



“You Have A Choice”

Course Description: MLS – Office: Advanced Features

Presenter:

This class is presented by Cardinal Pacific Escrow, taught by SoCal MLS.

Features:

The most powerful contact and activity manager for agents is now provided to all SoCal MLS customers as a member benefit... **NO ADDITIONAL COST!**

MLS – Office offers all the features you need to manage your contacts, your showings, your schedule, your emails and your communications. **ALL IN ONE EASY TO USE INTERFACE, AT NO EXTRA COST TO YOU.**

Topics Covered:

Items covered during the Mailing Functions segment:

- Letter Template Management
- Creating/Printing a letter (with or without a template)
- Creating/E-mailing a letter (with or without a template)
- Word Processor Knowledge and Dynamic References
- Creating/Printing Labels and Envelopes

Items covered during the Action Plan & Web Tools segment:

- Creating an E-mail Drip Campaign
- Action Plan Template Management
- Using an Action Plan
- Lead Grabber
- MLS-Live!

Click below for a demo and see how MLS-Office can help you achieve your goals!

<http://www.mls-office.com/demo>

Class Location:

6621 E. Pacific Coast Highway, Suite 105
Long Beach, CA 90803

For General Questions Please Call SoCal MLS at: (800) 995-2600

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