
# ViewMyListing.com User Training Guide

**Taro Systems, Inc.**
6157 28th Street S.E.
Grand Rapids, MI 49546

Toll Free: **(888) 500-9315**

**www.TaroNetwork.com**
**www.ViewMyListing.com**

# Table of Contents

## ViewMyListing.com and Pro Gold XP

**ViewMyListing.com** is an advanced web based application, developed by Taro Systems, Inc., that seamlessly integrates with Pro Gold XP, a complete front and back office real estate management software system. Pro Gold XP is installed in your real estate office and provides critical data to your ViewMyListing.com account. Data includes but not limited to: Company assigned prospects, your listing data, individual office invoices with payment history, scheduled showings on your listings, accumulated activity on your listings, 1099 info and transactional data.


Property and transaction information is entered into Pro Gold XP by the office staff and it is sent to ViewMyListing.com by means of a synchronization (Sync) process. The Sync sends information such as listing details, production data, property activity, and prospect assignments from Pro Gold XP to ViewMyLIsting.com and also updates Pro Gold XP with any new information from ViewMyListing.com

This Sync process can take place at different times throughout the day. Generally, an office will automatically synchronize Pro Gold XP with ViewMyListing.com first thing in the morning when they first open Pro Gold XP. A Sync can also occur when new information is entered into Pro Gold XP, so that it can be immediately viewed in ViewMyListing.com. In this way, the company can enter information into their system and make it readily available to the agent.

When ViewMyListing.com is implemented into an office, a ViewMyListing.com Administrator is assigned. This Administrator is a company employee that has been trained in ViewMyListing.com by Taro Systems, Inc. They are given special training and tools to enable them to handle questions from associates on ViewMyListing.com.

By allowing the company software and the agent interface to communicate, the flow of communication between the company, associate and the seller is dramatically enhanced. Certain information, such as advertising events, property inquiries, and showing appointments are now able to be passed along to the seller directly from the company software and the associate has the ability to add their own items for the seller to view as well.

ViewMyListing.com teamed with Pro Gold XP is one of the best communication tools available for real estate offices, agents, and sellers. It has a suite of agent tools that can be used to manage contacts, listings, showings, and personal appointments.


# Welcome to ViewMyListing.com

**ViewMyListing.com** can alleviate the seller's greatest complaint, communication. Sellers want timely up to date information on the sale of their home. In the past, this flow of meaningful information between the company, associate, and seller has relied upon manual compilation of seller progress reports that have often lacked substance and value. Often, this process has been instigated by the seller wishing to know what is being done to sell their property. This lack of proactive communication in a timely manner can result in customer dissatisfaction.

**Communication is the key to dramatically improving the following key issues:**

**1) Reduce Expired Listings**
Consistent communication to sellers will allow for earlier price reductions. Without **ViewMyListing.com** the only one to get the price reduction is the next company they list with.

**2) Shorten the Listing Time on the Market**
Anyone in real estate knows that a house that is priced right will sell regardless of market conditions. **With** the advanced seller communication feature of **ViewMyListing.com**, all documented activity will make sellers more receptive to earlier price reductions.

**3) Communication Will Set You Apart From Your Competition**
Increase your property listing inventory with the competitive advantage of outstanding seller communication provided by **ViewMyListing.com**, an online service only available to those companies that have the **Pro Gold XP** system.

**ViewMyListing.com Features include**:

- Online Seller Progress Reporting
- Appointment Tracking System
- Comprehensive CRM Capabilities
- Text Messaging Capabilities
- Auto Contact Email Reminders
- Agent/Company Calendar
- Auto Showing Surveys/Feedback
- Auto Email Appointment Reminders
- Auto Listing Expiring Alert Emails
- Online Agent Contact Management
- Online Listing Activity Management
- Auto Email Marketing Campaign
- Auto Seller Email Activity Reminders
- Auto Listing Price Evaluation Emails
- Lead Tickler / Reminder Functions
- 24 hours, 7 days a Week Online Access
- Integrates to Your Company's Website
- Integrates to Back Office Agent Invoicing System

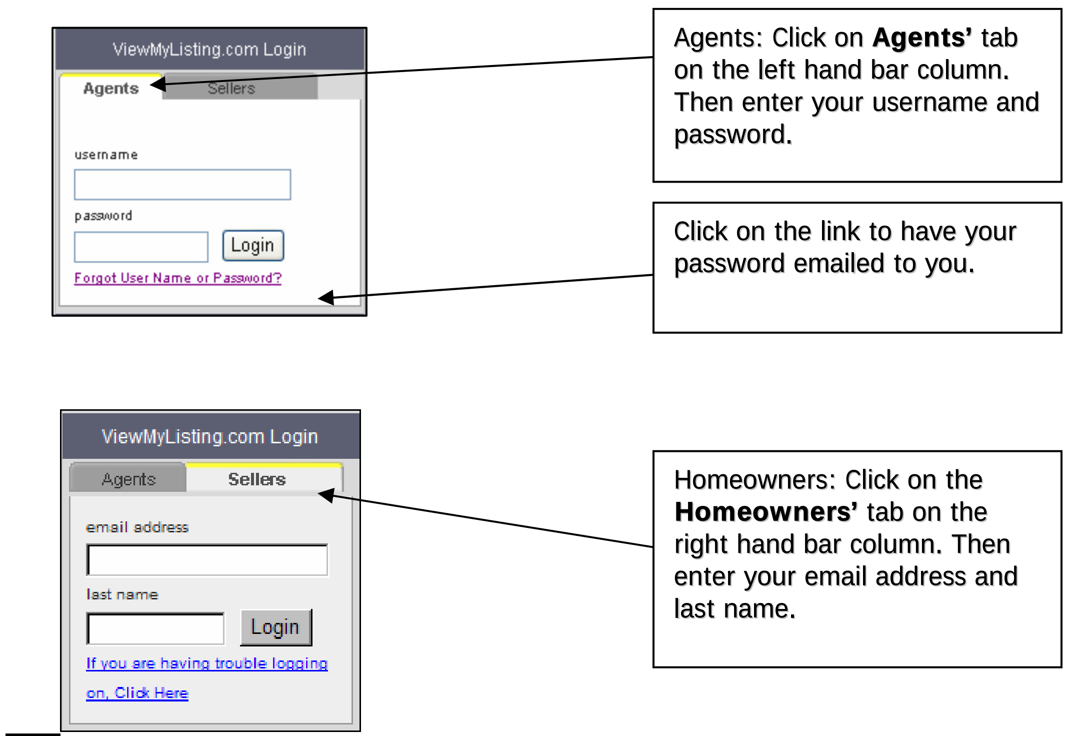
## Login to ViewMyListing.com

There are three methods for accessing your ViewMyListing.com account.

1. Go to the URL [www.viewmylisting.com](www.viewmylisting.com) and locate the login screen (see ref. 1a).
2. Click the ViewMyListing.com logo (see ref 1b) on your brokerage web site and locate the login screen (see ref. 1a).
3. By auto login from an automated email

Titles of Example Emails

i. Initial Welcome Email
ii. New Contact Email
iii. Significant Activity Email
iv. Showing Feedback Survey Received
v. Company Events
vi. Reminders
vii. New Listing Notification




**Ref 1a: ViewMyListing.com Login**

**Ref 1b: ViewMyListing.com Logo**

* Adobe Reader (PDF format) is used throughout ViewMylisting.com. Click here, or visit http://www.adobe.com/products/acrobat/readstep2.html, to download free Adobe Reader software.

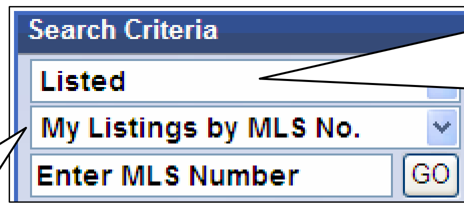
## Properties Tab

The **Properties tab** allows agents to view the details of their transactions, search company listings, schedule showings and maintain the seller progress reports.

- **Profile tab** provides the transaction details in read-only format.
- **Activity tab** displays the events that have taken place on the property.
- **Showings tab** is a list of all showings that have been scheduled.

Transaction information in the **Property Profile** box is read-only and any changes need to be made within the brokerage office's Pro Gold XP software system.

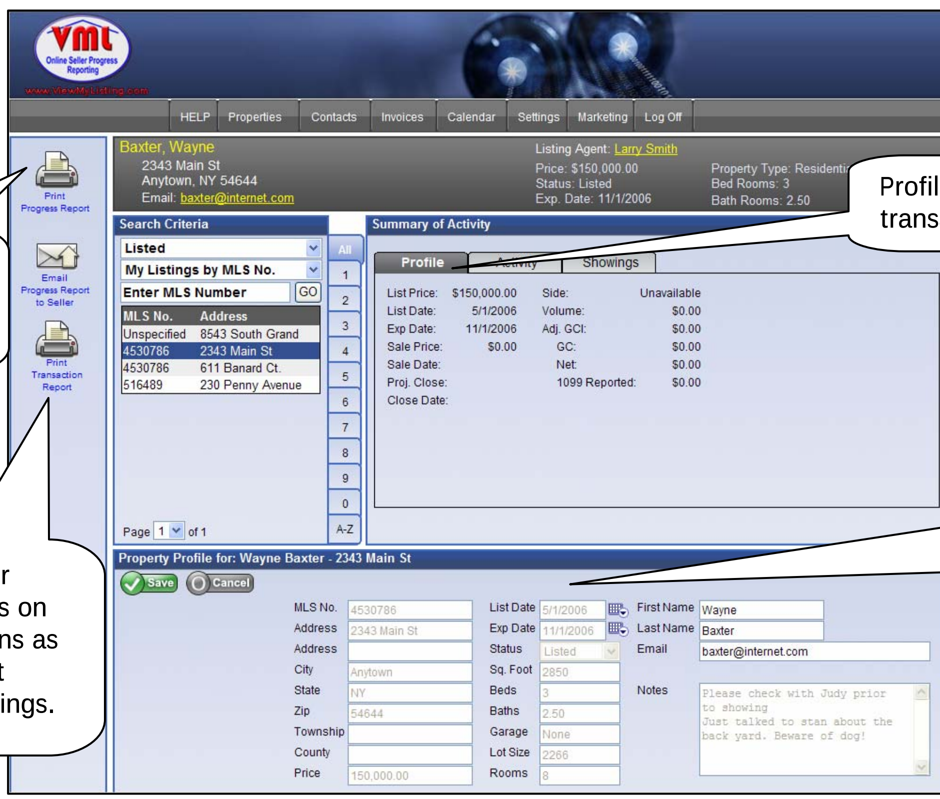
Use the **Search Criteria** drop down menu to search by any of the following:




Listed
Active Properties
Expired
Expiring in 30 days
Pending
Closed
Closed this month
Closed last month
Closed this year
Closed last year

My Listings by MLS number
My Listings by Address
My Listings by Seller
Company Listings by Address
Company Listings by Seller
Company Listings by MLS

❖ **Clicking on an address will display the summary of the property.**




Print a copy of the property's activity list.

Profile Tab displays a transaction snapshot.

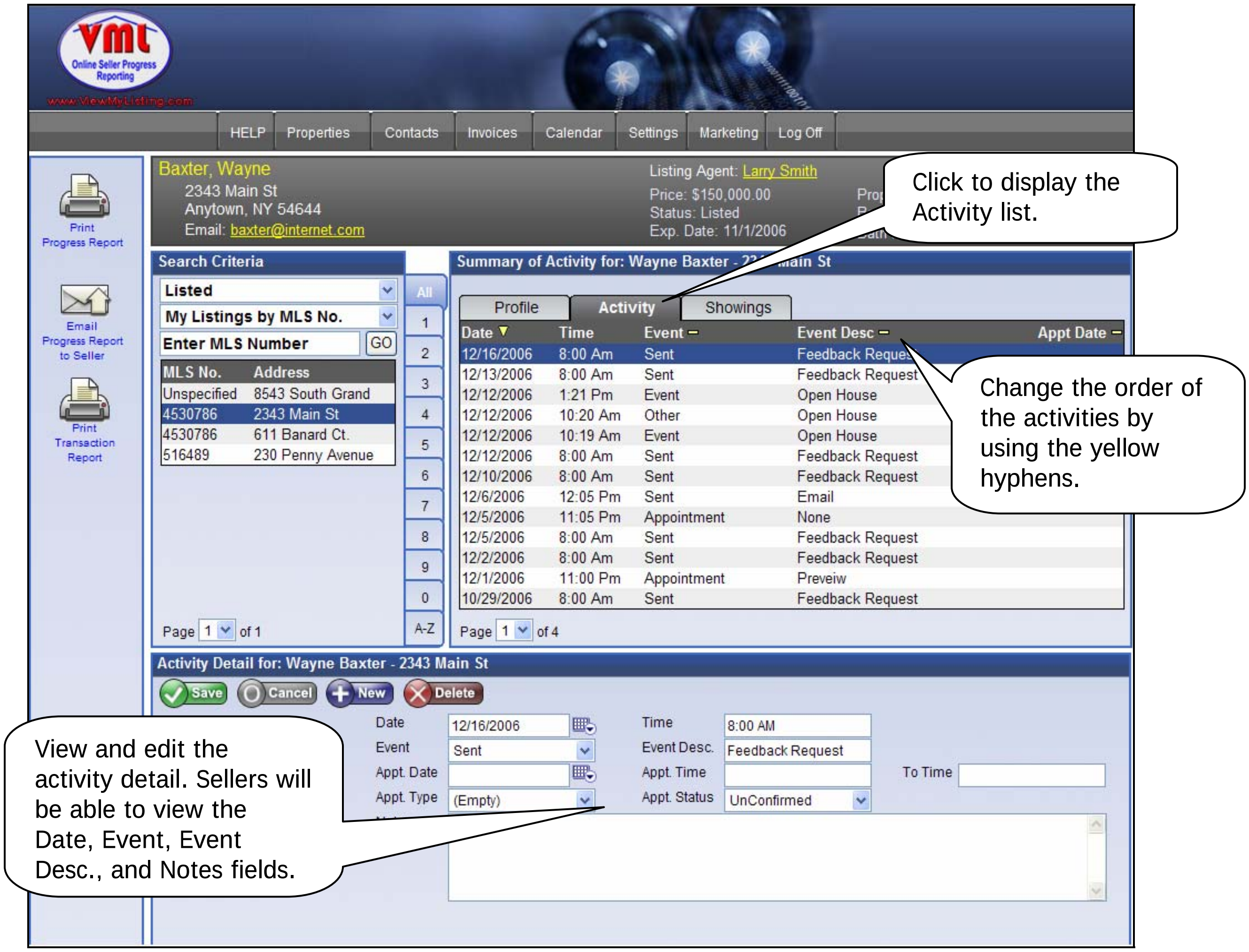
Print a list of your production details on closed transactions as well as to current listings and pendings.

