

Enable /Disable Reverse Prospecting

A *Reverse Prospect List* is a List of agents who have created *Auto Emails* that have criteria matching your listing.

Hover over **My Matrix** 1

Select "**Auto Emails**" 2

A list of your *Auto Emails* presents 3

MY MATRIX | SEARCH | STATS |

- 1 Home
- Summary
- Contacts
- My Listings
- Carts
- Saved Searches
- Auto Emails
- Sent Email
- Reverse Prospect Email History
- CMA's

» **Auto Emails** 12 / 12 3
Sorted by Subject

- 4 Fryar, Janice • 500-800 Berthoud ●
- Carr, Jay and Ally • Berthoud ●
- Silence, Charlie and Chesney • Berthoud 2023 ●
- Fryar, Allyson • Farming 136th ●

Select the desired *Auto Email* 4 you wish to enable for *reverse prospecting*

The selection will *expand*, 5 and a *button bar* will present 6

Fryar, Janice • 500-800 Berthoud ●

Settings Criteria Results Date Since Market Update 6 Open in Portal

7 Last Run by Agent 02/18/2022	BCC No	Status Active, Next Send Due: ASAP	Schedule Concierge
Last Viewed by contact 06/02/2023	Unsent 31	Sent 6	Rejected 0

Criteria
Property Type is 'Residential' Mis Status is 'Active' City is 'Berthoud' Current Price is 500000 to 800000 Originating System Name is one of 'REcolorado', 'ROCC', 'SSBR', 'IRES'

> Sent Email

Delete Disable

Select "**Settings**" 7

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A **Setting** window presents with the name of the selected *Auto Email* **8**

Scroll to the **Settings** section **9**

Place or remove a checkmark next to **“Show this contact in Reverse Prospecting Results”** **10**

Scroll to the bottom of the screen and click **“Save”** **11**

Note: Remove the checkmark to disable *Reverse Prospecting*