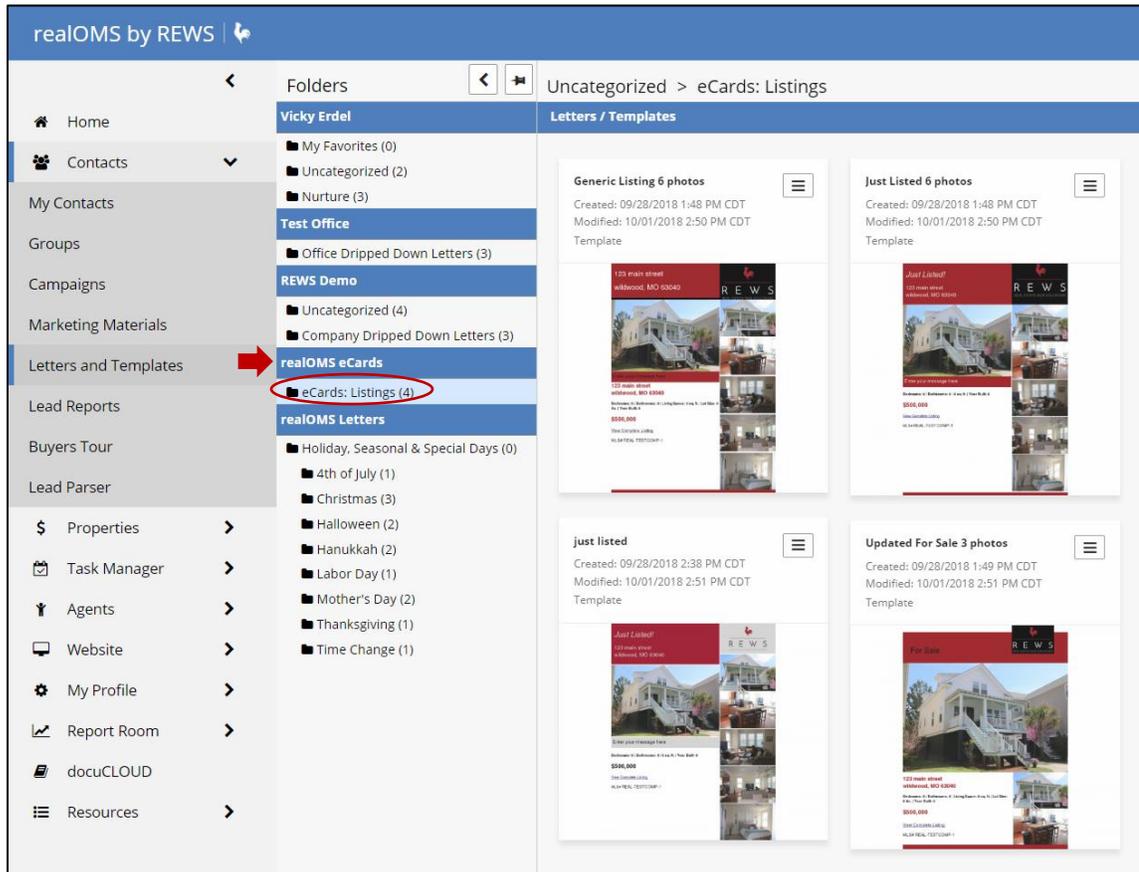
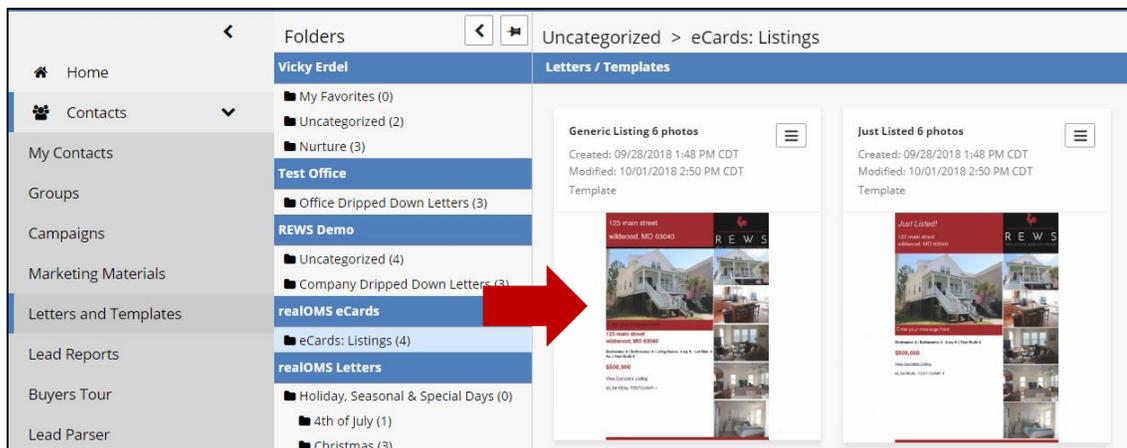


