

mls Tip!

How to Create Email Alerts in Rapattoni MLS

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Managing a listing in the MLS requires keeping track of multiple due dates and changes for each of your listings. Rapattoni MLS allows you to set up email alerts to help you keep your listings on track. You can receive alerts for missing documents, overdue Pending listings, listings set to expire, and more!

Here's all it takes to set up these useful reminders:

1. Log into Rapattoni MLS.
2. Select **Admin**.
3. Select **Email Alerts Setup**.
4. Confirm your email address in the **Sent Alert to:** field.

The screenshot shows the 'Email Alerts Setup' page in the Rapattoni MLS system. At the top, there is a navigation bar with 'Admin' selected. Below the navigation bar, there are 'Save' and 'Cancel' buttons. The main heading is 'Email Alerts Setup'. Below this, there is a section titled 'Select to receive email alert notifications for your listing events, prospects and tasks'. The 'Send Alert to:' field is highlighted with a red box and contains the email address 'samb@gkar.com'. Below this, there are several checkboxes for selecting alert types: 'Expiring Listings' (checked), 'Overdue Pending Listings' (unchecked), 'Unmapped Listings' (unchecked), 'Incomplete Listings' (unchecked), 'Missing Primary Picture' (checked), and 'Missing Attached Documents' (checked). Under 'Missing Attached Documents', there are several document types with checkboxes: 'Residential', 'Residential Lease', 'Lots/Acreage', 'Multi-Family', 'Commercial Sale', and 'Commercial Lease'. At the bottom, there is an 'Alert Time' field set to '3:00' and radio buttons for 'a.m.' and 'p.m.'.

5. Select the type of alerts you wish to receive.
6. Select the time of day you prefer to receive alerts.

Select to receive email alert notifications for your listing events, prospects and tasks

Send Alert to:

Expiring Listings

Overdue Pending Listings

Unmapped Listings

Incomplete Listings

Missing Primary Picture

Missing Attached Documents

Document Types

Residential

Residential Lease

Lots/Acreage

Multi-Family

Commercial Sale

Commercial Lease

Auto-Prospecting Ending Soon

Overdue Tasks

Alert Time a.m. p.m.

7. Once you've checked the boxes for the alerts you wish to receive, select **Save**.

Select to receive email alert notifications for your listing events, prospects and tasks

Send Alert to:

Expiring Listings

Overdue Pending Listings

Unmapped Listings

Incomplete Listings

Missing Primary Picture

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It's really that simple! Now you'll be reminded when something needs your attention in Rapattoni MLS.