

Matrix has the ability to set your prospects and clients to receive Automatic from MRMLS Matrix which are sent out according to the schedule set up by the agent.

Step 1: Once you have run your search and are on the results page, click on the blue button **Save As** to bring up the option **New Auto Email**.

MRMLS MATRIX Home Search My Matrix Add/Edit Finance Roster Realist Tax PinPoint Smart Trac MLSL Statistics

Residential · Detail

A SFR 3+ 2+

Other Criteria

Results 1-10 of 36. Checked 0. Check all 36

Previous · Next · [1] 2 3 4 · Bottom

View Cart (17) · Add to · Empty

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	YrBlt	Sqft	LS
<input type="checkbox"/>	W09109473	A SFR/A	415 E	Colorado BL	ARC	605	567E4	\$550,000 ↓	4/3.00	1940	1,722	7,3
<input type="checkbox"/>	A10007286	A SFR/D	209	Laurel	ARC	605	567D4	\$655,000 ↓	3/2.00	1947	1,338	6,3

Previous · Next · [1] 2 3 4 · Top

View Cart (17) · Add to · Empty

Revise Narrow Discard Save as Sort Print Reports GMA Print Page Stats Export Email Map

Display Agent 1 Line

New Saved Search
New Auto Email
New Speed Bar Shortcut

Search selected for

Step 2: On the **New Auto Email** page add **Contact** from existing contacts or click on the **Create a New Contact Link**. Fill in the **Subject** line of the email, notice by default the

Step 3: Select or De-Select **Reverse Prospect** if you would like to be notified by the listing agent.

Step 4: Select **enable as a Hot Search** if you would like to generate this search on the Home tab.

Step 5: Set up the **schedule** for Auto Emails to be sent to Contact and click on **Save** at the bottom of the page.

Step 6: Click **Save** to save the changes made to your Auto Email.

MRMLS MATRIX Home Search My Matrix Add/Edit Finance Roster Realist Tax

Summary · Contacts · Saved Searches · Auto Emails · My Listings · CMAs · Email History

New Auto Email

Contact: [Dropdown] Create a New Contact

CC: [Text Field]

BCC: [Text Field]

BCC me a copy of all emails

Subject: [Text Field]

Message: [Text Area]

Check Spelling English

Settings

Make available for Reverse Prospect

Enable as Hot Search on Home tab (12 maximum)

Criteria: Status is 'Active'
Type is 'Single Family Residence'
Latitude, Longitude is around 34.16, -118.04
List Price Range is 800000 or less
Bedrooms is 3+
Baths Total is 2+

Schedule

ASAP: Emails are sent as soon as possible.

Daily: Emails are sent on the days you choose.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/> All AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM
<input type="checkbox"/> All PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM

Clear

Monthly: Emails are sent on the first of the month at midnight.

Save Cancel