

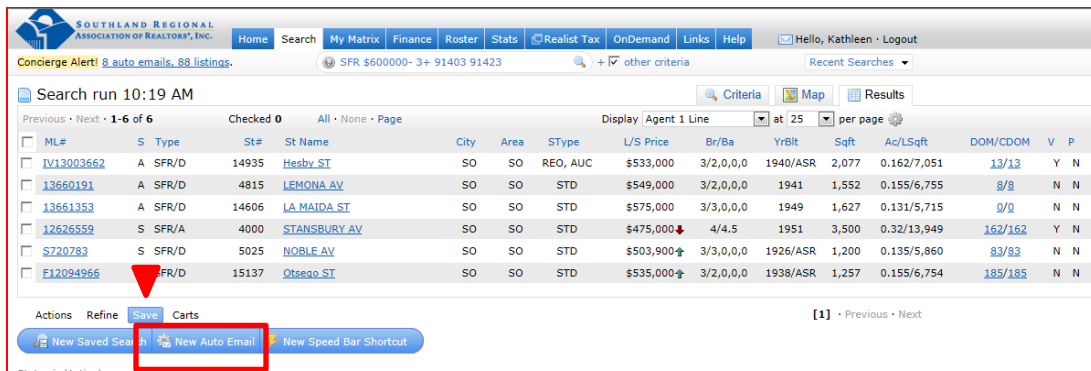


MATRIX CREATING AUTO EMAILS

The CRISNetMLS Matrix platform allows you to send your prospects and clients Auto Emails with listings that match their criteria. Follow the steps below to create Auto Emails for your clients.

Step 1:

Start a search in the CRISNetMLS Matrix platform. When you see the search results page, click Save and then click on New Auto Email.



Step 2:

Select an existing contact in the Contact drop down menu, or click Create New Contact to add a contact.

Step 3:

Enter a Subject for the Auto Email (this is required).

Step 4:

If you would like the following to happen, click on the box located to the left of the function located in the Settings section of your Auto Email set-up: **a)** Enable Concierge Mode; **b)** If you would like the system to notify listing agents when the system sends out one of their listings to your client, click on the Make Available for Reverse Prospecting checkbox **c)** To enable this search to appear on your homepage in the My Favorite Searches widget, click on the checkbox.

Step 5:

Select scheduling options for your Auto Email.

Step 6:

Click on Save to save your changes, and to enable the Auto Email.

