



## MATRIX QUICK ADD TO CONTACTS

CRISNetMLS Matrix has integrated “on the spot” ways to add a contact into CRISNetMLS Matrix. This benefit makes it easier for you to add a contact quickly. You are able to enter contact information while setting up a direct Email or an Auto Email from any property results screen.

### From a Direct Email

ML#	S	Type	St#	St Name	City	Area	SType	L/S Price	Br/Ba	YrBlit	Sqft	Ac/LSqft	DOM/CDOM	V	P	
<input checked="" type="checkbox"/>	V13003662	A	SFR/D	14935	Hesby ST	SO	SO	REO, AUC	\$533,000	3/2,0,0,0	1940/ASR	2,077	0.162/7,051	13/13	Y	N
<input checked="" type="checkbox"/>	13660191	A	SFR/D	4815	LEMONA AV	SO	SO	STD	\$549,000	3/2,0,0,0	1941	1,552	0.155/6,755	8/8	N	N
<input checked="" type="checkbox"/>	2626559	S	SFR/A	4000	STANSBURY AV	SO	SO	STD	\$475,000	4/4,5	1951	3,500	0.32/13,949	162/162	Y	N
<input type="checkbox"/>	S720783	S	SFR/D	5025	NOBLE AV	SO	SO	STD	\$503,900	3/3,0,0,0	1926/ASR	1,200	0.135/5,860	83/83	N	N
<input type="checkbox"/>	F12094966	S*	SFR/D	15137	Otsego ST	SO	SO	STD	\$535,000	3/2,0,0,0	1938/ASR	1,257	0.155/6,754	185/185	N	N

- Run a search and from the results screen, check the listings you want to email.
- Click on the Email function located on the lower left of your results screen.

1. When in the Email screen, click on the “Create New Contact” option.

From: "Kathleen Young" <kathleeny@srar.com>  
 To:   
 CC:   
 Create a New Contact  
 Bcc me a copy of this message.  
 Display: To add an Agent Display to this email [Click Here.](#) >>  
 Subject:   
 Email Body:  
 Kathleen "Kit" Young  
 SRAR - Training  
 7232 Balboa Blvd.  
 Van Nuys, Ca 91406  
 818 786 2110  
 Characters Remaining: 3910  
 Check Spelling [English](#)

NOTE: This Quick add can be used when emailing listings from the Print PDF Report email function in the same manner as a direct email.

**Add Contact**

**Personal Information**

Title:  Category:

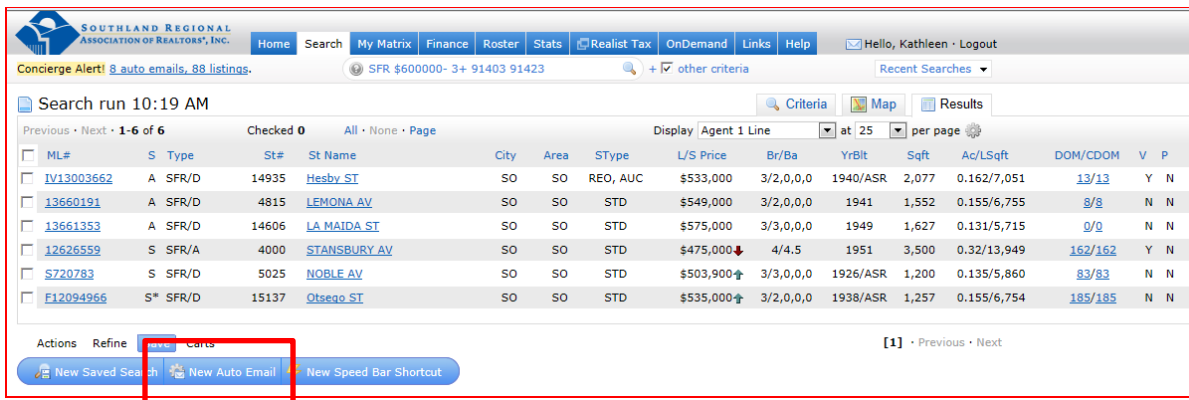
First Name:  Last Name:

Email Address:

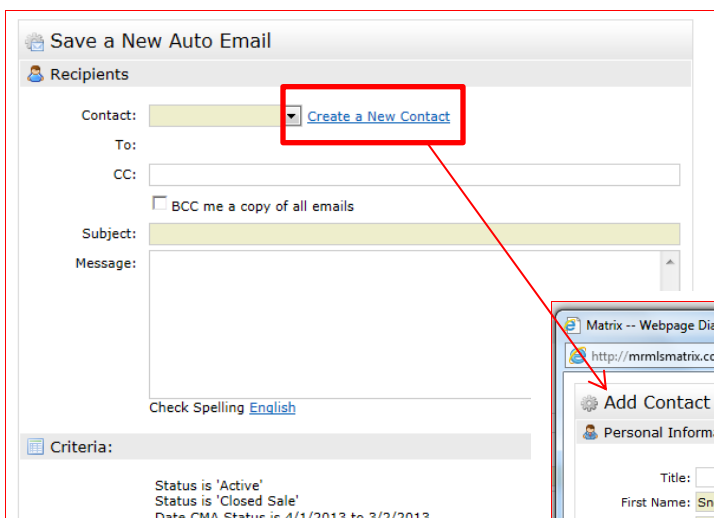
Phone:  Cell:

2. Enter the Contact information and click on Add. Your newly added contact will automatically appear in the “TO” box.

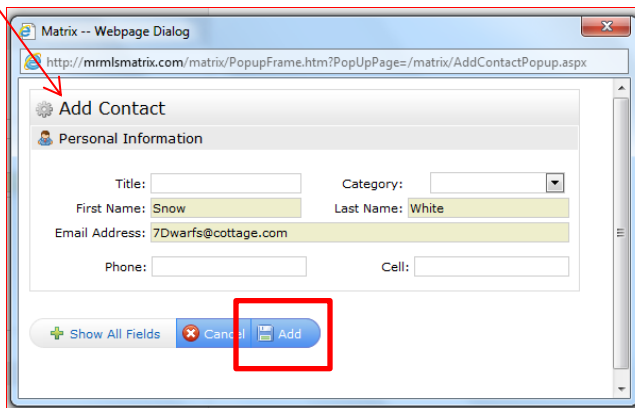
# From an Auto Email



- a. Run a search (build a search criteria).
- b. From the results screen, WITHOUT saving any listings, click on the Save option located on the lower left of the screen directly under your search results.
- c. Click on New Auto Email.



NOTE: Anytime you enter a contact into the Matrix you MUST provide a first and a last name and an email address.



Enter the Contact information and click on Add. Your newly added contact will automatically appear in the “TO” box.