Sort the Auto Email Dashboard
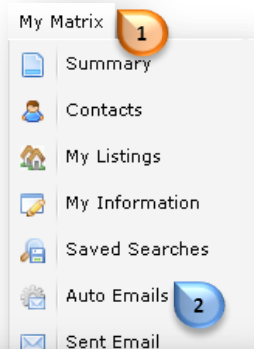
- Hover over "**My Matrix**" ①

- Select "**Auto Emails**" ②
  - A list of your Auto Emails present ③

My Matrix ①
- Summary
- Contacts
- My Listings
- My Information
- Saved Searches
- Auto Emails ②
- Sent Email

Auto Emails (6) ③   Search: [   ]   Filter: [... choose a filter ▼] ⑥

	Status	Subject	Contact Name ④	BCC	Sch	Concierge	Portal Visit	Ref#
☐ ▼	✓	Jamies hOuse Test	Burke, Ry	-	ASAP	-	yesterday	01043
☐ ▼	○	Subject	Burke, Ry	Yes	-	6	never	01860
☐ ▼	!	Cow Properties	Lennox, Annie	-	-	-	never	01113
☐ ▼	○	Weekend test of concierge	Lennox, Annie	-	MTWT	-	never	02779
☐ ▼	!	Castle Rock Town Homes	Waits, Tom	-	-	-	09/10/2013	01601
☐ ▼	✓	CR Radius Search	Waits, Tom	-	ASAP	-	Wednesday	01602

(Search field ⑤ shown above)

- Click on a blue column name ④
  - The column will reorder numerically or alphabetically
  - Click again to reverse the sort order

Use the "Search" field ⑤ **to locate specific Auto Emails**

- Click in the "**Search**" field ⑤
- Type the desired auto email name or a part of the name
- Press "**Enter**" on your keyboard
- Auto Emails that meet your criteria present
  - To return to a complete list, delete all information from the search field

Use the "Filter" drop down ⑥ **to sort your list by type**

- Click the drop down arrow next to "**Choose a Filter**"
- A list of filters presents ⑦
- Select the desired filter name
- You will see only the Auto Emails of interest

Note: to return to a complete list of auto emails select "Choose a Filter" **from the filter drop down**

[... choose a filter ▼] ⑥
- ... choose a filter
- Disabled by Clients
- Disabled by Me
- Disabled by the system
- Where Last Match was
- On home tab
- Concierge mode
- Standard mode
- with new unsent matches ⑦