



Searches/Subscriptions Under Contact Management

Click on a contact name on the Contact Management page to view and edit detailed information about the contact.

Use the *Searches/Subscriptions* tab of the contact details to add, edit, and remove saved searches and subscriptions for the selected contact. The saved searches that are displayed on this tab will automatically appear on the portal for this contact if you have set up a client portal.

Megan Phillips

CONTACT DETAILS ACTIVITY **SEARCHES/SUBSCRIPTIONS** PORTAL CALENDAR MESSAGES FORMS MORE ▾

Searches 🔍 View Totals

- 5 Bed 5 Bath Res
- Megan Phillips
- Megan's General Search

[+ Add](#) [Rename](#) [Edit](#) [Remove](#)

View
Moises View
[Listing Activity Report](#)

Results

- [View all](#) -
- [View new in the last 24 hours](#) -
- [View new since 12/15/2018 10:48 AM](#) -
- [Reset time and view new since 12/15/2018 10:48 AM](#) -

Subscriptions + Add a Subscription

- Subscription Megan Phillips**
- Created January 15, 2019, Updated January 15, 2019
megan1@mailinator.com

Search Parameters
Property type Residential; List Price between 150000 and 200000; Status of 'Active'; Total Bedrooms between 4 and 99.; New results include new listings, price changes, and status changes.
Created January 15, 2019, Updated January 15, 2019

Searches

Select a search from the Searches list to view its parameters and matching listings.

Click the **Add** button at the bottom of the Searches list to open the Attach Saved Search page, where you can add saved searches to the contact. Choose one or more searches from the list or create a new search by clicking **Create New Search**. Click **Attach Search(es)** to save your selections and return to the Searches/Subscriptions tab.

To remove a search from the contact, choose the search from the list and click the **Remove** button.

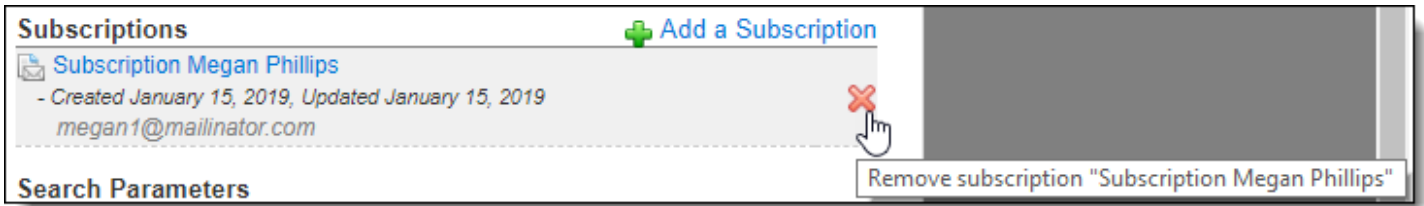
Edit a saved search using the **Edit** button, or rename a saved search using the **Rename** button.

Results

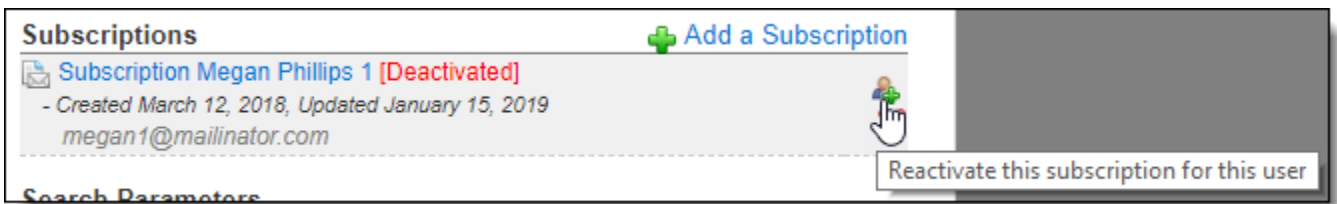
Use the links in the Results panel to view all results, new results from the last 24 hours, or results since you last reset the search time. When you view all results for the search, you can mark listings as recommended for the contact by clicking the **Recommend to contact** icon. Click the **Reset time and view new since** link to reset the search date and time to the current date and time.

Subscriptions

To add a subscription to a selected search, click **Add a Subscription** and then choose the appropriate settings. Edit an existing subscription by clicking on the name of the subscription or remove a subscription by clicking the **X** next to the subscription name.



Events that your contact has opted out of and subscriptions that you have deactivated will be listed here. To reinstate a subscription, select the saved search that was used for the original subscription email, and click the person icon next to the subscription name.



Subscription events will check for new matches to your search and send out those matches on the schedule that you specify when setting up the subscription email. The emails will continue if the recipient continues to view the results. If a recipient has not clicked on a subscription email in 13 months, the subscription will become inactive, and you will receive a notification. You can resend the email opt-in request from the Contact Details tab for the contact.