View the property details on the selected property.

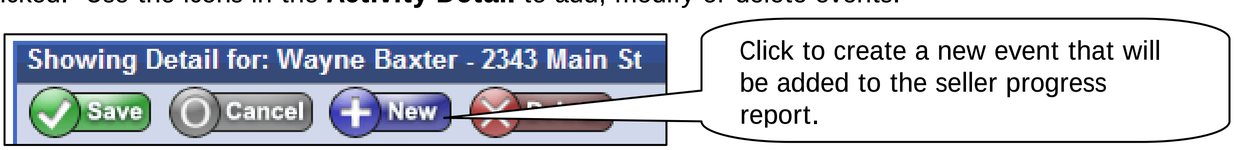
## Properties Tab – Activity and Seller Progress Reporting

The **Activity tab** displays each event that has been recorded on the property for online listing management. This information is the same list of activities that make up the seller progress report and also the list that a seller would see when they login to their account.

By clicking on an event the details will display in the **Activity Detail** box at the bottom of the screen.




❖ **Adding or Deleting Events** to the sellers' progress report can only be done when the **Activity Tab** is clicked. Use the icons in the **Activity Detail** to add, modify or delete events.



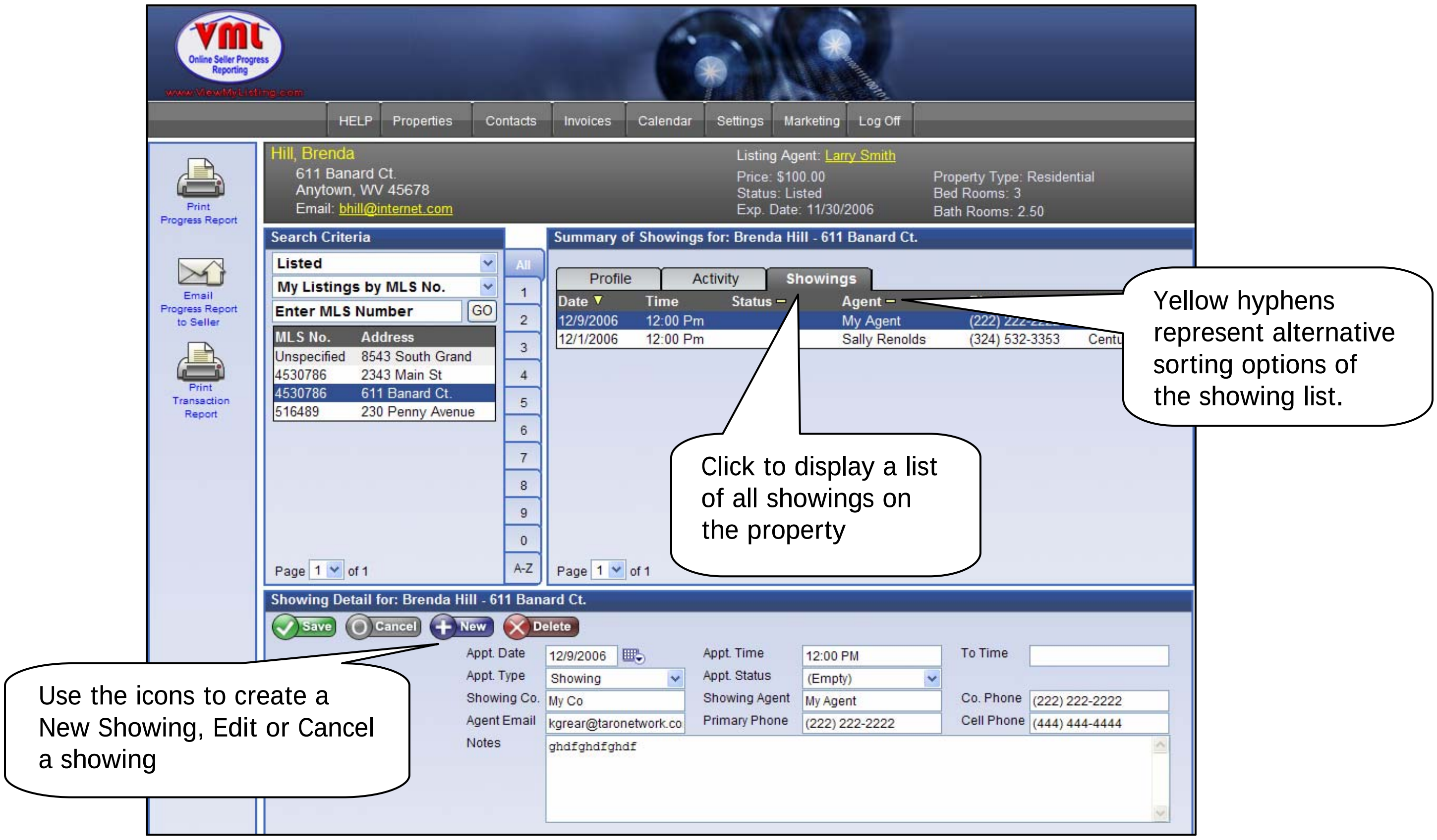

❖ **Activities can include events added by the agent, company, co-op agent feedback or consumers. Example activities include:**

- Advertisements
- Open houses
- Showings
- Showing feedback and attempts
- Appointments
- Mailings
- Web visits

## Properties Tab - Showings

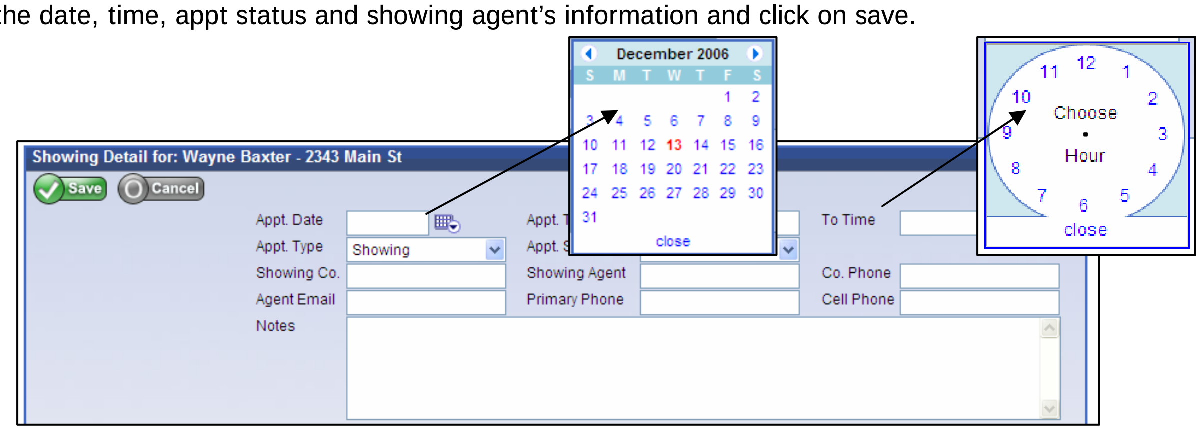
The **Showings tab** displays a list of all showings that are scheduled on the selected property. Showings may be entered by your office through their Pro Gold system, or here in ViewMyListing.com. Utilizing this showings appointment system prevents appointment conflicts and the automatic feedback systems provide critical information on the result of the showing appointment.

When a showing is selected, the details will appear below in the **Showing Detail** box.




### New Showing

Enter the date, time, appt status and showing agent's information and click on save.



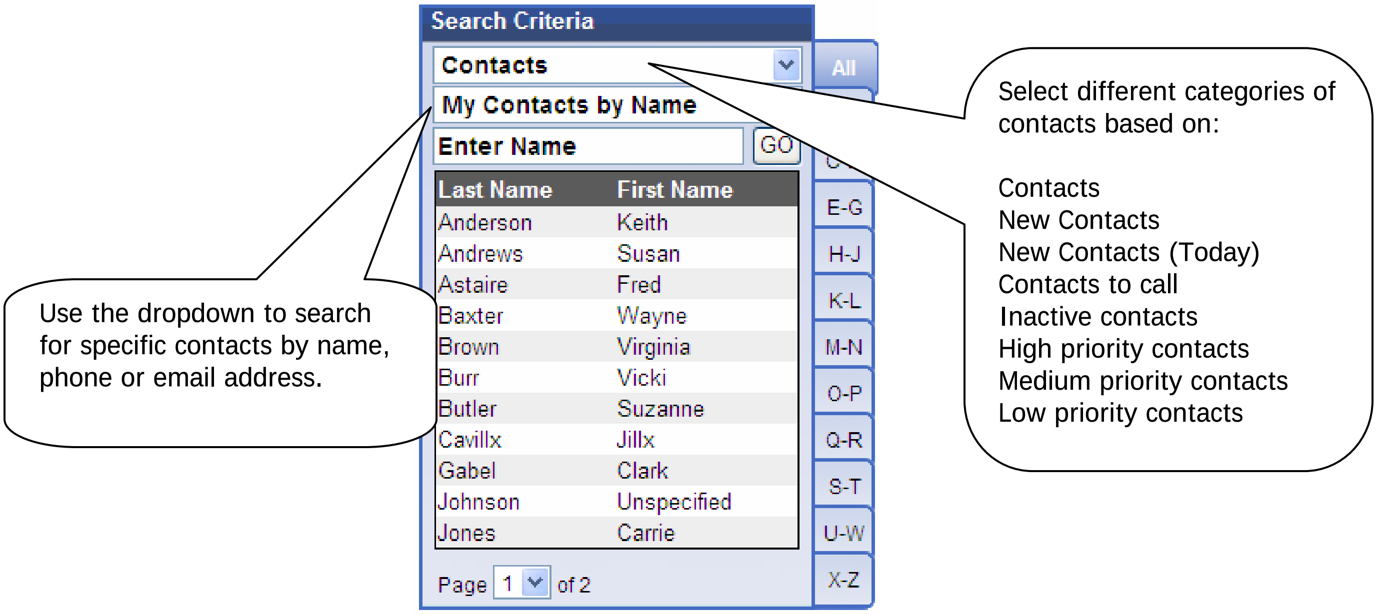

- **It is very important to record the showing agent's email address. ViewMyListing.com will send up to three requests to the showing agent for feedback. Any feedback will automatically forward to the Seller Progress Report and be available in real time when the survey is completed.**

## Contacts Tab

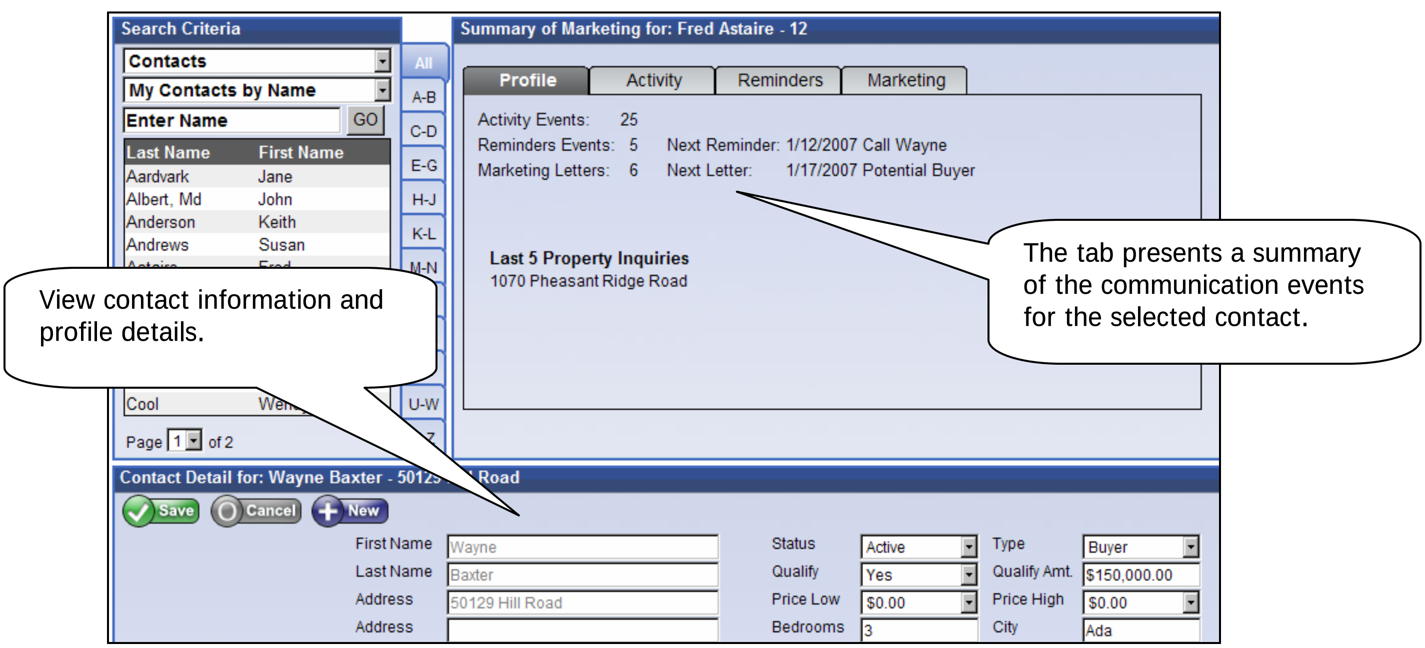
The **Contacts tab** displays contact profiles, call activity and marketing events. It enables contact relationship management with the tickler/reminder functions, appointment tracker, inbound and outbound call record, and ability for letter and email marketing.

