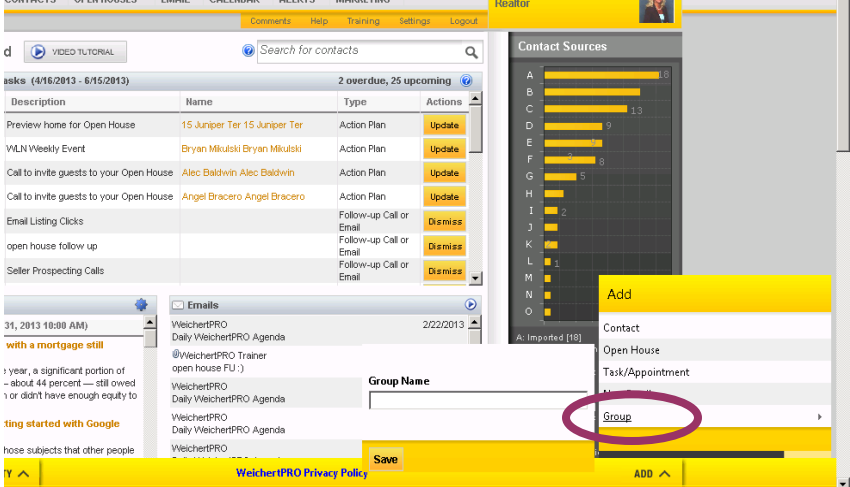
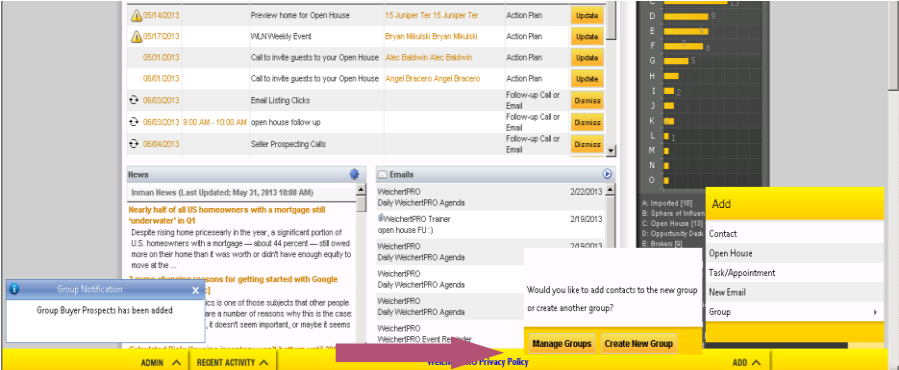


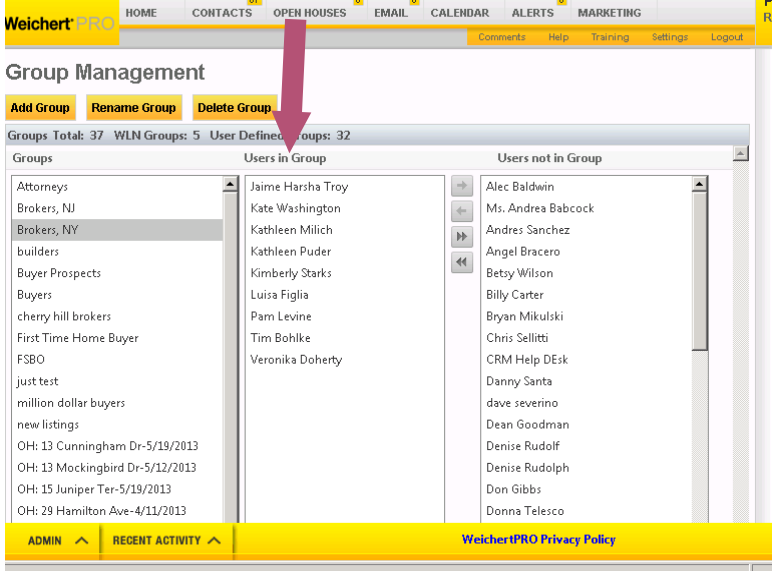
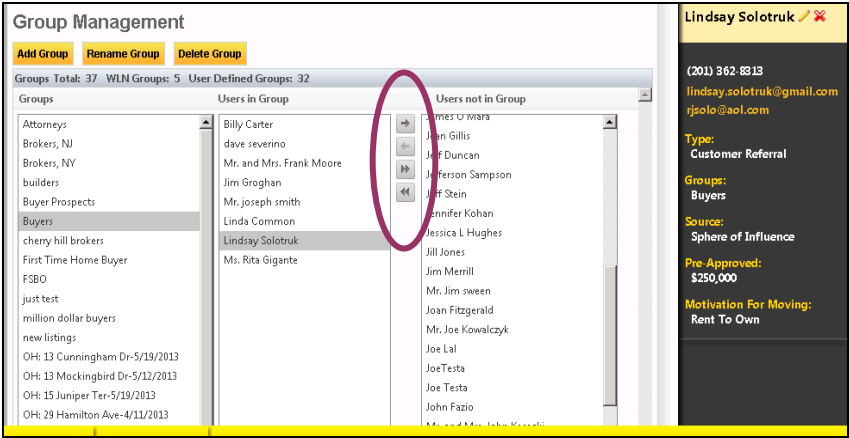
# WeichertPRO Job Aid – Adding & Managing Groups

Each of your Contacts needs to be assigned to a Group in WeichertPRO so your business can benefit from the follow up and prospecting functions within PRO. You can create action plans, Email Marketing Campaigns and Open House Invitations directed to specific Groups in your system. You can add a contact to two prospecting Groups, close them and move them to your Pure Gold Group, easily using the Group Management Tools. Refer to the steps below:

## ADDING & MANAGING GROUPS

Step	Screen
<p><b>1. Go To: <a href="http://www.weichertpro.com">www.weichertpro.com</a> and log in</b></p> <p><b>2. Click on the "ADD" button on the bottom tool bar</b></p> <p><b>3. Point your cursor over "Groups" until the text box slides out.</b></p> <p><b>4. Type the name of the Group you want to Add and click "Save"</b></p>	
<p><b>The option will appear to "Create New Group" OR "Manage Groups". You can add multiple Group names from here, or move onto the Group Management Function by selecting "Manage Groups".</b></p> <p><b>5. Click on "Manage Groups"</b></p>	

# WeichertPRO Job Aid – Adding & Managing Groups

Step	Screen
<p>From the Group Management Page you have an overview of all your groups and the contacts assigned to each group.</p> <p><b>6. Select a group from the list on the left. The Users in the Group appear in the middle column, while all other contacts in your system appear in the right column.</b></p>	
<p><b>7. Use the arrows between the "Users" Columns to easily move a contact within your Groups.</b></p> <p><b>8. Click on a contact name and open the Contact Record.</b></p>	

## More on Groups:

WeichertPRO allows you to categorize your contacts into various groups and fully customize the names of these groups. You can also include a person in more than one group. Grouping contacts creates a powerful tool for targeted marketing and follow up. Some common groups include Sphere or Network, FSBOs, Expireds, First Time Buyers, Past Clients.

## More on Types:

WeichertPRO allows you to identify your contacts by type, such as buyers and sellers. This allows you to easily filter and sort your contacts for future calling and prospecting.

# WeichertPRO Job Aid – Adding & Managing Groups

Step	Screen

