

Tip Sheet: Matrix

Tips, Tricks & Timesavers

HOME PAGE:

1. To open a New Session:
 - a. Using Internet Explorer, press **Ctrl+N**.
 - b. Using any browser (IE, Firefox, Chrome, Safari), right click on the **Home** tab and choose either “**Open in New Tab**” or “**Open in New Window**”.
2. To search for commonly misspelled streets, use the wildcard * (asterisk):
 - a. Example entering Street Name **lake*shore** will find listings with the address spelled as lakeshore (all one word) or lake shore (as two words)
 - b. Example Street Name ***303** will find listings on State Route 303, St Rt 303 or SR 303

SEARCH:

3. To exclude an item from a search, use the exclamation point ! before the entry:
 - a. Example **!Rockside** will eliminate listings on that busy street from the search
4. To search numeric fields:
 - a. For a minimum # of bedrooms, enter **3+**
 - b. For a maximum price, enter **100-**
 - c. For a price range, enter **140-190**
5. To select multiple items like Areas, click and highlight the first then hold **Ctrl** on the keyboard as you click each additional item.
6. To erase an item that was selected, hold **Ctrl** on the keyboard as you click the item again to deselect it.
7. To search for a first floor master bedroom, choose **Search-Residential**, select areas, prices and for Detailed Room Info select **Master Bedroom** then for the Level select **First**.
8. To search in the remarks/broker remarks, use the wildcard * (asterisk) before and after each phrase:
 - a. Example ***bank*,*hud*,*foreclose*,*short sale*,*as is***
9. To search all property types, hover over **Search** and choose **Cross Property**.
10. To set default criteria, select what you use most often like Sold, Single Family in Lorain County, then click the gear icon (at the top right, below Results) and click **Set currently selected search criteria as my starting default**.

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RESULTS:

11. To select listings:

- a. check the individual boxes next to the MLS#, or
- b. click one of “**All, None, Page**”
- c. check the box at the top left to select only those visible on that page

(Note the number of listings displayed/found and the number checked at the top left corner. If you were trying to print All listings, you should see for example 1-25 of 37 and Checked 37. If it only says Checked 25 then you have only selected those that are visible on the first page. Click **ALL** to get all 37 to print.)

12. To remove unchecked listings, click **Refine** then click **Narrow**.

13. To eliminate specific listings before starting the auto emails or mapping, check the properties you would like to remove, click **Refine** then click **Discard**.

14. To change the default number of listings per page, click the down arrow by 25 and highlight 300. Click the gear icon (at the top right, below Results) and click **Set current display, sort order and count per page as my Search starting default**.

15. To setup a Client Portal with auto emails, choose **Search-Residential**, select areas, prices, click **Results**, click **Save** (to the right of Actions), click **New Auto Email** (the maximum # of listings for each auto email is 500 listings).

INPUT/MY LISTINGS:

16. To add photos/disclosures/open houses/virtual tours, click **Input** then Select a Listing. Click **Manage Photos, Manage Open Houses, Manage Supplements** or **Manage Virtual Tours**.

17. To move pictures to a different order, go to **Manage Photos** and click above the picture on the **SLOT #** and drag to the preferred order (not on the photo itself).

18. To view hits, click **My Matrix** and select **My Listings** choose from the drop-down **My Hit Counters**.

19. To print your listings, click **My Matrix** and **My Listings**. Check **All** then click **Print**, select a report format, click **Print**.

20. To copy a listing, click **Input, Add New**, select property type, click **Fill from Existing** tab and enter the old MLS#. After submitting, click **Add/Edit Photos** to then also copy the pictures choose **Click here to import (COPY) photos from another listing** and enter the old MLS#.