

MARIS

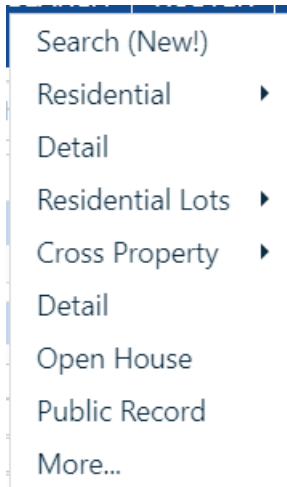
How to Create an Auto Email

To create an auto email, go to the search tab.

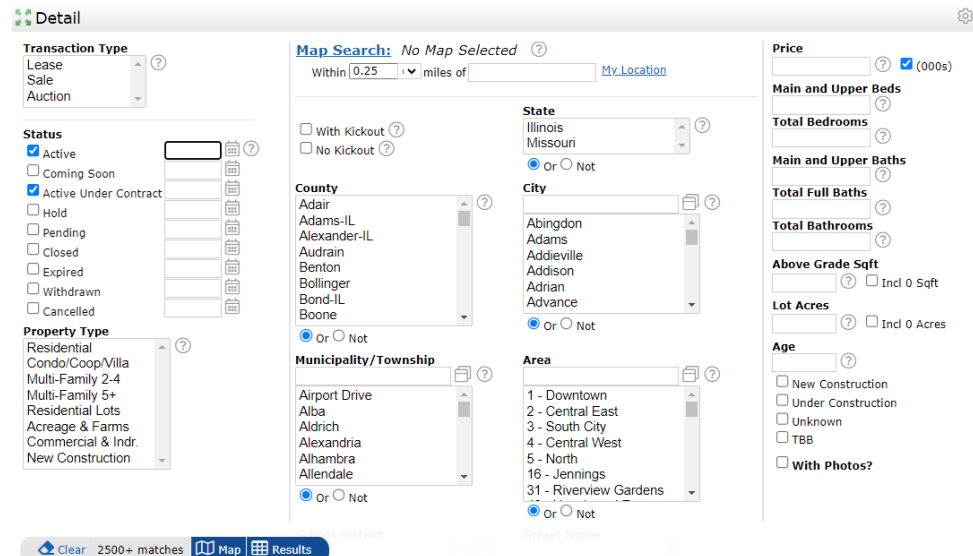


Select the tab for the type of search. If none of the options on the dropdown list match what you are looking for, click more.

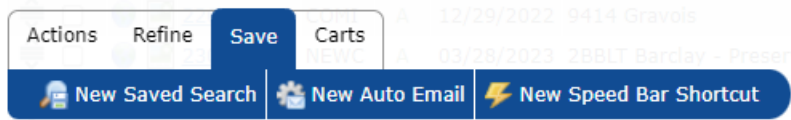
On the more screen, you will find the following options for search types: Residential, Multifamily, Residential lots, Acreage and Farms, Commercial and Industrial, Cross Property, Open House, Property History, and Public Record.



After selecting a search type, input the criteria matching your needs and click results.



Once the results populate, go to the bottom of the page, save, and select New Auto Email. Keep in mind that the system will only allow you to make an auto email based on criteria if there are fewer than 400 results.



On the next page, you will make an auto email for your client. The yellow highlighted spaces are the required fields.

When finished, click save at the bottom of the screen.