

WyldFyre™ E-mail Financial Reports Help

E-mail

The Financial Reports can be E-mailed as a browser link or as an attachment.

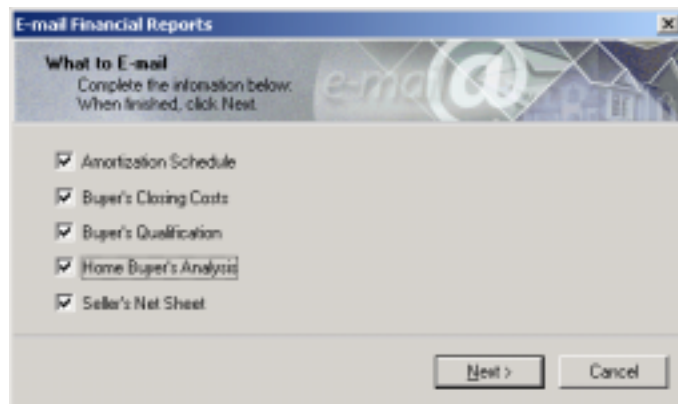
E-mailing as an attachment requires that you have a MAPI compliant personal E-mail program, such as Microsoft Outlook, on the computer.

E-mailing as a browser link uses the WyldFyre E-mail server and only requires that you have a connection to the Internet. The recipient of the E-mail will view the reports by clicking the browser link that is included in the body of the E-mail.

E-mail a Financial Report

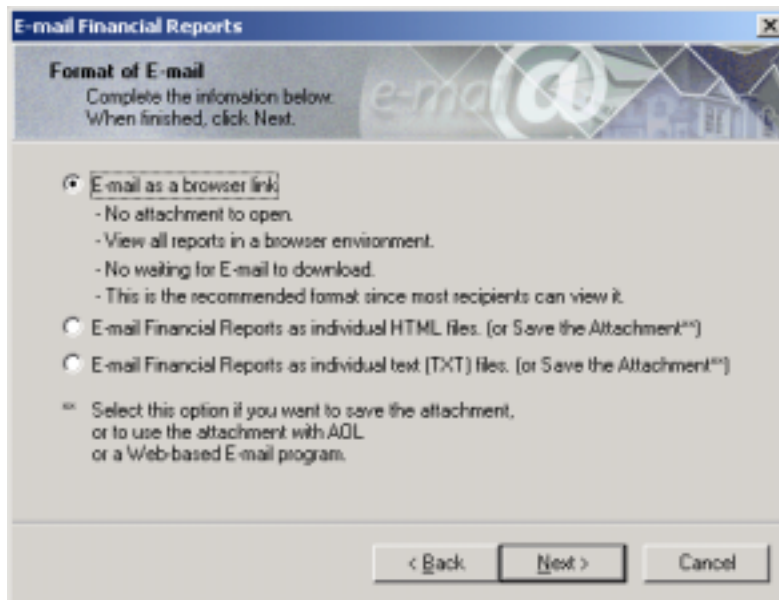
You can E-mail the Financial Reports as a browser link, or as individual HTML or TXT file attachments.

1. Display the Financial Reports to be E-mailed.
 - You must open and display all of the financial reports you want to E-mail.
2. Click the E-mail button on the toolbar. The E-mail Wizard automatically starts.
3. What to E-mail:
 - Only the open Financial Reports can be E-mailed.
 - The example shows that one of each financial report was created and opened.



4. Format of E-mail:

- "E-mail as a browser link" will send your request to the WyldFyre E-mail server. The E-mail server will prepare the E-mail, create the link, and then send the E-mail to the recipient you specified.
- "E-mail as individual HTML files" will attach the Financial Reports individually as HTML file attachments. This requires that you have a MAPI compliant personal E-mail program, such as Microsoft Outlook, on the computer. ***This is the option to select if you want to "Save the attachment"***.
- "E-mail as individual TXT files" will attach the Financial Reports individually as text (TXT) file attachments. This requires that you have a MAPI compliant personal E-mail program, such as Microsoft Outlook, on this computer. ***This is the option to select if you want to "Save the attachment"***.



