Enable / Disable Reverse Prospecting

	1 5
A Reverse Prospect List is a List of agents who have	created Auto Emails that have criteria
matching your listing.	MY MATRIX SEARCH STATS
	Home
Hover over My Matrix 	Summary
	Contacts
Select "Auto Emails" 😢	My Listings
A list of your Auto Emails presents	Carts
A list of your Auto Linuits presents	Saved Searches
	Auto Emails
» Auto Emails 12/12	Sent Email
Sorted by Subject	Reverse Prospect Email History
	CMAs
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 🙀 you wish to enable for reverse prospecting	
The selection will <i>expand,</i> 😈 and a <i>button bar</i> will present 🐻	
Fryar, Janice • 500-800 Berthoud 🌘	^
Settings Criteria Results Date Since Market Update 🛛 Open in Portal	
Last Run by agent BCC S	tatus Schedule
Last Viewed by contact Unsent S	ent Rejected
06/02/2023 <u>31</u> <u>6</u>	<u>۹</u> (5)
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" 🔽	



For additional support contact Customer Success: 303.850.9576

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

i Settings for 'L	Littleton, Lakewood, Aurora: 500-550' 🔞
🔅 Status	
Status: Ru	inning
🚨 Recipients	
Contact: J	ohnson, Larry Change
To: rej	jwolfsohn@gmail.com (Johnson, Larry)
CC:	
	BCC me a copy of all emails
🧔 Message	
Subject: Litt	leton, Lakewood, Aurora: 500-550
Welcome Email Re	ecurring Email
Salutation: Hi Larry, <u>Edit</u>	
Message: Wel we c Whe hom leve it, a I'll u mor	come to your home search on the Client Portal. The Client Portal is a tool can use to stay in touch. en using the Client Portal, you will be able to view photographs of each are and see their locations on a map or by using a high-level aerial or low- l "Bird's Eye" view. As you look at each home, you can rate it, categorize and leave me a message describing what you did or did not like about it. Ise your feedback to refine your home search, set up showings, and e. To learn more about using the Client Portal, you can watch this quick

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" 🔟

Note: Remove the checkmark to disable Reverse Prospecting



8/30/2023 12:30 PM