



## You can Now Schedule Prospecting Searches to Run up to 6 Times per Day

*Effective 5/27/2015*

We have enhanced **connectMLS** to allow you to run an automated/prospecting search up to 6 times per day. Prior to this update, we only permitted a search to be run up to twice per day. Scheduling the search to run more times per day can be useful in a more active market or area.

To take advantage of this feature, simply enter or select up to five additional times in the second box on the **Save Search** screen:

3. Run search automatically (Optional) ? Help

Daily     2 Days     3 Days  
 Weekly     2 Weeks     3 Weeks

Run search at 8 AM ▼ (Optional) Run again at 10 AM, 12 PM, 2 PM, 4 PM, 6 PM ▼  
Select up to 5 additional times

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Note: If you schedule a search to run more than twice per day, you will not be permitted to use the option to "Send email notification(s) even when there are no new/changed listings":

Send email notification(s) even when there are no new/changed listings (zero matches).

This restriction will minimize the chance of **connectMLS** being a higher “black list candidate” by some email carriers, as a result of a sudden increase in daily emails.

If you only need to run a search once per day, then there is no change to your current routine for saving a search. A randomly selected time will be selected for you in the first box which you can change as desired.

**3. Run search automatically** (Optional) ? Help

Daily       2 Days       3 Days  
 Weekly       2 Weeks       3 Weeks

Run search at 8 AM (Optional) Run again at   
Select up to 5 additional times

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**HINT:** To increase the frequency of a prospecting search which you have already created for a Client:

1. Locate the Search. This can be done from:
  - a. The **Search** screen (scroll down the list of searches to the right of the screen until you see the search to be modified)

**OR:**

- b. The **Prospecting Manager** (sort by clicking the header above the search and/or Client name)
2. Click the **Edit** pencil next to the search.
3. Enter or select the additional times at which you want the search to run.

Run search at 8 AM (Optional) Run again at 12 PM, 4 PM, 8 PM  
Select up to 5 additional times

4. Make sure you include the options to “Run this search at the next scheduled interval” and “Resume Prospecting”

**Run this search:**

- Immediately upon clicking "Save"
- At the next scheduled Interval

**The next time this search runs:**

- Resume Prospecting:** Find listings added/updated since the last time the search ran and/or listings matching any new criteria
- Start Over:** Find all listings matching criteria(including listings you have already found).