

# Top Producer® 8i

**Date: Monday  
September 29, 2008**

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## **“Quick Start” Session**

**Start Time: 11:00am  
End Time: 2:00pm**

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### **Location of Class:**

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

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**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](mailto:quickstart@topproducer.com)**

**Please have registrations submitted by: September 26, 2008**

**Seating is limited!**