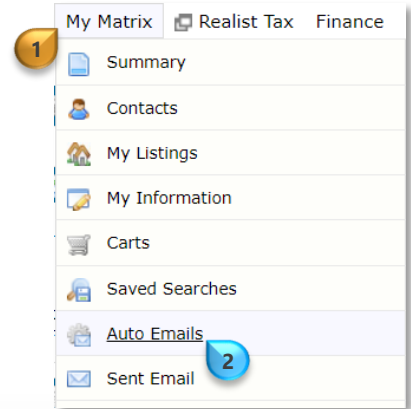


Hover over **"My Matrix"** 1

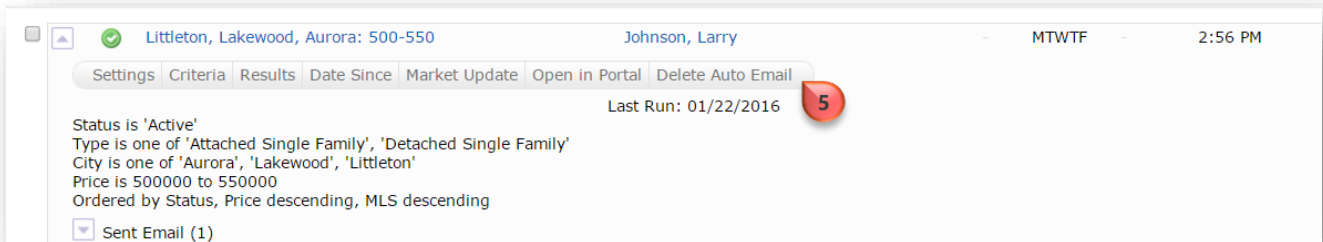
Select **"Auto Emails"** 2

A list of all the *Auto Emails* will present 3

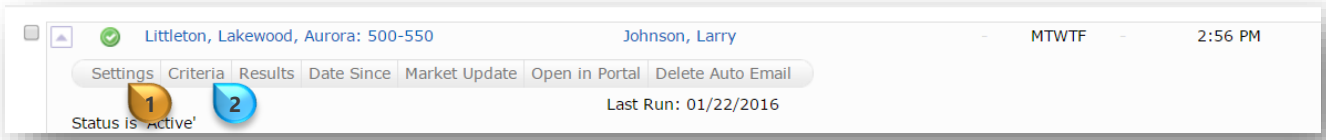


Click the *drop down arrow* next to the *Auto Email* of interest 4

A *button bar* 5 will present



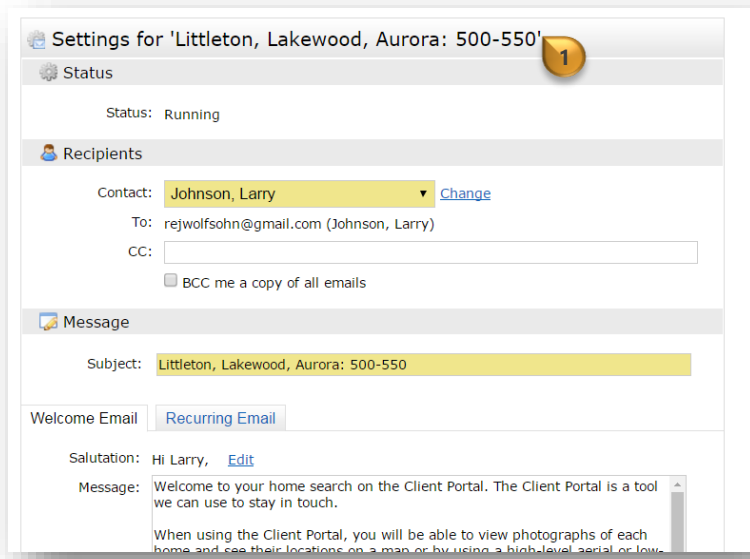
Use the *button bar* to manage the *Auto Emails*



