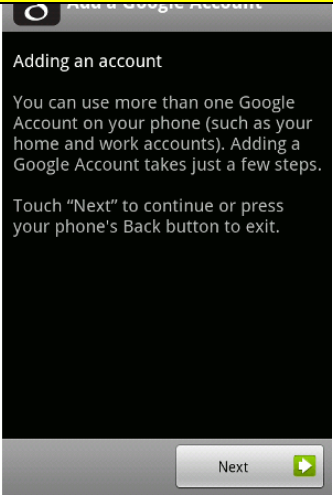
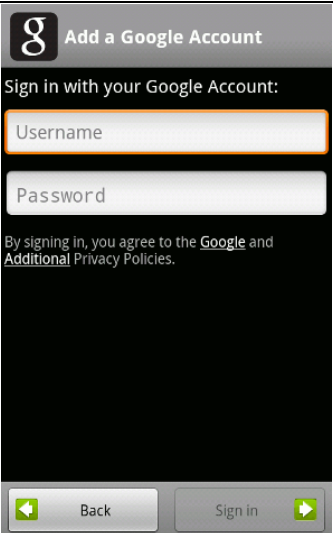


# WeichertPRO Job Aid - Sync with your Android

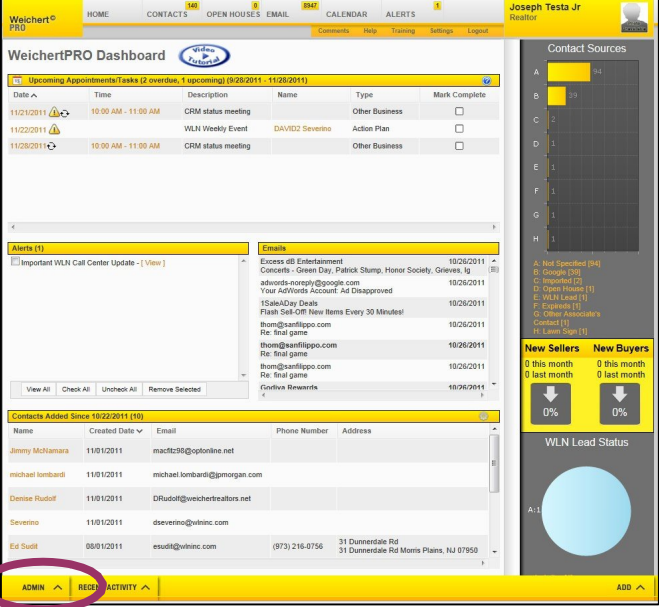
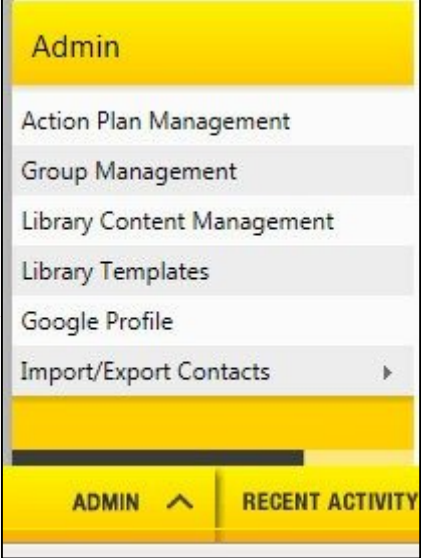
Google Sync seamlessly synchronizes your contacts and calendar between your mobile device and WeichertPRO. Once setup, Google Sync works automatically in the background. Real-time syncing means that your contacts and calendar events are always available and up-to-date in both places automatically. All you need is a Google Gmail account and then you can turn on Google Sync in WeichertPRO.

**NOTE:** Most Androids are already set up with a Google account or you may have completed creating an account at the initial setup of your device.

