

Manage Auto Emails

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

Status	Subject	Contact Name	BCC	Schedule	Concierge	Portal Visit	Ref#
<input type="checkbox"/>	Jamies hOuse Test	Burke, Ry	-	ASAP	-	yesterday	01043
<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

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

Note: Search criteria presents below the button bar

Use the button bar to manage your Auto Emails

Settings

- Presents the original Auto Email configuration page allowing you to make changes such as Auto Email type and schedule
 - See How To Create An Auto Email

Criteria

- Allows you to view and modify the search criteria associated with an Auto Email



Results

- 8 • Displays the results from the last time the search was run
Note: Results presented are not up to date
Use Market Update to view current results

Date Since

- 9 • Shows all matching listings since the last run

Market Update

- 10 • Allows you to run the Search since a particular date or date or date range

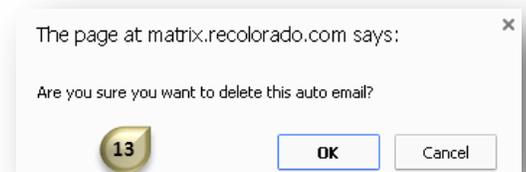
Open In Portal

- 11 • Allows you to view listings in the Client Portal. This will be denoted by a **You are viewing this portal in a BCC mode.** message at the top of the Portal.

Delete Auto Email

- 12 • Removes your Auto Email
- 13 • A popup will appear verifying this request

Note: Deleted Auto Emails cannot be recovered



Below the Button Bar

Sent Email 14

- Provides an overview of email communications including: The date auto emails were sent, the contents of the emails and when they were viewed by clients

