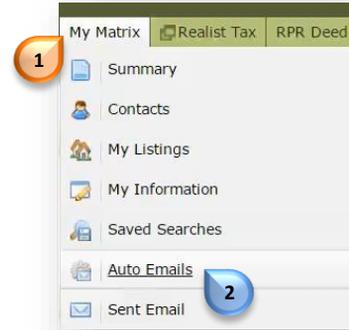# Interpret the Auto Email Dashboard

The Auto Email Dashboard presents information at a glance

Hover over **"My Matrix"** ①

Select **"Auto Emails"** ②

A list of all your Auto Emails will present ③

My Matrix | Realist Tax | RPR Deed
① | 📄 Summary
| 👤 Contacts
| 🏠 My Listings
| 🖼️ My Information
| 🗂️ Saved Searches
| 📧 Auto Emails ②
| ✉️ Sent Email

Auto Emails (7) ③   Search: [   ]   Filter: ... choose a filter ▼

		Status	Subject	Contact Name	BCC	Schedule	Concierge	Portal Visit
☐	▼	○	Centennial: 250-275	Berry, Michael	–	ASAP	–	never
☐	▼	❗	Cherry Creek School District	Bogi, Martin and Marietta	–	-	–	never
☑	▼	✅	Aurora, Parker: 400-426	Johnson, Larry	–	ASAP	–	2:19 PM
☐	▼	✅	Littleton, Lakewood, Aurora: 500-550	Johnson, Larry	–	ASAP	–	9:56 AM
☐	▼	❗	Parker 700-800	Johnson, Larry	–	-	–	9:31 AM
☐	▼	✅	Parker: 100-750	Johnson, Larry	–	ASAP	–	2:19 PM
☐	▼	○	80016, 80018, 80015	Johnson, Philip and Barbara	–	Daily	–	never

④

❌ Delete | 🚫 Disable | 🖼️ Market Update
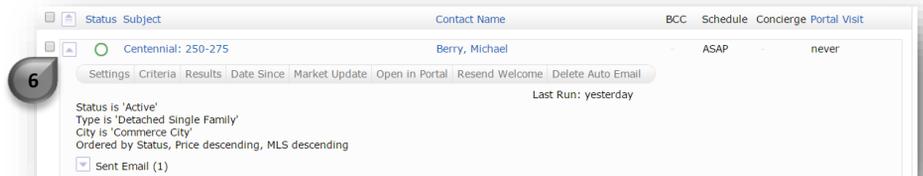
Checkbox

Click in the **checkbox** ④ to activate the button bar

Expanding / Collapsing Auto Emails

Click the **drop down arrow** ⑤ to activate the button bar.

☑ ▼ ○ 80016, 80018, 80015   Johnson, Philip and Barbara   –   Daily   never

⑤

❌ Delete | 🚫 Disable | 🖼️ Market Update

To collapse the button bar click on the **arrow facing up** ⑥

		Status	Subject	Contact Name	BCC	Schedule	Concierge	Portal Visit
☐	▲	○	Centennial: 250-275	Berry, Michael	–	ASAP	–	never

⑥ Settings | Criteria | Results | Date Since | Market Update | Open in Portal | Resend Welcome | Delete Auto Email

Last Run: yesterday

Status is 'Active'
Type is 'Detached Single Family'
City is 'Commerce City'
Ordered by Status, Price descending, MLS descending

▼ Sent Email (1)

Interpret the Auto Email Dashboard

Status 7

✓ indicates that the client has been active in their client portal

⊘ indicates that the Auto Email has been disabled

○ indicates that the client has not yet activated their client portal

Note: An Auto Email can be disabled by the agent, client, or the system

Subject 8

The title you assigned to the Auto Email

Contact Name 9

Indicates the client's name that is assigned to each Auto Email

BCC 10

Indicates you blind copied yourself on the Auto Email

Interpret the Auto Email Dashboard

Schedule 11

Indicates the Auto Email is being sent to the client

Concierge 12

Indicates the number of properties that need your prior approval before they can be sent to the client

Portal Visit 13

Specifies the last time the client was active in their client portal

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