- **Activity tab** provides a record of the entire call history, appointments and marketing events that have taken place with this particular contact.
- **Reminders tab** includes a list of all scheduled and upcoming reminders.
- **Marketing tab** presents a record of marketing events that have or are scheduled to take place.

Use the **Search Criteria** drop down menu to search for a specific contact or organize contacts by priority, date of contact and call back status.

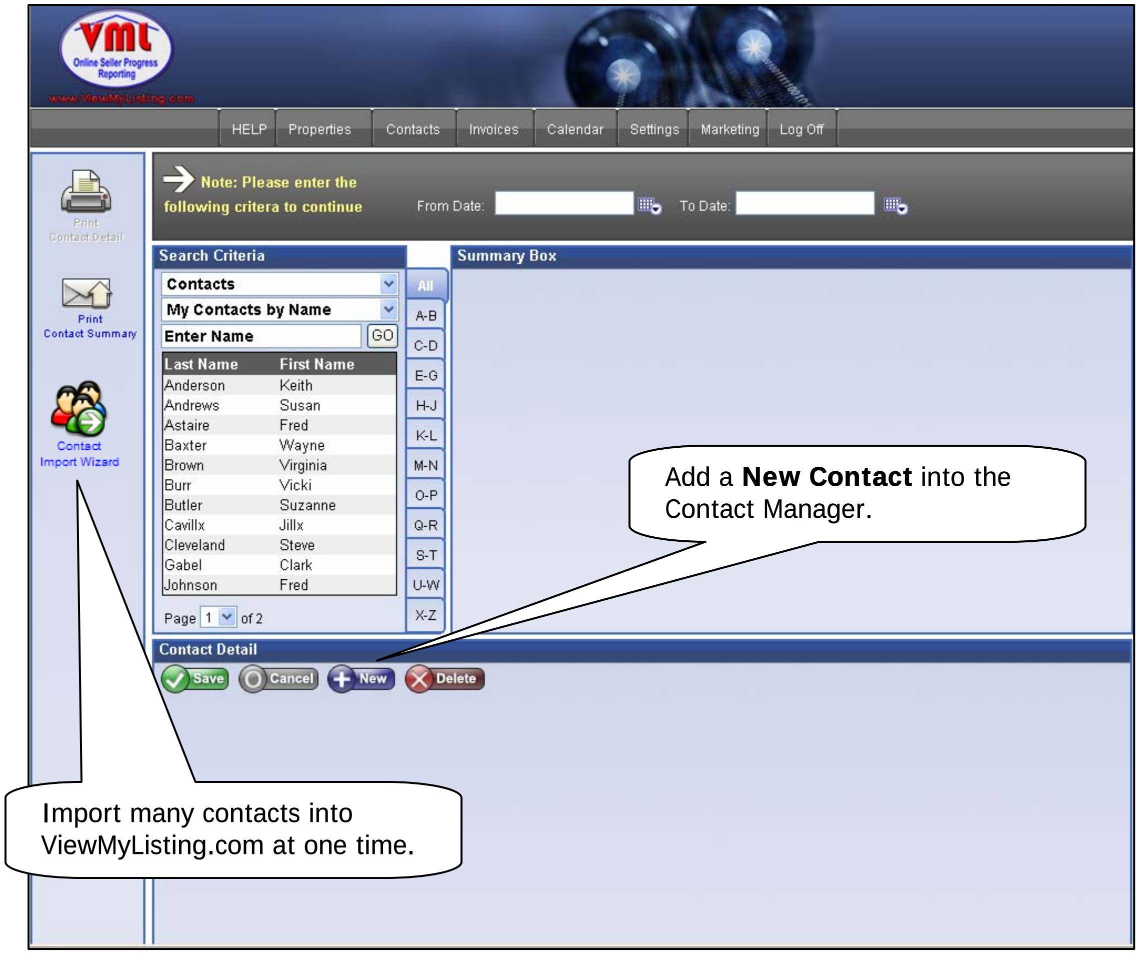



❖ Clicking on a contact will display a snapshot of details in the **Summary Box** and the contact's profile in the area below.

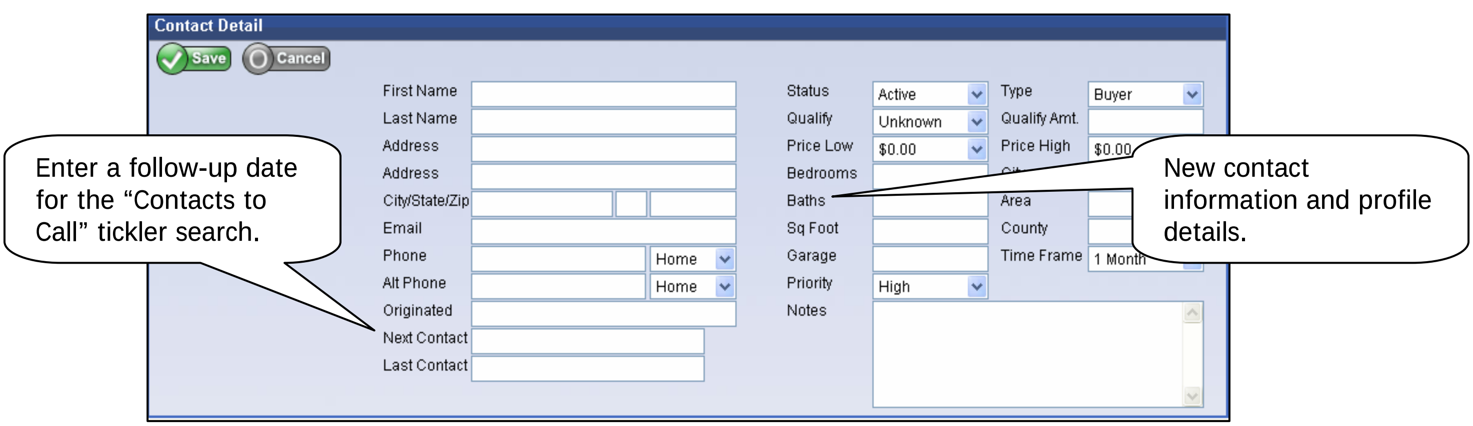


## Contacts Tab - Add a New Contact

New Contacts can be added from your brokerage from their Pro Gold XP software system or you may create a personal contact by selected the **New** button highlighted below. A Contact Import Wizard is also available to add multiple contacts at one time.

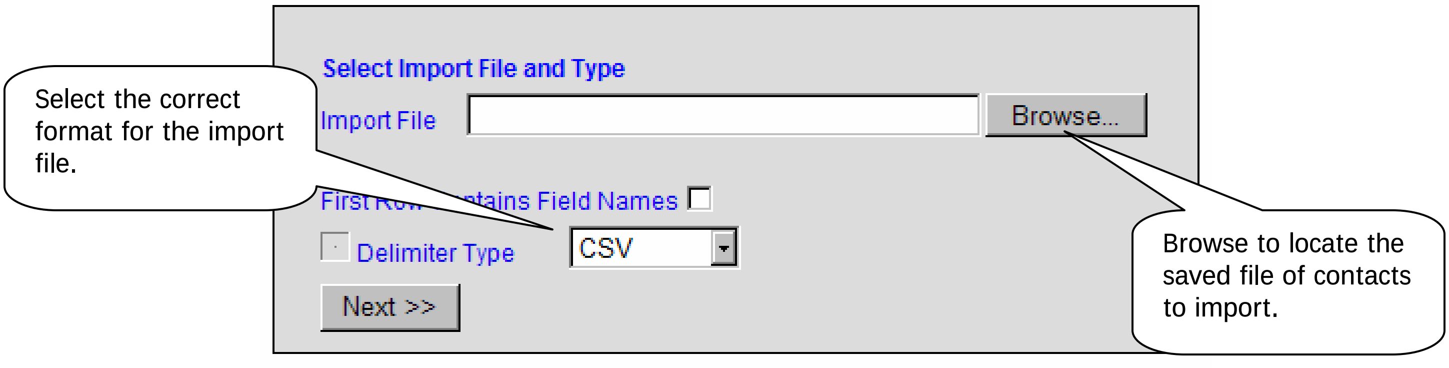



Enter in the new contact with as much information as possible; especially the email address if marketing is to be used. If the contact is a potential buyer, details on the contacts property interests can also be included.

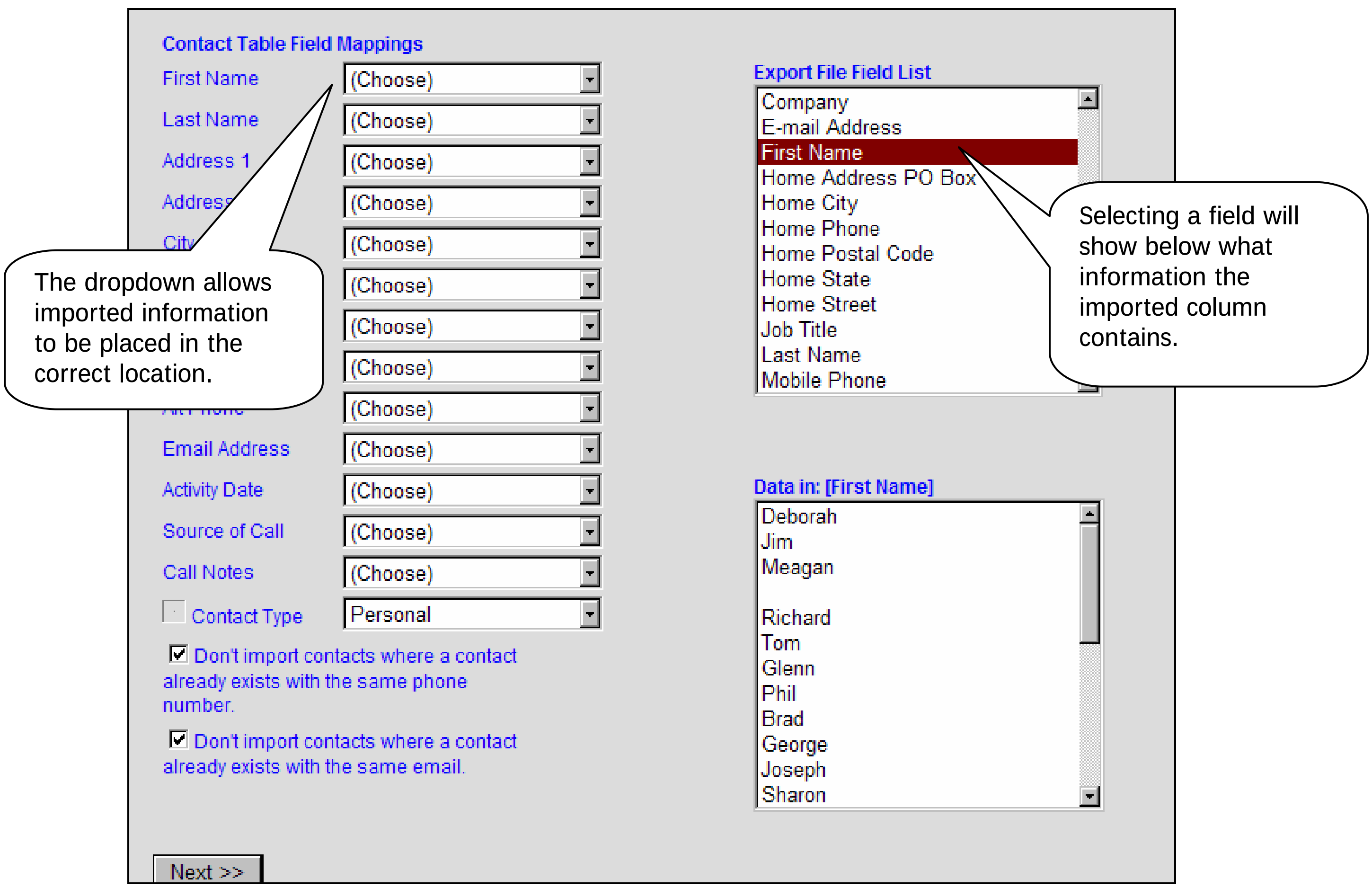


## Contacts tab – Import Wizard

The **Contact Import Wizard** allows multiple contacts to be brought into ViewMyListing.com from an outside file. For the contacts to be imported, they must be saved in a CSV (Comma Separated Value), Tab or Bar format, typically done through the export function of the outside program.

