



## IMPORTED SEARCHES FROM NTREIS LISTINGS

Searches that were created in NTREIS Listings have been imported for you into NTREIS Matrix. While every attempt was made to import the data accurately, there are major differences in the database structure between the two systems and you should verify all criteria before actively using your imported searches. Searches can be found under “My Matrix” > “Saved Searches”.

<input type="checkbox"/>	<input type="checkbox"/>	(Imported) rowlett	
<input type="checkbox"/>	<input type="checkbox"/>	(Imported) sold	
<input type="checkbox"/>	<input type="checkbox"/>	(Imported) solds	Miller, Mike
<input type="checkbox"/>	<input type="checkbox"/>	(Imported) test	
<input type="checkbox"/>	<input type="checkbox"/>	(Imported) Test features	
<input type="checkbox"/>	<input type="checkbox"/>	(Imported) Testprospect	
<input type="checkbox"/>	<input type="checkbox"/>	(Imported) TREC	
<input type="checkbox"/>	<input type="checkbox"/>	(Imported) Zip	
<input type="checkbox"/>	<input type="checkbox"/>	(Imported*) Addison Search	Byars, Bett
<input type="checkbox"/>	<input type="checkbox"/>	(Imported*) Bedford	
<input type="checkbox"/>	<input type="checkbox"/>	(Imported*) Bowie elementary	
<input type="checkbox"/>	<input type="checkbox"/>	(Imported*) exterior	

**(Imported) Searches** - are searches that should have copied over without issue (but you should still check before using as auto-emails to your clients).

**(Imported\*) Searches** – indicate that one or more fields could not be matched to the Matrix Search Criteria Screen. Possible reasons include:

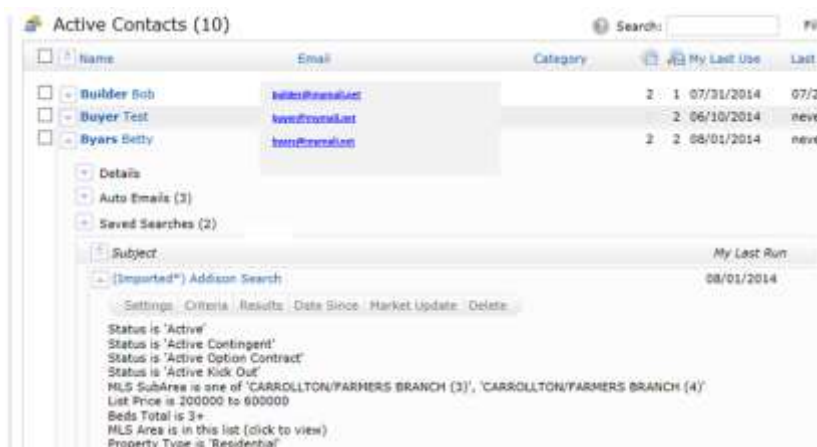
- The search contained geographic boundaries that could not be matched (i.e. Mapsco grids are no longer used)
- The field is not a default field on the Matrix Criteria screen – for example, “List Price” and Status date:
  - List Price is a “hidden” field in Matrix – the search screen “Price” field searches both active properties and sold properties, so the field is populated with “current list price” for actives and off markets and “sold price” for solds. Your search will still work, but you may want to convert to use of the “Price” field.
  - Status Change would now use the date ranges available next to each status.

List Price is 100000 to 125000  
 Status Change Timestamp is 05/02/2012+

Simply select your saved search and choose “Criteria” to review and update the search criteria.

If your search is attached to a Prospect, Matrix added the search to your matching Matrix Contact, but has set the auto-notify to “Disabled”. You will need to disable any notification still in NTREIS Listings until August 12, when NTREIS notifications will be turned off. You will want to enable your search in Matrix prior to that date - you do not want your clients to receive duplicate notifications, but you also do not want the notifications to stop!

These saved searches are available under the “Saved Searches” and also under “Contacts”.

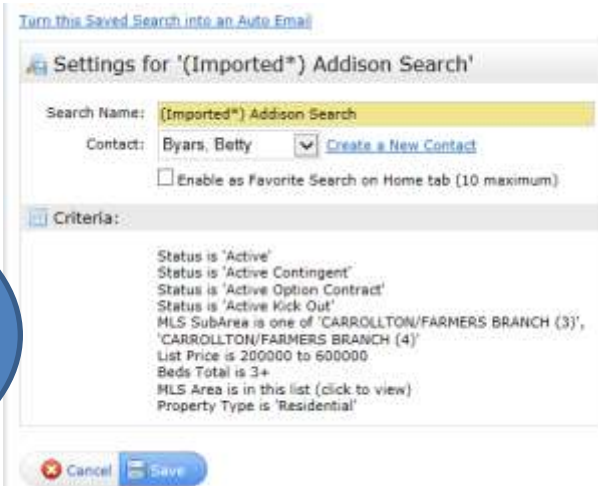


Choose “Settings” to set the notifications :

Select the “turn this Saved Search into an Auto Email” to enable and set the frequency.

Important!

Once you have elected to turn into an Auto-email the search is activated – go to the next step to set frequency!



Text entered into the Subject line will become the New Name of the Auto-email search for this contact. The old search will no longer appear under your "Saved Searches".

[Turn this Auto Email into a Saved Search](#)

### Settings for '(Imported\*) Addison Search'

**Recipients**

Contact: **Byars, Betty** [Create a New Contact](#)

To: cindymiller@ntreis.net;ntreiscorp@aol.com (Byars, Betty)

CC:

BCC me a copy of all emails

Subject: **\_\_\_\_\_**

Message:

[Check Spelling English](#)

---

**Criteria:**

Status is 'Active'  
 Status is 'Active Contingent'  
 Status is 'Active Option Contract'  
 Status is 'Active Kick Out'  
 MLS SubArea is one of 'CARROLLTON/FARMERS BRANCH (3)',  
 'CARROLLTON/FARMERS BRANCH (4)'  
 List Price is 200000 to 600000  
 Beds Total is 3+  
 MLS Area is in this list (click to view)  
 Property Type is 'Residential'

---

**Settings**

Concierge:  Enable concierge mode.  
 Show this contact in Reverse Prospecting results  
 Enable as a Favorite Search on Home tab (10 maximum)

---

**Schedule**

ASAP: Emails are sent as soon as possible.

Daily: Emails are sent on the days you choose.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
All AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Clear](#)

Monthly: Emails are sent on the first of the month at midnight.

[Cancel](#) [Save](#)

Message box: The system includes a series of messages that autofill in this box – if you type a personal message it will overwrite the default message.

You can choose to send as soon as listings match, once daily, twice daily or select the days. You can even choose to send once monthly

The search will now appear under your contact as an "Auto-Email" and no longer as a saved search.

To disable autonotification, select the Auto-email and the settings and change to "Disabled":

**Settings**

Enabled  
 Disabled

Concierge:  Enable concierge mode  
 Show this contact in Reverse Prospecting results  
 Enable as a Favorite Search on Home tab (10 maximum)