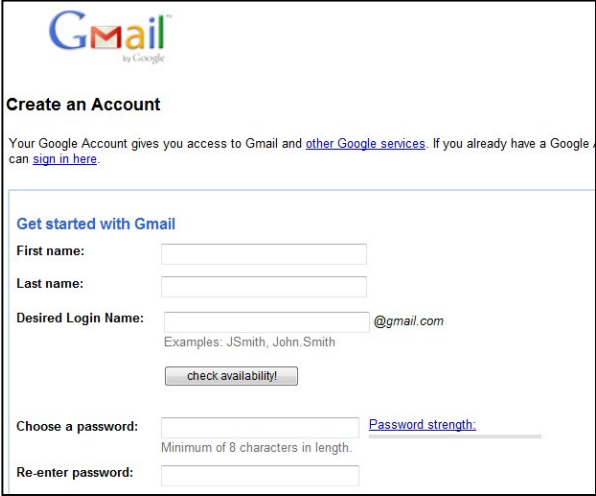


# WeichertPRO Job Aid – Sync with your Mobile Device

## Sync With Your iPhone

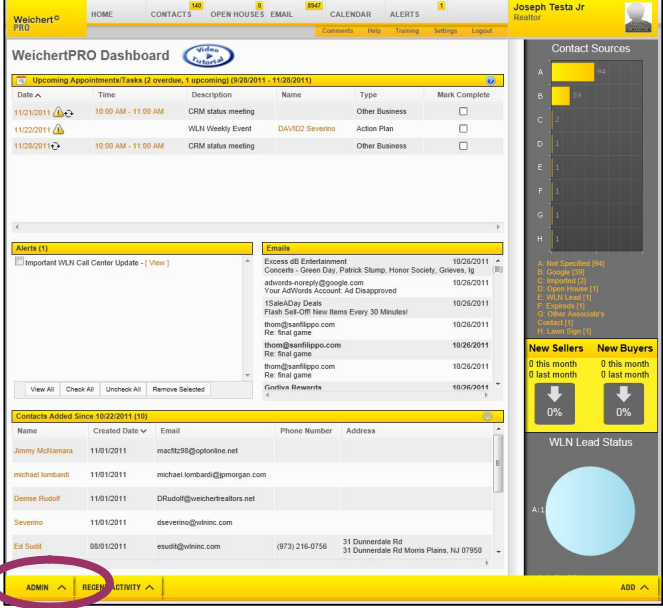
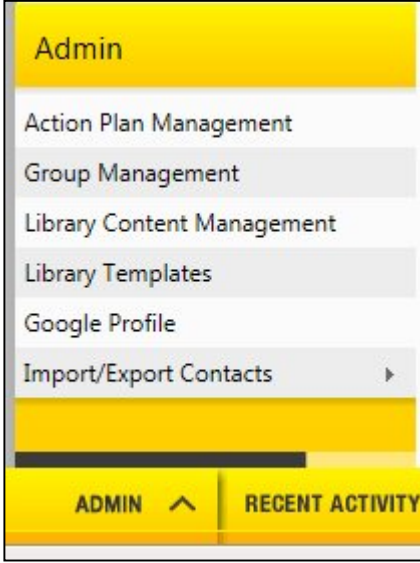
Google Sync seamlessly synchronizes your **contacts** and **calendar** between your mobile device and WeichertPRO. Once set up, Google Sync works automatically in the background. Real-time syncing means that your contacts and calendar events are always available and up-to-date in both places automatically. All you need to do is: 1: Set up a Google GMail account. 2: Turn on Google Sync in WeichertPRO. 3: Set up your iPhone.

