

# Enable /Disable Reverse Prospecting

Matrix allows for *Reverse Prospecting*. *Reverse Prospecting* matches *Auto Email* criteria with new listings. Once *Matrix* identifies that a *new listing* corresponds to the criteria of your *Auto Email*, your contact information will be provided to the *Listing Agent* on a *Reverse Prospect* report. *Reverse Prospecting* can be enabled/disabled in *Auto Email Settings* or at the time an *Auto Email* is created

Hover over **My Matrix** 

Select **"Auto Emails"** 

A list of your *Auto Emails* presents 



Auto Emails (6) 

Status	Subject	Contact Name
	Centennial: 250-275	Berry, Michael
	Parker	Blair, Noelle
	Matrix How To Use the Concierge Option	Bogi, Martin and Marietta
<input checked="" type="checkbox"/>	Aurora, Parker: 400-426	Johnson, Larry
<input type="checkbox"/>	Littleton, Lakewood, Aurora: 500-550	Johnson, Larry
<input checked="" type="checkbox"/>	Matrix How To Use the Concierge Option	Lee, Ruth

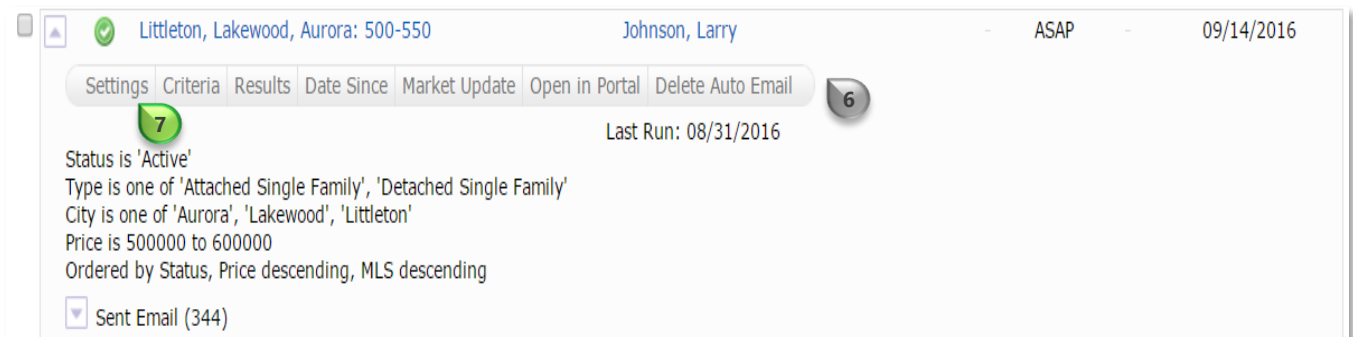
Navigation Menu: Summary, Contacts, My Listings, My Information, Carts, Saved Searches, **Auto Emails** , Sent Email, Reverse Prospect Email History, CMAs, Settings

Buttons: Delete, Disable, Market Update


Place a *checkmark*  next to the *Auto Emails* you wish to enable for reverse prospecting

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

The selection will *expand* and a button bar will present 



Littleton, Lakewood, Aurora: 500-550 Johnson, Larry - ASAP - 09/14/2016

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


Last Run: 08/31/2016

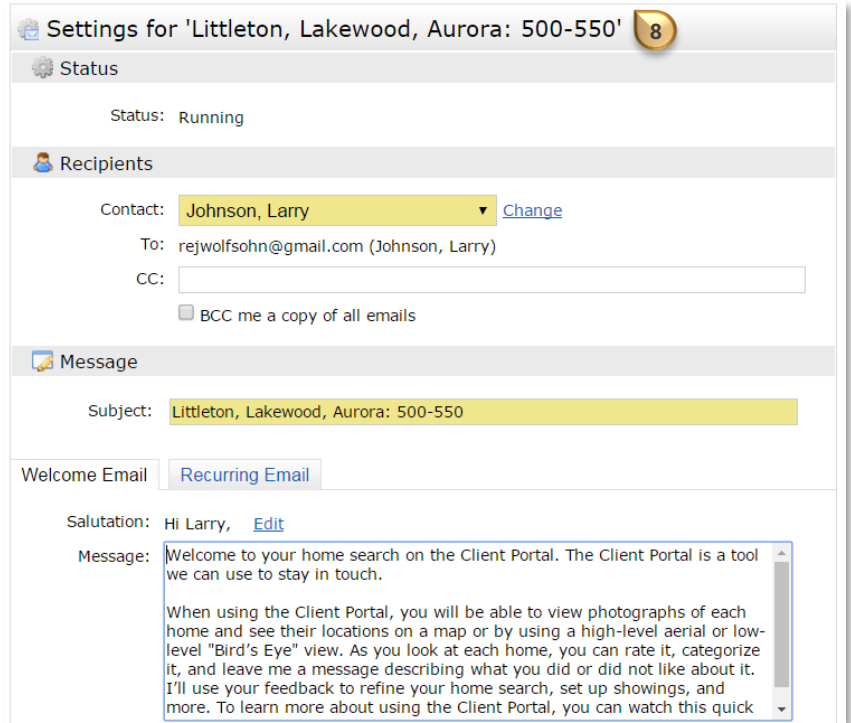
Status is 'Active'  
 Type is one of 'Attached Single Family', 'Detached Single Family'  
 City is one of 'Aurora', 'Lakewood', 'Littleton'  
 Price is 500000 to 600000  
 Ordered by Status, Price descending, MLS descending


Sent Email (344)

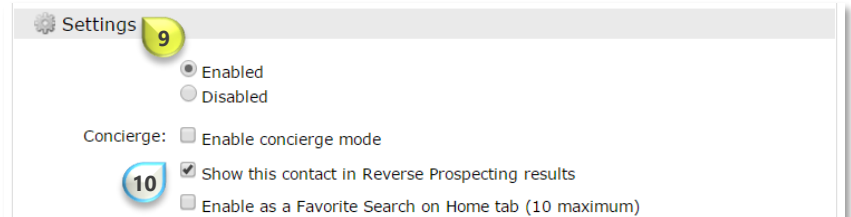
Select **"Settings"** 


# Enable \ Disable Reverse Prospecting

A *Setting* window will present with the name of the *Auto Email* 

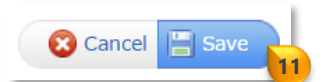


Scroll down to the **Settings** section 



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

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



**Note:** Remove the checkmark to disable *Reverse Prospecting*