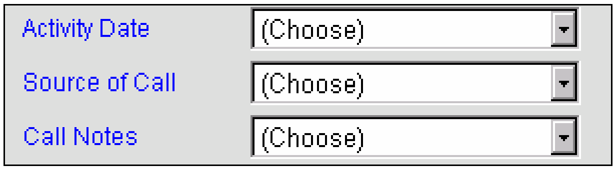



After selecting a file, the wizard will allow you determine what fields will be brought in. Match the fields brought in by the import to the fields in ViewMYListing.com by selecting the appropriate import field from the drop down for each ViewMyListing.com field.



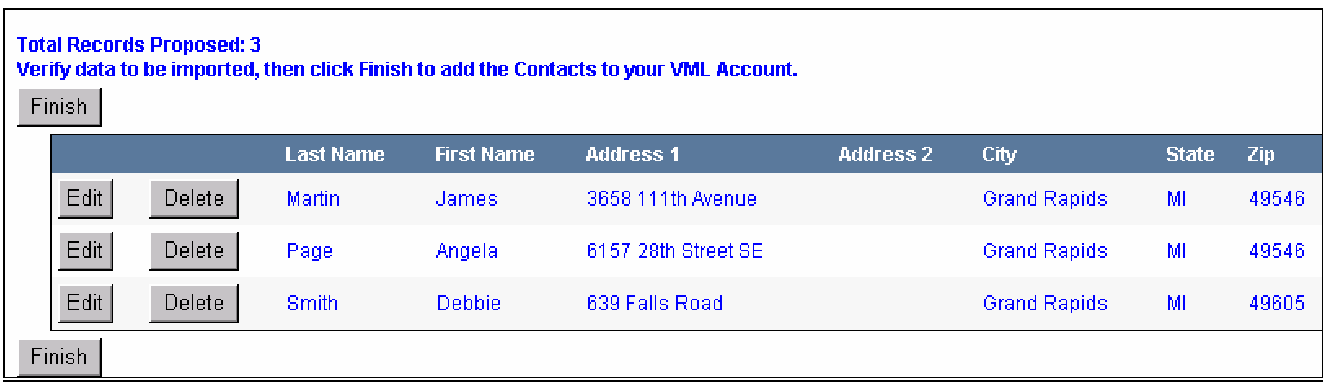
## Contacts tab – Import Wizard

The import information includes details for call history with the contact. An Activity Date, Source of Call, and Call Notes can all be imported with the contact information if they are a part of the import file.




The checkboxes at the bottom of the screen prevent duplicates by removing contacts with the same phone number or email address. They also allow marketing plans to be automatically enabled to send email marketing letters to contacts.


When the fields are mapped, the Contact Import Wizard shows a list of the contacts that were imported. Individual contacts can be edited or deleted before the import is finalized. When Finish is selected, the contacts will be imported into ViewMyListing.com and can be edited


Total Records Proposed: 3
Verify data to be imported, then click Finish to add the Contacts to your VML Account.

Finish

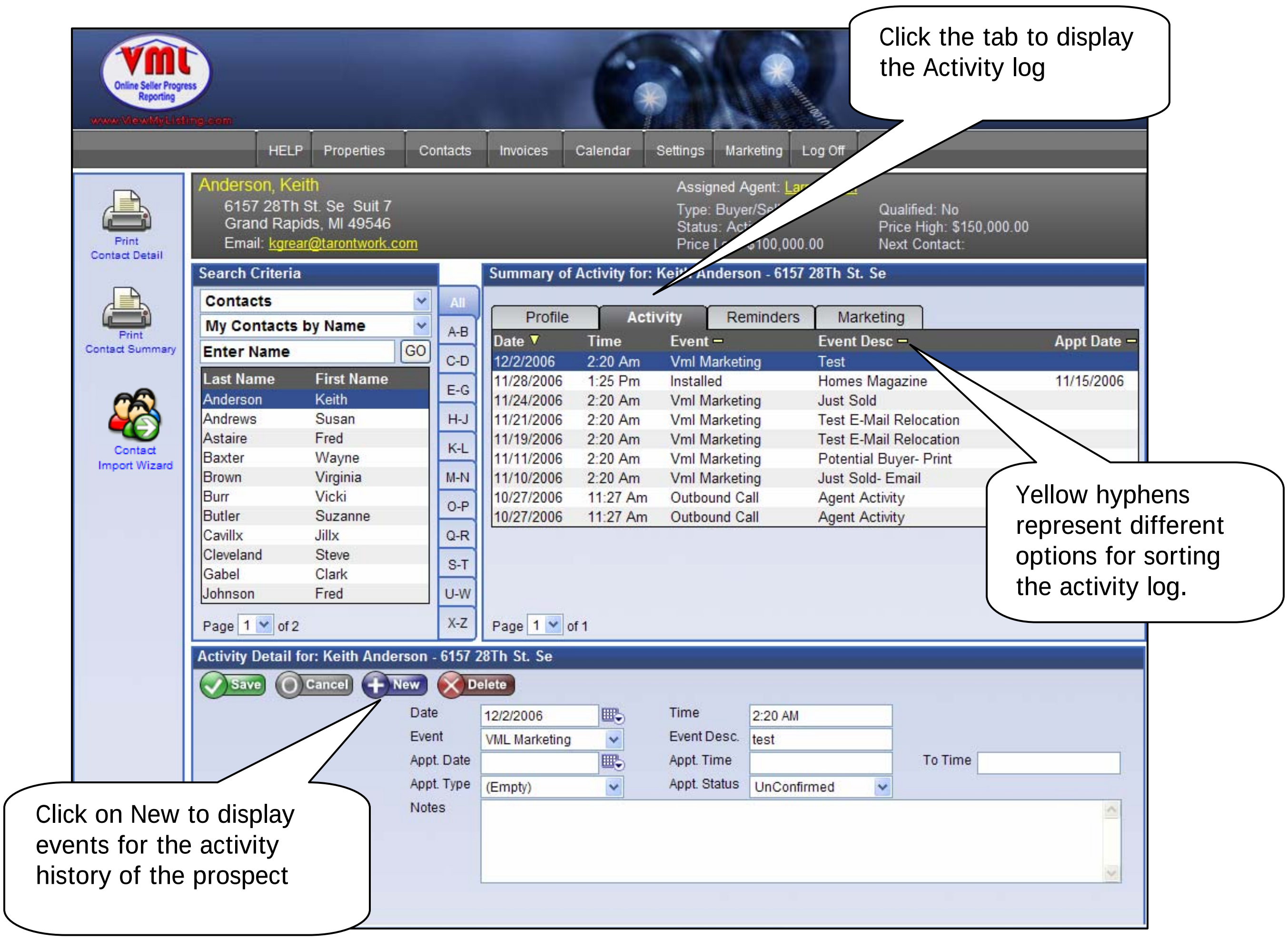
| | | Last Name | First Name | Address 1 | Address 2 | City | State | Zip |
|---|---|---|---|---|---|---|---|---|
| Edit | Delete | Martin | James | 3658 111th Avenue | | Grand Rapids | MI | 49546 |
| Edit | Delete | Page | Angela | 6157 28th Street SE | | Grand Rapids | MI | 49546 |
| Edit | Delete | Smith | Debbie | 639 Falls Road | | Grand Rapids | MI | 49605 |

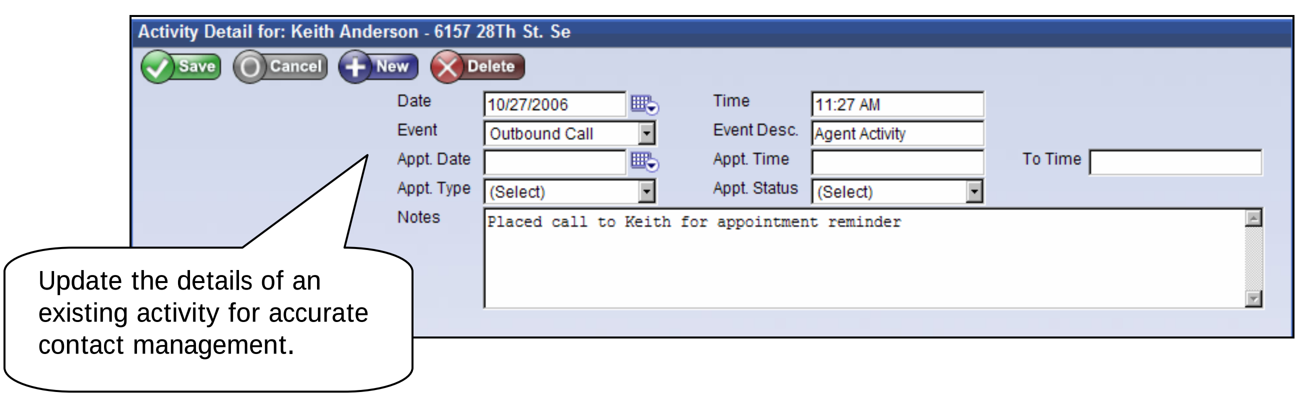
Finish

When the import is complete, ViewMyListing.com will import the contacts and open the **Contacts Tab**. The contacts are saved and can be accessed and edited through the **Contacts Tab**.

## Contacts Tab – Activity

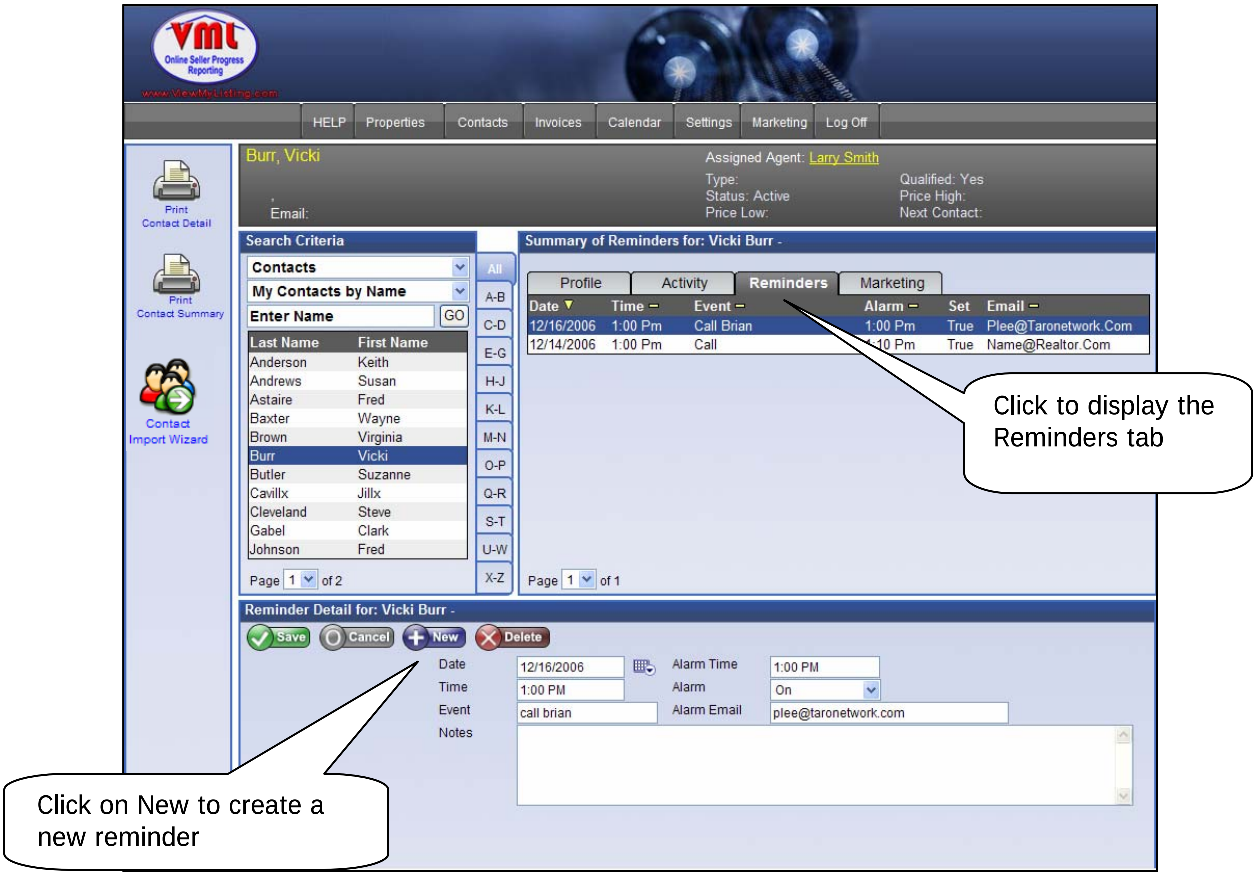
The contact **Activity tab** holds a register of the communication with a contact. New calls and appointments can be recorded at the bottom of the screen by selecting the new option. In addition, an existing activity can be edited by selecting the activity and updating the record at the bottom half of the screen.



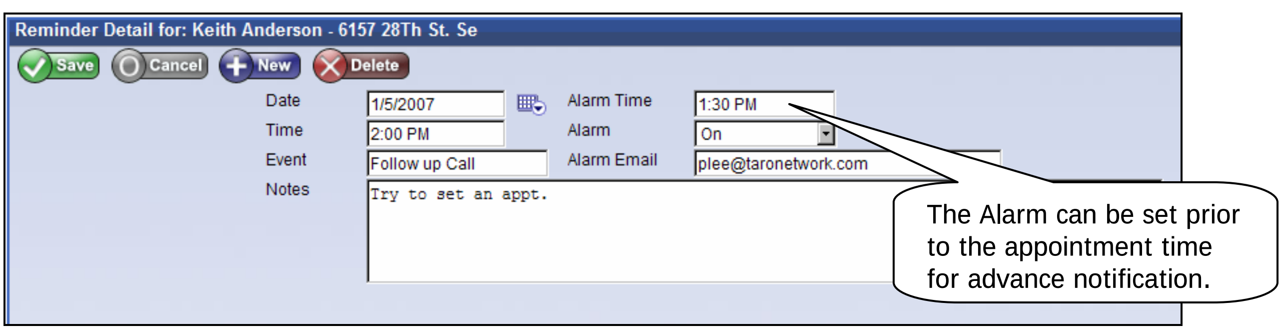



## Contacts Tab – Reminders

The contact **Reminders tab** displays a log of reminders that have been scheduled for the contact and allows new reminders to be added.

