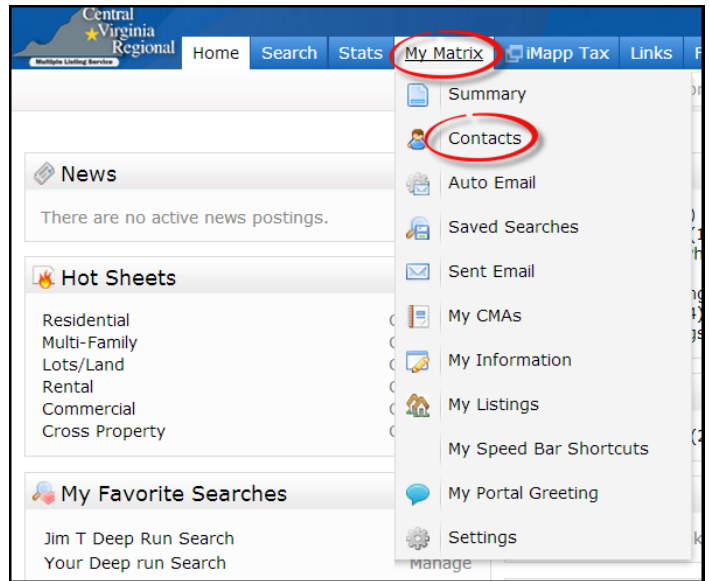


Quick Tip with Matrix – Adding a Contact



1. Matrix allows you to add contacts from the “My Matrix” Tab by selecting “Contacts”



2. Your previous contacts from Tempo will carry over to Matrix. From here you can add a new contact or import/export contacts.

Active Contacts (64)

Search: Filter Contacts: ... choose a filter

Name	Email	Category	My Last Use	Last Portal Visit						
Arsenalut Russ & Jenn	jenifer.meehan@capitalone.com		0 0	01/01/1990	never	0	0	0	0	0
Barrow Victor	victor_barrow@email.com		0 0	01/01/1990	never	0	0	0	0	0
Bass Christopher & Sarah	sarahchass@gmail.com		0 0	01/01/1990	never	0	0	0	0	0
Berney Melanie	piano65@gmail.com		0 0	01/01/1990	never	0	0	0	0	0
Bower Jim & Barbara			0 0	01/01/1990	never	0	0	0	0	0
Brown Ethan	ethanbrown07@gmail.com		0 0	01/01/1990	never	0	0	0	0	0
Budzinski Mark	mark@budzhomes.com		0 0	01/01/1990	never	0	0	0	0	0
Circeo Marc	tmcirceo@comcast.net		0 0	01/01/1990	never	0	0	0	0	0
Cozzie Jim & Elaine	jimcozzie@msn.com		0 0	01/01/1990	never	0	0	0	0	0
Dillenback Brian	BDillenback@jamesriverequipment.com		0 0	01/01/1990	never	0	0	0	0	0
Director Eric and Mindy	mindydirector@verizon.net		0 0	01/01/1990	never	0	0	0	0	0
Divine James	jdivine@skyviewsavings.com		0 0	01/01/1990	never	0	0	0	0	0
Dong Cheng	chengdong3@yahoo.com		0 0	01/01/1990	never	0	0	0	0	0
Duda Gary	gary@richmondhomes.net		0 0	01/01/1990	never	0	0	0	0	0
Duda Shannon	shannon@richmondhomes.net		0 0	01/01/1990	never	0	0	0	0	0
Duda Gary	gary@richmondhomes.net		0 0	01/01/1990	never	0	0	0	0	0
Eisinger Susan	suee2@earthlink.net		0 0	01/01/1990	never	0	0	0	0	0
Feibelman Michael	mfeibelman@gmail.com		0 0	01/01/1990	never	0	0	0	0	0
Ficara John & Robin	johnficara@gmail.com		0 0	01/01/1990	never	0	0	0	0	0
Fife Barney	Barney@Fiferealtors.com		Tuesday	never						
Gray Tere and Ric	teregrays2@hotmail.com		0 0	01/01/1990	never	0	0	0	0	0
Hale Michael and Sandra	hale24711@verizon.net		0 0	01/01/1990	never	0	0	0	0	0
Harris Mark	MHa7514932@aol.com		0 0	01/01/1990	never	0	0	0	0	0
Hoback David and Marie	hoback@cox.net		0 0	01/01/1990	never	0	0	0	0	0
Homes Royal Dominion	rmaxjobs@gmail.com		0 0	01/01/1990	never	0	0	0	0	0
Jackson Bo	bo@boknowsrealestate.com		0 0	01/01/1990	never	0	0	0	0	0
Johnson Chad	gary@richmondhomes.net		0 0	01/01/1990	never	0	0	0	0	0

Add Set Inactive Delete

Show 64 Active Show All 64 Show 0 Inactive Import Export All

Quick Tip with Matrix – Adding a Contact



3. Once you have entered your contact info you can categorize your client.
4. You also can show more fields to input additional information about your client before saving the contact info.

Personal Information

Title: Mr. Category: [Dropdown Menu]

First Name: Ron Last Name: Burga

Email Address: RonB@anchorman.com

Phone: 804-555-1212 Cell: 804-555-1212

Buyer
Seller
Friend
Prospect
-- Customize --

+ Show All Fields × Cancel Save

5. Always remember to save your contact info before exiting.

Street Address: [Field]

City: [Field] State: [Field]

Zip: [Field] Country: [Field]

Phone: 804-555-1212 Cell: 804-555-1212

Phone 2: [Field] Pager: [Field]

Business Information

Company Name: [Field]

Department: [Field] Office: [Field]

Profession: [Field] Phone: [Field]

Fax: [Field]

Street Address: [Field]

City: [Field] State: [Field]

Zip: [Field] Country: [Field]

Notes

[Text Area]

Show Fewer Fields × Cancel Save