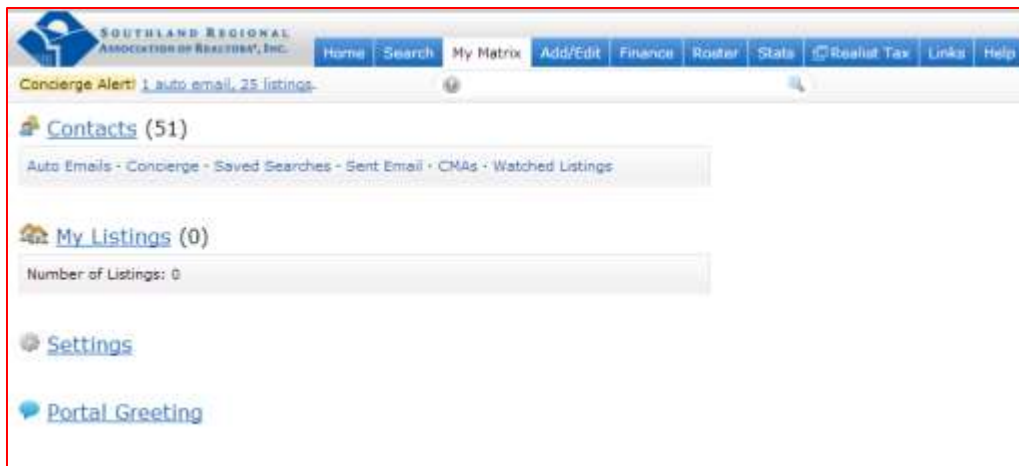


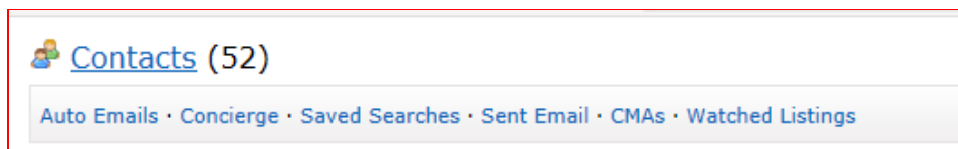


MY MATRIX TAB

The My Matrix tab allows you to manage your Contacts information, manage your listings, update your personal email account settings, create custom displays and exports, and customize a portal greeting for your client.



1. Contacts:



What is in the Contacts link?

- a) Contacts – View and update all of your contacts and their information.
- b) Auto Emails – Access to automatic emails of updates sent to your clients.
- c) Concierge – Manage automatic email information that is in concierge mode.
- d) Saved Searches – Search criteria that have been saved for quick access.
- e) Sent Email – View email history of Auto Emails and Direct Emails.
- f) CMA's – Create and modify an existing Matrix CMA for your client.
- g) Watched Listings – View listings that you have designated to watch for your client.

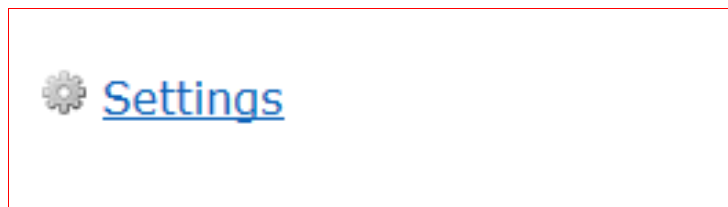
2. My Listings:



What can I do from My Listings?

My Listings is a list of Active and Off Market listings that you have within CRISNetMLS Matrix. By clicking on this link, you can access your listings to update or modify them, run reverse prospect, view hit counters and related listing statistics.

3. Settings:



What's in Settings?

You can access specific sections by clicking on the function:

- a) My Information – allows you to manage the personal information that will appear on your printed and emailed reports from Matrix -
 - Header and Footer setup (including an agent photo)
 - CMA Cover Sheet
 - Portal Information
 - Email Signature
- b) Speed Bar Shortcuts – Allows you to add, modify or delete custom shortcuts.
- c) Team Settings – allows you to setup your custom “Team Settings”.
- d) Custom Displays – Allows you to create a custom results display for any property type.
- e) Custom Exports – Allows you to select which data or fields to export from the Matrix.

4. Portal Greeting:



What is a Portal Greeting?

A portal greeting is the opening custom message that you can send to your clients that they will see when they first open their Client Portal when receiving Emails from you!

This page allows you to edit the greeting message shown on your portal home page.