

How to save an auto-email before it expires

1. Log into Matrix
2. Click "My Matrix"
3. Click "My Auto-Emails"
4. Click on the specific Auto-Email to expand it
5. Click on Criteria
 - a. When in the criteria it is best to make a minor change and then click save but all you should have to do is click save

Auto Emails (2)

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

Property Type is 'Residential'
Status is 'Active'
Property Sub Type is 'Condo-Townhome'
Latitude, Longitude is around 41.57, -93.84, is not around 41.58, -93.84
Current Price is 200000 or less
Year Built is 2006+
Ordered by Status, Current Price descending

▼ Sent Email (36)

Last Run: Tuesday

✕ Delete ⚙️ Disable 📄 Market Update

6. Click save and then save again
7. In the upper left hand corner it should say the auto-email was updated

matrix Home Search Stats My Matrix

Updated auto email 'My Search'.

Auto Emails (2)