### 1: Set Up A Google Account

STEP	SCREEN
<ol style="list-style-type: none"><li>1. Go to <a href="https://mail.google.com/mail/signup">https://mail.google.com/mail/signup</a></li><li>2. Complete the "Google Account form"</li><li>3. Then click "I Accept. Create my account" button.</li></ol>	 <p>The screenshot shows the Gmail 'Create an Account' page. At the top is the Gmail logo. Below it is the heading 'Create an Account' and a sub-heading 'Get started with Gmail'. The form includes fields for 'First name', 'Last name', and 'Desired Login Name' (with a '@gmail.com' suffix and examples like 'JSmith, John.Smith'). There is a 'check availability!' button below the login name field. Below that are fields for 'Choose a password' (with a 'Password strength' indicator) and 'Re-enter password'. A note at the top of the form states: 'Your Google Account gives you access to Gmail and other Google services. If you already have a Google Account, you can sign in here.'</p>

# WeichertPRO Job Aid – Sync with your Mobile Device

## 2: Turn on Google Sync in WeichertPRO

STEP	SCREEN
<p>1. Click "Admin" from the bottom toolbar</p>	 <p>The screenshot shows the WeichertPRO Dashboard interface. At the bottom, there is a yellow navigation bar with two buttons: 'ADMIN' and 'RECENT ACTIVITY'. The 'ADMIN' button is circled in red. The dashboard content includes sections for 'Upcoming Appointments/Tasks', 'Alerts', 'Emails', and 'Contacts Added Since 10/22/2011'.</p>
<p>A new menu will open.</p> <p>2. Select "Google Profile"</p>	 <p>The screenshot shows a vertical menu titled 'Admin'. The menu items are: 'Action Plan Management', 'Group Management', 'Library Content Management', 'Library Templates', 'Google Profile', and 'Import/Export Contacts'. A red arrow points to the 'Google Profile' option. At the bottom of the menu, there are two buttons: 'ADMIN' and 'RECENT ACTIVITY'.</p>


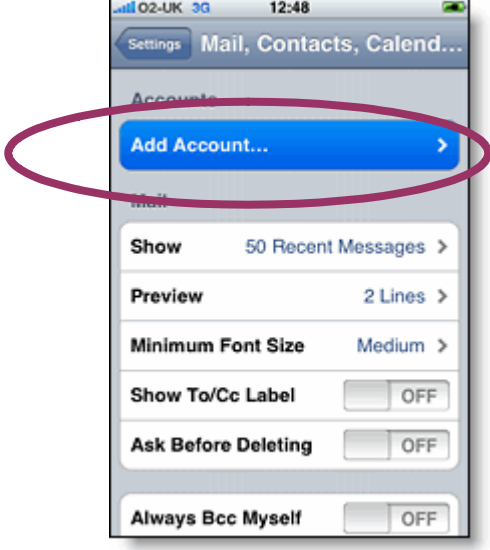
# WeichertPRO Job Aid – Sync with your Mobile Device

## 2: Turn on Google Sync in WeichertPRO, continued

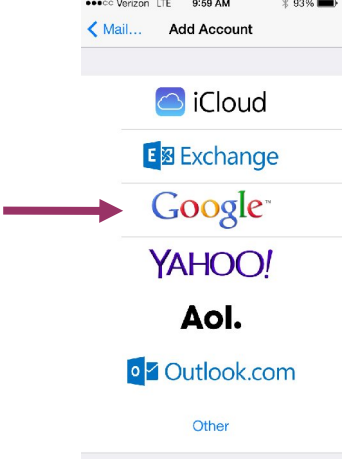

STEP	SCREEN
<p><b>From the Google Synchronization page, select your syncing options for Contacts and Calendar:</b></p> <ol style="list-style-type: none"> <li><b>1. Set up a GMail account</b></li> <li><b>2. Sync with WeichertPRO. Enter your GMail Credentials</b></li> </ol>	
<ol style="list-style-type: none"> <li><b>3. Select synchronization options (choose from GMail Contact Synchronization and GMail Calendar Synchronization)</b></li> <li><b>4. Sync Mobile Device</b></li> </ol>	

