

SEARCH

MATRIX USER GUIDE

MLSOK



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Maximum Results

Matrix will return up to a maximum of 5000 sortable results for your search and Auto Email 250 results.

Selecting ALL

List boxes do not have an "ALL" selection. If you want all values in a list box for your search, leave them all unselected. Matrix assumes you want all values in your search, unless you specifically click to select certain values (thereby excluding those not selected).

For example, if you do not make a selection for Status, Matrix will return all statuses in your search. If you click to highlight "Active" but leave all other statuses unhighlighted, Matrix will only return Active listings.

If you have already selected a value but really want "ALL", then hold down the Ctrl key and click on the selected value to deselect it.

When ALL items are selected, the background of the select box will be white. If one or more items are selected, the background is light blue

Help Icons

Next to each search field is a gray circle with a question mark. Click on any of these to get an explanation of that field. Also, you may move your cursor over the to get "Tooltip" help.

Entering Numbers

For any field where you need to enter a number (such as street number, number of bedrooms, etc.) or a date (list date, close date, etc.), use the following format:

All Values Within a Range: Type in the minimum, then a hyphen, then the maximum. For example, if you want all listings with a street number from 1000 to 1500, you would enter **1000-1500** in the Street Number field. To get all listings that went on market in February, you would type **3/1/13-3/29/13** in the date field to the right of the Active Status. Alternately, for dates you can use the calendar control which will enter the dates for you.



All Values Equal To or Greater Than: Type the starting value followed by a plus sign. For example, if you want all listings with three or more bedrooms, type **3+** in the Bedrooms field. If you want all listings that have gone on market since the first of the year, you would type **1/1/13+** in the field next to Active Status.

All Values Less Than or Equal To: Type the starting value followed by a minus sign. For example, if you want all listings selling for less than \$200,001, type **200000-** in the List Price field (no dollar sign or comma).

Thousands check box: Note that some fields, notably price, may have a check box followed by (000). This enables you to enter full thousands and omit typing the 000 every time.

Default Search Criteria

When you first open one of the standard Matrix searches notice that the default selection is Active. You can set your own default search criteria according to how you usually search. For example, let's say you usually search for Active A-Frame houses in the 1, 2, 3 and 4 areas.

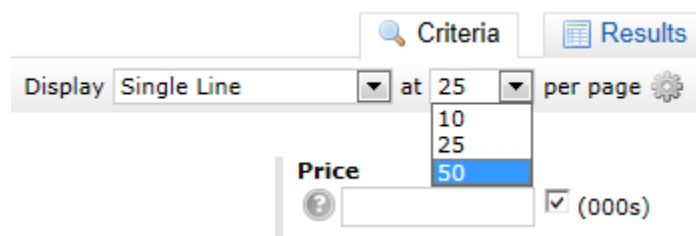
1. Ensure that "Active" is selected in the Status box. Click in the Area box and type "1" on your keyboard. Holding down the "Ctrl" key on your keyboard, click Areas 2, 3 and 4. In the Style box, click to select "A-Frame."
2. To save your new default settings, click on the  image on the top right of the search screen next to the "per page" settings. Three options will appear. Click on the first one: "Set currently selected search criteria as my starting default".
3. Every time you return to **this** search, your default criteria will be preselected for you so that you don't have to redo this each time. Note that you must set your default criteria for each different search you use.
4. If you occasionally need to do something different than your default, simply make the criteria changes on the screen for this search session.
5. To remove all criteria, including the original system default criteria, click the broom "Clear" button on the bottom left of the page in the shaded grey bar to start fresh.
6. The original system defaults are available to you as the third option under the  icon: "Reset to the system defaults".

Count of Results

Matrix will automatically display the listings count (matches) next to the "Results" button based on your existing search criteria at any time.

Search Results Per Page

At the upper right of your search screen (in the shaded gray bar), there is a drop down box.



Click the down arrow next to the box to select 10, 25, or 50. This will determine how many listings are displayed per page on your search results. Matrix will remember your selection each time you return to the search until you change it.

Select All

To select all search results on a page, click to place a check mark in the check box in the gray shaded column header (upper left of the screen) or click the "Page" link at the top of the page. If you have multi-page search results and want to select them all, click the "All" link at the top of the page.

To remove your entire selection, click the "None" link.

Narrow and Discard

At the bottom of your search results screen, click the "Refine" button. You will find "Narrow" and "Discard" buttons in the blue bar. You can use these to help refine your search results.

Narrow: As you go through your search results, there may be only certain ones you want to keep. Click the check box next to each listing you want to keep. Click the "Narrow" button. This will remove all listings from your search results that you did not check, so that you can more easily focus on the listings that interest you. In other words, you "narrowed" your search results.

Discard: This works the opposite of "Narrow." Click to select any listings that you want to remove from your search results. Click the "Discard" button. The listings you selected will be dropped from your search. After using the "Discard" button, a new button will appear labeled "Un-Discard." You may click this button to return your discarded listings to your results.

Mapping Search Results

With Matrix, you can plot more than one listing on a single map!

1. On your search results page, click the select box next to each listing that you want to plot together on a map.
2. Click the "Map" button at the top right of the page.
3. Your selected properties are all plotted together on one, interactive map.
4. Click the "Directions" button at the bottom of the page. You will see the white space next to the map populate with a mini view of the properties you wish to visit. Mousing over each property highlights it in blue and allows you to adjust the order of the properties by clicking the up/down arrows at the right of the property image. You will see the pins on the map update with the appropriate number.
5. Click the "Add Start" button to input your starting point for driving directions. Enter a name for this way point, enter the starting address and click "Find Stop". The map will update with your starting pin.
6. Click the "Add Stop" button if you would like to add additional pins that can be inserted anywhere into the order by using the up/down arrows at the left of the address.
7. Once you have finalized the travel itinerary, click the "Directions" button below the map. Scroll down to find the Turn-by-Turn Directions at the bottom of the page.

Note: You can email or print those directions using the appropriate buttons on the bar below the map.