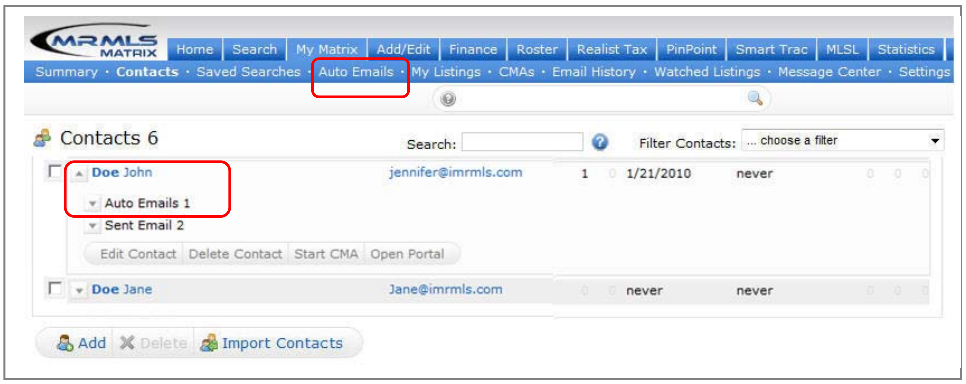
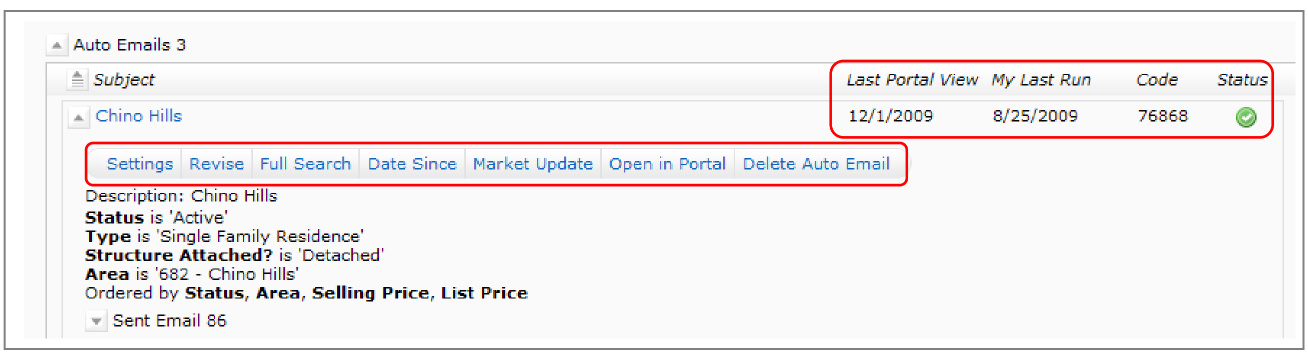
Manage Auto Emails

Auto Emails are created by an agent for clients who wants to receive automatic email notifications of listings that match their specific criteria. Follow the instructions below to manage an Auto Email.

Step 1: To manage an **Auto Emails** 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 modify and manage the Auto Email.



Step 2: Select the Auto Email name and a list of options such as **Settings**, **Revise**, **Full Search**, **Date Since**, **Market Update**, **Open Portal view**, or **Delete Auto Email is available for you to manage.** . The **Code** is the **unique ID number** for your **Auto Email** that is used for **Reverse Prospecting**. Hover mouse over **icon** in the **Status column** for a pop-up definition. For example, **green check mark** means the **Auto Email is active** and tells you the next send out date; **yellow check mark** means **waiting activation**, and **red check mark** means **disabled by the 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 Save Search.
- **Revise:** Allows you to revise the search criteria for your Auto email. Don't forget to click **Save** to save your changes.
- **Full Search:** Will pull all listings that match your 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.
- **Open Portal:** Allows you to view your clients Favorite, Possibilities and Discarded listings that were sent to them via Auto Email.
- **Delete Auto Email:** Select Delete to permanently remove your Save Search from your contact.