

How to Add Clients to Saved Searches

After running a search, click the **Saved Searches** button in the top right corner, and then select **Save Current Search:**

orts	Email	My Listings	Help		Catylist HelpDesk 🛛 😿 🗸			
eywor	d	Q O Clear	6 properties	6 spaces	👪 Grid 🛛 🔢 List			
List No Selections Saved Searches								
124					Save Current Search			
City		Industrial		Office	View Saved Searches			
A	>	Rublic						
		Parking	- Juile					
- J PA	RKHILL	2020 Arapaho	e St	926 6th Ave	425 W 13th Ave			
		6,752 SF - 6,792	2 SF	2,640 SF	1,370 SF			
	CE	\$499,000		\$479,000	\$490,000			
		Flex/R&D		General	Mixed Use			
	SOUTH PARK HILL	-2L	🛃 Flyer	SUNIQUE TENS	corken			

Next, enter a **Search Name**, select the frequency that you'd like to receive email notifications, and enter your client's email address in the **Clients** field at the bottom.

Hit **Save** and you're all set!

Search Name Denver Office Email frequency Never Daily Daily Weekly Clients (optional) Automatically send a copy of each notification to your clients. For adding multiple clients at once, use commas to separate unique emails. clientemail@crecompany.com	Save this Search Quickly apply this search again new results automatically emai	in the future, and get led to you.
Denver Office Email frequency Never Immediately Daily Weekly Clients (optional) Automatically send a copy of each notification to your clients. For adding multiple clients at once, use commas to separate unique emails. clientemail@crecompany.com	Search Name	
Email frequency Never Immediately Daily Weekly Clients (optional) Automatically send a copy of each notification to your clients. For adding multiple clients at once, use commas to separate unique emails. clientemail@crecompany.com	Denver Office	
 Never Immediately Daily Weekly Clients (optional) Automatically send a copy of each notification to your clients. For adding multiple clients at once, use commas to separate unique emails. clientemail@crecompany.com 	Email frequency	
 Immediately Daily Weekly Clients (optional) Automatically send a copy of each notification to your clients. For adding multiple clients at once, use commas to separate unique emails. clientemail@crecompany.com	🔵 Never	
Daily Weekly Clients (optional) Automatically send a copy of each notification to your clients. For adding multiple clients at once, use commas to separate unique emails. Clientemail@crecompany.com Cancel Sava	Immediately	
Weekly Clients (optional) Automatically send a copy of each notification to your clients. For adding multiple clients at once, use commas to separate unique emails. Clientemail@crecompany.com	O Daily	
Clients (optional) Automatically send a copy of each notification to your clients. For adding multiple clients at once, use commas to separate unique emails. clientemail@crecompany.com	Weekly	
Automatically send a copy of each notification to your clients. For adding multiple clients at once, use commas to separate unique emails. clientemail@crecompany.com	Clients (optional)	
your clients. For adding multiple clients at once, use commas to separate unique emails. clientemail@crecompany.com	Automatically send a copy of e	ach notification to
commas to separate unique emails.	your clients. For adding multip	le clients at once, use
clientemail@crecompany.com	commas to separate unique em	nails.
Cancol Savo	clientemail@crecompany.com	
Cancel Save		
Cancel Save		
Cancel Save		Cancel Save

For further assistance, please contact the Catylist HelpDesk: help@catylist.com or 855-702-2018, ext. 1