Interpret Auto Email Dashboard
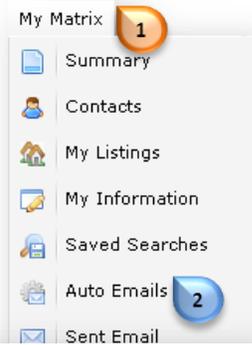
The Auto Email Dashboard presents information at a glance

- 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)

Search: _____   Filter: ... choose a filter ▼

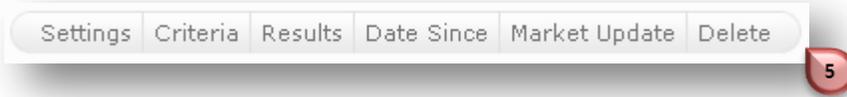|		Status	Subject	Contact Name	BCC	Schedule	Concierge	Portal Visit	Ref#
☐	▼	✓	Jamies hOuse Test	Burke, Ry	–	ASAP	–	yesterday	01043
☐	▼	○	Subject	Burke, Ry	Yes	–	6	never	01860
☐	▼	⚠	Cow Properties	Lennox, Annie	–	–		never	01113
☐	▼	○	Weekend test of concierge	Lennox, Annie	–	MTWT		never	02779
☐	▼	⚠	Castle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

4

- Click on the drop down arrow next to the auto email of interest 4
    - The selection will expand
    - A button bar will present 5

		Subject	Contact Name	My Last Run
☐	▼	class		08/29/2013
☐	▲	Jamies hOuse		08/26/2013

| Settings | Criteria | Results | Date Since | Market Update | Delete |

Status is 'Active'
Latitude, Longitude is around 39.84, -105.02
2 listings have been discarded.

5

		Subject	Contact Name	My Last Run
☐	▼	Metro test		08/24/2013
☐	▼	Metro test2		08/30/2013
☐	▼	Ry Auto Email Test	Burke, Ry	08/24/2013
☐	▼	Ry Auto Email Test 2	Burke, Ry	08/24/2013

Use the button bar to manage your Saved Searches

| Settings | Criteria | Results | Date Since | Market Update | Delete |

5

Settings

- Change the contact
- Add an additional contact
- Change the name of the auto email
- Verify the search criteria
- Enable/Disable the auto email
- Change the notification schedule

Criteria

- Allows you to view and augment your search criteria
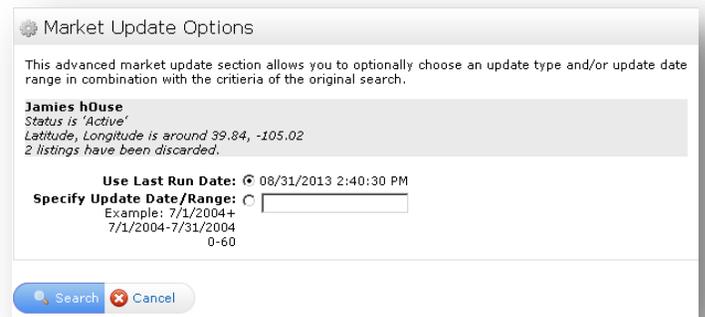
Results

- Displays the results you saw the last time you ran the search

    **Note: Results presented are not up to date –
    Use Market Update to view current results**

Date Since

- Allows you to rerun the search from a specific date

Market Update

- Allows you to rerun the search as of today

Market Update Options

This advanced market update section allows you to optionally choose an update type and/or update date range in combination with the critieria of the original search.

Jamies hOuse
Status is 'Active'
Latitude, Longitude is around 39.84, -105.02
2 listings have been discarded.

Use Last Run Date: ⦿ 08/31/2013 2:40:30 PM
Specify Update Date/Range: ○ [   ]
    Example: 7/1/2004+
    7/1/2004-7/31/2004
    0-60

🔍 Search ❌ Cancel

Delete

- Removes your Saved Search
- A popup will appear verifying this request

The page at matrix.recolorado.com says: ✕

Are you sure you want to delete this saved search?

OK   Cancel