

Matrix

Advanced User Manual



For Support: (800) 925-1525

Support Hours:

M-F 8:30 AM – 9:00 PM

Sat-Sun: 10:00 AM – 3:00 PM

www.crmls.org/support

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Introduction

The CRMLS Matrix Platform is the industry's top rated MLS platform offering an ultra-modern and flexible environment. This manual will guide you through creating a CMA, contact and prospect management, and using carts in the CRMLS Matrix Platform. Follow the steps in these sections to get started.

- “Disabling Pop-up Blockers” below
- “Accessing the CRMLS Matrix Platform” below

Disabling Pop-up Blockers

Your computer may have an Internet browser or security software that blocks Internet pop-ups. CRMLS products utilize help screens and other features that may be blocked by some pop-up blockers. Follow the steps below to allow pop-ups from CRMLS products in Internet Explorer.

Note:

For information on allowing pop-ups from CRMLS products in other Internet browsers or security software, refer to your application's documentation.

1. In Internet Explorer, select **Tools > Pop-up Blocker > Pop-up Blocker Settings**.
2. Add the following websites to the Allowed sites list:
 - <http://crmls.org> (CRMLS Website)
 - <http://www.mrmlsmatrix.com> (CRMLS Matrix)
 - <http://realist2.firstamres.com> (Realist Tax)
 - <http://tm.marketlinx.com> (Smart Trac/Smart Fax)

Accessing the CRMLS Matrix Platform

Follow the steps below to access the CRMLS Matrix Platform.

1. Open your web browser and go to <http://www.crmls.org>.
2. Click the **CRMLS Matrix** button.
3. Enter your SCOUT Login information and click **Login**.

You see the CRMLS Matrix Platform Home screen.

Creating a CMA Report

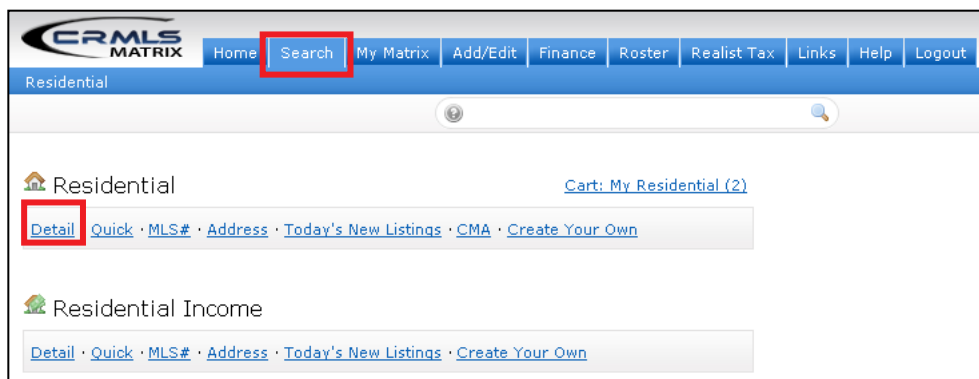
A CMA (Comparative Market Analysis) report is a compilation of current and historical property pricing history information used to establish pricing recommendations for a subject property. Follow the steps in these sections to create a Quick or Presentation CMA report:

- “Searching for Comparable Properties” below
- “Mapping Comparable Properties” on page 8
- “Generating a Presentation CMA” on page 10
- “Generating Quick or Statistical CMA Reports” on page 20
- “Exporting Listings for Other CMA Programs” on page 21

Searching for Comparable Properties

When searching for comparables, you should keep your search criteria and location criteria as close to your subject property as possible. Follow the steps below to search for comparables:

1. Click the **Search** tab.
2. Click a search link for the type of property you’re analyzing. In this example, we will be using a **Detail** search to find comparable residential properties.



Note:

To search for comparables using the most common CMA related search fields, use the dedicated CMA search.

