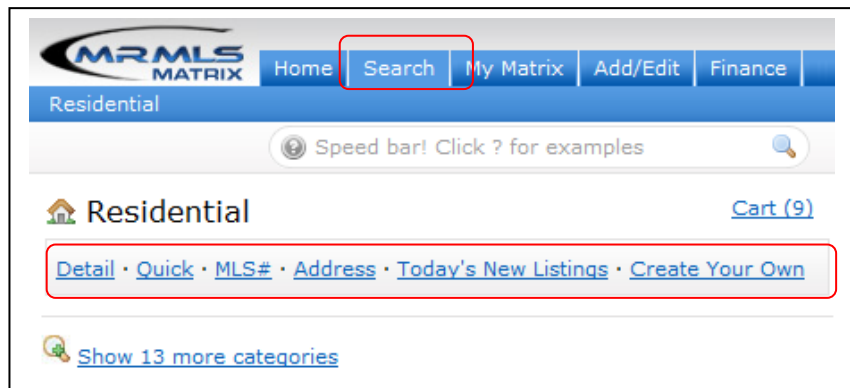
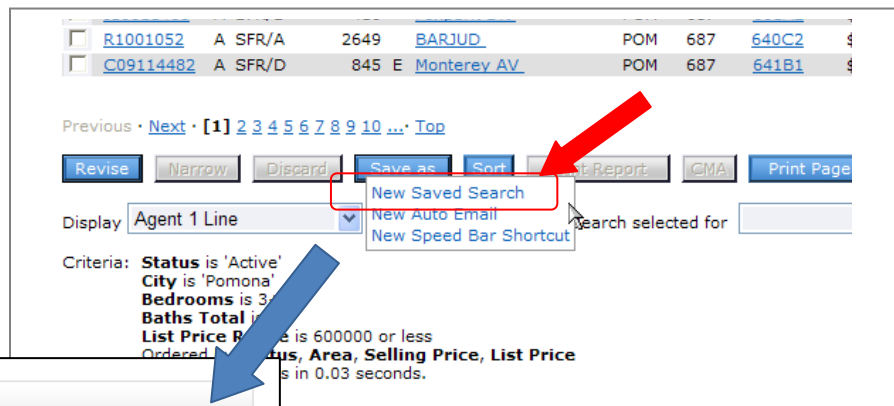


**Definition:** Save Search allows you to Save the search criteria for you client. This time saver feature allows you to generate and modify a search quickly without inputting the criteria each time you generate the search.

**Step 1:** From the Home Page of Matrix click on Search. Select the property search and fill in your search criteria for your client.



**Step 2:** In the Search Results page click the Save As button and select New Saved Search.

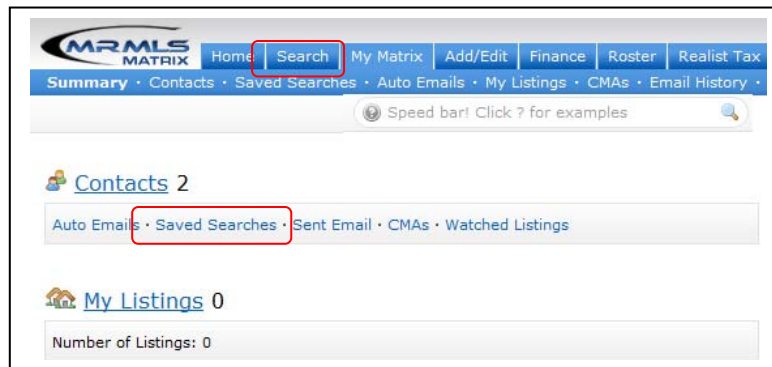


**Step 3:** Enter a Search Name and select a Contact for your search. If you do not have a contact in MRMLS Matrix, click Create a New Contact to input your new contact.

Check the Hot Search box if you would like this Search to appear on the Matrix Home page.

**Step 4:** Click Save to Save this Search.

**Step 5:** After you have saved your search, to run or manage your save search go to **My Matrix** tab and click the **Saved Searches** Link. Remember, you can filter your client or use the Search field to locate them easily.



**Step 6:** Under the **Saved Searches** page, click on the **triangle**  to open the series open your Saved Search action items for your client. Click on the following action buttons to:

- **Settings:** Allows you to enter a Save Search name, Description, Assign a Contact and enable this search into an Auto Email.
- **Revise:** Allows you to revise the search criteria for your save search. Don't forget to click **Save** to save your changes.
- **Full Search:** Will pull all listings that match your Saved search criteria.
- **Date Since:** Will new listings since the generated the search.
- **Market Update:** Allow you to generate new listings since the last search date or you can specify a date range or specific date to generate your search criteria.
- **Delete:** Select Delete to permanently remove your Save Search from your contact.
- **Update Selected:** Allows you to select multiple saved searches and generate a quick update for new listings that match the criteria of the saved searches you have selected.

