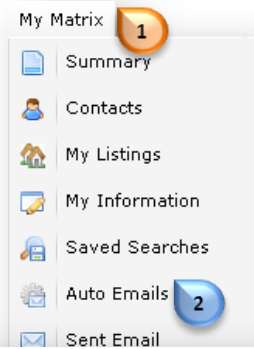


Sort the Auto Email Dashboard

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



 A table titled "Auto Emails (6)" with a search bar and a filter dropdown. The table has columns: Status, Subject, Contact Name, BCC, Sch, Concierge, Portal Visit, and Ref#. The "Contact Name" column is highlighted with a blue callout bubble labeled '4'. A red callout bubble labeled '5' points to the search bar, and a grey callout bubble labeled '6' points to the filter dropdown.

Status	Subject	Contact Name	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

- 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

