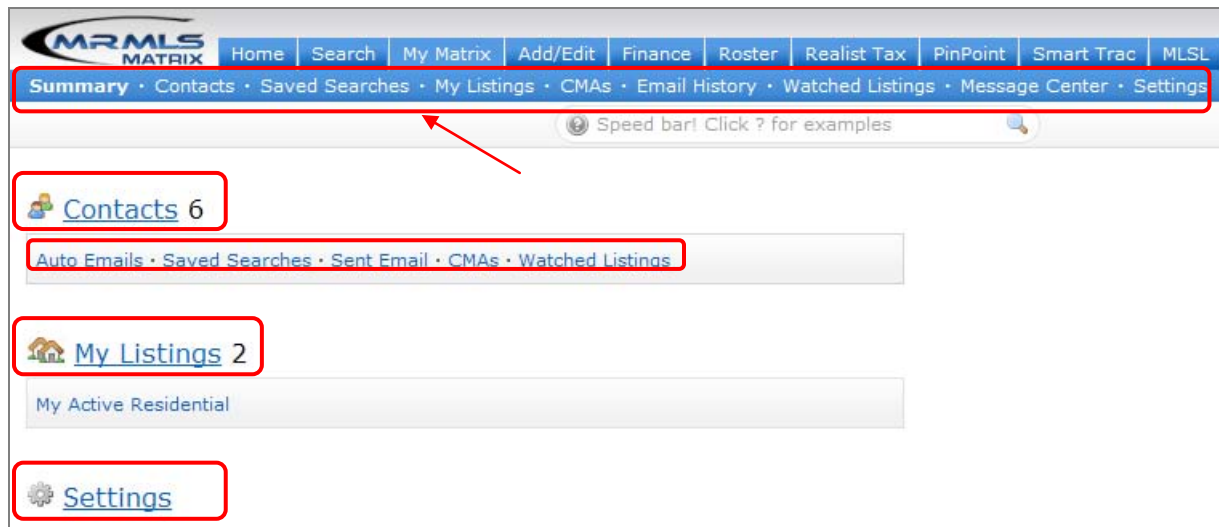


**Definition:** The My Matrix tab has been organized to three main components: **Contacts**, **My Listings**, and **Settings**. And just above the Matrix Speed Bar has similar links that you may have been already acquainted with; **Contacts**, **Saved Searches**, **My Listings**, **CMAs**, **Email History**, **Watched Listings**, **Message Center**, and **Settings**. Click on any of the links to begin your search.



### 1. Contacts:

**Contacts** make up 5 sections. You can access each section by clicking on the link above the tab bar, underneath contacts or within the Contact link.

- **Auto Emails:** Automatic Emails sent to your client of new listing information.
- **Saved Searches:** Search criteria that have been saved for your client.
- **Sent Emails:** View Email history of Auto Emails and Direct emails.
- **CMA's:** Create and modify an existing CMA for your client.
- **Watched Listings:** View listings that you have designed to watch for your client.

### 2. My Listings:

**My Listings** is a list of **Active and Off Market listings** that you have listed within the MRMLS Matrix system. You can run **Reverse Prospect** on your listings to see which buyer's agent has sent your listing within an Auto Email.

### 3. Settings:

**Settings** make up 5 sections. You can access these sections by clicking on settings.

- **Custom Displays:** Allows you to create a custom Agent 1 line display for any property type.
- **Custom Exports:** Allows you to select any field to export within MRMLS Matrix.
- **Speed Bar Shortcuts:** Allows you to modify or delete any custom speed bar that you have created.
- **Email Signature:** Allows you to create a custom email signature that is sent with all emails.
- **Header / Footer Package:** Allows you to enable a custom header of footer that can be seen with any report or display that is emailed or printed within MRMLS Matrix.