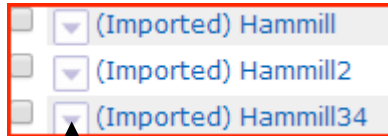
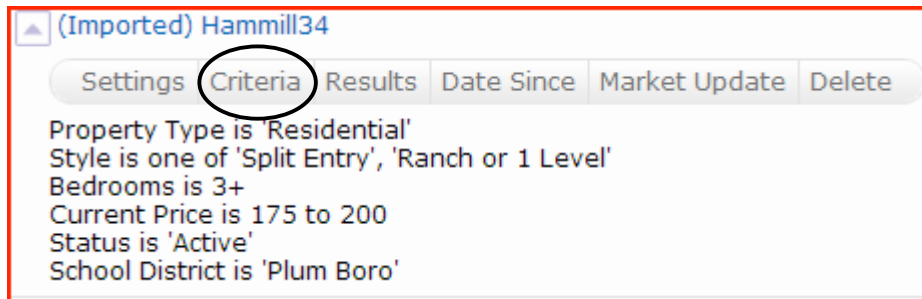


Turning an Imported Search into an Auto-e-Mail in MATRIX

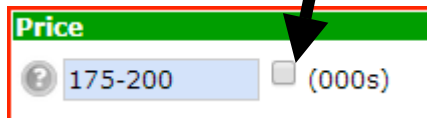
- Point at the **My Matrix** tab
- Select and click **Saved Searches**
- A list of your saved searches will appear. The searches that were imported from Fusion or MLXchange will have (imported) next to the search name



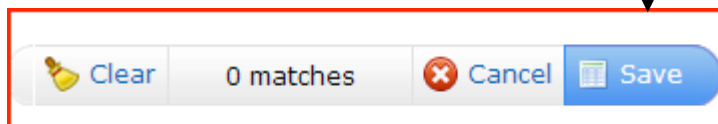
- Click the **down arrow** located next to the search and the search will expand



- **IMPORTANT:** Click the **Criteria** tab – You will be taken to the Search Criteria Screen
- **Check the check box in the Price Section so that the Price is in hundreds of thousands. If you do not do this your client will not receive any results (for example if your Saved Search has the parameters of \$175 - \$200 MATRIX will not recognize this as \$175,000 - \$200,000 it will recognize it as \$175 - \$200)**



- **Scroll down** the Search Criteria screen and click the Save button in order to Save your updated Search Criteria



- A window will open. Click the hyper-link located in the upper left-hand corner that says **Turn this Saved Search into an Auto-e-Mail**



Turn this Saved Search into an Auto Email

Settings for '(Imported) Hammill34'

Search Name: (Imported) Hammill34

Contact: [Create a New Contact](#)

Enable as Favorite Search on Home tab (10 maximum)

Criteria

Property Type is 'Residential'
Status is 'Active'
School District is 'Plum Boro'
Current Price is 175000 to 200000
Bedrooms is 3+
Style is one of 'Ranch or 1 Level', 'Split Entry'

- You will be taken to the page that enables you to create an auto e-mail.
 - **Refer to the Matrix Quick Start Guide for detailed instructions on how to create an Auto e-Mail**

NOTE: IF YOU CONVERT YOUR FUSION OR MLXCHANGE IMPORTED SAVED SEARCHES INTO A MATRIX AUTO E-MAIL PRIOR TO WPML TURNING OFF FUSION AND MLXCHANGE THEN YOU WILL HAVE TO MANUALLY TURN OFF YOUR AUTO-NOTIFICATIONS IN FUSION OR MLXCHANGE. OTHERWISE YOUR CLIENT WILL RECEIVE BOTH THE AUTO-NOTIFICATIONS FROM FUSION / MLXCHANGE AND THE AUTO-EMAILS FROM MATRIX

IF YOU WAIT UNTIL AFTER WPML TURNS OFF FUSION AND MLXCHANGE TO CONVERT YOUR IMPORTED SAVED SEARCHES INTO AN AUTO E-MAIL IN MATRIX YOUR AUTO-NOTIFICATIONS IN FUSION AND MLXCHANGE WILL TURN OFF AUTOMATICALLY. HOWEVER, IF YOU WAIT UNTIL THIS HAPPENS YOUR CLIENTS WILL NOT BE RECEIVING EITHER AUTO E-MAILS OR AUTO-NOTIFICATIONS UNTIL YOU FOLLOW THE STEPS ABOVE.