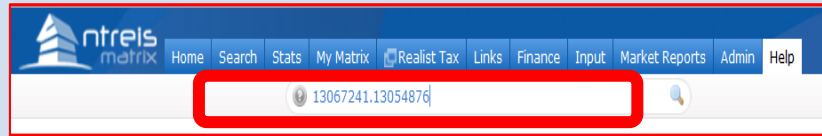
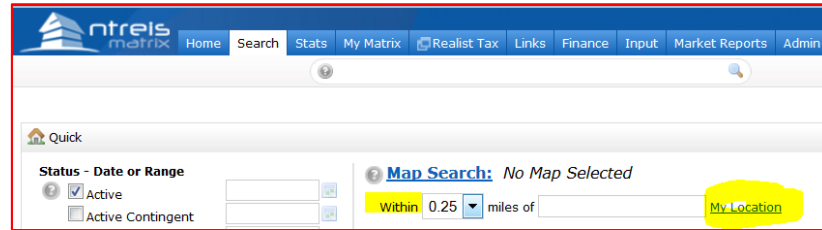


# Matrix Search Quick Tips

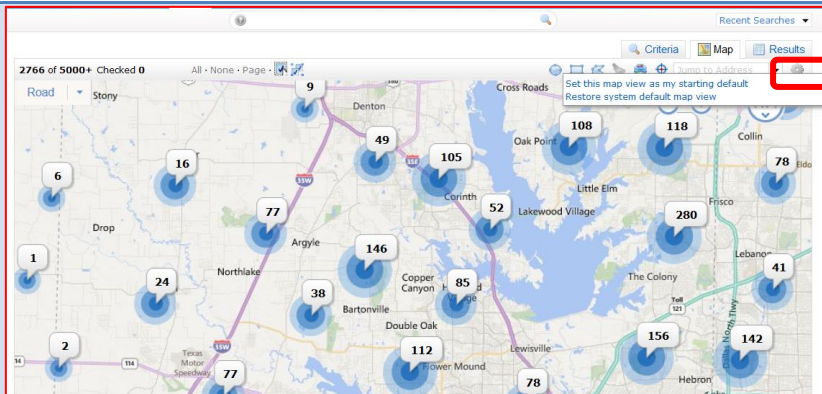
Use the Speedbar for searching by MLS# or address  
NOTE: for address search begin with the word address



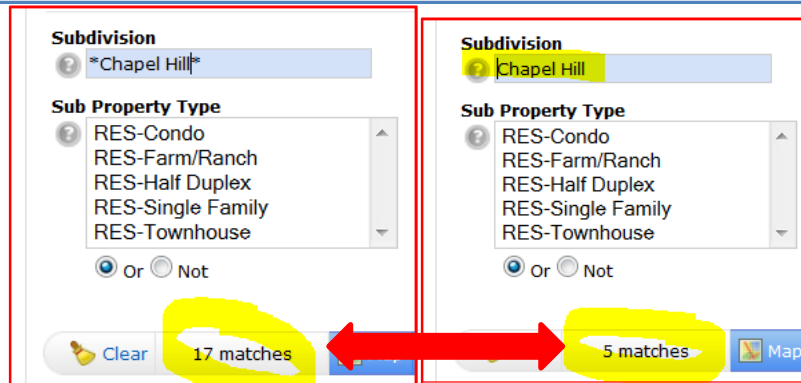
To quickly locate properties surrounding your current location (office/home/driving) use the Map Search to indicate radius and then click My Location (no need to type in address)



To relocate default position on your map search, reposition your map to your preferred start point then use the Cog in upper right corner to set as the default.



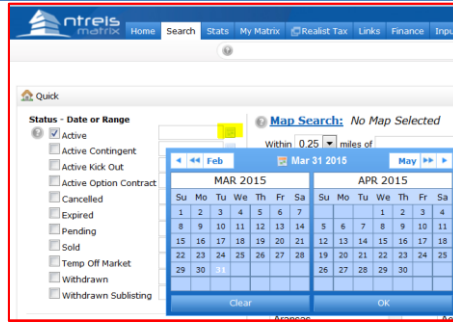
Use the \* wildcard before and after when searching subdivisions



Use plus + or minus – to qualify ranges for dates, price, SqFt, Year Built etc. It is faster than typing the full range.