## Create a Google Account (if you have already have your phone set up proceed to next step)

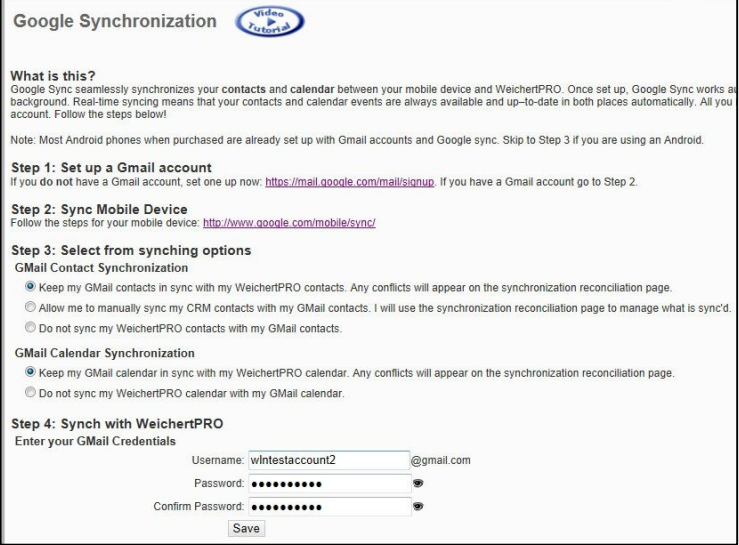

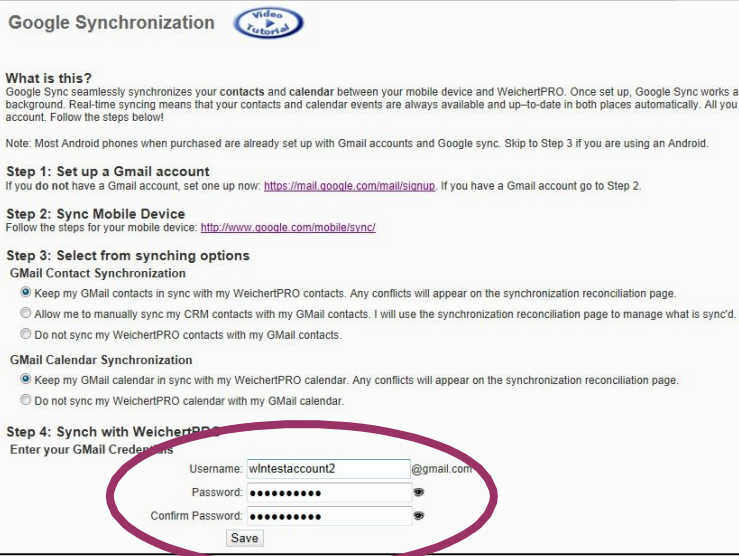

STEP	SCREEN
<p>1. From the Home screen, tap Applications Gmail</p> <p>The Add a Google Account screen displays</p> <p>2. Tap Next to continue</p>	
<p>3. Follow the on-screen instructions to create Google Account.</p>	

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 toolbar with three buttons: 'ADMIN', 'RECENT ACTIVITY', and 'ADD'. The 'ADMIN' button is circled in red. The dashboard content includes sections for 'Upcoming Appointments/Tasks', 'Alerts', 'Contacts Added Since', and 'Contact Sources'.</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 Android

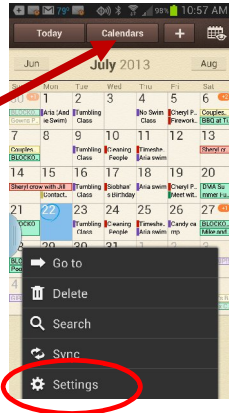
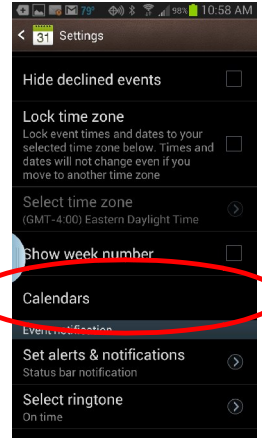
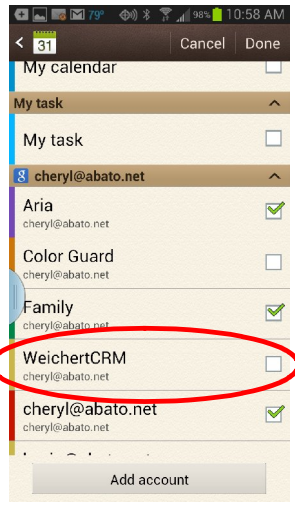
## Turn on Google Sync in WeichertPRO, continued