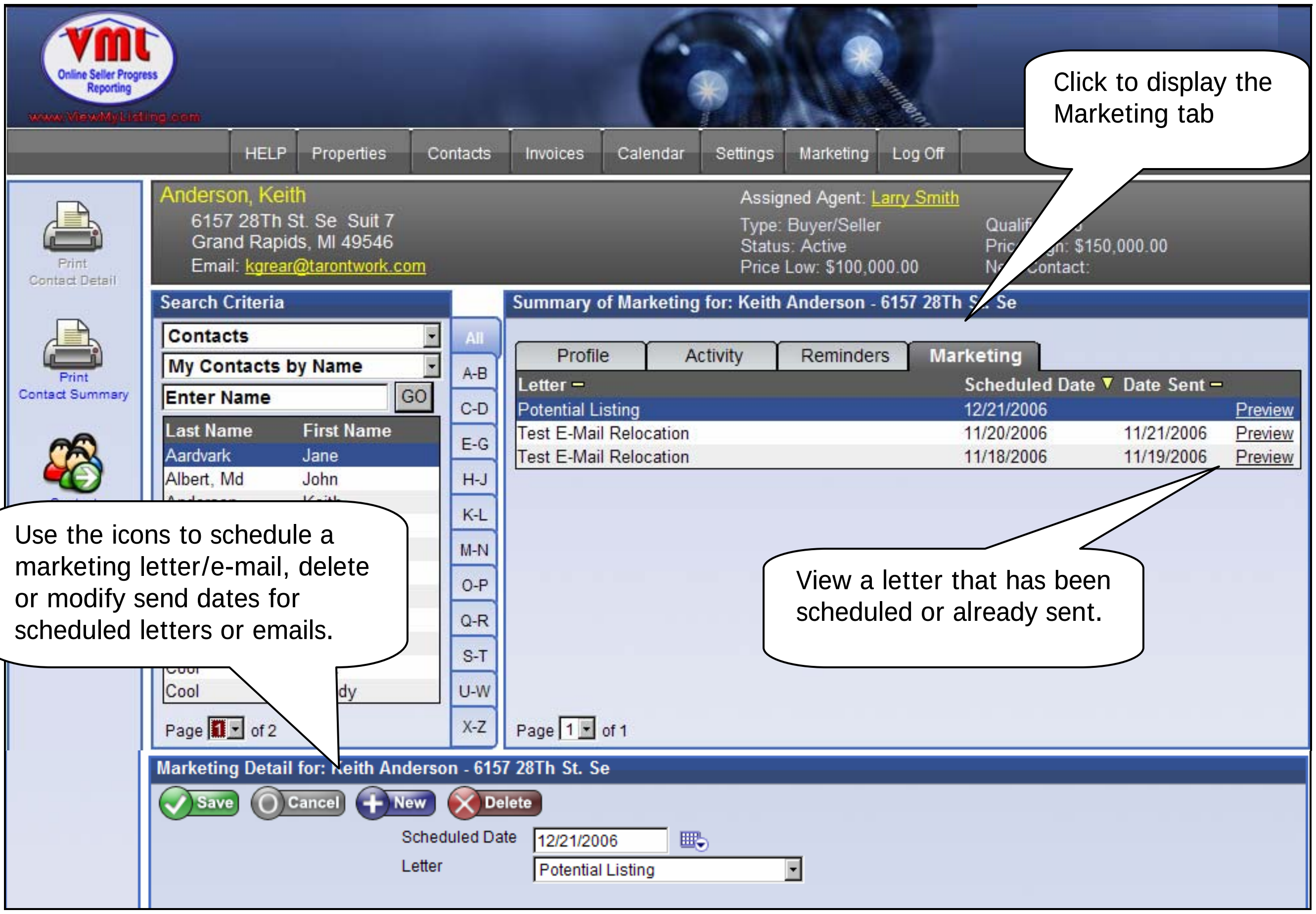



Reminders are part of contact relationship management. When a reminder is added, the information is automatically posted to the calendar and additional notifications can be scheduled. The alarm allows an email, text message, or both to be sent.

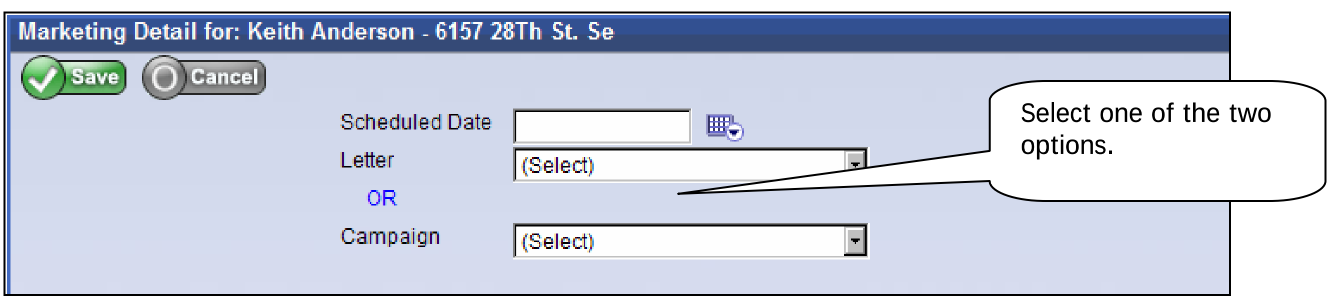


## Contacts Tab - Marketing

The contact **Marketing tab** portrays a log of marketing activity per contact that has already been sent out or is scheduled to be sent. Marketing history will be automatically populated from automated email marketing campaigns or entered manually.



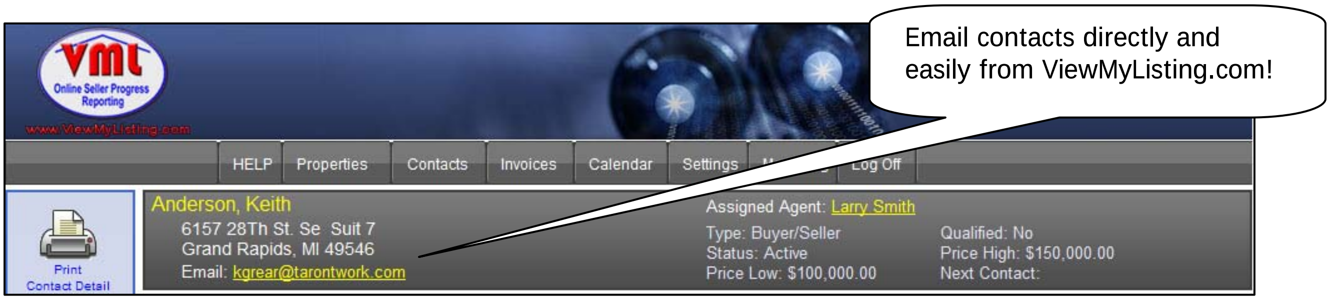

Marketing letters and campaigns (marketing plan) can be assigned to contacts from the contacts marketing tab. The new icon will allow either a letter or campaign to be selected, along with the date for the event to begin. Letters and Campaigns are set up and managed through the main Marketing tab.




*** For a contact to be eligible for email letters and campaigns, an email address is required.**

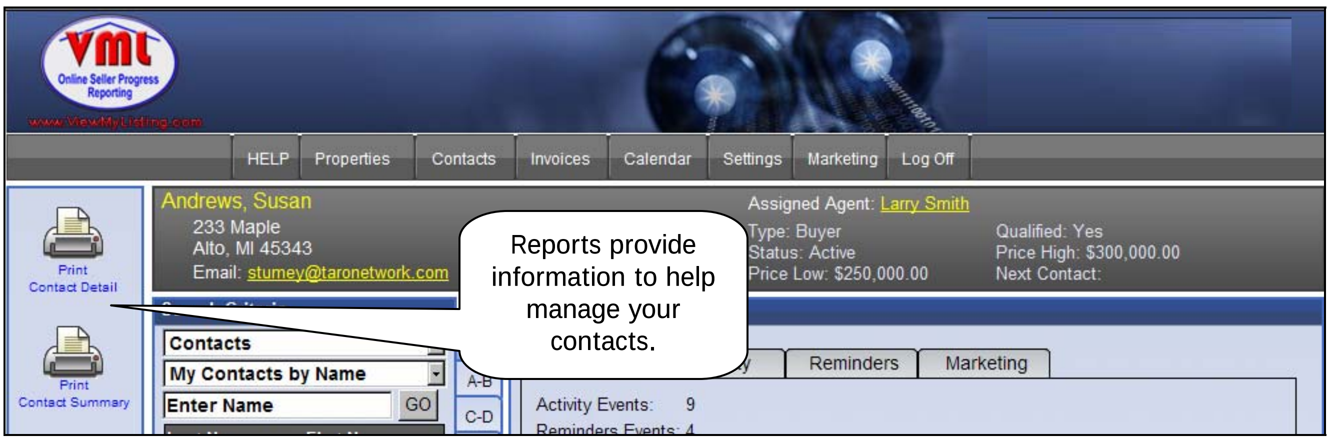
## Additional Features

❖ Hyperlink: The hyperlink opens a new email from your default email provider that is already addressed to the contact.




❖ Reports: The reports are located in the Properties and Contacts tabs and provide information to help view and manage transactions and contacts. The three reports are:

- Transactions Report (Properties tab)
- Contacts Assigned Report (Contacts Tab)
- Contact Detail Report (Contact Tab)




**Transaction Report:** Displays production for the past 24 months and current listings/pendings.

Transaction Report 1/1/2000 through 1/1/3000
User Name: Lee, Paul

**Closed**

| MLS # | Address | Seller Name | Buyer Name | Sale Price | Sale Date | Close Date | Side | Adj GC | GC | Net | 1099 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 106 | 9225 Bergy | Rones | Wobbit | $225,000 | 12/16/2006 | 12/16/2006 | listing | $5,062 | $2,000 | $1,000 | $500 |
| 102 | 343 Maple Court | Tones | Frobbit | $100,000 | 12/2/2006 | 12/13/2006 | Listing | $6,000 | $4,000 | $2,000 | $250 |
| 102 | 343 Maple Court | Tones | Frobbit | $100,000 | 12/2/2006 | 12/13/2006 | selling | $3,000 | $2,000 | $1,000 | $250 |

**Pending**

| MLS # | Address | Seller Name | Buyer Name | Sale Price | Sale Date | Proj Close Date | Side | Adj GC | GC | Net | 1099 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | 4343 Hill Road | | | $112,000 | 12/11/2006 | 1/20/2006 | Selling | $3,360 | $1,680 | | |
| | 885 taro street | milletics | | | | 12/30/2006 | Listing | | | | |

**Listed**

| MLS # | Address | Seller Name | Seller Email Address | Listing Price | Listing Date | Exp Date | Bedrooms | Bath |
|---|---|---|---|---|---|---|---|---|
| | 4654 Ben Franklin Drive | Baines | | $225,000 | 5/8/2006 | 6/10/2006 | 0 | 0.00 |
| | 3424 Washington Ave. | Jones | | $175,000 | 5/5/2006 | 12/5/2006 | 0 | 0.00 |
| | 34232 Heathclift | Lee | | $175,000 | 9/11/2006 | | 0 | 0.00 |
| | 23442 Health Road' | Henderson | | $100,000 | 12/5/2006 | | 0 | 0.00 |
| | 448 taro street | | | $100,000 | | | 3 | 2.00 |
| | 23424 Benny Road | Weber | | $100,000 | 5/2/2006 | 10/2/2006 | 0 | 0.00 |

**Contact Detail:** Provides the information, activity, reminders and marketing for a selected contact.

Customers First relocation and referral, inc.

Contact Detail
Contact: Carrie Jones

VML Online Seller Progress Reporting
www.viewmylisting.com

| | | | | | |
|---|---|---|---|---|---|
| Name: | Carrie Jones | Status: | Active | Type: | Buyer |
| Address: | 11312 Hill Road<br>Ada, MI 34434 | Qualify: | 2 | Qual Amt: | $0 |
| | | Price Low: | $50,000 | Price High: | $100,000 |
| Phone: | (345) 345-3453 | Bedrooms: | 0 | City: | |
| Alt Phone: | (343) 534-5345 | Baths: | | Area: | |
| Originated: | 11/30/2006 | Sq Foot: | | County: | |
| Last Contact: | | Garage: | | Timeframe: | 2 Month(s) |
| Next Contact: | 12/1/2006 | Priorty: | 2 | CSC Type: | Personal |

**Activity**

| Activity Date | Activity Time | Event | Description | Appt Date | Appt Time | Appt Type |
|---|---|---|---|---|---|---|
| 12/16/2006 | 1:15 PM | Appointment | This is a test | 12/18/2006 | 3:00 PM | In-House |
| 12/1/2006 | 12:00 PM | Event | follow up phone call | | | |

**Reminders**

| Date | Time | Event | Notes | Email |
|---|---|---|---|---|
| 12/1/2006 | 12:00 PM | call before going home | | |
| 12/1/2006 | 12:30 PM | call bob | | |
| 12/15/2006 | 9:30 AM | Business Meeting | Business meeting for managers | |
| 12/15/2006 | 9:45 AM | Managers Sales Meeting | managers sales meeting | |

**Marketing**

| Send Date | Date Sent | Letter Name |
|---|---|---|
| 12/22/2006 | | Thank you for Listing- Email |
| 12/23/2006 | | Thank you Purchased- Print |

**Contacts Summary Report:** Presents a list of contacts for a particular time frame.

taro Systems, Inc.

