

Refine Search Results

Matrix presents options for refining search results on the button bar 1

Note: Do not refine results before saving a search or creating an Auto Email. The saved search will never present updated results

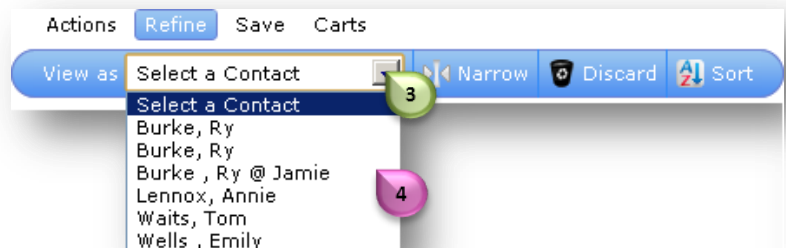


- Click on “**Refine**” 2

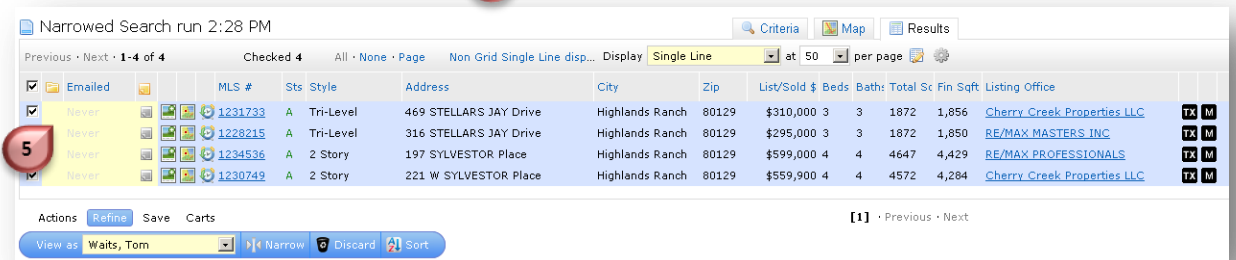


To see if results have previously been emailed to a specific contact 3

- Click on the “**View As**” drop down arrow 3
- A list of your contacts will present 4
- Select the contact of interest



- A new column labeled “**Emailed**” 5 appears

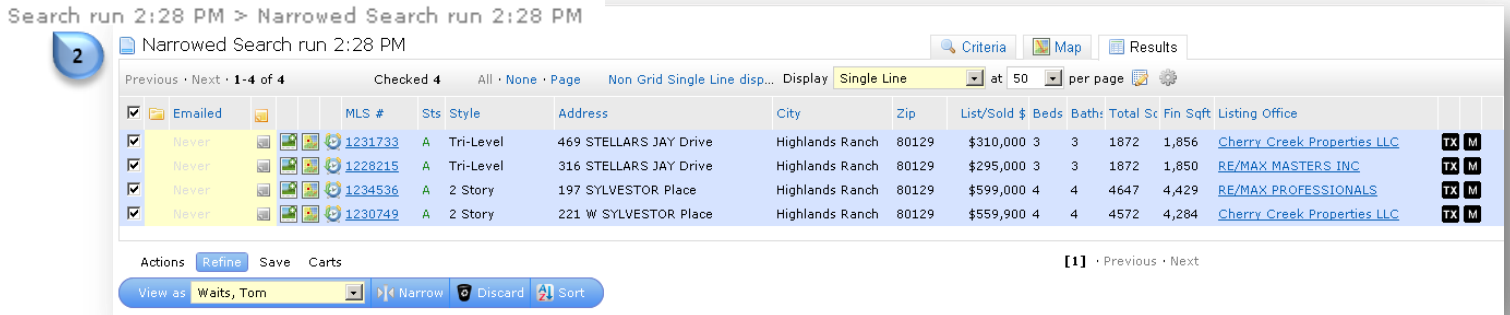


- The “**Emailed**” column will provide a date indicating when the property was emailed to the specified contact
- If the property has not been emailed to the specified contact “**Never**” will be displayed



To keep selected properties

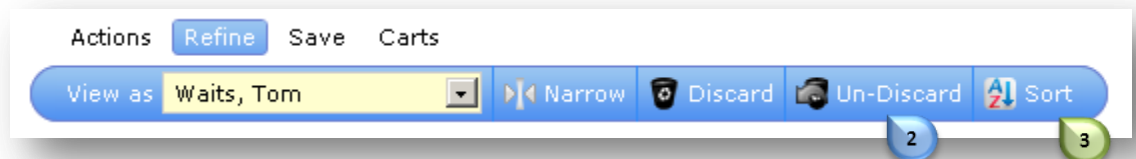
- Click “**Narrow**” 1 to display only the results you have selected
- To undo this click on the kernel link 2 above the words “*Narrowed Search*”



To discard selected properties:

- Click “**Discard**” 1 to remove all selected properties from your results
- Click “**Un-Discard**” 2 to undo this action

Note: The “Un-Discard” button will only present after results have been discarded



To Sort results

- Click “**Sort**” 3
- Double-click an item in the “**Sort Fields**” list to change the sort order for your results columns between Ascending and Descending. See “**How To Sort Results**”