3. Click **Map Search**.

The screenshot shows a search interface with the following sections:

- Status:** Active, Pending Sale, Backup Offer, Closed Sale, Expired. Radio buttons for "Or Not".
- Type:** Single Family Residence, Condominium, Townhouse, Manufacture 433, Manufacture Without 433. Radio buttons for "Or Not".
- Structure Attached:** Detached, Attached.
- City:** Pomona, --- more (click) ---. Radio buttons for "Or Not".
- Area:** 1 - Belmont Shore/Park, Naples, Mar; 2 - Belmont Heights, Alamitos Heig; 3 - Eastside, Circle Area; 4 - Downtown Area, Alamitos Beach. Radio buttons for "Or Not".
- Builder's Tract Code:** [Empty field]
- List Price:** [Empty field]
- Status Date:** [Empty field]
- Current Price:** [Empty field]
- CMA Status Date:** [Empty field]
- Bedrooms:** [Empty field]
- Baths Total:** [Empty field]
- Sqft:** [Empty field]
- Lot Sqft:** [Empty field]
- Year Built:** [Empty field]
- Senior Com:** [Empty field]
- Zip Code:** [Empty field]
- Map Book:** [Empty field]
- APN:** [Empty field]
- Legal Tract #:** [Empty field]

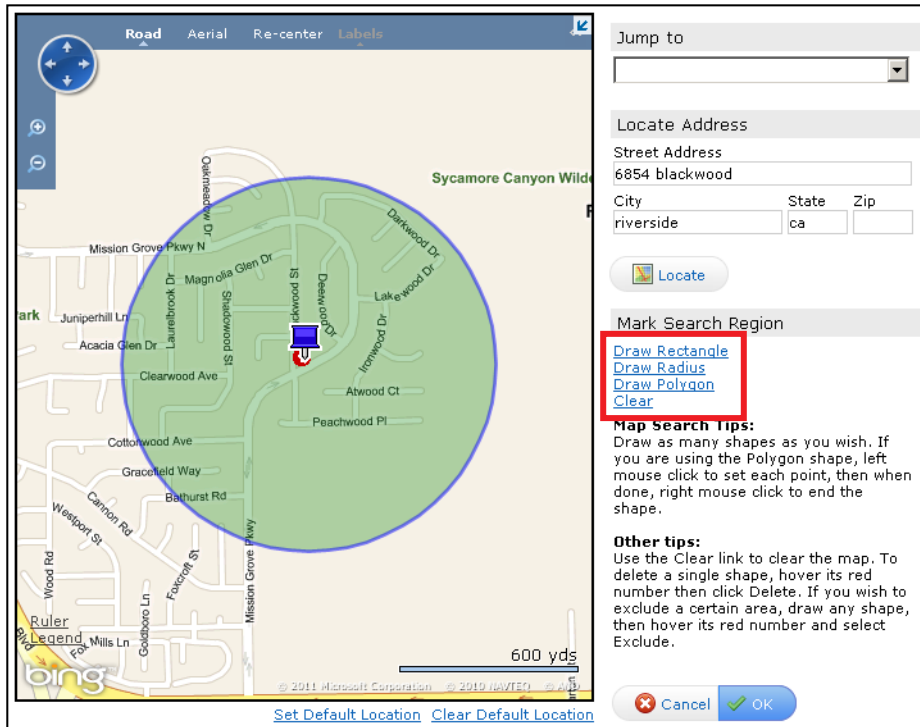
A red box highlights the **Map Search** button, which is currently disabled and shows the text "No Map Selected".

4. Enter the subject property's address in the available fields, then click **Locate**.

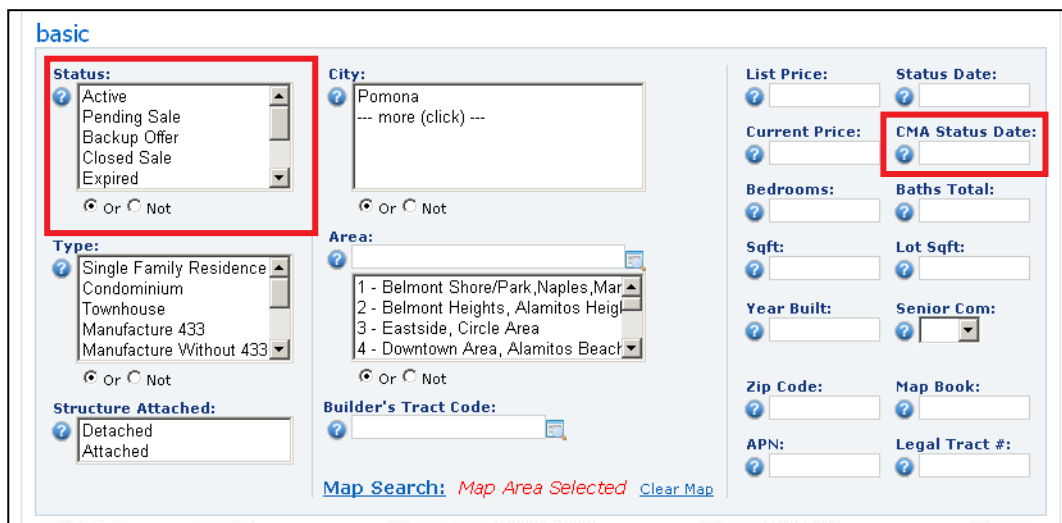
The screenshot shows a map interface with a search form on the right. The map displays a residential area with streets like Mission Grove Pkwy N, Oakmeadow Dr, and Juniperhill Ln. A blue pin is placed on the map. The search form on the right includes:

