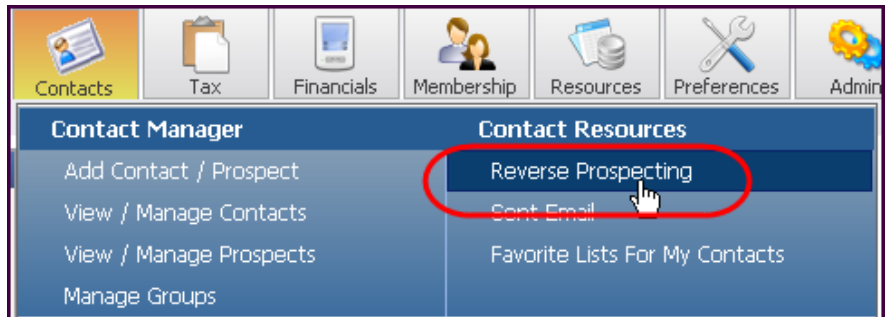




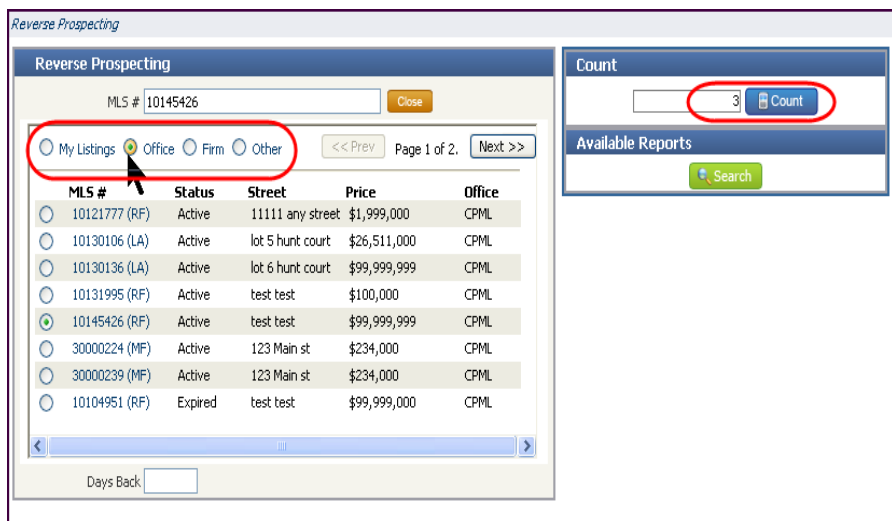
Contact Manager-Reverse Prospecting Quick Start Guide Paragon 4.0

Reverse Prospecting is a tool that allows an agent with a listing, or even a temporary listing such as a subject property, to use that listing information to search for prospective buyers. There are certain parameters of prospective buyers information that will be hidden from the listing agent. Meaning that when they find a prospective buyer in their search, they only get the agent's information of the buyer that came up in the match. So no privy information is given.

To start Reverse Prospecting, go to the Contact Manager button and in the control panel click **Reverse Prospecting**.



The search screen opens with a MLS # search or the listings will be listed in the box. You can filter the listings by My Listings, the Office, and Firm listings. Broker levels can access the office and firm. Select the listing for the search and click **Count** or **Search**.



The Search results screen will have the Agent contact information who is working with that Prospect. No Prospect contact information is given. The Prospect name will be the "Alias" that the Agent placed in the contact's general information tab in Contact Manager.

Agent	Agent Email	Agent Phone	Agent Office	Match Date	Prospect Name	Prospect Email	Prospect Phone
<input type="checkbox"/> FNIS admin	jason.cronbaugh@fnf.c...		FNIS	4/26/2007	tf	Contact Agent	Contact Agent
<input type="checkbox"/> Laura Clark	cmar@ncn.org		Coastal Mendocin...	4/26/2007		Contact Agent	Contact Agent
<input checked="" type="checkbox"/> Jerry Closer	jerry.h...@fnf.com	(800)234-2139 ext:211	FNIS	4/26/2007	BB	Contact Agent	Contact Agent

Click Email and Paragon will set up an email to send the listing directly to the prospect's agent.