

This course is part of M.A.P.S. certification
MLS Academy for Professional Success

Client Management

TREC MCE #03-00-056-27072



Course Overview:

Topics covered in this class include adding custom searches for your clients and how to set-up and customize auto e-mails. You will learn how to customize your banners, import photos and add an e-mail signature. We will also dive into the Matrix portal from both Agent and Client Points-of-View.

In this 3 hour course you will learn:

- How to add a Client
- Managing your Clients
- Understand the Client Portal
- E Mail History
- Creating Auto e mails
- Client CMA
- Reverse Prospecting and the Hit Counter
- So much more!



Register for MLS classes at www.DFWRealEstate.com or for more information contact the MLS Department at (214) 540-2755 or email mls@dfwre.com

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