Contacts Summary 1/1/2007 through 1/11/2007
Agent: Larry Smith
User Name: guest1

VML Online Seller Progress Reporting
www.viewmylisting.com

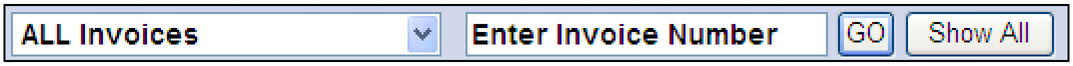
| Last | First | Type | Originated | Data Source | Priority | SOC | Next Contact | Phone | Alt Phone | Email | Marketing |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Aardvark | Jane | Buyer | 1/5/2007 | VML - CSC | High | unknown | | (616)940-0007 | | kgrear@taronetwork.com | Yes |
| Albert, MD | John | Buyer | 1/4/2007 | VML - CSC | High | unknown | | | | jAlbert@hotmail.com | Yes |
| Cool | Jack | Buyer | 1/2/2007 | VAI - Personal | Low | PG | | (303)555-2334 | | | Yes |
| Cool | Wendy | Buyer | 1/2/2007 | VAI - Personal | Low | Unspecified | | | | | Yes |
| Cool | Benny | Buyer | 1/2/2007 | VAI - Personal | Low | PG | | (616)555-1212 | (616)555-8888 | woods@charter.com | Yes |
| Enstine | Albert | Buyer | 1/5/2007 | VML - Personal | High | unknown | | (616)940-0007 | | | Yes |
| Foo | Benny | Buyer | 1/2/2007 | VAI - Personal | Low | PG | | (616)555-1212 | (616)555-8888 | woods@charter.com | Yes |
| Foo | Jack | Buyer | 1/2/2007 | VAI - Personal | Low | PG | | (303)555-2334 | | | Yes |
| Foo | Wendy | Buyer | 1/2/2007 | VAI - Personal | Low | Unspecified | | | | | Yes |
| Richard | Mollie | Buyer | 1/10/2007 | VML - CSC | High | unknown | | | | | Yes |
| Turney | Stacia | Buyer | 1/10/2007 | VML - CSC | High | unknown | | | | stumey@taronetwork.com | Yes |

Information deemed reliable, but not guaranteed.

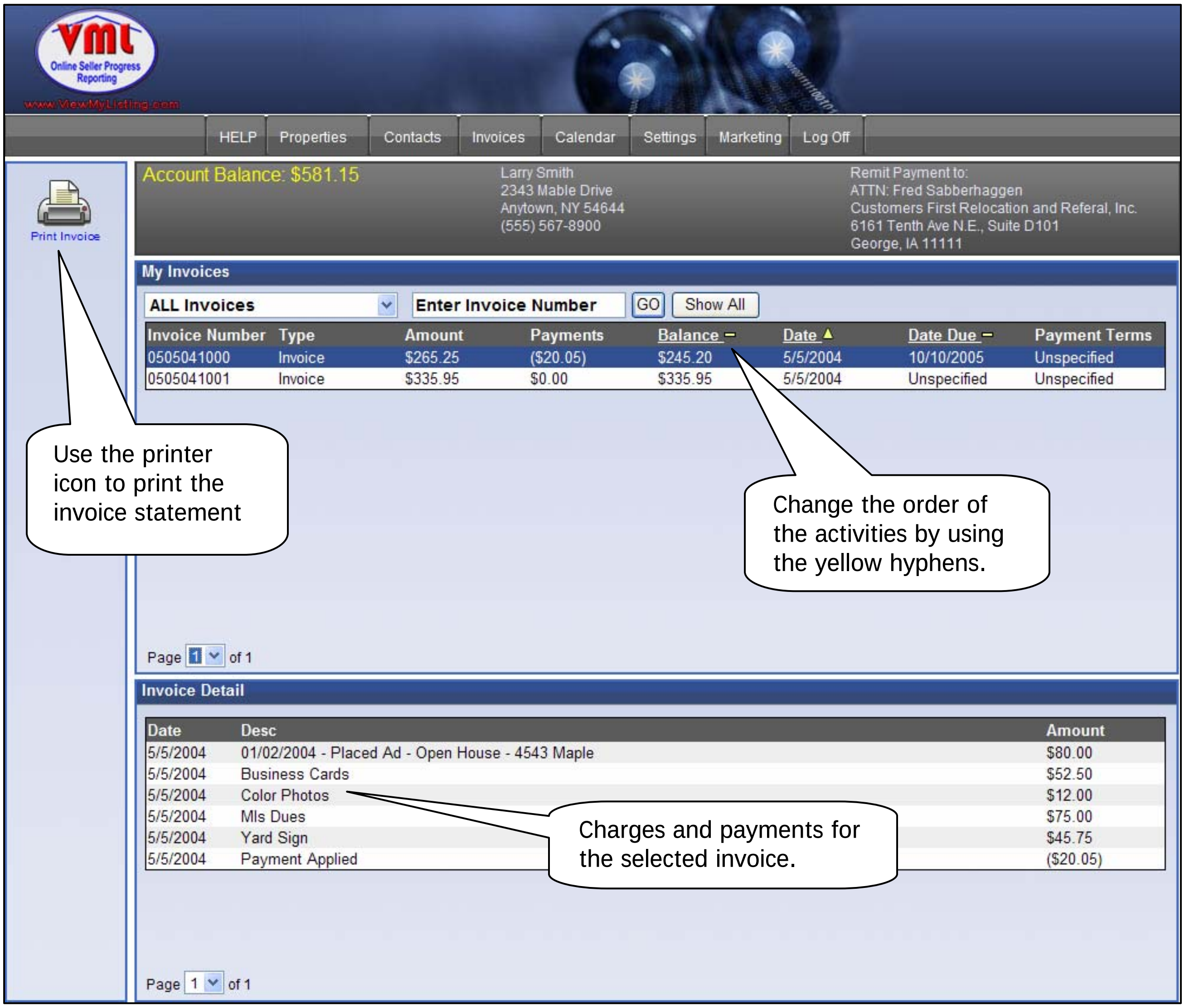
## Invoices Tab

The **Invoices tab** exhibits up to 24 months of stored invoice records. Information displayed on this page is read-only and changes can only be made with the brokerage office in the Pro Gold XP software.

To search for an invoice choose from the drop down menu; All Invoices, Open Invoices or Paid Invoices.




Selecting a particular invoice presents a list of charges and payments that can simply be viewed on the screen or printed out for record keeping.

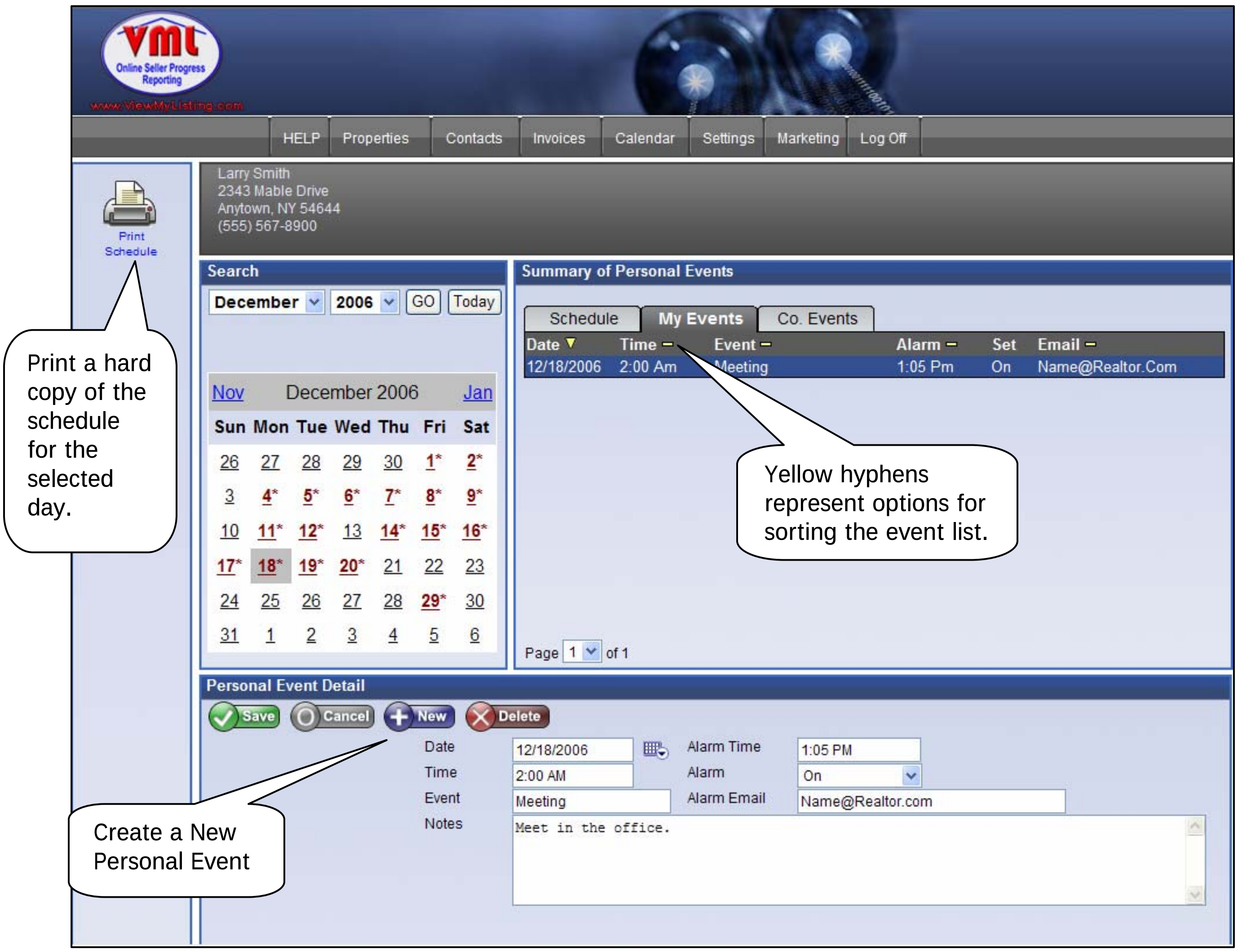


## Calendar Tab

The **Calendar tab** is part of the Appointment Tracking System within ViewMyListing.com and allows you to keep informed of daily activities and events.

- **Schedule Tab** displays a list of events, showings, and or reminders scheduled for the day selected.
- **My Events Tab** is a list of events scheduled.

Selecting a day will display personal events, company events, reminders, and showings taking place on that day, whether they have been set by the office in Pro Gold XP or from ViewMyListing.com. The days that have events scheduled are in bold print followed by an asterisk (*) and an automatic reminder will be sent via email and/or text message by 5am EST on the morning of those days.




**Personal Event Detail** displays expanded information for calendar events and displays icons to add a **New Event**, cancel or make modifications to an existing event.

## Settings Tab

The **Settings tab** displays an agent's personal information and default settings, in addition to the set up of a personal website.

The My Settings tab allows changes to information such as password, progress letter frequency and contact settings. Most of this information will already be populated from the Pro Gold software.