- Jump to:** [Dropdown menu]
- Locate Address:** Street Address: 6854 blackwood; City: riverside; State: ca; Zip: [Empty field]
- Locate** button (highlighted in red)
- Mark Search Region:** Draw Rectangle, Draw Radius, Draw Polygon
- Map Search Tips:** Draw as many shapes as you wish. If you are using the Polygon shape, left mouse click to set each point, then when done, right mouse click to end the shape.
- Other tips:** Use the Clear link to clear the map. To delete a single shape, hover its red number then click Delete. If you wish to exclude a certain area, draw any shape, then hover its red number and select Exclude.
- Buttons:** Cancel, OK

- Use the draw tools to limit your search area to a specific distance. In this example, we will be using the **Draw Radius** tool.



- Click **OK** to save your Map Area and return to the Detail search screen.
- Select the listing Status for your comparables in the Status field.
- Enter the number of days back to search in the CMA Status Date field.



Note:

The CMA Status Date is used in conjunction with the status of Active, Pending, Sold, Canceled and Expired. You will receive all Active and Pending listings, regardless of the CMA status date used. The CMA status date applies only to Sold, Canceled, and Expired listings.

9. Select additional search criteria as necessary. Do not select an Area or City, the Map Search will automatically limit the search area based on the area you specified in the Map Search.

Note:

If you do not want to include Auto Sold listings in your CMA search results, add the **Auto Sold? Y/N** field to your search and select **No**.

For a list of special characters allowed for search fields, See “Additional Search Options” on page 7.

If you need help entering search criteria, click the ? icon next to the field you need help with.

10. Click the **Search** button.

The screenshot shows a search interface with the following fields and options:

- Status:** Active, Pending Sale, Backup Offer, Closed Sale, Expired. Includes "Or Not" radio buttons.
- Type:** Single Family Residence, Condominium, Townhouse, Manufacture 433, Manufacture Without 433. Includes "Or Not" radio buttons.
- Structure Attached:** Detached, Attached.
- City:** Pomona, with a "more (click) ---" link.
- Area:** 1 - Belmont Shore/Park, Naples, Mar; 2 - Belmont Heights, Alamos Heig; 3 - Eastside, Circle Area; 4 - Downtown Area, Alamos Beach. Includes "Or Not" radio buttons.
- Builder's Tract Code:** (Empty field)
- List Price:** (Empty field)
- Status Date:** (Empty field)
- Current Price:** (Empty field)
- CMA Status Date:** (Empty field)
- Bedrooms:** (Empty field)
- Baths Total:** (Empty field)
- Sqft:** (Empty field)
- Lot Sqft:** (Empty field)
- Year Built:** (Empty field)
- Senior Com:** (Dropdown menu)
- Zip Code:** (Empty field)
- Map Book:** (Empty field)
- APN:** (Empty field)
- Legal Tract #:** (Empty field)

At the bottom, there is a "Map Search: Map Area Selected Clear Map" link. Below that, a status bar shows "Display Agent 1 Line at 25 per page. Clear 260 matches" and a "Search" button highlighted with a red box. A "Stats" button is also visible.

Refer to these sections to map the comparables, generate the CMA report, or export listings for analysis in another CMA programs:

- “Mapping Comparable Properties” on page 8
- “Generating a Presentation CMA” on page 10
- “Generating Quick or Statistical CMA Reports” on page 20
- “Exporting Listings for Other CMA Programs” on page 21

Additional Search Options

Refer to the table below for a list of special characters allowed for search fields.

