

## Upcoming Training

# Customizing CRMLS Matrix



**DATE:**

Tuesday  
4/4/2017



**TIME:**

1:30pm-2:30pm



**LOCATION:**

Fresno AOR  
Yosemite Branch  
40298 Junction Drive, Suite B  
Oakhurst, CA 93644

## Description

Searching for listings within CRMLS Matrix is one of the most crucial skills you need to run your business. This course will introduce you to the basic tools and functions of Search within Matrix.

*In this class, you will learn how to...*

- Search for listings using a wide variety of search criteria
- Use a Map Search to define a custom search area
- Email and print listings
- Create and manage Saved Searches



## Upcoming Training

# Engaging Clients in with Matrix



**DATE:**

Tuesday  
4/4/2017



**TIME:**

2:30pm-3:30pm



**LOCATION:**

Fresno AOR  
Yosemite Branch  
40298 Junction Drive, Suite B  
Oakhurst, CA 93644

### Description

Real estate is all about the relationships you build with your clients. CRMLS Matrix includes a number of features which, when properly applied, can boost engagement and strengthen those relationships. Learn how to best manage client information in Matrix!

#### *In this class, you will learn how to...*

- Set up contacts
- Create auto emails to send clients new listings that match their criteria
- Preview your clients' emails to see which listings they have received
- View and manage a "Customer and Agent Portal"
- Create "Saved Searches" and "Favorite Searches"

