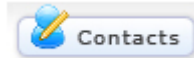


Following Up on Leads from Contact/Custom Forms

When a potential customer fills out the form on the "Contact Me" page of your website, you can follow these instructions to retrieve their information.

STEP 1:

After you have clicked on "Agent Center" at the bottom and have logged in to your Agent Website, click on the "Contacts" button at the top within the "Dashboard Menu"



You will see a table with all of your contact's submitted information.

	Name	Phone	Email	Comments	Street Address	City	Zip	Date submitted
	Dmitry Uvarov	1111111111	dmitry.uvarov@dotsite.spb.ru		aaa	aaa	12345	11/17/2003 2:48:32 PM
	Richard Uzelac	818.880.0020	richard@reakytech.com		4128 Arroyo Willow Lane	Calabasas	91301	11/17/2003 2:48:32 PM
	Bob bobbert	0100000032	bobbob@bobert.com				91111	11/17/2003 2:48:32 PM
	Reel E. Torr	555.5555	agent@agent.com				zipper	11/17/2003 2:48:32 PM
	Richard Uzelac		Richard@reakytech.com					11/17/2003 2:48:32 PM
	Richard Uzelac		Richard@reakytech.com	email test				12/11/2003 3:55:45 PM
	Sally Agent	889.9999	fastsally@hotmail.com	i want to buy a home from you now! and then i want to sell that home 1000, and then i will buy another	street	city	zip	12/11/2003 5:33:49 PM
	Richard		Richard@reakytech.com	test				1/6/2004 7:01:17 PM

Add Contact

STEP 2:

With this table of contact information you can do a variety of things including:

- Edit contact information in that line.
- Completely delete contact information
- Export your current contact list into and Excel doc
- Export the contact to Microsoft Outlook

STEP 3:

If the client has provided you with all of the necessary contact data, you can manually add the contact to your database by clicking "Add Contact" at the bottom of the contact table.

		Name	Phone
	<input checked="" type="checkbox"/>	Dmitry Uvarov	111111
	<input checked="" type="checkbox"/>	Richard Uzelac	818.88
	<input checked="" type="checkbox"/>	bob bobbert	81888
	<input checked="" type="checkbox"/>	Reel E. Torr	555.55
	<input checked="" type="checkbox"/>	Salley Agent	889.99
	<input checked="" type="checkbox"/>	Richard	

Add Contact

STEP 4:

After you have entered all information for your new contact, click the "✓" icon to submit. That's it!

<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text" value="Name"/>	<input type="text" value="phone"/>	<input type="text" value="e-mail"/>
-------------------------------------	--------------------------	--	-----------------------------------	------------------------------------	-------------------------------------

Add Contact