

Top Producer® 8i

**Date: Friday
June 20, 2008**

“Quick Start” Session

**Start Time: 10:00am
End Time: 1:00pm**

Location of Class:

**Burlington Camden
County Association
of REALTORS®
306 Kings Highway S
Cherry Hill, NJ 08034**

**This Quick Start Session has
been sponsored by:**

TOP PRODUCER® Systems

Your TOP PRODUCER® Regional Sales Associate is:

Stephen Pacinelli

Our **FREE** Quick Start sessions are geared toward new users or existing users who need a refresher on using 8i effectively. Top Producer 8i lets you spend less time at your desk and more time with your clients.

Compress the learning curve into a short, straight path.

Learn the essentials of managing your sales and marketing with Top Producer 8i in only 3 hours.

Topics Include:

Agent Set Up

Dashboard overview and Tool Bar navigation

Contact Entry

Import capabilities through CSV files and LTS
Quick and Detailed Contact record

Action Plans

Application and modification
Auto apply feature for web leads

Listing and Closing plans

Creating web reports

Mass email/mail out

Communication Library

Email Manager

Linking email to contact records
Stored in history for safe keeping

CMA's and Buyer Presentations

Community and School Reports

Questions and Answers Session

Product Overviews

Market Snapshot
Top Producer Websites

To register for this FREE Class please email: quickstart@topproducer.com

Please have registrations submitted by: June 19, 2008

Seating is limited!