Examples  
01/01/2015+ (Date) or 01/01/2015-04/01/2015 (Range)  
\$300+ (List price) or \$300-375 (Range)  
2000-2015 (year built) is easier as 2000+

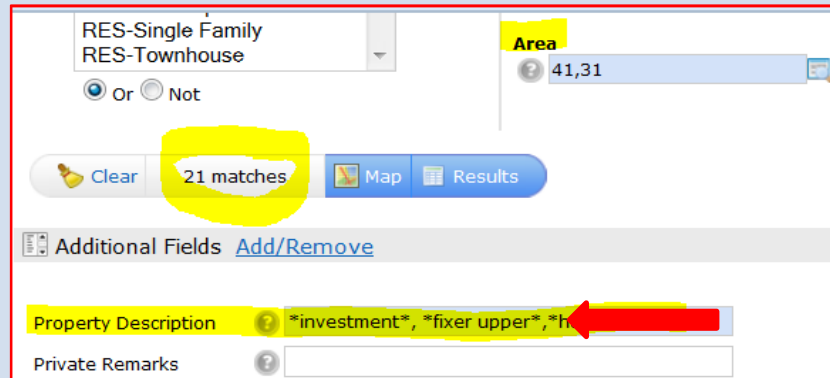
Use the icons next to date fields to bring up calendar to make selections quickly, especially on mobile devices



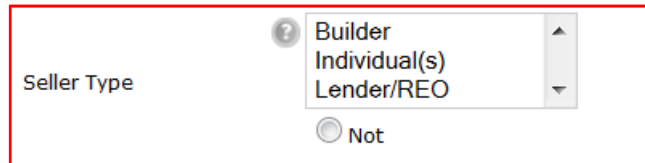
Add the property description and private remarks fields to search for words in either that won't have their own field. Use the \* before and after the word/phrase.

Example \*invest\* will return results for invest, investor, and investment

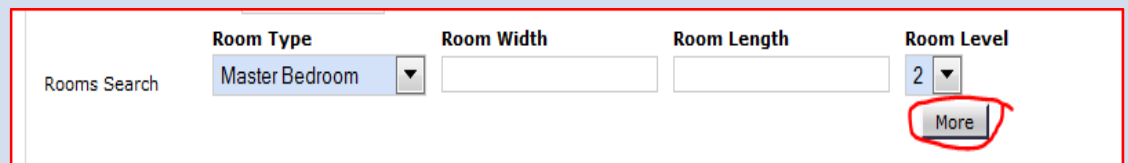
Use multiple words or phrases, separating with a comma



To search for builders, foreclosures (REO), etc. add and use the Seller Type field



Add the Rooms search to your Quick Search screen to search of rooms by level. Use the 'More' button to search additional rooms



Use the Search option on Home tab to search by address without regard to status.

\*Remember – less is more in search criteria.

The screenshot shows the 'Search' form. It includes fields for 'Street #' (713), 'Street Name' (MEADOW BEND), 'Street Type' (dropdown), 'Unit #' (empty), 'City' (dropdown), and 'Zip Code' (empty). A 'Search' button is at the bottom.

ML #	List Agent Full Name	Flag	Status	Area	Address
<a href="#">9669565</a>	Charlotte Wilcox		Leased	41/3	713 MEADOW BEND CT
<a href="#">10172193</a>	Charlotte Wilcox		Leased	41/3	713 MEADOW BEND CT
<a href="#">9573060</a>	Alesia Riney - Healy		Sold	41/3	713 MEADOW BEND COURT
<a href="#">13055447</a>	Charlotte J Wilcox		Sold	41/3	713 MEADOW BEND Court

Commonly used  
additional fields for  
Res. Quick Search

Property Description

Private Remarks

PoolY/N

Lot Size/Acreage  3 Acres to 4.99 Acres  
 5 Acres to 9.99 Acres  
 10 Acres to 100 Acres  
 Condo/Townhome Lot  
 Over 100 Acres  
 Or  Not

Construction Status  New Construction - Complete  
 New Construction - Incomplete  
 Preowned  
 Proposed  
 Unknown  
 Or  Not

Room Features  Bidet  
 Breakfast Bar  
 Built-in Cabinets  
 Butlers Pantry  
 Cedar Closet  
 And  Or  Not

Housing Type  Apartment  
 Attached or 1/2 Duplex  
 Condo/Townhome  
 Designated Historical Home  
 Doublewide Mobile w/Land  
 And  Or  Not

Lot Description  Acreage  
 Adjacent to Greenbelt  
 Airstrip  
 Canal (Man Made)  
 Corner  
 And  Or  Not

School District    
 A W Brown-Fellowship Charter S  
 A+ Academy  
 Abbott ISD  
 Or  Not