# Using system eCards:

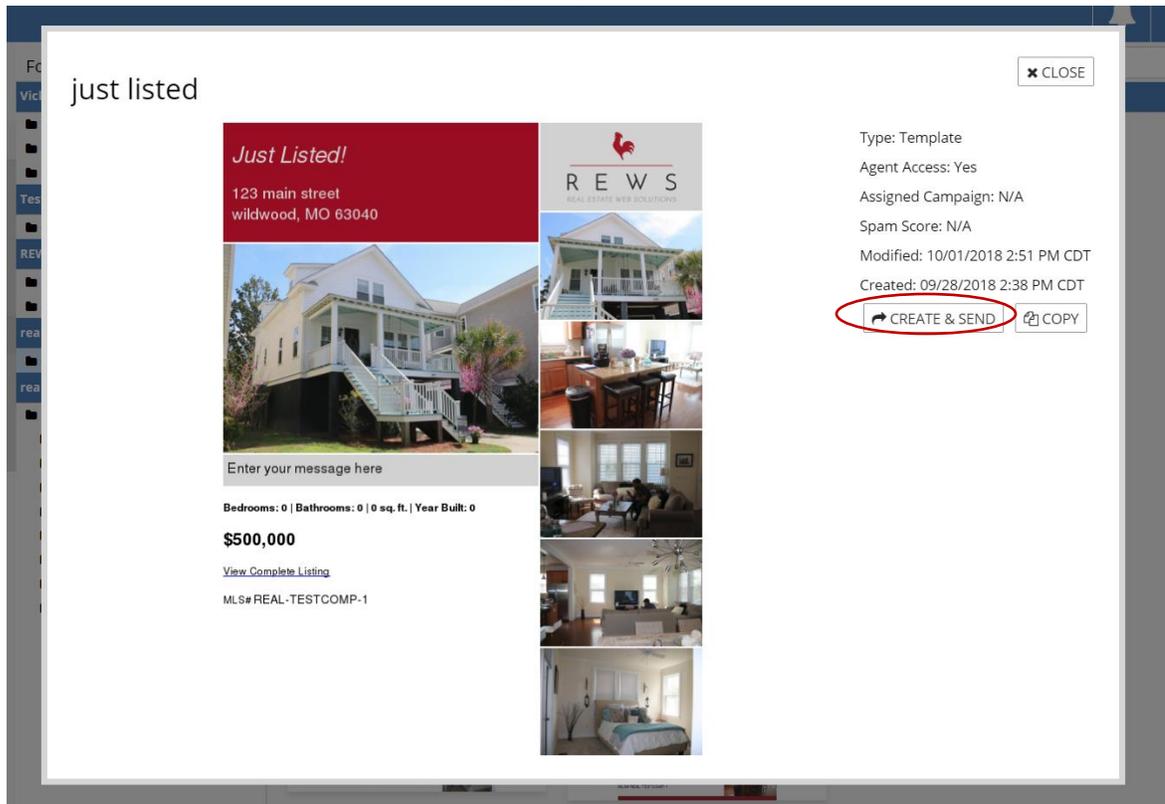
1. Login to the backroom through the realOMS login.
2. My Contacts>Letters and Templates. Find the heading in the left side folders 'realOMS eCards' Click on the relevant folder below this heading \*Note- There will be more folders, and they maybe in a different order then reflected in the screen shot below.



