

## Take These Actions to Be Completely Prepared

Between Nov. 13 and Dec. 9 complete the actions below, to be prepared.

### My Listings

This is a simple process, click into My Listings from Pro.MLSListings.com:

- Confirm all of your listings moved over to the new My Listings.
- Confirm your listings in the new My Listings are in the correct status.

If your listings are not in the correct statuses in the new My Listings contact customer support by email at [support@mlslistings.com](mailto:support@mlslistings.com).

### New Matrix

There are several items you should complete to be ready for the change in Matrix systems:

#### Dashboard

- Adjust layout of dashboard.
- Create/enter Market Watch Info.
- Create/add hot sheet information.
- Create/add favorite searches.
- Create/add statistics.

#### My Matrix Section

- Update contact information.
- Create/add a new header and mobile header.
- Create/add a new email signature.
- Create/add client portal greeting.
- Create/add client portal information.
- Create/add CMA cover sheet

#### Contacts

- Confirm all of your contacts were moved over to new Matrix.
- Create/add any contacts that might have been missed.

#### Searches

- Confirm your saved searches were moved to new Matrix.
- Create/add your custom displays.
- Create/add your custom exports.
- Add your speed bar shortcuts.
- Create/add your CMA reports.
- Enable new Matrix saved searches/auto emails.
- Notify your clients that in order to continue receiving information, they should accept the new invitation. [See below for sample message to your clients.](#)
- Disable auto-email searches in old Matrix.

### Sample Message to Notify Clients about New Email Invitation

Dear [name],

First, let me thank you for being a part of my real estate business. I know you are eager to receive information about homes that fit your particular criteria.

The service I use to send you emails is changing. In order to continue to receive information about your real estate search, I'll be sending you a new invitation.

Please accept the invitation. That will ensure you continue to receive real estate listings that fit your criteria.

Thank you for your continued business.  
[insert email signature]