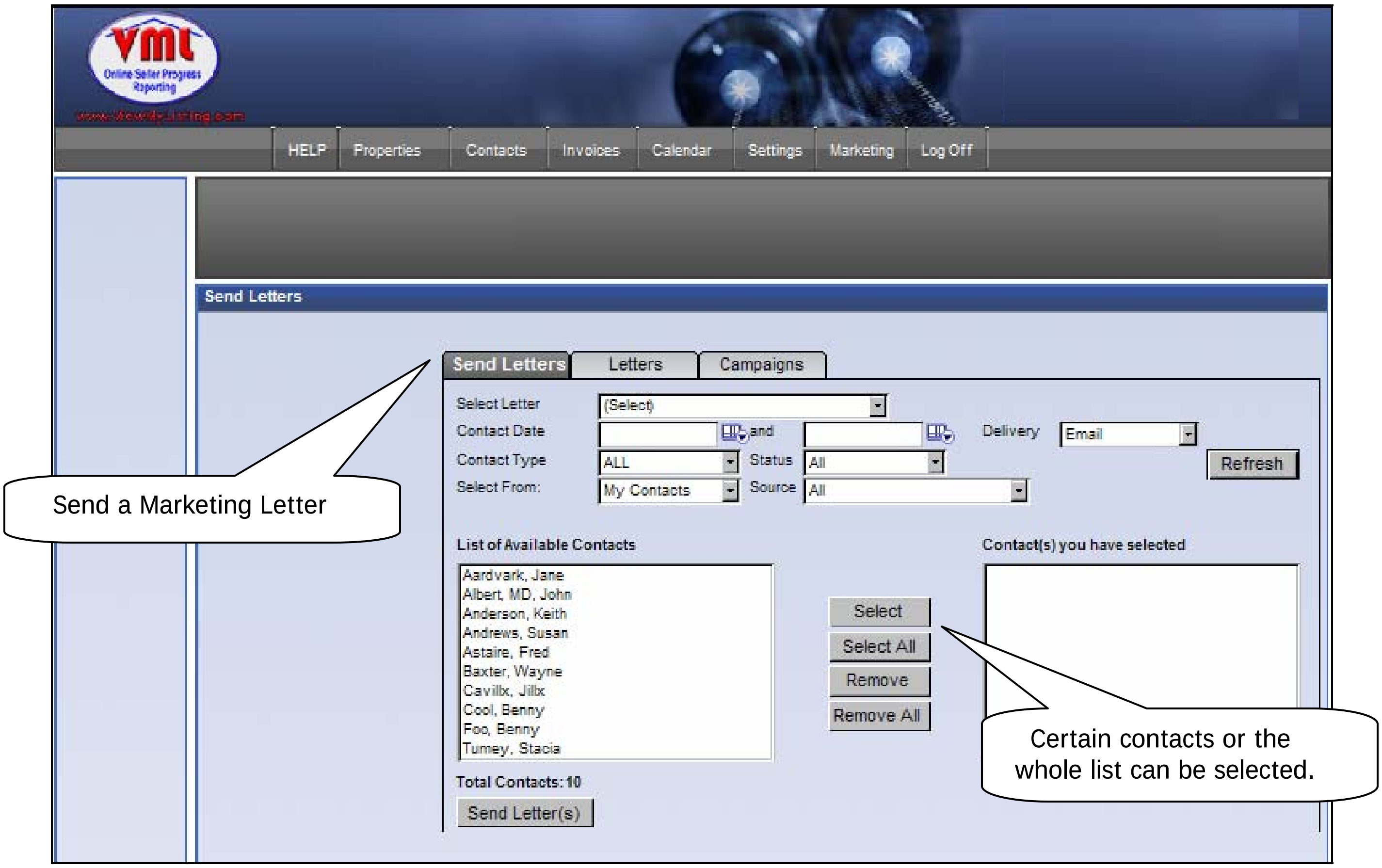

The **Web Settings tab** customizes settings on your personal website through ViewMyListing.com.

## Marketing Tab

The **Marketing tab** includes all of the functions for the creation and sending of marketing letters and campaigns in order to effectively remain in contact with potential clients.

Letters can either be sent via email or downloaded into Word with mailing labels for printing and mailing. Either individual contacts or groups of contacts can be selected to receive a letter.

Campaigns are preset collections of marketing letters that can be assigned to individual contacts through the Contacts tab, or set to auto assign themselves to new contacts.

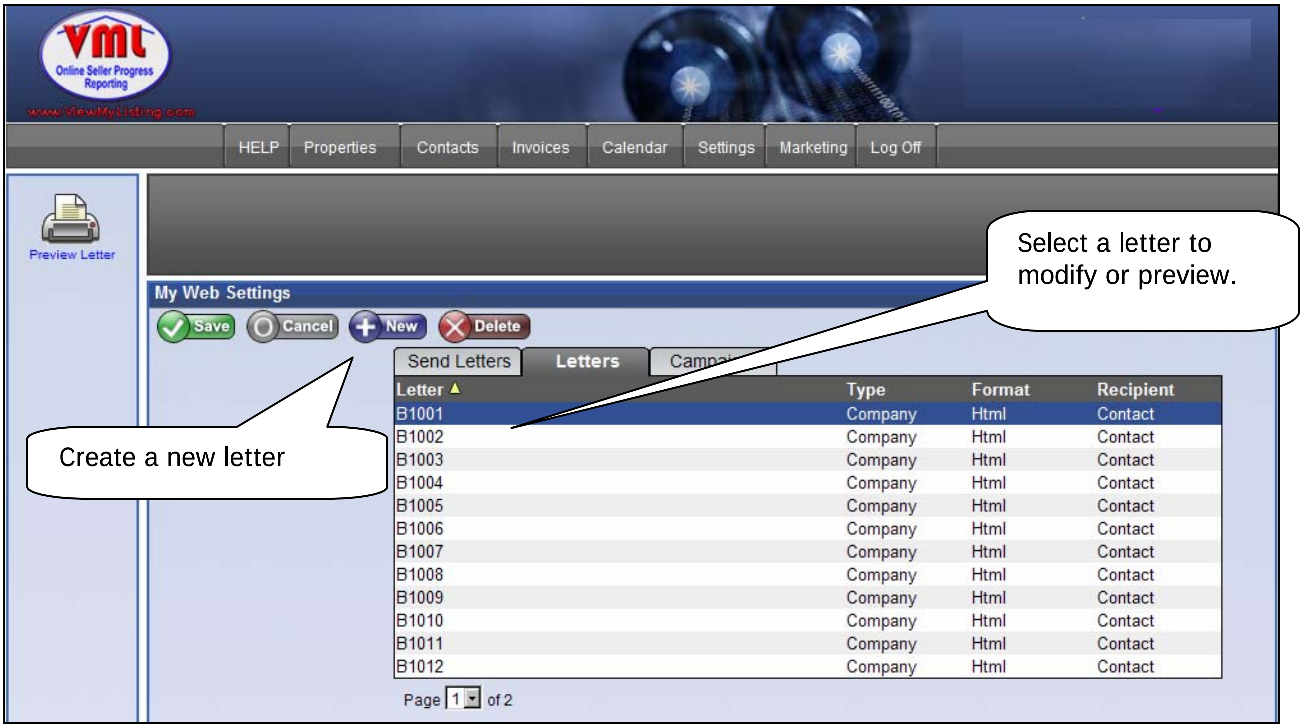



**How to send a letter:**

1. Determine which letter will be sent.
2. Delivery method determines whether the letter will be sent via email or downloaded into Word to be printed. When email is selected, only contacts with an email address will appear.
3. Utilize the criteria to search for contacts by date, type, status, and/or source.
4. Select particular contacts or use the “Select All” to pick the entire list. Only the contacts appearing in the right-hand column will receive the marketing letter.
5. Click “Send Letter(s)” to complete the email or download.

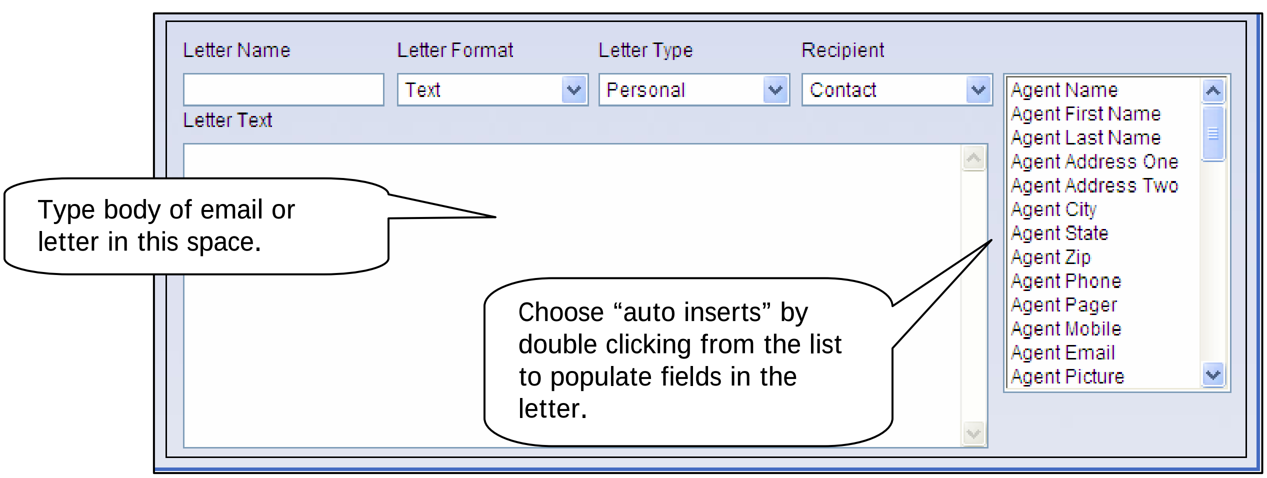
## Marketing Tab – Creating Letters

Letters can be added or modified through the **Marketing Tab**. Letters are a "merge style" where fields inserted into the body of the letter will be replace with specific information when the letter is used.



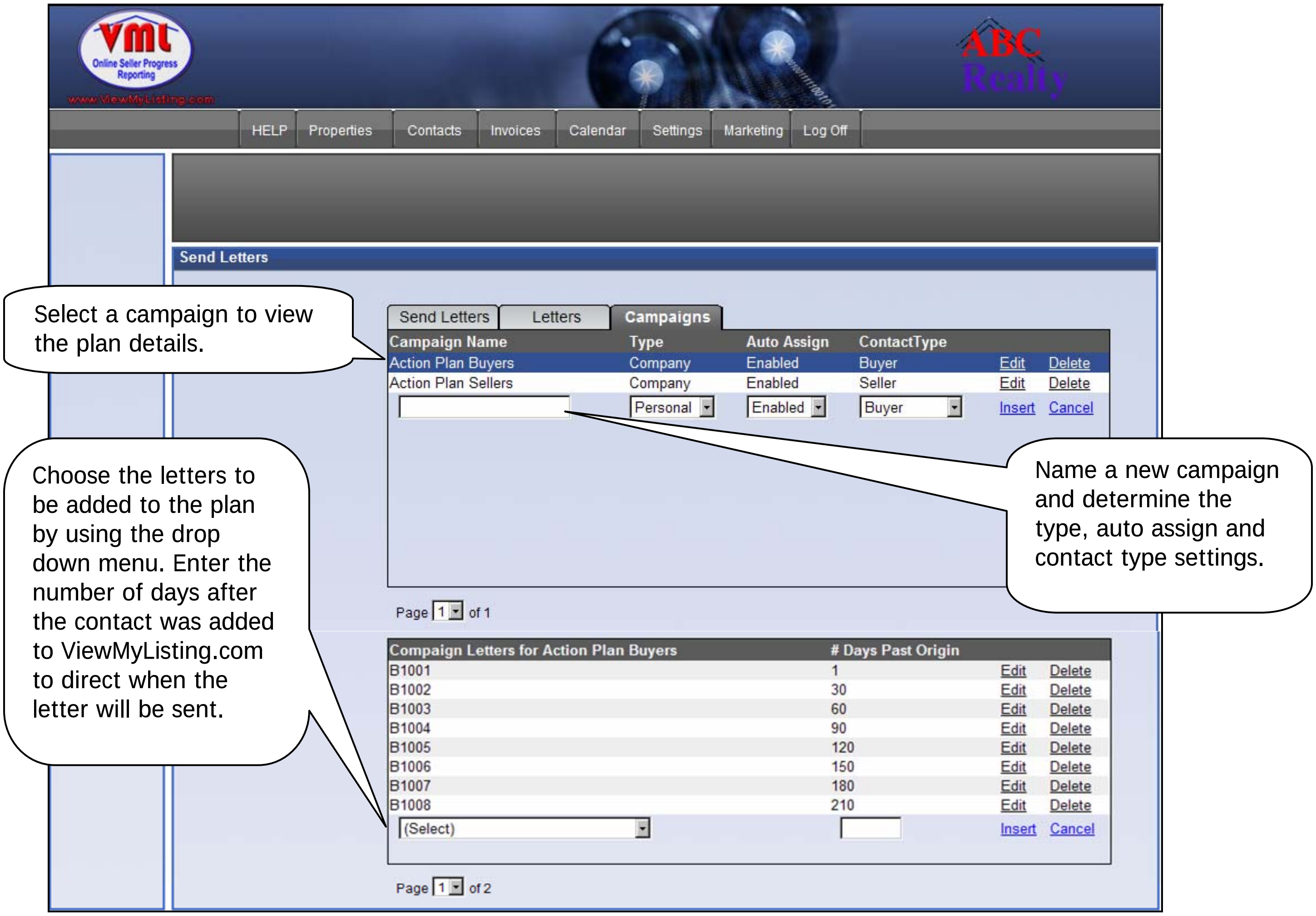

### Create a new letter

**1.** Enter a **Letter Name**
**2.** Choose **Text** (all text no pictures) or **HTML** (with pictures and graphics)
Note: HTML letters need to be created in HTML code
**3.** Choose **Letter Type:**
**Personal** is only viewable by the agent.
**Company** is available to all agents (VML admin only).
**4.** Choose the **Recipient** who will receive the letter; either **Contact only, Agent only** or **Both.**



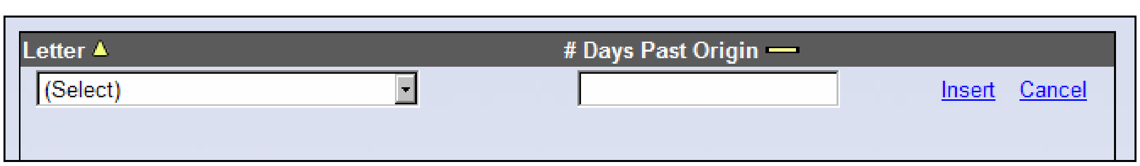

## Marketing Tab – Creating Campaigns

Once marketing letters are set up, they can be organized into plans that will send the letters out at preset intervals. This allows an agent to have marketing letters automatically sent to contacts based on the contact type. Campaigns can either automatically assign to a new contact or be applied from the Contacts tab.