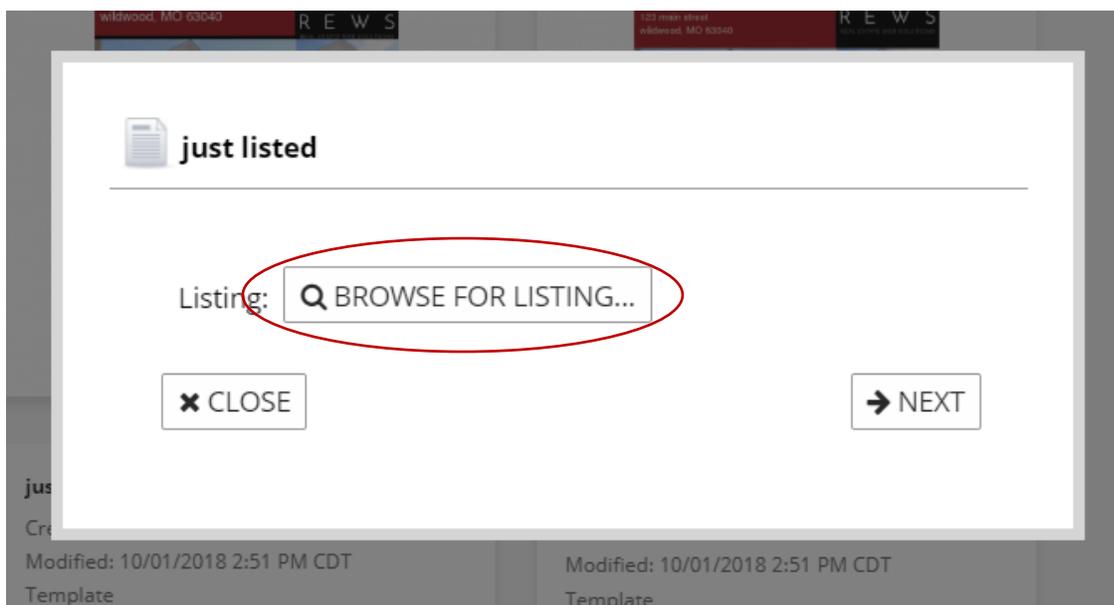
3. Select an eCard by clicking on the thumbnail image.



- Click on Create & Send To start building out your eCard.



- Click 'Browse for Listing' If you are carrying any listings they will show under the 'My Listings' area, select the listing by clicking on it. If you are creating an eCard with a listing that is not your own, start typing the MLS # or Address in the 'search by' field. And select the listing from the auto complete. Once listing is selected click Next.



Select from list of 'My Listings':

Listing Search

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Search By Address or MLS#

My Listings

#REAL-TESTCOMP-1 - 123 main street, wildwood, MO 63040



Status: Active  
Price: \$500,000

 CLEAR SELECTION  CLOSE

If not one of your listing start typing the address or MLS# in the search by field:

Listing Search

---

Search By Address or MLS#

Search Results

#18032559 - 1527 Union Avenue, Moberly, MO 65270



Status: Active  
Price: \$2,999,000  
Square Footage: 13,522  
Acres: 1.70

#18056388 - 1527 Shalimar Ridge Lane, Unincorporated, MO 63049

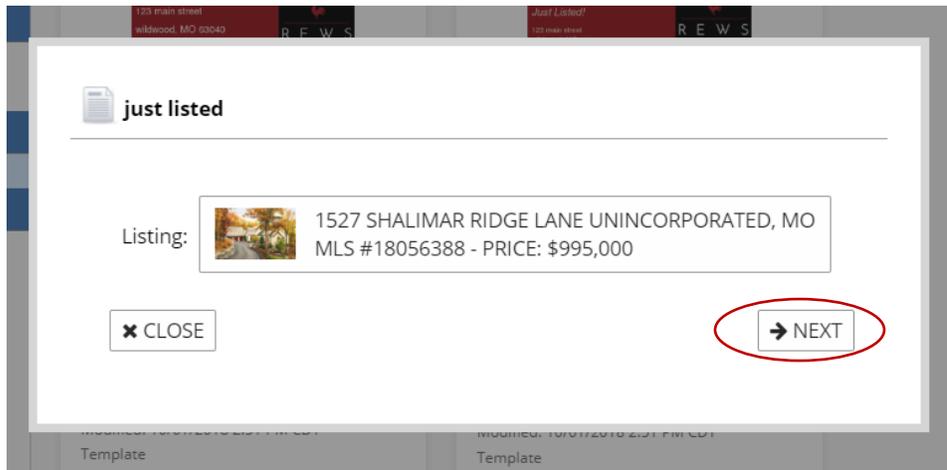


Status: Active  
Price: \$995,000  
Beds: 3, Baths: 3.0  
Square Footage: 4,584  
Acres: 3.01