Special Character	Description	Example
+	Greater than or equal to: Allows you to search for values that are greater than or equal to the value you entered. When using the + character, it must follow the value you enter.	<i>Bathrooms: 3+</i> Finds all listings that have 3 or more bathrooms.
-	Less than or equal to: Allows you to search for values that are less than or equal to the value you entered. When using the – character, it must follow the value you enter.	<i>Bathrooms: 4-</i> Finds all listings that have 4 bathrooms or less.
	Range: Allows you specify a numeric range.	<i>List Price: 150000-200000</i> Finds all listings with a list price ranging from \$150,000 to \$200,000.
,	Either/Or: Allows you to enter multiple values in a single field.	<i>Type: SFR, CONDO</i> Finds all listings that are condominiums or single-family residences.
*	Wildcard: Searches for unknown letters and/or numbers.	<i>Street Name: *Park</i> Finds all listings that are located on a street that ends with the word Park. <i>Street name Park*</i> Finds all listings that are located on a street that begins with the word Park. <i>Property Description/Office Comments: *key word*</i> Finds all listings with the “key word” in the property description or office comments. Use commas to separate multiple key words.
!	Exclude Selections: Will exclude listings that contain the excluded search criteria. When using the ! character, it must precede the value you enter.	<i>Year Built: !1960</i> Excludes all listings that contain properties that were built in 1960.

Mapping Comparable Properties

Follow the steps below to display comparable properties on a map. You can also print or save the mapped properties as a PDF for your client.

1. Click the checkbox next to the comparables you want to map.
2. Click the **Map** button.

The screenshot shows the CRMLS Matrix software interface. At the top, there is a navigation bar with tabs for Home, Search, My Matrix, Add/Edit, Finance, Roster, Realist Tax, Links, Help, and Logout. Below this is a sub-header with 'Residential · Detail · Quick · MLS#' and a search bar containing 'A P B S SFR'. A 'Other Criteria' checkbox is checked. The main content area displays a table of 20 properties, with the first 10 visible. Each row has a checkbox in the first column, which is checked for all properties. The table columns are: ML#, S Type, St#, St Name, City, Area, MB#, L/S Price, Br/Ba, YrBlt, Sqft, LSqft, DOM/CDOM, and V. Below the table, there are navigation links for 'Previous', 'Next', and '[1]'. At the bottom of the interface, there is a toolbar with buttons for 'Revise', 'Email', 'Report', 'CMA', 'Map', 'Stats', and 'Save As'. The 'Map' button is highlighted with a red box. To the right of the toolbar, there are buttons for 'Narrow', 'Discard', and 'Export'.

ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/> S643547	P SFR/A	247	ALDERWOOD WY	RVSD	252	716D5	\$195,000	4/2.00	1988/ASS	1,540	12,632	1/1	Y
<input checked="" type="checkbox"/> X10116881	S SFR/A	6854	Blackwood ST	AMAD	28		\$2 ↓	3/3.00	1988	1,690	12,197	31/31	Y
<input checked="" type="checkbox"/> K214258	S SFR/A	617	PEACHWOOD PL	RVSD	252	716E5	\$214,000	3/3.00	1992	1,970	11,761	0/0	Y
<input checked="" type="checkbox"/> A09108177	S SFR/A	6940	Blackwood ST	RVSD	252	716D4	\$265,000 ↑	4/3.00	1988	1,867	12,196	265/265	N
<input checked="" type="checkbox"/> I289740	S SFR/A	261	GRACEFIELD WAY	RVSD	252	716D5	\$287,500 ↓	4/2.75	1988	2,272	8,712	20/20	N
<input checked="" type="checkbox"/> I10086697	S SFR/A	438	Pinetree WY	RVSD	252	716E4	\$315,000 ↑	5/3.00	1989	2,658	12,196	116/116	N
<input checked="" type="checkbox"/> I312794	S SFR/A	6826	LAURELBROOK	RVSD	252	716D4	\$320,000 ↓	5/3.00		2,293		73/73	Y
<input checked="" type="checkbox"/> I299133	S SFR/A	6811	IRONWOOD DR	RVSD	252	716E4	\$320,000 ↓	4/2.00	1991	2,305	12,632	7/7	N
<input checked="" type="checkbox"/> K305159	S SFR/A	6983	MISSION GROVE	RVSD	252	716E5	\$325,000 ↑	4/3.00	1988	1,900		4/4	N
<input checked="" type="checkbox"/> I10059486	S SFR/A	650	Lakewood DR	RVSD	252	716E4	\$334,900	3/3.00	1993	1,970	23,087	40/40	Y

You see a map similar to this one:

	<input checked="" type="checkbox"/>	ML#	L/S Price	Street Address
1	<input checked="" type="checkbox"/>	S643547	\$195,000	247 ALDERWOOD WY
2	<input checked="" type="checkbox"/>	X10116881	\$2	6854 Blackwood ST
3	<input checked="" type="checkbox"/>	K214258	\$214,000	617 PEACHWOOD PL
4	<input checked="" type="checkbox"/>	A09108177	\$265,000	6940 Blackwood ST
5	<input checked="" type="checkbox"/>	I289740	\$287,500	261 GRACEFIELD WAY
6	<input checked="" type="checkbox"/>	I10086697	\$315,000	438 Pinetree WY
7	<input checked="" type="checkbox"/>	I312794	\$320,000	6826 LAURELBROOK
8	<input checked="" type="checkbox"/>	I299133	\$320,000	6811 IRONWOOD DR
9	<input checked="" type="checkbox"/>	K305159	\$325,000	6983 MISSION GROVE
10	<input checked="" type="checkbox"/>	I10059486	\$334,900	650 Lakewood DR
11	<input checked="" type="checkbox"/>	I10076195	\$335,000	6903 Cypress Grove DR
12	<input checked="" type="checkbox"/>	I315725	\$337,000	6811 DEERWOOD
13	<input checked="" type="checkbox"/>	I10073301	\$370,000	606 Peachwood PL
14	<input checked="" type="checkbox"/>	I08076203	\$419,900	6811 Ironwood DR
15	<input checked="" type="checkbox"/>	C508237	\$475,000	6940 BLACKWOOD ST
16	<input checked="" type="checkbox"/>	I420337	\$515,000	284 PINETREE WY
17	<input checked="" type="checkbox"/>	I505666	\$539,900	641 FIRWOOD CT
18	<input checked="" type="checkbox"/>	I616768	\$540,000	6927 CYPRESS GROVE
19	<input checked="" type="checkbox"/>	K504656	\$550,000	6749 MISSION GROVE
20	<input checked="" type="checkbox"/>	I609528	\$660,000	6608 DARKWOOD DR

3. Click the **Print** button and follow the prompts on the screen to print a copy of the map.

Note:

To get driving directions to each of the comparable properties, click *Get Directions*.

4. When you're done mapping comparable properties, click **Back to Results**, then see one of the following sections:

- "Generating a Presentation CMA" on page 10
- "Generating Quick or Statistical CMA Reports" on page 20
- "Exporting Listings for Other CMA Programs" on page 21

Generating a Presentation CMA

Follow the steps below to create a presentation CMA for your client.

- From the Search Results page, select the comparable properties you want to include in the presentation CMA report.

Note:

You can select up to 50 listings for your CMA report.

Listings with an asterisk (*) next to a status of Pending (P) or Closed (S) have been Auto Sold by the CRMLS Matrix Platform and may contain inaccurate information. Auto Sell is a Status Violation and takes effect 5 days after the Estimated COE Date on a listing that is in Pending or Backup Status. When a listing Status is not changed or updated prior to the Estimated COE Date it goes to Auto-sell with a status of P*. If the listing is not updated after 5 days of the Estimated COE Date it goes to a status of S*. Prior to each time frame CRMLS will email all responsible parties (Agent, Broker, and Association/Board) of the inaccurate information and the member may be subject to a fine.

- Click the CMA button.


The screenshot shows the CRMLS Matrix search results page. The top navigation bar includes 'Home', 'Search', 'My Matrix', 'Add/Edit', 'Finance', 'Roster', 'Realist Tax', 'Links', 'Help', and 'Logout'. Below the navigation bar, there are filters for 'Residential', 'Detail', 'Quick', and 'MLS#'. A search bar contains 'A P B S SFR' and a checkbox for 'Other Criteria'. The main content area displays a table of search results with columns for ML#, S Type, St#, St Name, City, Area, MB#, L/S Price, Br/Ba, YrBlt, Sqft, LSqft, DOM/CDOM, and V. The table shows 20 results, with the first row highlighted. At the bottom of the page, there is a toolbar with buttons for 'Revise', 'Email', 'Report', 'CMA', 'Map', 'Stats', and 'Save As'. The 'CMA' button is highlighted with a red box.

- You see the CMA wizard. Select a contact in the Select Contact Name drop-down list.

