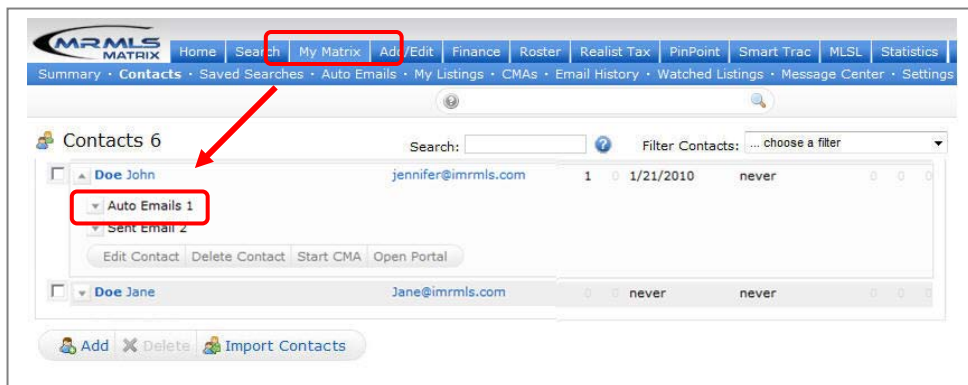


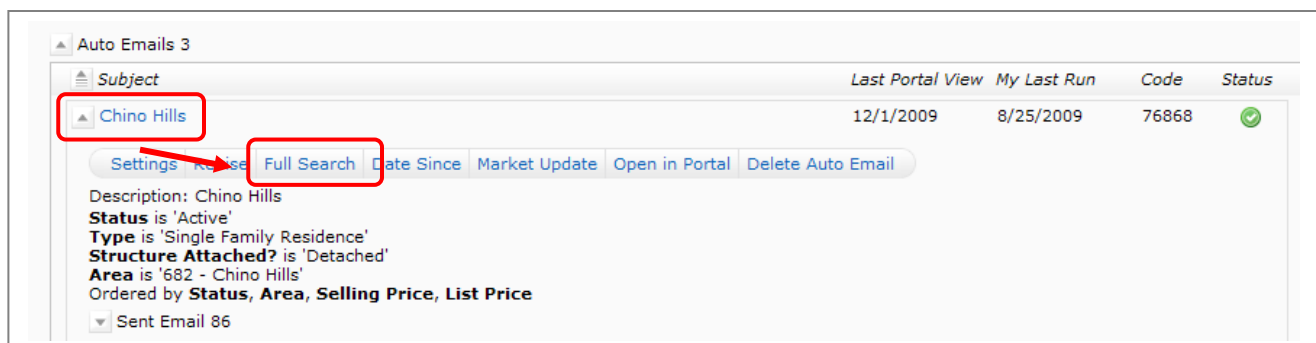
Auto Emails are created by an agent for clients who wants to receive automatic email notifications of listings that match their specific criteria. Your client has the option to select listings as Favorites, Possibilities and Unwanted properties. Follow the instructions below to view your client's selected listings in an Agent display format.

Step 1: Go to **My Matrix** tab and click the **Contacts** link. To **view** or **edit** all items associated with that Contact; click the **Contact's name** or the **triangle icon** to the left of the Contact's name. Then click the **Auto Email** link to view your client's Favorite, Possibilities and unwanted listings in an Auto Email.






Step 2: Select the Auto Email name and click on **Full Search** to retrieve all listings that match your search criteria.

Note: In the Status column, the **green check mark** means the **Auto Email is active** and will tell you the next send. A **yellow check mark** means **waiting activation** and **red check mark** means the **Auto Email disabled**.






MRMLS MATRIX

Agents View of Client's Portal listings

Step 3: The Full Search gives you the ability you to view the listings your client has placed in the Favorites , Possibilities , or Discarded  folder. Click on the number to the right of the icon to view listings in their respective folder. You can click on the ML# to view listing in Agent Full Single display.

Note: For Customer view click on the link Open Portal. The Portal takes you to a Read Only mode of the Customer View and you are able to see the listings the customer has in the Favorites, Possibilities, or Discarded folders.

[Borgan, Jane] Temecula 3... · [Back To Contacts](#)

Jane Borgan  (13) ·  (10) ·  (22) · [Open Portal](#) · [Borgan, Jane] Temecula 300000-350000 range 3+bd2+... (93)

Results 1-10 of 93. Checked 0. [Check all 93](#)
Previous · [Next](#) · [1] [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) · [Bottom](#) [View Cart \(1\)](#) · [Add to](#) · [Empty](#)

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	YrBlt	Sqft	L
<input type="checkbox"/>	T10028940	A SFR/D	28433	Mimsy WY	TEM	201	978H1	\$315,000	4/3.00	2004	1,663	€
<input type="checkbox"/>	I10032128	A SFR/D	33883	Madriqal CT	TEM	201	979J3	\$319,900	4/4.00	2006	2,726	7
<input type="checkbox"/>	T10033471	A SFR/D	30610	COLINA VERDE	TEM	201	959A7	\$319,900	4/3.00	1987	2,173	34
<input type="checkbox"/>	C10002804	A SFR/D	33330	Morning View DR	TEM	209	979H4	\$305,000	4/3.00	2001	2,528	€
<input type="checkbox"/>	T10016211	A SFR/D	31252	Kahwea RD	TEM	209	959D2	\$309,900 ↓	5/3.00	1990	2,855	1
<input type="checkbox"/>	I10029116	A SFR/D	39656	Parkview DR	TEM	209	929B7	\$309,900	5/4.00	2005	3,269	9
<input type="checkbox"/>	T10030868	A SFR/D	30881	White Rocks CR	TEM	209	959B4	\$309,900	4/3.00	1989	2,272	7
<input type="checkbox"/>	T10030123	A SFR/D	30708	Eastgate PW	TEM	209	929B7	\$319,900	5/4.00	2004	3,269	10
<input type="checkbox"/>	T10033918	A SFR/D	41574	Laurel Valley CR	TEM	209	959D4	\$333,000	4/4.00	1999	3,557	11
<input type="checkbox"/>	T10033118	A SFR/D	42775	Jolle	TEM	209	959G7	\$338,900	5/3.00	2004	2,832	€

