

Enable/Disable Reverse Prospecting

Matrix allows for Reverse Prospecting. Reverse Prospecting matches auto emails with new listings. When Matrix identifies a new listing that matches your Auto Email criteria an email with your contact information will be sent to the listing agent. To enable reverse prospecting a selection must be made under Auto Email settings or at the time an auto email is created.

- Hover over “My Matrix” 1
- Select “Auto Emails” 2
 - A list of your Auto Emails present 3

The screenshot shows the 'Auto Emails' section of the Matrix interface. A dropdown menu is open under 'My Matrix', with 'Auto Emails' selected. The 'Auto Emails' table lists several entries with columns for Status, Subject, Contact Name, BCC, Schedule, Concierge, Portal Visit, and Ref. A toolbar at the bottom includes 'Delete', 'Disable', and 'Market Update' buttons.


| Status | Subject | Contact Name | BCC | Schedule | Concierge | Portal Visit | Ref |
|-------------------------------------|---------------------------|---------------|-----|----------|-----------|--------------|------|
| <input type="checkbox"/> | Jamies hOuse Test | Burke, Ry | - | ASAP | - | yesterday | 0104 |
| <input checked="" type="checkbox"/> | Subject | Burke, Ry | - | - | 6 | never | 0186 |
| <input checked="" type="checkbox"/> | Weekend test of concierge | Burke, Ry | Yes | - | 112 | never | 0104 |
| <input type="checkbox"/> | Cow Properties | Lennox, Annie | - | Daily | - | never | 0111 |
| <input type="checkbox"/> | Castle Rock Town Homes | Waits, Tom | - | ASAP | - | 09/10/2013 | 0160 |
| <input type="checkbox"/> | CR Radius Search | Waits, Tom | - | ASAP | - | Wednesday | 0160 |

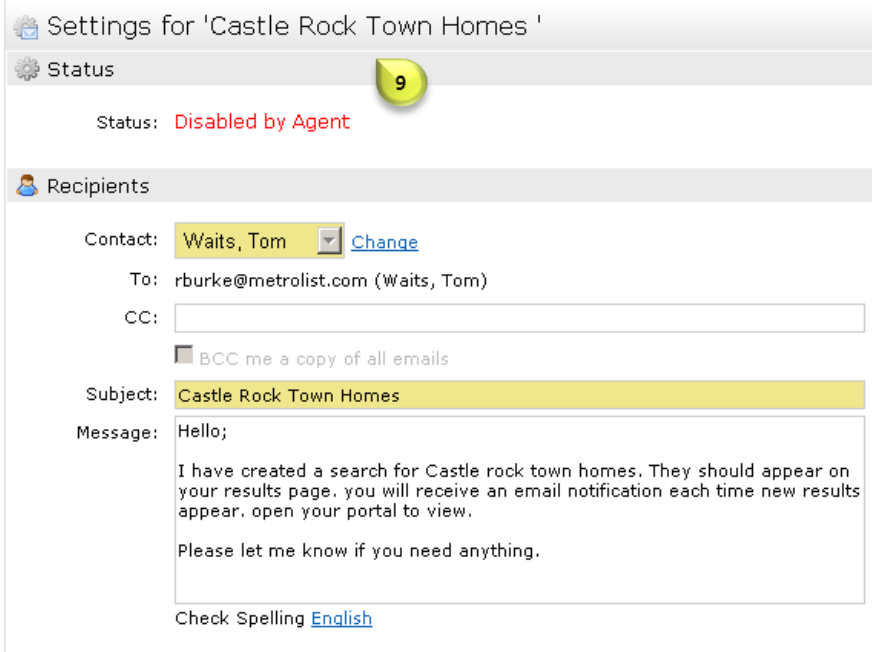
- Place a **check mark** next to the auto emails you wish to enable for reverse prospecting 4
- Click on the drop down arrow next to the auto email of interest 6
 - The selection will expand and a button bar will present 7

The screenshot shows the 'Settings' tab for an auto email. The 'Status' is 'Active'. The 'Property Sub Type' is 'Attached Single Family'. The 'Beds Total' is 2. The 'Latitude, Longitude' is around 39.35, -104.85. The 'Ordered by' is 'Status, Current Price descending'. The 'Sent Email' count is 2. The 'Last Run' is Monday.


- Select “Settings” 8

The screenshot shows the button bar for the auto email settings, which includes 'Settings', 'Criteria', 'Results', 'Date Since', 'Market Update', and 'Delete Auto Email' buttons.

- A Settings window will present with the name of the auto email 



Settings for 'Castle Rock Town Homes'

Status 

Status: Disabled by Agent

Recipients

Contact: Waits, Tom [Change](#)

To: rburke@metrolist.com (Waits, Tom)

CC:

BCC me a copy of all emails

Subject: Castle Rock Town Homes

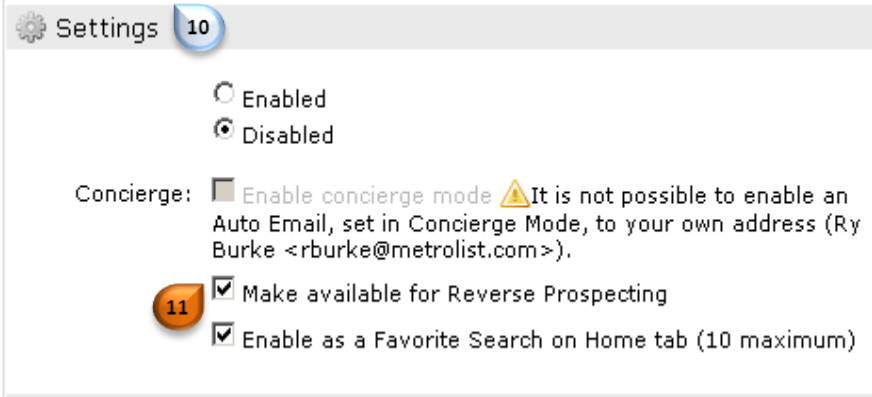
Message: Hello;


I have created a search for Castle rock town homes. They should appear on your results page. you will receive an email notification each time new results appear. open your portal to view.

Please let me know if you need anything.

Check Spelling [English](#)


- Scroll Down to the “Settings” section 




Settings 

Enabled


Disabled

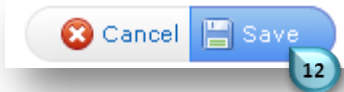
Concierge: Enable concierge mode  It is not possible to enable an Auto Email, set in Concierge Mode, to your own address (Ry Burke <rburke@metrolist.com>).

 Make available for Reverse Prospecting

Enable as a Favorite Search on Home tab (10 maximum)

- Place or remove a check mark next to “Make Available for Reverse Prospecting” 

- Scroll to the bottom of the screen and click “Save” 



Note: Remove the check mark to disable Reverse Prospecting