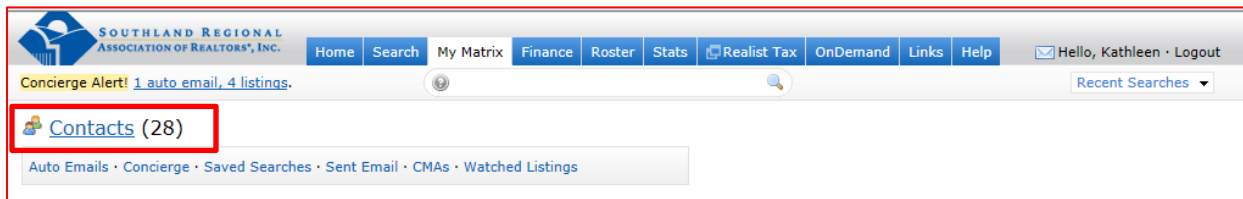




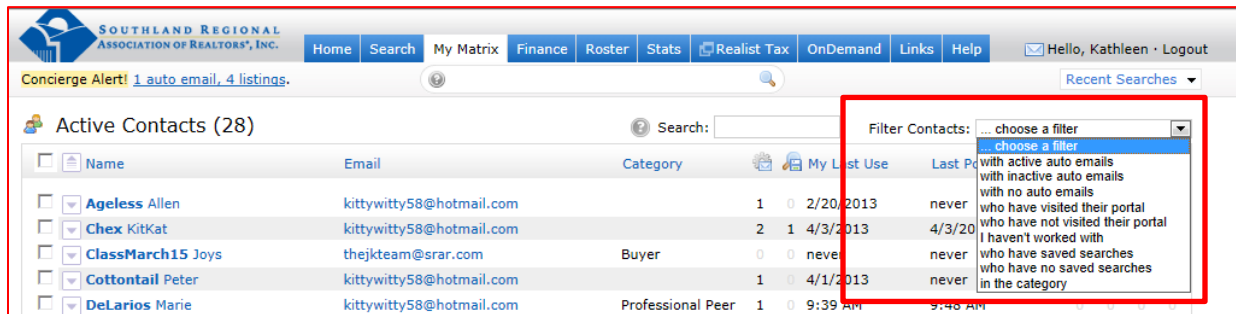
## MATRIX CONTACTS: USING FILTERS

Definition: Filters are a great way to narrow your Contacts list to find a specific Contact, or a specific group of Contacts.

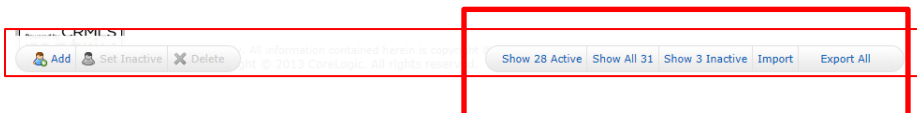
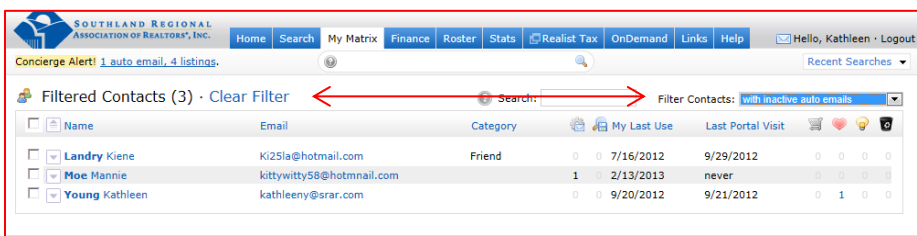
Step 1: Go to My Matrix tab and click on Contacts to open your list of stored Contacts.



Step 2: Click on the Filter Contacts drop down box located on the upper right hand side of the screen and select one of the options.

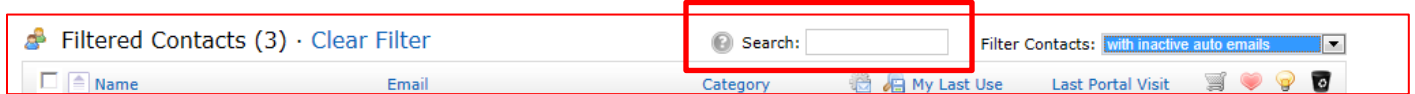


By choosing a Filter the contact results will be narrowed to those contacts that match the filter.



You will see along the bottom of the screen the option to bring back all your contacts by clicking Show All or other options that will allow you to view your other contacts.

Step 3: To locate a client, you can enter the Name of your contact in the Search field located to the left of the Filter Contacts field.



Step 4: You can sort your contacts into a specific order by clicking on the title column.

The screenshot shows the "All Contacts (31)" page. At the top, there are navigation tabs: Home, Search, My Matrix, Finance, Roster, Stats, Realist Tax, OnDemand, Links, and Help. A "Concierge Alert" indicates 1 auto email and 4 listings. The main content area is a table of contacts. The "Category" column header is highlighted with a red box. The table lists various contacts with their names, emails, categories, and other details.

Name	Email	Category	My Last Use	Last Portal Visit	Icons
ClassMarch15 Joys	thejkteam@srar.com	Buyer	never	never	0 0 0 0
Body Bizzy	bizzyabe@bodybuilder.com	Buyer	2/20/2013	never	0 0 0 0
Details Kate	kittywitty58@hotmail.com	Friend	1 4/2/2013	4/5/2013	0 5 3 0
Landry Kiene	Ki25la@hotmail.com	Friend	0 7/16/2012	9/29/2012	0 0 0 0
Neison Liam	kittywitty58@hotmail.com	Friend	0 3/8/2013	never	5 0 0 0
DeLarios Marie	kittywitty58@hotmail.com	Professional Peer	1 9:39 AM	11:09 AM	0 3 4 0
Hood Robin	Takesfromtherich@togivetothepoor.com	Prospect	0 11/29/2012	never	0 0 0 0
Treglia Marie	mtreglia@hotmail.com		0 2/4/2013	2/4/2013	0 2 0 0

For example, by clicking on Category your contacts will be sorted according to the contact designation in alphabetical order.

NOTE: When you see an item in Matrix that is blue – click it on! These items are “Hot Links” and will allow you to either view more information or use it as a tool!