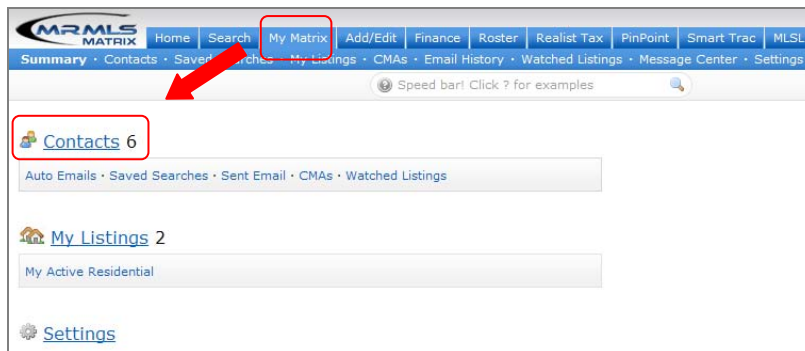


Definition: Filters are a great way to narrow your **Contacts** list to find a specific **Contact**.

Step 1: Go to **My Matrix** tab and click on **Contacts** to open list of stored **Contacts**.



Step 2: Click on the **Filter Contacts** drop-down box and then select one the options.

All of the **filters** are great for targeting specific contacts.

For example, you can select the following:

- with active or inactive auto emails
- With contacts who have or have not visited their portal
- Contacts who you have not worked with last month and up to the last year.
- Contacts who may have Saved searches
- Contacts without an Auto Email set up.

Step 3: If you cannot find your contact you can use the search field to locate your contact.