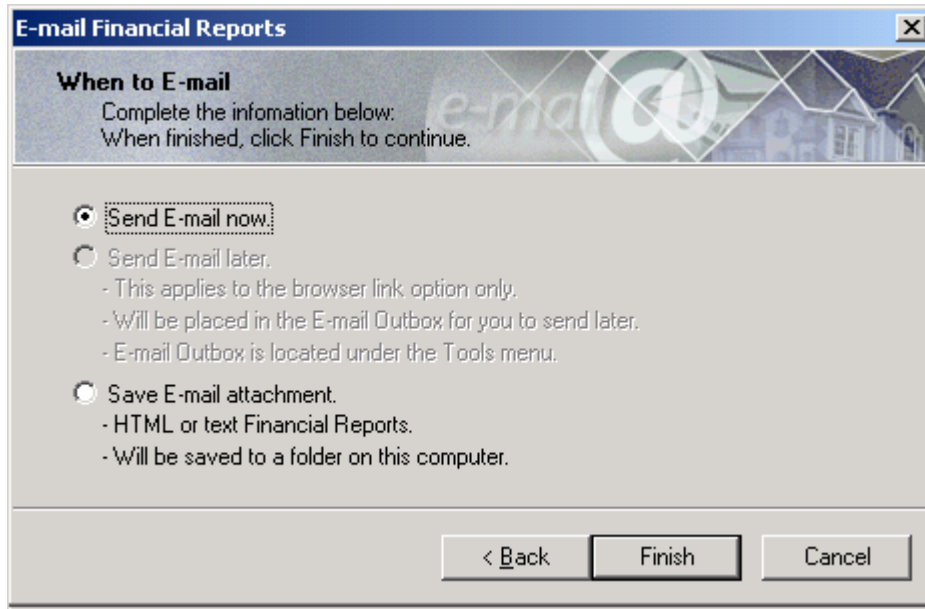
5. Who to E-mail: The majority of these fields are pre-populated with the User Setup Information that you enter via the wizard or from the Options>Preferences menu selection.

- “Address Book” will display all of your clients and their E-mail addresses from the Listings Address Book. Or, you can enter an E-mail address.
- “Your E-mail Address:” is the E-mail address you entered in User Setup. Or, you can enter an E-mail address.
- “Your Name:” is the Agent Name associated with the E-mail address.
- The “Subject” and “Message” entered will be used in the Subject field and Message box of the sent E-mail.
- “Signature” is the Auto-Signature you entered in User Setup. Or, you can enter a different signature.
- The "Checkbox" defaults to sending you a copy of the E-mail. Click the checkbox to remove it and no copies will be sent to you.

The screenshot shows a dialog box titled "E-mail Financial Reports" with a close button (X) in the top right corner. The main heading is "Who to E-mail" with the instruction "Complete the information below: When finished, click Next." Below this, there are several input fields and a checkbox. The "Address Book" tab is selected, and the "Separate Multiple Addresses using commas" checkbox is checked. The "To:" field contains "judi@wyldfyre.com". The "Cc:" field is empty. The "Your E-mail Address:" dropdown menu is set to "jackie@wyldfyre.com". The "Your Name:" field contains "Jackie Bolante". The "Website Address:" field contains "http://www.pawsplace.com". The "Subject:" field is empty. The "Message:" field is a large text area, currently empty. The "Signature:" dropdown menu is set to "Jackie Bolante Broker Associate WyldFyre Broker Services". At the bottom, there is a checked checkbox labeled "Also, send me a copy of this E-mail." and three buttons: "< Back", "Next >", and "Cancel".