The screenshot shows the 'Select CMA Contact' screen in the CMA Wizard. The navigation bar at the top includes 'Start', 'Pages', 'Subject', 'Cover', 'Comparables', 'Adjustments', 'Pricing', and 'Finish'. The main content area has a heading 'Select CMA Contact' and a sub-heading 'Welcome to the CMA Wizard. Use this Start page to select your Contact. Use the above Navigation Bar to navigate through the steps.' Below this, there is a form with a 'Select Contact Name:' label and a drop-down menu. The drop-down menu is highlighted with a red box. To the right of the drop-down menu is a link 'Create a New Contact'. Below the drop-down menu is a 'Description:' label and a text input field.

Note:

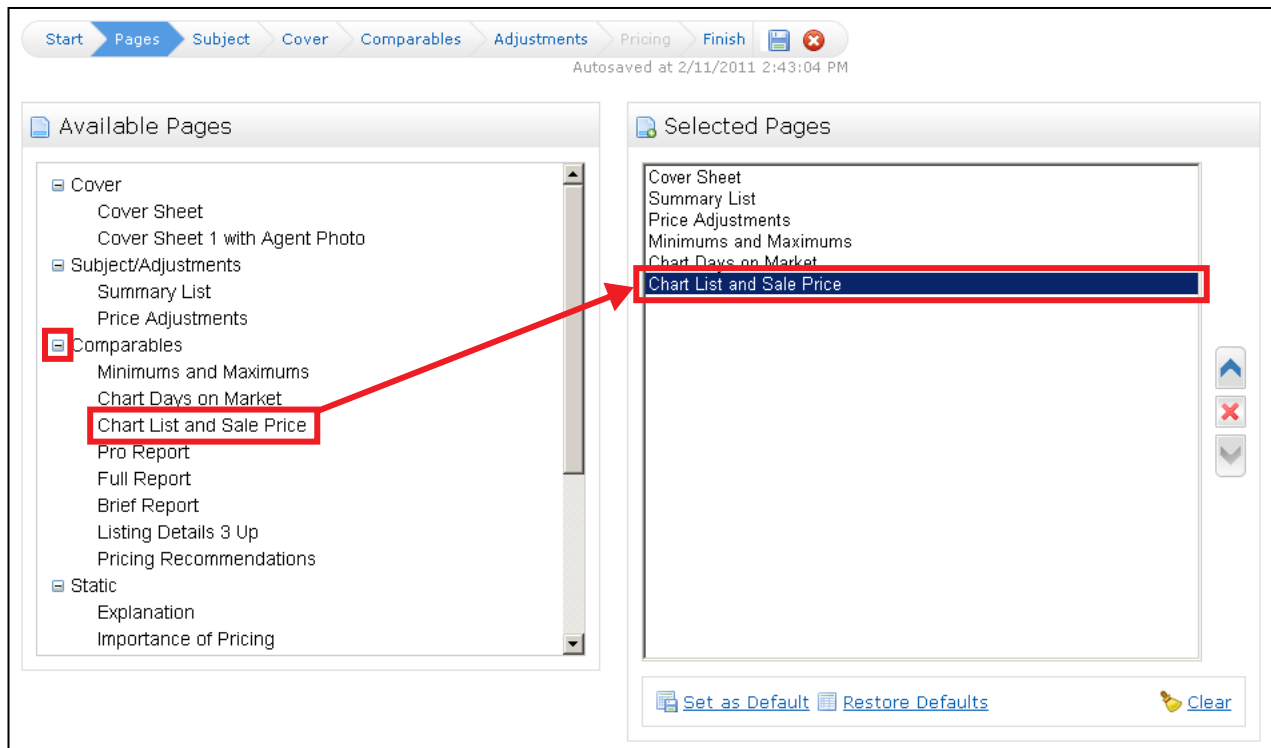
If you're creating a CMA for a client that's not in your contact list, click **Create a New Contact** to add a new contact.

If you need to save your CMA and finish it at a later date, click the  save icon. To continue creating a partially saved CMA, click the CMA link on the My Matrix tab to view all of your Saved CMAs. Click the arrow next to the CMA to expand it and click the Edit CMA button.

4. You can optionally enter a Description to help you identify the CMA.
5. Click the **Pages** button to move to the next section of the CMA Wizard.



6. Click the plus button next to the Available Page types to expand them, then select a page to add it to your CMA. The page will appear in the Selected Pages box to the right.



Note:

To change the order of a page in the Selected Pages Box, click a page, then click the blue up or down arrows on the right to move the selected page.