# WeichertPRO Job Aid – Sync with your Mobile Device


## 3: Set Up Your iPhone

STEP	SCREEN
<p>1. Open the Settings application on your device's home screen.</p> <p>2. Open Mail, Contacts, Calendars.</p>	 <p>A screenshot of an iPhone's Settings application. The 'Settings' title is at the top. Below it are various settings categories: Carrier, Fetch New Data (with a 'Push &gt;' button), Sounds, Brightness, Wallpaper, General, Mail, Contacts, Calendars (highlighted with a red oval), Phone, and Safari. A red arrow points to the 'Settings' title at the top.</p>
<p>3. Press "Add Account".</p>	 <p>A screenshot of the 'Mail, Contacts, Calendars' settings page in an iPhone. The title 'Mail, Contacts, Calendars' is at the top. Below it is an 'Accounts' section with an 'Add Account...' button (highlighted with a red oval). Further down are options for 'Show' (50 Recent Messages &gt;), 'Preview' (2 Lines &gt;), 'Minimum Font Size' (Medium &gt;), 'Show To/Cc Label' (OFF), 'Ask Before Deleting' (OFF), and 'Always Bcc Myself' (OFF).</p>

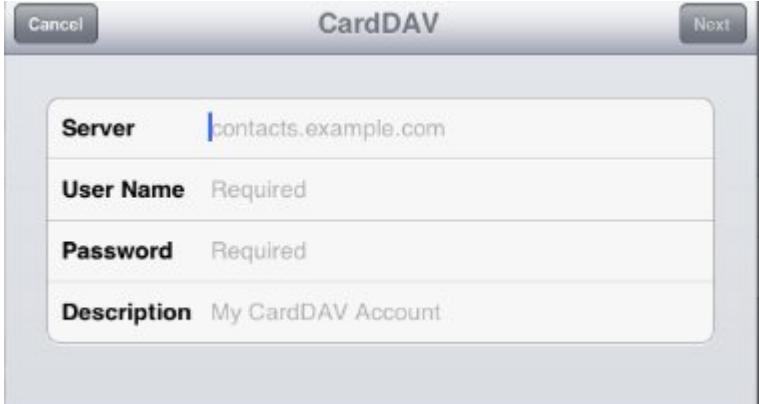
### 3: Set up Your iPhone, continued

STEP	SCREEN
<p>4. Select “Google”</p>	
<p>5. Enter Account Info</p> <ul style="list-style-type: none"> <li>• In the Name field, use your name for this account.</li> <li>• In the Email field, enter your full Gmail Account email address. If you use an @gmail.com address, you may see an “Unable to verify certificate” warning when you proceed to the next step.</li> <li>• In the Password field, enter your Gmail Account password. (If you are a 2-step verification user, please use an application-specific password instead.)</li> </ul> <p>6. Then tap “Next” at the top of the screen.</p>	

### 3: Set up Your iPhone, continued

STEP	SCREEN
<p><b>7. Select the Gmail services (Mail, Calendars , Notes) you want to sync.</b></p> <p><b>**If you don't use or want to sync the Gmail email you can simply slide the button to off**</b></p> <ul style="list-style-type: none"> <li>• Select keep on my Iphone</li> </ul> <p><b>To receive and respond to meeting requests on your device, both "Mail" and Calendar" need to be turned on, and New Invitations needs to be enabled in your Gmail Calendar settings:</b></p> <ul style="list-style-type: none"> <li>• To enable New Invitations, sign into your Gmail Calendar using the web browser on your phone or computer.</li> <li>• Go to Calendar Settings &gt; Calendars &gt; Click on the Notifications for the calendar you want to sync.</li> <li>• Under Email check New Invitations (and any of the other Invitation settings you want enabled), and click "Save".</li> </ul> <p><b>**Contacts will be added in the next step.</b></p> <ul style="list-style-type: none"> <li>• Click Save</li> </ul>	

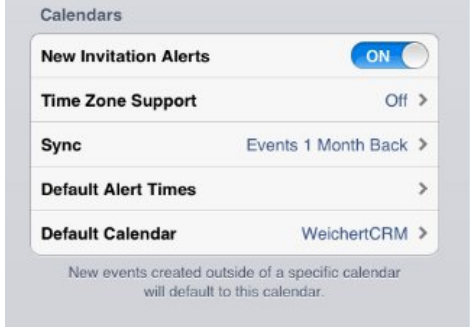
### 3: Set up Your iPhone, continued

STEP	SCREEN
<p><b>9. Add CardDav Account</b></p> <ul style="list-style-type: none"> <li>• <b>Server:</b> Enter “google.com”</li> <li>• <b>User Name:</b> Enter your full Google Account (xxxx@gmail.com)</li> <li>• <b>Password:</b> Your Gmail Account password</li> <li>• <b>Description:</b> Enter a description of the account(e.g. PersonalContacts).</li> <li>• <b>Select Next</b> at the top of your screen. After clicking Next, it will take you to the account list window</li> </ul>	



