

Email and Print Listings in Matrix

Email or print selected listings from search results in Matrix. Check the listings first, then use Email / Send or Print. Classic and New Search place these actions in different spots.

Select listings

1. Run a search and open results - see Search for Listings in Matrix.
2. Check the listings you want to email or print.

Email listings

Classic Search

1. On Results, select Email in the bottom actions bar.
2. Choose the contact (or enter recipients as Matrix shows).
3. Enter or confirm the subject and message.
4. Send the email.

New Search

1. Select Send > Email.
2. Under Send To, search by name or email and select the contact.
3. Enter a Subject and optional Message.
4. Open Options if needed:
 - Also send link via SMS text message
 - BCC me a copy of all emails
 - Send As - PDF Report or OneHome Link
5. Select Send.

Print listings

Classic Search

1. On Results, select Print in the bottom actions bar.
2. Under SELECT YOUR PRINT FORMAT, check one or more formats (member and client layouts, flyers, and other reports as listed).
3. Open Options if you need extra print or PDF settings.
4. Select PDF to create a PDF, or Print to print.

New Search

1. On results, select Print on the results toolbar.
2. Under SELECT YOUR PRINT FORMAT, check one or more formats (member and client layouts, flyers, and other reports as listed).
3. Open Options if you need extra print or PDF settings.
4. Select PDF to create a PDF, or Print to print.

Tips

- Clients should never receive (print or email) Member Full versions of listings unless it is their own property.
- For scheduled listing emails, see Create an Auto Email in Matrix.

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