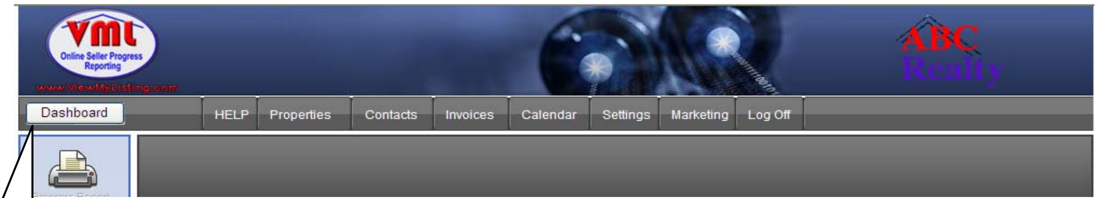

**Create a new campaign**

1. Enter a campaign name in the box provided and set the following options:
   - **Type**: determines if this plan will be personal or available to the entire company
   - **Auto Assign**: enables the plan to automatically assign itself to new contacts.
   - **Contact Type**: sets the type of contact the plan will automatically assign itself to (if enabled).
2. Click **Insert** to create the new plan.
3. Select which letters will be a part of the campaign and when they will be sent.
   - **# Of Days Past Origin**: the number of days after the contact was entered.
4. Click **Insert** to save the letter in the campaign.



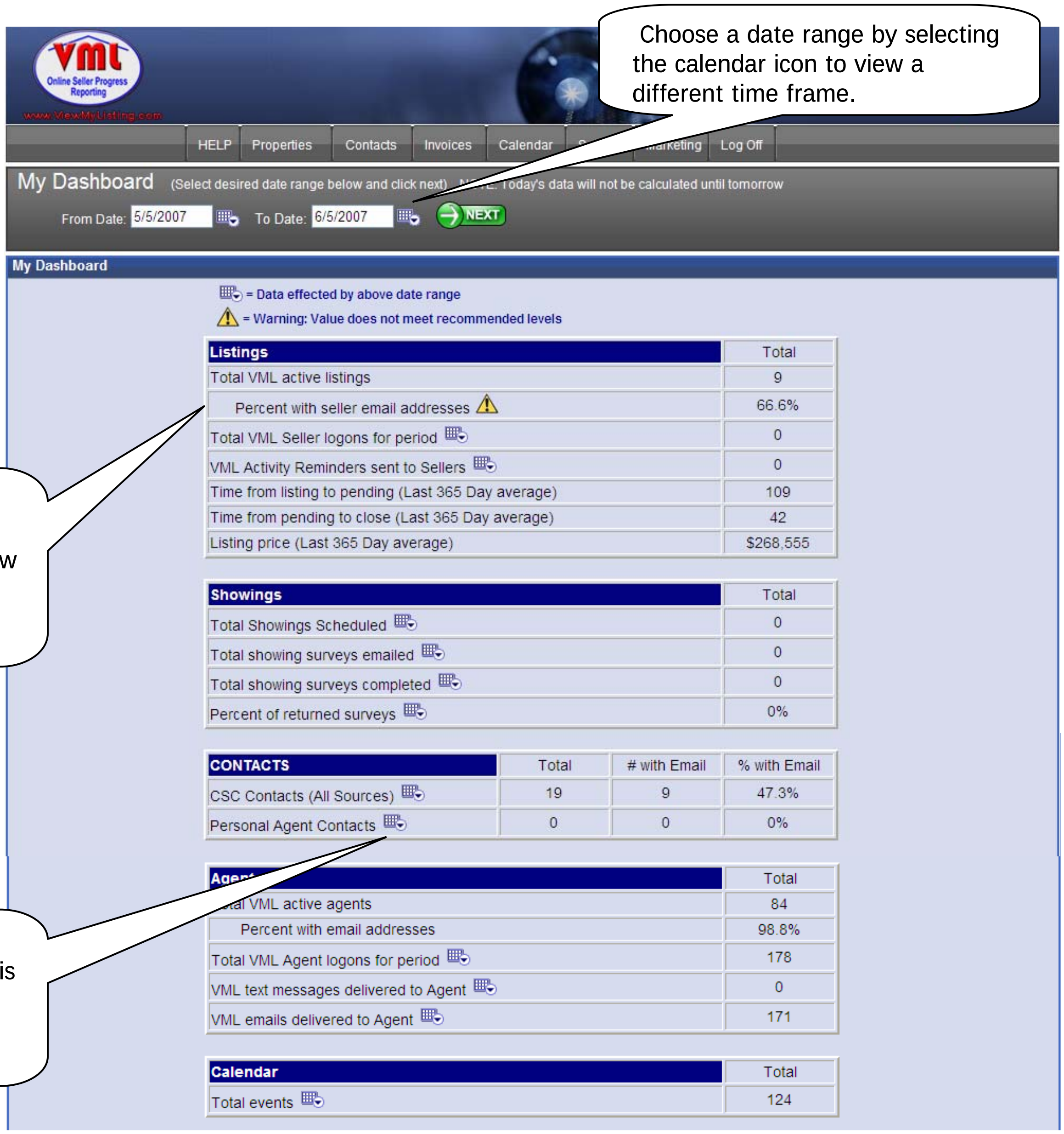

**Dashboard Tab**

The dashboard tab is an administrative privilege designed for managers and office administrators to view comprehensive data captured by the ViewMyListing.com service. This data can be used to monitor agent and seller activity. A warning icon will be displayed in areas that are deficient. Data is available for the previous 365 days.




Click to display the Dashboard.

Choose a date range by selecting the calendar icon to view a different time frame.



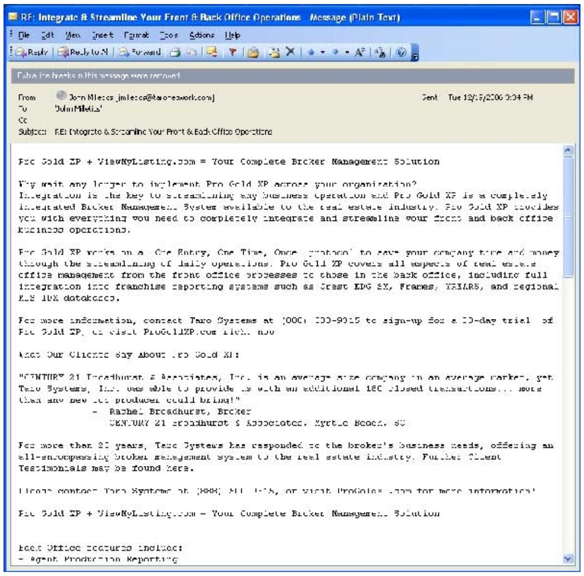

Warning icon on a line indicates the current data is below the recommended value.

Calendar icon indicates the value is thru the date range specified above.

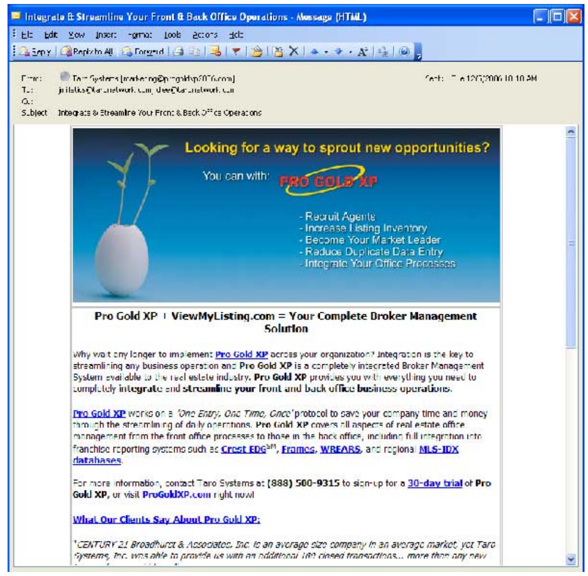
## HTML Emails vs. TEXT Emails Reference

**Until recently text-based emails were the most common way to send and communicate through email. With the advancement and ease of HTML email you are now able to create emails with pictures, hyperlinks and communicate with more visual graphics. Recently HTML email has become the most popular way to send an email.**

Example of a Text email




Example of a HTML email




**There are advantages and disadvantages to using both types.**

### Pros of using HTML Email

Marketing can be more effective in HTML
Ability to include pictures, hyperlinks and graphics
Communicate more effectively by using a visual appeal

### Cons of using HTML Email

Slower to load than a text email
Higher risk of being filtered or embedded viruses risk
Takes up more space than text
Older email clients may not support the HTML email

### How to create a HTML Document

- Open the program you wish to create your HTML document (such as MS FrontPage or Dreamweaver) For a free download of a HTML editor try http://www.evrsoft.com/1stpage2.shtml
- Create a new page and save it before you get started
- Use a simple layout with a few pictures, this way the email will load faster
- Choose and store your pictures on a web server
- If you use hyperlinks use the full path (use absolute URLs)
- Save the HTML email and pictures to your web server
- Now you are ready to send a HTML email or marketing letter

## ViewMyListing.com Automatic Emails

ViewMyListing.com is primarily an online agent – seller – company communication tool and maintains numerous automated processes to keep the seller informed of activity on their property; the agent informed on scheduled appointments and critical property based information; and the company informed on property progress as well.

### Automatic Seller Emails:

- Welcome Email
- New "Important Activity" Reports

### Automatic Agent Emails:

- New User Email
- New Contact Email
- Co-Op Agent Showing Survey
- Daily Schedule Overview
- Timely Appointment Reminders / Alarms
- Price Evaluation Action Reports
- Pending Listing Expiration Action Reports
- Showing Feedback Survey Reports
- Inventory Pickup (Lock Box / Yard Sign) Reminder Reports
- **Important Text Notifications to Cell Phones & Pagers**

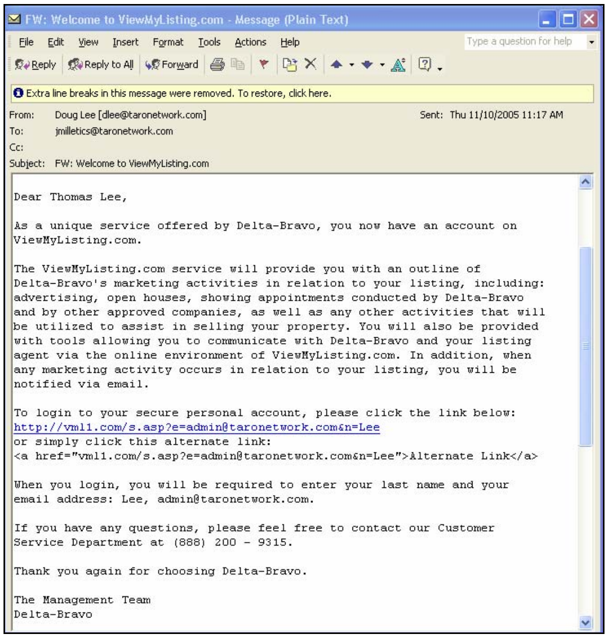
### Automatic Company Emails:

- Daily Summary Report
- Pending Price Evaluations
- Pending Expirations
- Inventory Control

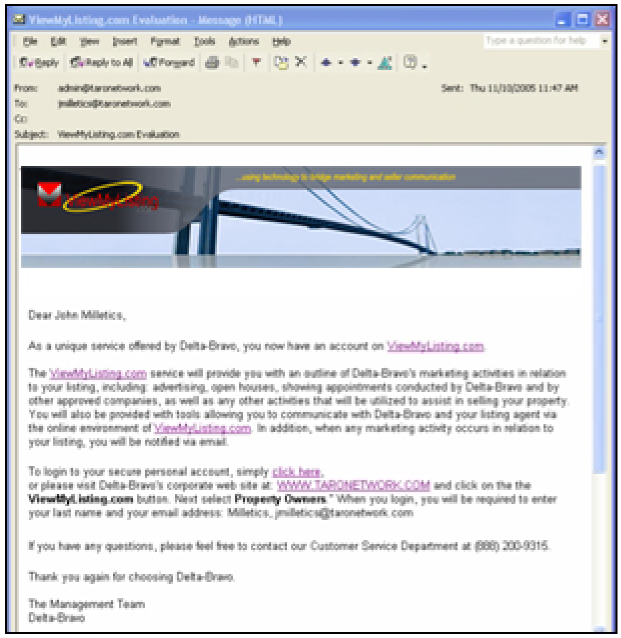
***ViewMyListing.com is designed to keep Sellers informed on the sale of their property, while at the same time providing tools and processes needed to manage day to day tasks.***

## Welcome Email

Text Based Email

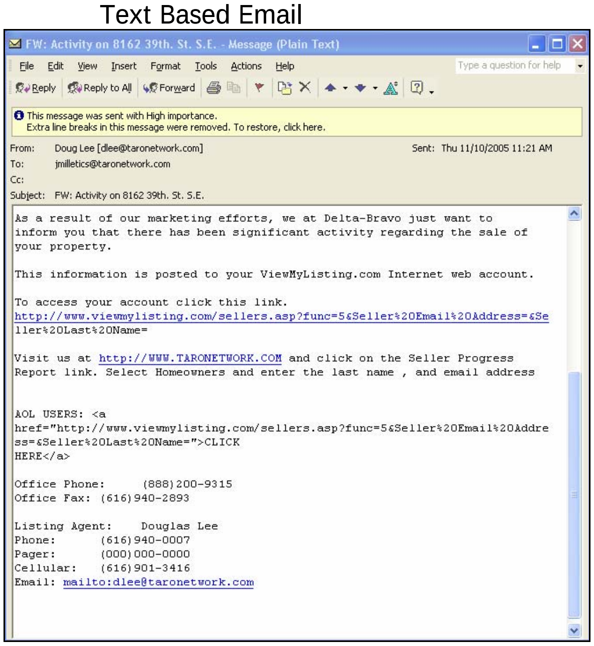



HTML Email




## New "Important Activity" Report Email

Text Based Email




HTML Email