#18046109 - 1527 Herculaneum Industrial Dr., Herculaneum, MO 63048

 CLEAR SELECTION  CLOSE

6. When the listing has been selected, click Next



7. The 'To' field auto completes against your contact list. To send to 'all contacts' start to type all contacts and select that from the autocomplete list.



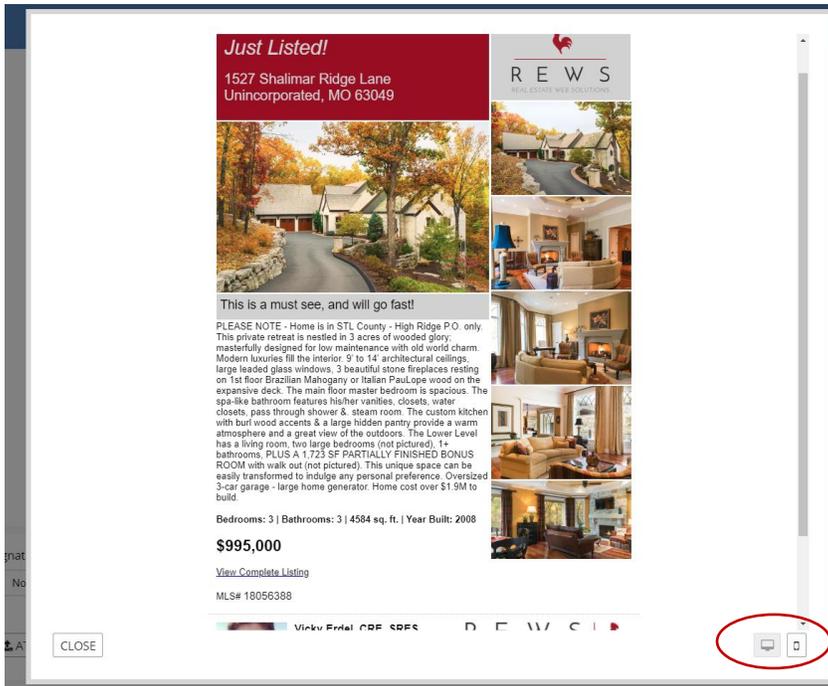
8. The areas of the eCard that are customizable will be indicated with an edit pencil. Click on the pencil to customize.



9. Select how you would like your contact information placed in the eCard.

- Signature: This will append your selected system signature at the bottom of the email.
- Layout: The layout will place the system branding in your location of choice.

10. The 'View Preview' function allows you to see your customized ecard both in Mobile and full view. By clicking on the icons in the lower right.



11. The send options are as follow:

- Save for later- This will save the eCard in your Uncategorized folder for you to send later.
- Schedule Send for Later- The eCard can be scheduled to go out on a specific date. This is different then campaigns and should only be used on these listing eCards.
- Send- Send the eCard immediately

has a living room, two large bedrooms (not pictured), 1+ bathrooms, PLUS A 1,723 SF PARTIALLY FINISHED BONUS ROOM with walk out (not pictured). This unique space can be easily transformed to indulge any personal preference. Oversized 3-car garage - large home generator. Home cost over \$1.9M to build.

Bedrooms: 3 | Bathrooms: 3 | 4584 sq. ft. | Year Built: 2008

**\$995,000**

[View Complete Listing](#)

MLS# 18056388



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**Vicky Erdel, CRE, SRES**  
<http://vickydemo.realestate.com/>  
 Contact Phone: 123-456-7890  
 Office Phone: 123-456-7890  
[vicky@rewsllc.com](mailto:vicky@rewsllc.com)

REWS |   
 REAL ESTATE WEB SOLUTIONS

REWS Demo  
 104 Test St.  
 Test City, MO 63010

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Signature

No Signature ▾

Layout

Sender Details below content. ▾

*The above agent contact information selected is, No Signature and 'Sender details below content' Layout.*