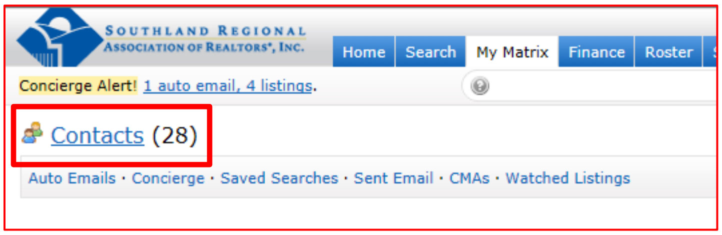
Matrix Managing Contacts & Prospects

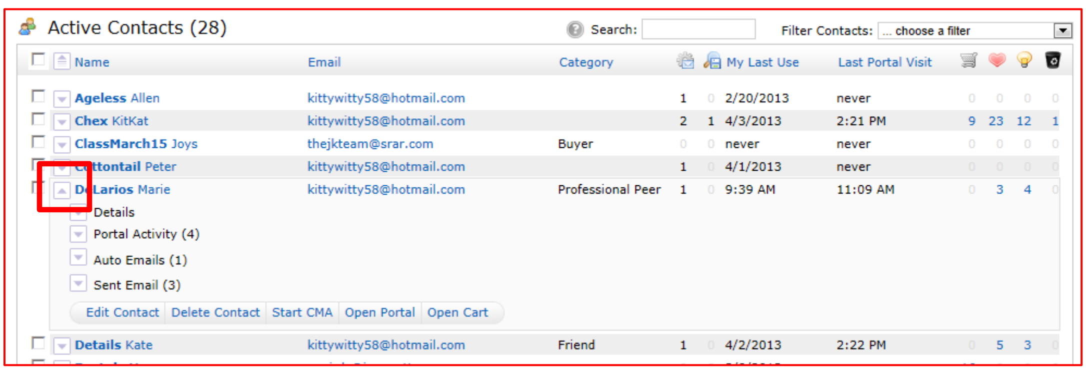
Under My Matrix tab to Contacts you have the ability to view and modify all items assigned to that Contact. Here you have access to Contact Details, Auto Emails, Saved Searches, CMA's and Sent Emails.

Step 1: Click the Contacts link in the My Matrix tab.

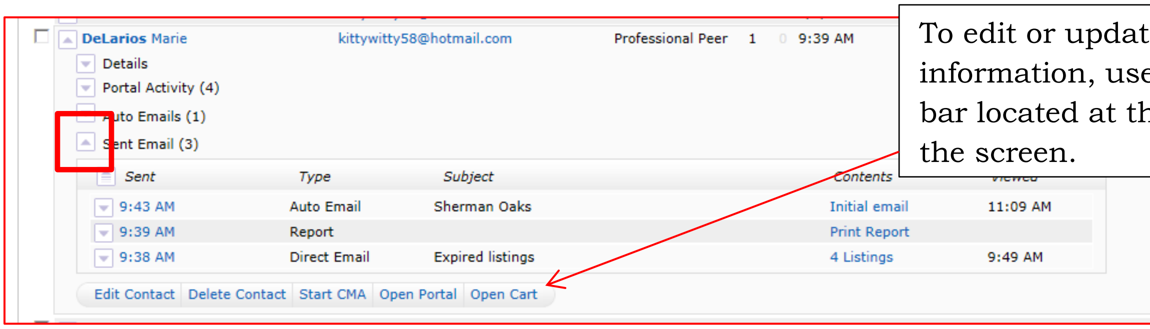


NOTE: Anytime you see a blue item located in your results pages CLICK it on! Blue items are considered "Hot Links" and will take you to the next level of information!

Step 2: Click on the Triangle located to the left of the contact's name.



Step 3: To the left of the function you want to look at, click on the Triangle.



To edit or update information, use the tool bar located at the bottom of the screen.

In this case to view all Emails that have been sent, click the triangle to display the details for that function. To view exact details for individual lines, click on the triangle.

NOTE: Blue items can also be used as tools! Click on the blue column name to sort information in a particular way!