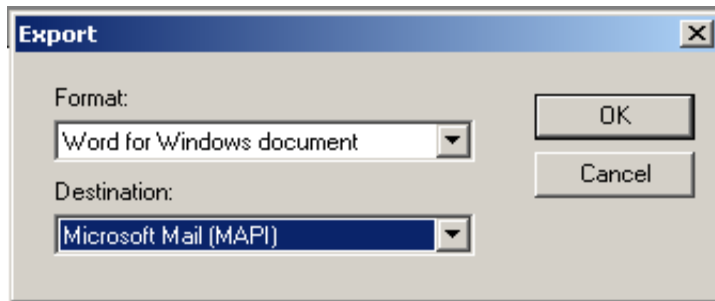
Appointments For:		10 South Emery St.	Tyme, Mark N.; d'Pacque, Hedda			
Seller Information:		Vask, Art	Res. Phone: (414) 666-1124	Bus. Phone: (414) 666-7623		
From Date	To Date	Showing Agent	Showing Company	Company Phone	Type	Status
10/10/2006 04:00 PM	05:00 PM	Auferer, Wiley	Best IPREACnv3	(800) 732-5327		Unconfirm

Appointments For:		6845 Tyrol Lane	d'Pacque, Hedda; Auferer, Wiley			
Seller Information:		Healy, Austin	Res. Phone: (414) 666-8992	Bus. Phone: (414) 666-8922		
From Date	To Date	Showing Agent	Showing Company	Company Phone	Type	Status
10/11/2006 04:00 PM	05:00 PM	Auferer, Wiley	Best IPREACnv3	(800) 732-5327		Unconfirm

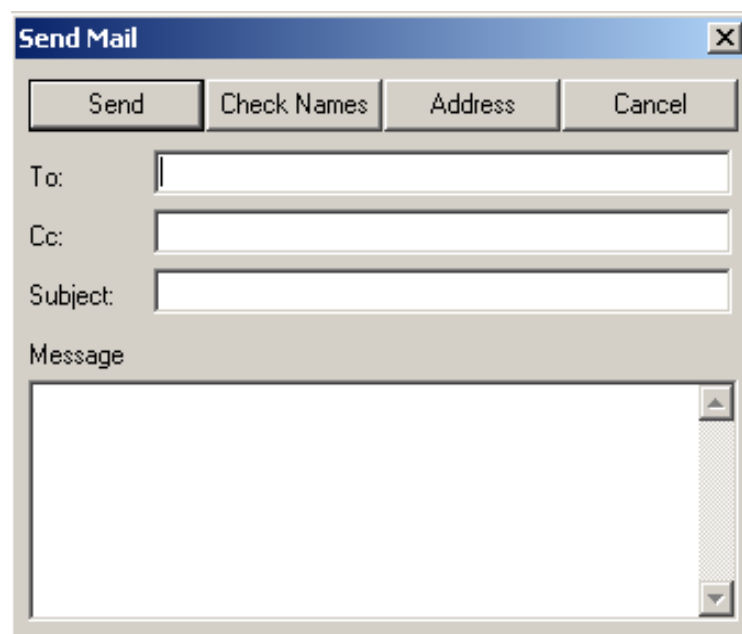


Select the export button to send in email.

FOS Email Server



Select the Word format and Microsoft email.



Send the email and the document will be attached