### Set your default Contacts and Calendars

<p><b>1. Default contacts (Google)</b></p> <ol style="list-style-type: none"> <li>1. Go to Settings</li> <li>2. Go to Mail, Contacts, Calendars</li> <li>3. Change default account to Google</li> </ol>	
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# WeichertPRO Job Aid – Sync with your Mobile Device



<p><b>2. Default calendar (WeichertCRM)</b></p> <ol style="list-style-type: none"> <li>1. Go to Settings</li> <li>2. Go to Mail, Contacts, Calenders</li> <li>3. Change default Calendar to WeichertCRM</li> </ol>	 <p>The screenshot shows the 'Calendars' settings page on an iPhone. At the top, 'New Invitation Alerts' is turned ON. Below that, 'Time Zone Support' is Off. 'Sync' is set to 'Events 1 Month Back'. 'Default Alert Times' is shown with a chevron. 'Default Calendar' is set to 'WeichertCRM' with a chevron. A note at the bottom states: 'New events created outside of a specific calendar will default to this calendar.'</p>
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## One time export of your existing iPhone contacts

Step 1 - Turning on iCloud backup	Screen Shot
<p><b>**Already logged into the iCloud then got to next step**</b></p> <p>If not logged into iCloud:</p> <p>Tap the Settings icon on the Home screen, select iCloud, and then enter your Apple ID.</p> <p>Click use iCloud</p>	 <p>The first screenshot is the 'Apple ID' screen, showing options to 'Sign In with an Apple ID' or 'Create a Free Apple ID'. The second screenshot is the 'Set Up iCloud' screen, showing the option to 'Use iCloud' (which is checked) or 'Don't Use iCloud'.</p>
<p>Click settings on your home screen, Click on iCloud</p>	 <p>The screenshot shows the 'Settings' app with the 'iCloud' option highlighted by an orange oval. Other options visible include Mail, Contacts, Calendars, Notes, Reminders, Phone, Messages, FaceTime, Maps, and Safari.</p>


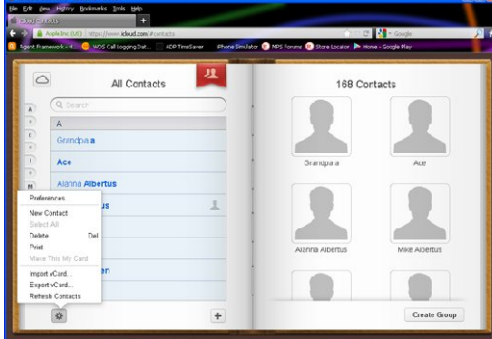


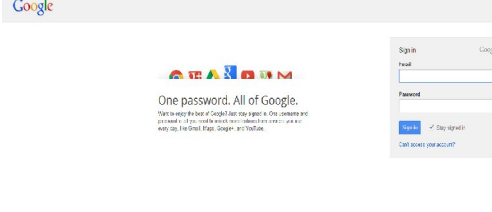
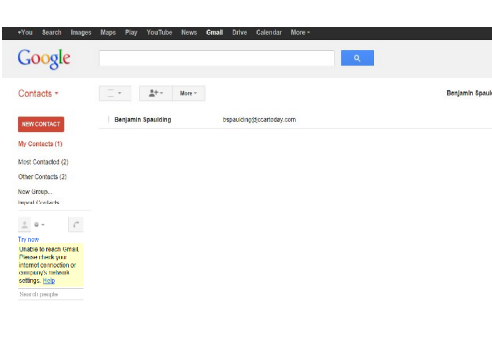
# WeichertPRO Job Aid – Sync with your Mobile Device

<p>Tap Storage &amp; Backup and turn on iCloud Backup.</p>	
<p>Slide the Bar for backup to the on Position</p>	