STEP	SCREEN
<p>From the Google Synchronization page, select your syncing options for Contacts and Calendar:</p> <ol style="list-style-type: none"> <li>3. Select "Keep my Gmail contacts in sync with my WeichertPRO contacts"</li> <li>4. Select "Keep my Gmail Calendar in Sync with My WeichertPRO calendar"</li> </ol>	 <p><b>Google Synchronization</b> </p> <p><b>What is this?</b> Google Sync seamlessly synchronizes your <b>contacts</b> and <b>calendar</b> between your mobile device and WeichertPRO. Once set up, Google Sync works at background. Real-time syncing means that your contacts and calendar events are always available and up-to-date in both places automatically. All you account. Follow the steps below!</p> <p>Note: Most Android phones when purchased are already set up with Gmail accounts and Google sync. Skip to Step 3 if you are using an Android.</p> <p><b>Step 1: Set up a Gmail account</b> If you do not have a Gmail account, set one up now: <a href="https://mail.google.com/mail/signup">https://mail.google.com/mail/signup</a>. If you have a Gmail account go to Step 2.</p> <p><b>Step 2: Sync Mobile Device</b> Follow the steps for your mobile device: <a href="http://www.google.com/mobile/sync/">http://www.google.com/mobile/sync/</a>.</p> <p><b>Step 3: Select from syncing options</b></p> <p><b>GMail Contact Synchronization</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Keep my Gmail contacts in sync with my WeichertPRO contacts. Any conflicts will appear on the synchronization reconciliation page.</li> <li><input type="radio"/> Allow me to manually sync my CRM contacts with my Gmail contacts. I will use the synchronization reconciliation page to manage what is sync'd.</li> <li><input type="radio"/> Do not sync my WeichertPRO contacts with my Gmail contacts.</li> </ul> <p><b>GMail Calendar Synchronization</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Keep my Gmail calendar in sync with my WeichertPRO calendar. Any conflicts will appear on the synchronization reconciliation page.</li> <li><input type="radio"/> Do not sync my WeichertPRO calendar with my Gmail calendar.</li> </ul> <p><b>Step 4: Synch with WeichertPRO</b> Enter your Gmail Credentials</p> <p>Username: <input type="text" value="wintestaccount2"/> @gmail.com          Password: <input type="password" value="*****"/>          Confirm Password: <input type="password" value="*****"/>  <input type="button" value="Save"/></p>
<ol style="list-style-type: none"> <li>5. Enter your Gmail username and password</li> <li>6. Then Click "Save".</li> </ol>	 <p><b>Google Synchronization</b> </p> <p><b>What is this?</b> Google Sync seamlessly synchronizes your <b>contacts</b> and <b>calendar</b> between your mobile device and WeichertPRO. Once set up, Google Sync works at background. Real-time syncing means that your contacts and calendar events are always available and up-to-date in both places automatically. All you account. Follow the steps below!</p> <p>Note: Most Android phones when purchased are already set up with Gmail accounts and Google sync. Skip to Step 3 if you are using an Android.</p> <p><b>Step 1: Set up a Gmail account</b> If you do not have a Gmail account, set one up now: <a href="https://mail.google.com/mail/signup">https://mail.google.com/mail/signup</a>. If you have a Gmail account go to Step 2.</p> <p><b>Step 2: Sync Mobile Device</b> Follow the steps for your mobile device: <a href="http://www.google.com/mobile/sync/">http://www.google.com/mobile/sync/</a>.</p> <p><b>Step 3: Select from syncing options</b></p> <p><b>GMail Contact Synchronization</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Keep my Gmail contacts in sync with my WeichertPRO contacts. Any conflicts will appear on the synchronization reconciliation page.</li> <li><input type="radio"/> Allow me to manually sync my CRM contacts with my Gmail contacts. I will use the synchronization reconciliation page to manage what is sync'd.</li> <li><input type="radio"/> Do not sync my WeichertPRO contacts with my Gmail contacts.</li> </ul> <p><b>GMail Calendar Synchronization</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Keep my Gmail calendar in sync with my WeichertPRO calendar. Any conflicts will appear on the synchronization reconciliation page.</li> <li><input type="radio"/> Do not sync my WeichertPRO calendar with my Gmail calendar.</li> </ul> <p><b>Step 4: Synch with WeichertPRO</b> Enter your Gmail Credentials</p> <p>Username: <input type="text" value="wintestaccount2"/> @gmail.com          Password: <input type="password" value="*****"/>          Confirm Password: <input type="password" value="*****"/>  <input type="button" value="Save"/></p>

