



# FAQ

Newsletter

Frequently Asked Questions



## Where Are My Saved/Automatic Searches?



Over 1,500 of your fellow members have called our Customer Support since our enhancement of Matrix 5.0 on March 3<sup>rd</sup>. One of the most frequently asked questions was concerning “Saved/Automatic Searches”.

The Matrix 5.0 enhancement separated your Saved/Automatic searches into 2 separate links- Auto Email and Saved Searches. All Saved/Automatic Searches with an Auto Email transferred to the Auto Email link and all remaining searches moved to the Saved Search link.

For more information, view one of our [training videos](#) or download our [quick reference guides](#) at [www.imrmls.com](http://www.imrmls.com).

### Top Questions and Answers:

Q. How do I create an Auto Email within MRMLS Matrix?

A. The process to build an Auto Email within MRMLS Matrix has not changed with the enhancement of Matrix 5.0. To create an Auto Email, you will need to select your search criteria and run your property search. In your results page, click on **Save as** and select New Auto Email. Fill in the Auto Email information and click **Save** to keep your Auto Email.

Q. Can I convert my Saved Search into an Auto Email?

A. Yes. Locate your Saved Search and click on **Settings**. At the top of the Setting page, click the “Turn this Saved Search into an Auto Email” link and fill in your Auto Email information.

Q. How do I revise my Auto Email or Saved Search criteria in MRMLS Matrix?

A. First, locate your Auto Email or Saved Search in the My Matrix tab. Click **Revise** to change your search criteria and click **Save** to update your changes.

Q. How do I re-activate or disable an Auto Email?

A. From the My Matrix tab locate your Auto Email and click on **Settings**. In the setting page, select **Enabled** to activate your Auto Email or click Disabled to turn off your Auto Email. Don't forget to click **Save** to update your changes.