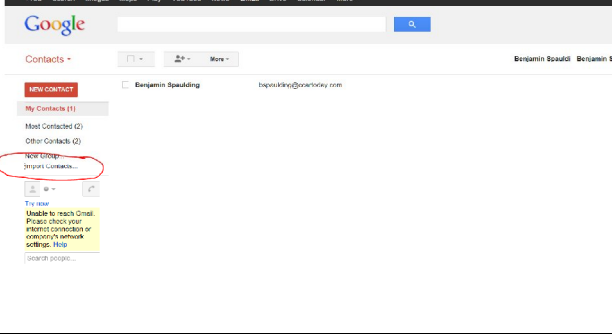
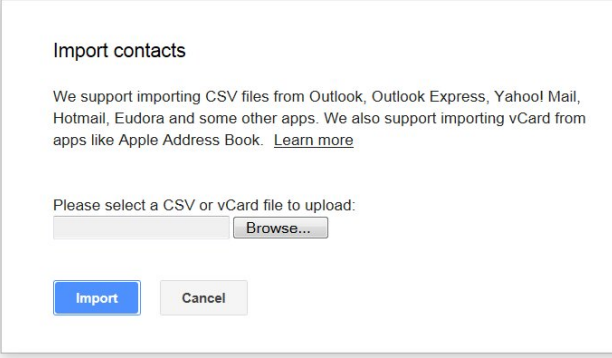
<p><b>Step 2 - Exporting contacts from iCloud to vCard</b></p>	<p><b>Screen Shot</b></p>
<p>First things first, login to iCloud with your Apple account: <a href="https://www.icloud.com/">https://www.icloud.com/</a></p>	

# WeichertPRO Job Aid – Sync with your Mobile Device

<p>Select "Contacts"</p>	
<p>Click on the little gear at the bottom left</p>	
<p>Select "Select All"</p>	
<p>Click on the gear again and select "Export vCard"</p>	
<p>Give your file a name and save the file</p>	<p>file somewhere easy you can find it like your desktop.</p>

<p><b>Step 3 - Importing contacts from to vCard to Google</b></p>	<p><b>Screen Shot</b></p>
<p>Login to your Gmail: <a href="https://gmail.com">https://gmail.com</a></p>	
<p>Under the Google logo click on "Gmail" and select "Contacts"</p>	

# WeichertPRO Job Aid – Sync with your Mobile Device

Select "Import Contacts" you may need to click more	 A screenshot of the Google Contacts web interface. The 'Import Contacts...' link is circled in red. The interface shows a search bar at the top, a 'New Contact' button, and a list of contact groups: 'My Contacts (1)', 'Most Contacted (2)', 'Other Contacts (2)', and 'Import Contacts...'. Below the list, there is a 'To use' section with a warning about Gmail sync and a 'Search people...' field.
Select the vCard file you just downloaded from iCloud	 A screenshot of the 'Import contacts' dialog box. It contains text explaining supported file formats (CSV and vCard) and a list of supported applications. Below the text, it says 'Please select a CSV or vCard file to upload:' followed by a text input field and a 'Browse...' button. At the bottom, there are 'Import' and 'Cancel' buttons.

That's it!

## Additional Features

- Create events and edit event details.
- Respond to meeting requests and update your attendee status.
- Change your **Alert Reminder Time**, e.g. "30 minutes before".
- See your list of pending invitations.
- When you're invited to an event, it shows up as a ghosted entry in your calendar. If you choose **Accept** or **Maybe**, it changes to solid, and if you **Decline**, the event is removed.
- A popup appears on your device when you're invited to a meeting. Pressing **View Event** allows you to see the event details and respond to the invitation.
- To turn off this popup, go to **Settings > Mail, Contacts, Calendar > New Invitations Alert** and turn off the popup.
- When viewing meeting invitations in your iOS Mail app, the calendar icon at the bottom lets you view the event and update your attendee status.
- The badge on the Calendar app icon on your home screen updates with the number of pending invitations.

## WeichertPRO Job Aid – Sync with your Mobile Device

### Additional Resources:

- **For Technical Questions: Call the Help Desk at 973 605 1619**
- **Or email at: [WLNHELP@WLNINC.COM](mailto:WLNHELP@WLNINC.COM)**
- For additional WeichertPRO training and video tutorials, visit: **WeichertPRO.com** → **Training**