

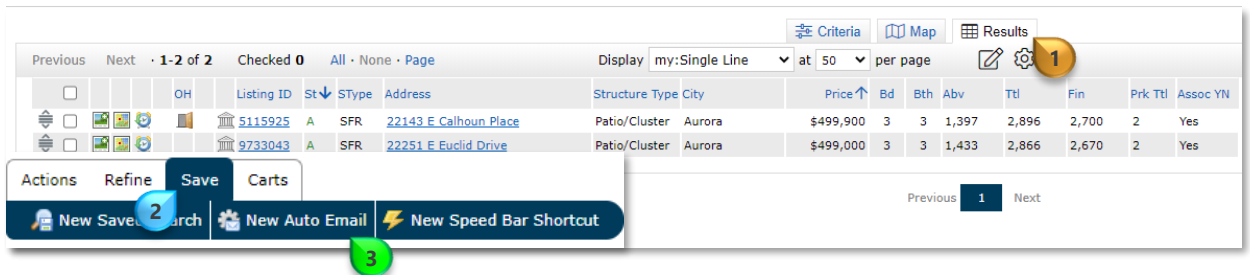
Use the Concierge Option


The *Concierge* option under *Auto Email* sends *Auto Email* results to you for review and approval. Listings that are *approved* are sent to a contact via the *Client Portal*.

Create a *Search* in *Matrix* based on your client's criteria



From the **Results** tab  click "**Save**"  on the *floating toolbar*

Click "**New Auto Email**"  on the *button bar*




Previous Next · 1-2 of 2 Checked 0 All · None · Page Display my:Single Line at 50 per page 

Listing ID	St	SType	Address	Structure Type	City	Price	Bd	Bth	Abv	Ttl	Fin	Prk Ttl	Assoc YN
5115925	A	SFR	22143 E Calhoun Place	Patio/Cluster	Aurora	\$499,900	3	3	1,397	2,896	2,700	2	Yes
9733043	A	SFR	22251 E Euclid Drive	Patio/Cluster	Aurora	\$499,000	3	3	1,433	2,866	2,670	2	Yes

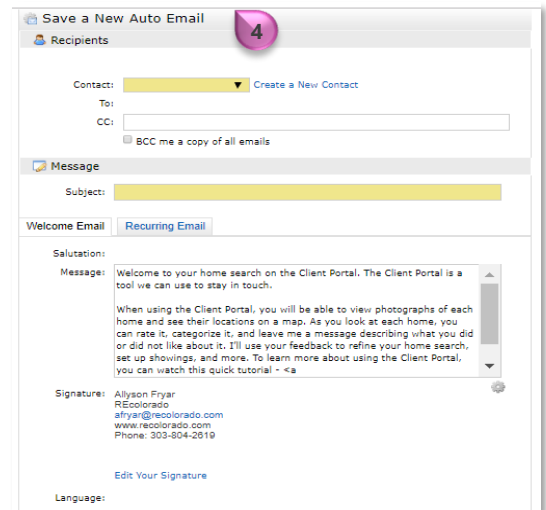
Actions Refine Save Carts  


New Save Search New Auto Email New Speed Bar Shortcut

Previous  Next

Complete the **Save a New Auto Email Screen** 

Note: Required fields are highlighted in yellow



Save a New Auto Email 

Recipients

Contact: [Dropdown] [Create a New Contact](#)

To:

CC:

BCC me a copy of all emails

Message

Subject: [Text Field]

Welcome Email [Recurring Email](#)

Salutation:


Message: [Text Area]

Signature: Alyson Fryar
REcolorado
afryar@recolorado.com
www.recolorado.com
Phone: 303-904-2519

[Edit Your Signature](#)

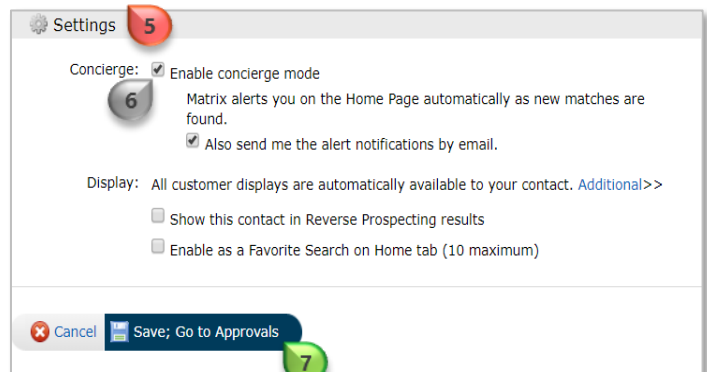
Language:


Under **Settings** 


Click the box next to "**Enable concierge mode**" 

Select the desired settings

Click "**Save; Go to Approvals**" 



Settings 

Concierge: Enable concierge mode 


Matrix alerts you on the Home Page automatically as new matches are found.

Also send me the alert notifications by email.

Display: All customer displays are automatically available to your contact. [Additional >>](#)

Show this contact in Reverse Prospecting results

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



The **Concierge Approvals Page** ⁸ presents *results* matching the designated criteria

Concierge Approvals Page: Stacy and Chad Ao (2) ⁸

These 2 listings found by '80016 Patio' need your approval. They are not yet visible.

Previous Next · 1-2 of 2 · Checked 1 · All · None

Display Single Line at 100 per page

<input type="checkbox"/>	Emailed	OH	Listing ID	St	SType	Address	City	Price	Bd	Bth	Abv	Ttl	Fin	Prk Ttl	Assoc YN
<input checked="" type="checkbox"/>	Never		5115925	A	SFR	22143 E Calhoun Place	Aurora	\$499,900	3	3	1,397	2,896	2,700	2	Yes
<input type="checkbox"/>	Never		9733043	A	SFR	22251 E Euclid Drive	Aurora	\$499,000	3	3	1,433	2,866	2,670	2	Yes

Actions Carts

Done Reject Approve Selected Print Directions

Previous 1 Next

⁹ ¹⁰ ¹¹

Click the *checkbox* next to the property(ies) you want to *reject* or *approve* ⁹

Select "**Reject**" ¹⁰ or "**Approve Selected**" ¹¹

When new matches meet the saved *Concierge Auto Email criteria*, an alert will appear on the *Matrix Dashboard*

Click the notification icon ² ¹² to open the **Concierge Approvals** page, *reject* or *approve* the properties as needed

RECOLORADO MY MATRIX SEARCH STATS REALIST TAX FINANCE LINKS INPUT

Working As Allyson Fryar ² ¹²

Enter Shorthand or MLS#

Recent Searches

News & Alerts: There are no active news postings.

Address Quick Search: Street #

Recent Portal Visitors: Fryar, Allyson 05/20/2022