Continued on Next Page


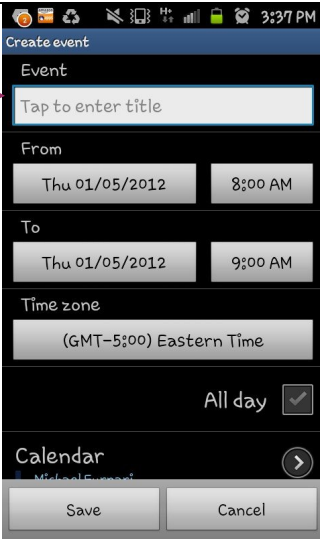
# WeichertPRO Job Aid - Sync with your Android

## Turn on your WeichertCRM Calendar from your Android

STEP	SCREEN
<p>1. Click the Calendar icon from your home screen.</p> <p>2. From menu button, Click Settings</p> <p><b>FYI: some android phones have a calendar button right on the calendar screen</b>  <b>If yours does click on it and skip to step 4</b></p>	 <p>The screenshot shows the calendar app interface for July 2013. A red arrow points from the 'Settings' option in the bottom menu to the 'FYI' text in the step description. The 'Settings' option is circled in red.</p>
<p>3. Choose Calendars</p>	 <p>The screenshot shows the 'Settings' menu with various options. The 'Calendars' option is circled in red.</p>
<p>4. Place a check mark in the WeichertCRM checkbox by tapping it.</p> <p>5. Click done in upper right hand corner</p> <p>6. Return to the home screen</p>	 <p>The screenshot shows the 'Add account' screen with a list of accounts. The 'WeichertCRM' account is circled in red, and its checkbox is checked.</p>

# WeichertPRO Job Aid - Sync with your Android

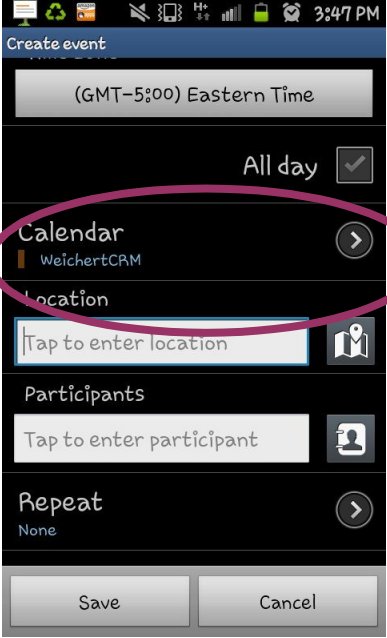
## Adding a new event to your WeichertPRO Calendar from your Android

STEP	SCREEN
1. Open the Calendar App and click the "Tap To Create" on the bottom of the display	
2. Enter an event "title". Select the desired date and time, or "All Day" for a task.	

Continued on Next Page

## WeichertPRO Job Aid - Sync with your Android

### Adding a new event to your WeichertPRO Calendar from your Android, continued

STEP	SCREEN
<p>3. Select "WeichertCRM" in the "Calendar" section.</p> <p>4. Tap Save</p> <p>****You must choose the WeichertCRM Calendar every time you create an event that you want to sync to WeichertPRO****</p>	 <p>The screenshot shows the 'Create event' screen on an Android phone. The 'Calendar' dropdown menu is open, showing 'WeichertCRM' selected and circled in red. Other options include 'Location', 'Participants', and 'Repeat'. The 'All day' checkbox is checked. The 'Save' and 'Cancel' buttons are at the bottom.</p>

#### 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 our a library of video tutorials visit: [WeichertPRO.com](http://WeichertPRO.com) Training