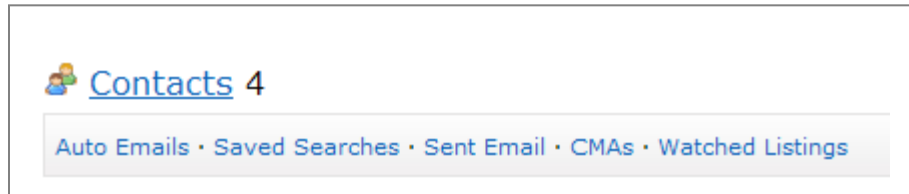


Definition: Contacts under the My Matrix tab allows you to manage your Contact's Saved Searches, Sent Email, CMAs, and Watched Listings

Step 1: Click the My Matrix tab and then click the Contacts to open a list of all your Contacts.



Step 2: Click on Name to sort your Contacts last name alphabetically by or use the Search or Filter Contacts field to filter your contacts.

Click **Add** to add your contacts individually into MRMLS Matrix. Or click **Import Contacts** if you have an exported list of contacts from Microsoft Outlook.

Or click **Delete** to remove the selected contact from you MRMLS Matrix Contacts list.

Name	Email	My Last Use	Last Portal Visit	Favorites	Possibilities	Discarded
Biggs Jeannette	jeannette@imrmls.com	6/23/2009	never	0	0	0
Borgan Jane	jane@imrmls.com	11/19/2009	12/1/2009	15	21	111
Chan Jennifer	jennifer@imrmls.com	never	never	0	0	0
Graham Alex	alex@yahoo.com	never	never	0	0	0

Icons to Remember:

- Contacts with active Auto Email
- Contacts with Saved Searches
- **My Last Use** The date that you last emailed, printed or changed the contact information or search criteria.
- **Last Portal Visit** The Date your Contact opened their Auto or Direct Email.
- A list of **Favorite** listings selected by your contact
- A list of listings that **Possibilities** that your client has selected.
- A list of **Discarded** listings that your client does not wish to see or keep.