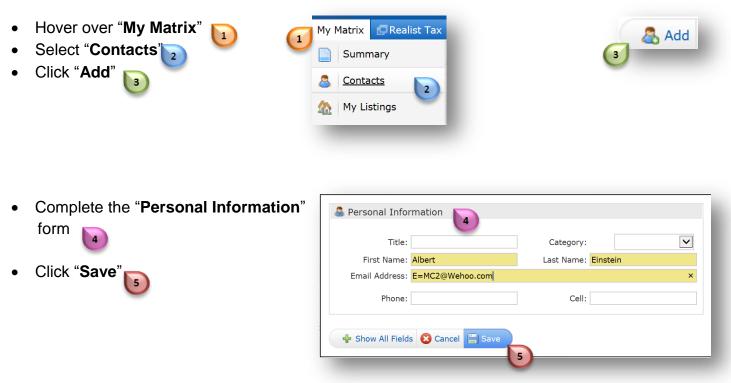
Matrix How To

Add a Contact to Matrix



Note: Required fields are yellow

Note: Consider placing 2 names in the "First Name" field (Albert and Elsa)

Note: Enter up to 5 email addresses. Separate addresses with a comma and a space i.e. (Albert@Wehoo.com, Elsa@Wehoo.com)

Option II

A new contact can be added to Matrix when *Saving a Search, Creating a CMA, or Saving an Auto Email*

Click "Create New Contact"

ave a New Saved Search	Start Pages Subject Cover Comparables Map Adjustments Pricing Finish 📄 Save a New Auto Email Saved at 02/07/2014 2:111 Saved at 02/07/2014 2:111 Saved at 02/07/2014 2:111
Search Name: Contact: Enable as Favorite Search on Home tab (1 1 um)	Select CMA Contact Wexicome to the CMA Ward, Use this Start page to select your Contact. Use the above Navigation Bar to navigate through the steps. Select Contact Nume: Create a New Contact Contact Contact Contact Contact Contact Contact Contact Contact Cont

The "Personal Information" form will present (begin Step 4)