6. When to E-mail:

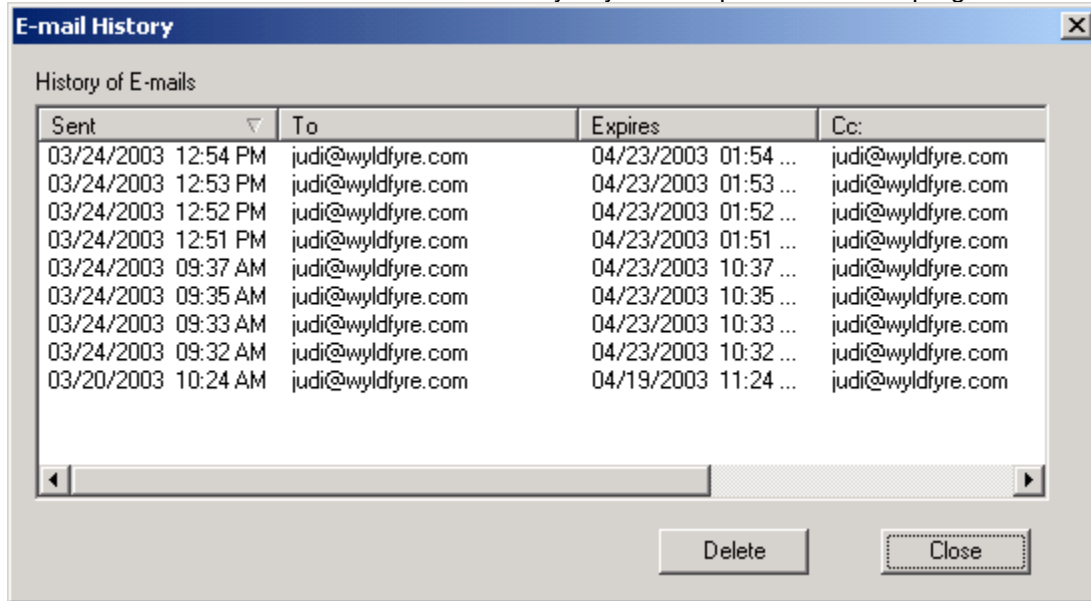
- "Send E-mail Now." will send your E-mail as a browser link now. Or, this will start your personal E-mail program if you selected to send E-mail as an attachment.
- "Send E-mail Later" will place your E-mail in the Listings E-mail Outbox if you selected to send your E-mail as a browser link. This option is not available if you are sending your E-mail as an attachment since you select this option in your personal E-mail program.
- "Save E-mail attachment" allows you to save the attachment. The attachment will be placed in the default Listings\User\Mail directory with a file extension of HTM or TXT. Or, you can rename and save this file to another location.



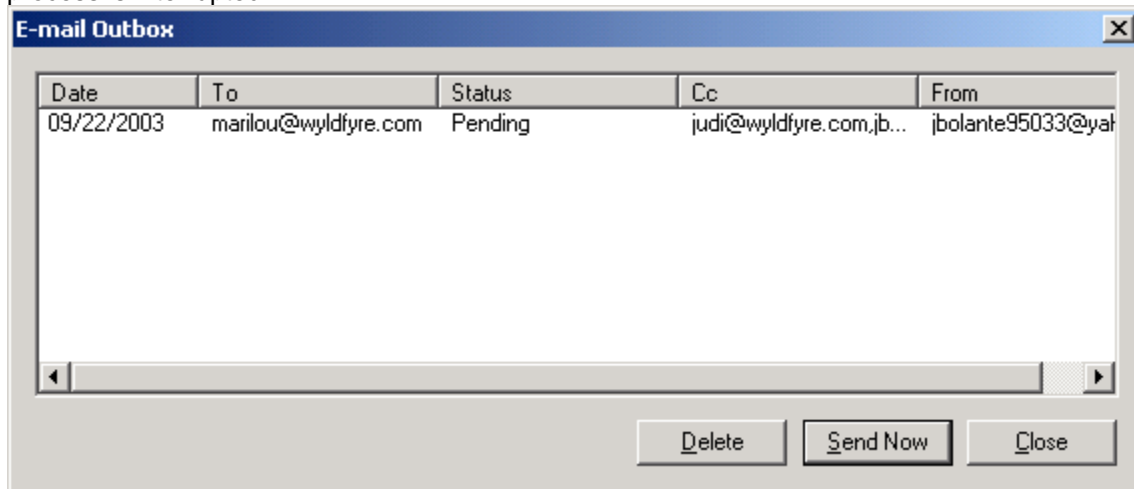
E-mail Outbox and E-mail History

The E-mail Outbox and E-mail History are accessed through Tools on the menu bar.

E-mail History - Displays the history of all E-mails sent as browser links. E-mails sent with attachments will be available in the Sent history of your own personal E-mail program.



E-mail Outbox - "Send Later" E-mails are placed in the E-mail Outbox or if the previous sending process is interrupted.



Each time you start Listings you will be notified if there are E-mails in the Outbox. Selecting Yes, takes you to the Outbox.