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[Revise](#) [Narrow](#) [Discard](#) [Save as](#) [Sort](#) [Print Report](#) [CMA](#) [Print Page](#) [Stats](#) [Export](#) [Email](#) [Map](#)



Display [Agent 1 Line](#) at 10 per page. Search selected for

Step 4 A: After you have selected to view Favorites, Possibilities or Discarded you have the ability to change your display to view Agent or Customer display. Click on the Drop down menu to make your selection.

- Agent 1 Line
- Agent Thumbnail
- Agent Short Office
- Agent Medium
- Agent Full Single
- Agent Full
- Agent Full No Photo
- Agent 1 Page
- Agent 1 Page No Photo
- Admin_Agent 1 Page
- Customer 1 Line
- Customer Thumbnail
- Customer Brief
- Customer Full
- Customer Full No Photo
- Customer Flyer
- Customer Feedback

Step 4B: In this example we have 13 listings in the **Favorites**  folder. To print your client's listings, select the listings and click the **Print Report** button at the bottom of the search results to select report options.

Favorites · [Back To Auto Emails](#)

Jane Borgan:  (13) ·  (10) ·  (22) · [Open Portal](#) · [\[Borgan, Jane\] New listings from Jane \(19\)](#)

Results **1-10** of **13**. Checked **4**. [Check all 13](#)

[Previous](#) · [Next](#) · [\[1\]](#) [2](#) · [Bottom](#) [View Cart \(1\)](#) · [Add to](#) · [Empty](#)

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V	P	SOC
<input type="checkbox"/>	T08157675	B SFR/D	44937	Dolce ST	TEM	213	979J3	\$314,900	4/3.00	2004	2,400	7,405	384/384	Y	Y	4.000
<input type="checkbox"/>	T09078053	A SFR/D	44986	Vine Cliff ST	TEM	213	979J3	\$325,000 ↓	4/3.00	2004	3,279	9,583	258/258	N	Y	3.000
<input type="checkbox"/>	T09111620	S SFR/D	45401	Camino Monzon	TEM	213	979F4	\$320,999	4/3.00	1994	2,665	4,791	80/80	Y	Y	2.000
<input type="checkbox"/>	T09113615	P SFR/D	41307	Rue Jadot	TEM	209	959E4	\$349,900	5/3.00	2001	3,607	22,216	72/72	N	Y	2.500
<input type="checkbox"/>	T09134321	S SFR/D	45328	Miramonte	TEM	213	979J4	\$312,000 ↓	5/4.00	2004	3,273	8,712	39/39	N	Y	3.000
<input type="checkbox"/>	T10001542	A SFR/D	45611	Alpine PL	TEM	213	979D4	\$314,900 ↓	5/3.00	2005	2,460	6,534	45/45	N	N	4.000
<input checked="" type="checkbox"/>	10419435	H SFR/A	326 W	VIRGINIA AV	GLDR	629	569D4	\$549,000	3/3.00	1955	2,547	9,380		N	N	3.000
<input checked="" type="checkbox"/>	S609133	A SFR/D	33179	YUCCA ST	TEM	213	979G4	\$339,900	4/4.00	2004	3,263	5,662		N	Y	2.500
<input checked="" type="checkbox"/>	Y1001670	A SFR/D	214	VERDUGO AV	GLDR	629	569J5	\$499,900 ↓	3/2.00	1959	1,698	10,480		N	N	3.000
<input checked="" type="checkbox"/>	P726709	A SFR/D	17295	ORANGEWOOD LN	YL	85	739J6	\$625,000	4/3.00	1989	1,965	6,169		N	N	2.750

[Previous](#) · [Next](#) · [\[1\]](#) [2](#) · [Top](#) [View Cart \(1\)](#) · [Add to](#) · [Empty](#)

Display at per page. Search selected for

Step 5: Select the report option you would like to use. To choose multiple reports hold down the **CTRL** key and click the reports. You have the option to **Print** or **Email** the report.

Note: Agent Full, Agent 1 page, and Agent Book Report cannot be emailed they are disabled.

Print Options

Adobe PDF Print Type you can select multiple report types by holding down the Ctrl key while selecting the desired reports. The Microsoft Word version can only be used when a single report type is selected. Most reports have a maximum number of listings that they can print.

You have selected 4 Listings for your report.

- Agent 1 Line
- Agent Thumbnail
- Agent Office Short
- Agent Medium
- Agent Full
- Agent 1 Page
- Agent 1 Page No Photo
- Agent Book Report
- Customer 1 Line
- Customer Thumbnail
- Customer Brief
- Customer Full
- Customer Flyer
- Customer Flyer No Address
- Customer Feedback