



Knowledge Base Article

Free Download Real Estate Software - ProGold i2 web site: www.progoldi2.com
Real Estate Search Engine - ViewMyListing.com web site: www.viewmylisting.com
Search Local Classifieds – www.viewmylisting.com/buy-sale-trade
Agent Tools web site: www.viewmylisting9ae.com

Article ID: 4240
Subject: How to Send Personal Agent Contacts to Pro Gold from ViewMyListing.com
Last Modified: February 9, 2009
Applies to: ViewMyListing.com

Summary: When a contact is entered manually in ViewMyListing.com, it is created as a "Personal" contact. Personal-type contacts do not automatically synchronize between Pro Gold and ViewMyListing.com. However, there is an option where the type of a contact can be changed from "Personal" so that it will synchronize to Pro Gold.

Procedure: The steps for changing the type of a contact so that it will synchronize to Pro Gold are listed below.

- Step 1:** Go to www.ViewMyListing.com
- Step 2:** Click on the "Login" link in the upper right corner of the screen.
- Step 3:** Enter your **User Name** and **Password** and click "login".
- Step 4:** Click on "Agent Tools" to open ViewMyListing.com 9ae.
- Step 5:** Click on the **Contacts Tab** and click on a contact's name to bring up the contact record.
- Step 6:** Locate the "Status" dropdown in the Contact Detail area at the bottom of the screen.
- Step 7:** Select the "Send to CSC" option from the dropdown.
- Step 8:** Click the green "Save" button to save the changes to the contact record.
- Step 9:** The record will be sent to Pro Gold when the next synchronization occurs.
 - a. In Pro Gold, the contact will be located in the Contacts Tab under Contact Manager Professional.
 - i. In Version 2.xx select the Prospects Tab and Work with Prospects.
 - b. Use the binoculars icon to search for the contact/prospect.

Additional Information: Below is a link you can use to get a copy of the latest user guide:

http://www.viewmylisting.com/downloads/9ae_user_guide.pdf

- Select the link
- View and print the Guide

Related articles: N/A

Keywords: Personal Contacts, Leads, Prospects, Send to Pro Gold, ViewMyListing.com, VML, CSC, Sync, Synchronization, 4240

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