



## MATRIX CONTACT MANAGEMENT

The Matrix platform allows you to manage your Contacts, Auto Emails, Saved Searches, Sent Emails, CMA's and Watched Listings.

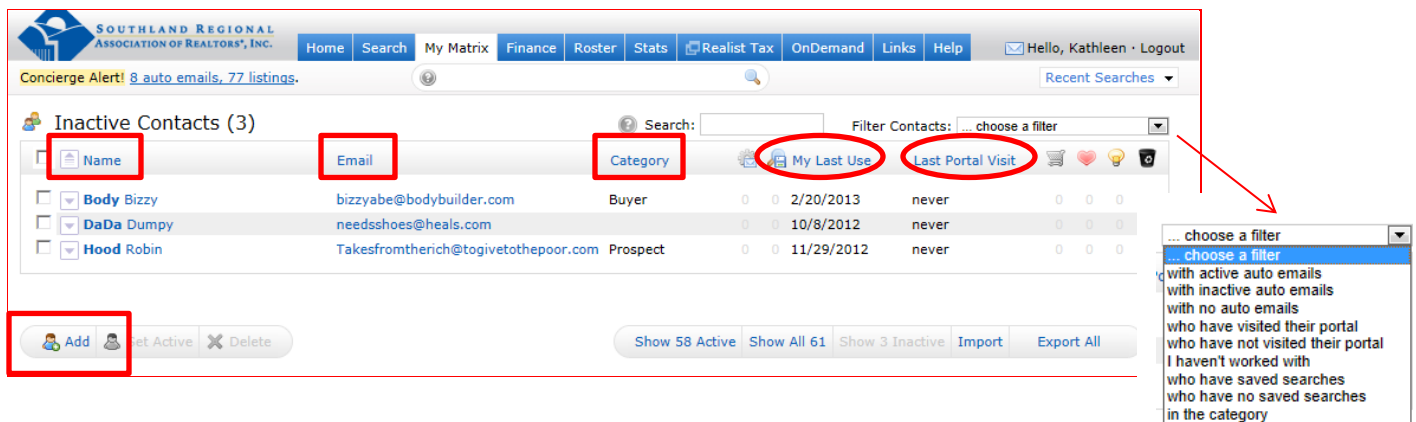
Step 1:

Click the My Matrix tab, then click the Contacts link to open a list of all your contacts.

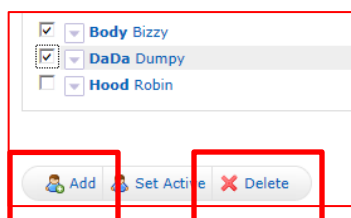


Step 2:

Click on any of the blue column names (i.e. Name, Email, etc.) to sort your contacts alphabetically by those columns, or use the Search or Filter Contacts feature to further narrow down your list of contacts.



Click on the Add icon located on the lower left bottom of the screen in input a new contact into the Matrix and then click save. You can delete a contact by clicking on their name and then clicking on Delete.



## ICONS to Remember



Contacts with active **Auto Emails**.



Contacts with **Saved Searches**.

My Last Use

The date you last emailed, printed or changed the contact information or search criteria.

Last Portal Visit

The date your contact opened their Auto or Direct Email.



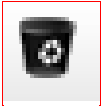
Contacts with items in a **Cart**.



A list of **Favorite** listings selected by your contact.



A list of listing **Possibilities** that your client has selected.



A list of **Discarded** listings that your client does not wish to see or keep.