## Settings 1

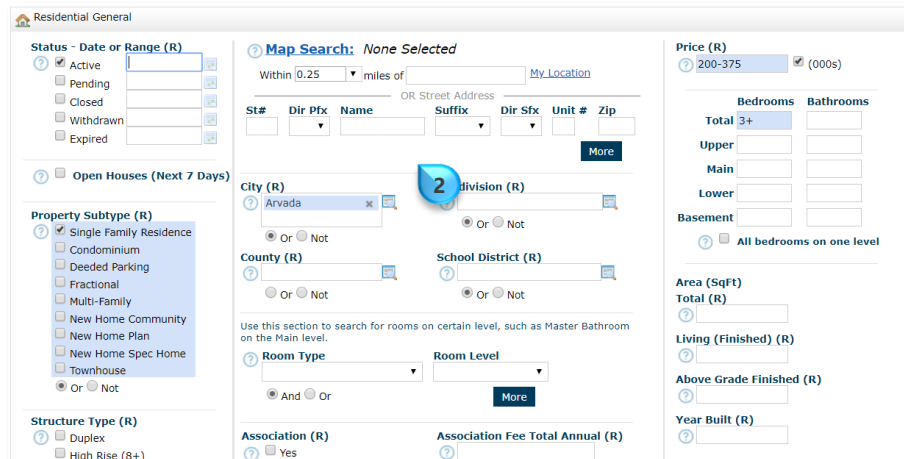
Presents the page that was used to prepare the original *Auto Email*

**Note:** Please see **How To Create an Auto Email** for further information



## Criteria 2

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



Use the *button bar* to manage your *Auto Emails*

Littleton, Lakewood, Aurora: 500-550 Johnson, Larry MTWTF 2:56 PM

Settings Criteria Results Date Since Market Update Open in Portal Delete Auto Email

Status is 'Active' Last Run: 01/22/2016

## Results 3

Runs the search and displays the results

Auto Emails > Littleton, Lakewood, Aurora...

Larry Johnson · Littleton, Lakewood, Aurora: 500-550

Previous · Next · 1-25 of 76 Checked 0 All · None · Page Display Single Line

Emailed	MLS #	Sts	Style	Address	City	Zip	Price	Beds	Bath
08/30/2016	1808601	A	2 Story	14074 W Adriatic Pl	Lakewood	80228	\$550,000	4	4
08/30/2016	6176367	A	Ranch/1 Stor	82 S Sheridan Blvd	Littleton	80123	\$550,000	4	4
08/30/2016	2738365	A	2 Story	24556 E Frost Dr	Aurora	80016	\$549,999	4	4

## Date Since 4

Shows all matching listings since the last time you ran the search

Auto Emails > Littleton, Lakewood, Aurora...

Larry Johnson · Revised Littleton, Lakewood, Aurora: 500-550 (revert)

Previous · Next · 1 of 1 Checked 0 All · None · Page Display Single Line

Emailed	MLS #	Sts	Style	Address	City	Zip	Price	Beds	Baths	Total Sqft	Abo
08/31/2016	4415257	A	2 Story	5245 S Everett Ct	Littleton	80123	\$525,000	4	3	3070	2,2

## Market Update 5

Allows you to run the search since the last run date or specify a date or date range

Market Update Options 5

This advanced market update section allows you to optionally choose an update type and/or update date range in combination with the criteria of the original search.

**Littleton, Lakewood, Aurora: 500-550**  
 Status is 'Active'  
 Type is one of 'Attached Single Family', 'Detached Single Family'  
 City is one of 'Aurora', 'Lakewood', 'Littleton'  
 Price is 500000 to 550000  
 Ordered by Status, Price descending, MLS descending

Use Last Run Date:  08/31/2016 8:33:09 AM

Specify Update Date/Range:    
 Example: 7/1/2004+  
 7/1/2004-7/31/2004  
 0-60