

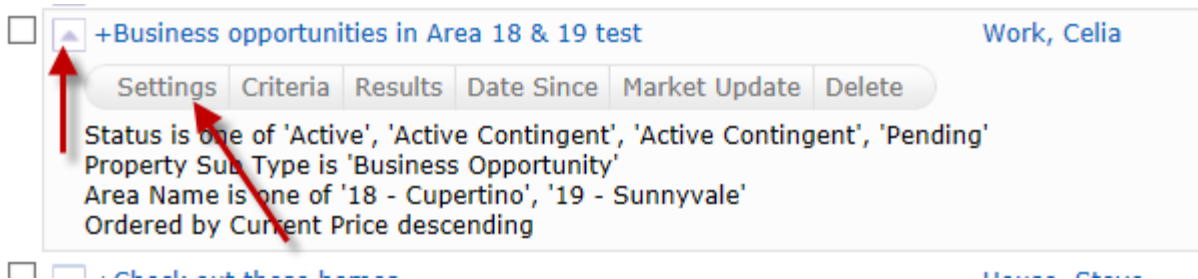
New Matrix Saved Searches

We have done our best to move over as much of your information as possible, including contacts, saved searches, speed bar shortcuts (where we could), watched listings, and carts, as well as client portal favorites, discards and possibilities.

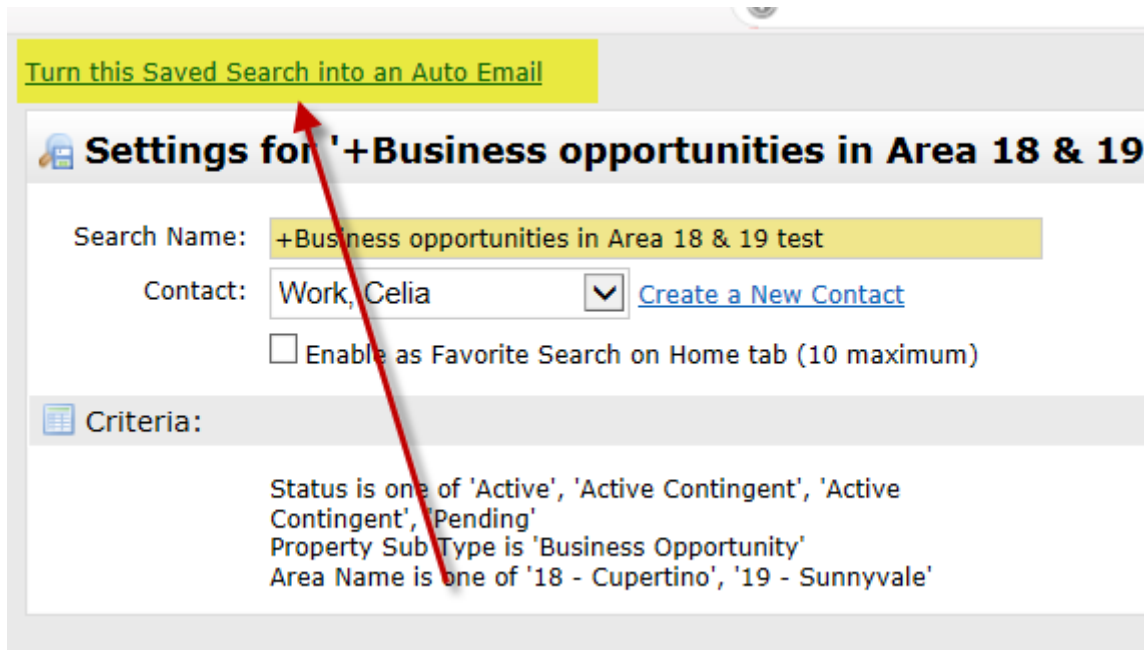
Now, it's just a matter of activating the saved searches to turn them into auto emails.

Activate an Auto Email

Choose saved searches from the My Matrix menu. Any item with a + in front of the name indicates that it was originally set up in old Matrix as an auto email. To activate this auto email click on the down arrow to left of the search subject, then click on settings.

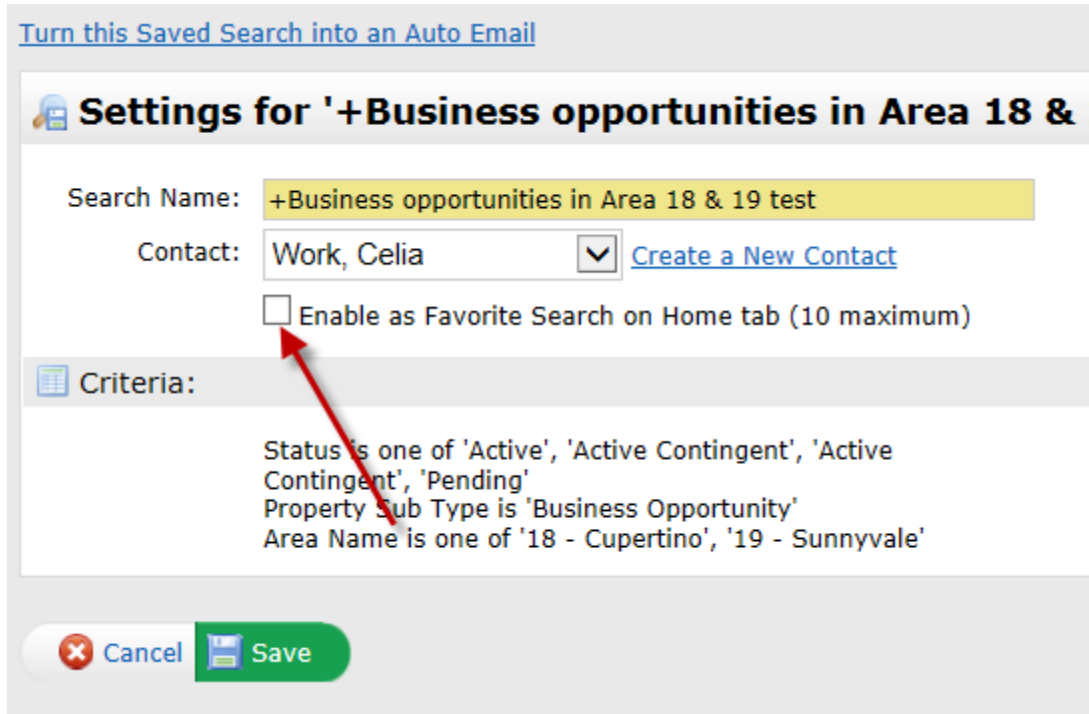


The settings display will have at the top that reads “Turn this Saved Search into an Auto Email.” Click on the link to view the auto email set up page. Take this time to review the criteria, then click save. The saved search has now an active auto email.



Mark a Saved Search as a Favorite

Follow the same steps as above, except instead of clicking on “Turn this Save Search into an Auto Email,” click in the “Enable as Favorite Search on Home Tab (10 Maximum).”



Activate my Speed bar Short Cuts

Speed bar shortcuts can be found under the My Matrix menu by clicking on Saved Searches. Saved Searched are indicated with a slash (/) in front of the name.