To delete a page from Selected Pages box, click the page you want to remove and click the red X.

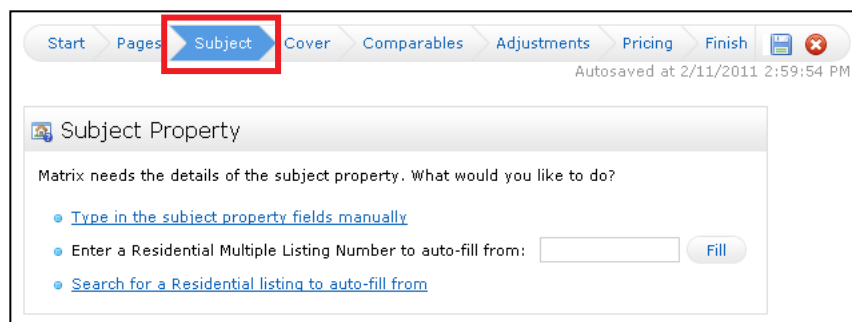
To remove all pages, click the Clear link at the bottom right corner.

Refer to the table below for a brief description of the available pages for presentation CMAs.

Report	Description
Cover sheet	A cover page that contains your name, office, office phone number and e-mail address. You can also add a photo and description by clicking the Edit Subject button.
Market Analysis Explanation	An explanation and overview of a CMA.
Minimums and Maximums	Summarizes key fields of the listings in the analysis such as price, bedrooms, bathrooms, square feet, price per square foot, and year built.
Summary of Comparable Listings	Summarizes the comparable listings contained in the market analysis.
Number of Days on Market	A graph that illustrates the number of days on market for the listings in this analysis.
List and Sale Price	A graph that illustrates the list price, along with the sale price in Sold listings.
The Importance of Pricing	A chart that highlights the importance of pricing correctly at market value.
Activity vs. Timing	A chart that highlights the importance of pricing correctly at market value.
The Effect of Over Pricing	A chart that highlights the importance of pricing correctly at market value.
The Pitfalls of Overpricing	A chart that highlights the importance of pricing correctly at market value.
Setting the Price	A chart that highlights the importance of pricing correctly at market value.
Sources of Buyers	Illustrates the primary sources of buyers for your property.
Where a Commission Goes	Describes how commission is divided amongst all the parties involved.
The Benefit of Using a Professional Realtor	Outlines the benefits of using a professional REALTOR [®] to sell your property.
My Guarantee to You	Your personal guarantee to your client.
Steps to a Positive Showing	Describes the steps for making a positive showing of your property.
What it Takes to Show	Describes what it takes to show your property.
CMA Pro Report	Shows three properties per page with a photo and important property details. It includes the average prices, summary graph/analysis, cumulative analysis, and sold property analysis.

Report (Continued)	Description (Continued)
CMA Full Report	Summarizes the comparable listings contained in the market analysis. It contains three properties per page with important property details and a photo.
CMA Brief Report	Summarizes the comparable listings contained in the market analysis.
Listing Details 3 Up	Details the comparable listings contained in the market analysis, 3 properties per page with a photo.
CMA Price Adjustments	Outlines the subject property versus the comparable properties.

7. Click the **Subject** button to move to the next section of the CMA Wizard.



8. Use one of the following methods to enter information for your subject property:

- Click **Type in the subject property fields manually** and enter the information manually.
- Enter a Residential Multiple Listing Number in the available field and click the **Fill** button to auto-fill information for your subject property.
- Click **Search for a Residential listing to auto-fill from** to search the MLS for your subject property and auto-fill the information.

9. Click the **Cover** button on the CMA Navigation bar.

The screenshot shows the MRMLS Matrix software interface. At the top, there is a navigation bar with the MRMLS Matrix logo and several menu items: Home, Search, My Matrix, Add/Edit, Finance, Roster, Realist Tax, Links, Help, and Logout. Below this is a secondary navigation bar with links for Summary, Contacts, Auto Emails, Saved Searches, Sent Email, CMAs, Watched Listings, My Listings, Settings, and Message Center. The main navigation bar contains buttons for Start, Pages, Subject, Cover (highlighted with a red box), Comparables, Adjustments, Pricing, and Finish. Below the navigation bar, there are two main sections: 'Subject Property Information' and 'Agent Information'. The 'Subject Property Information' section includes fields for Name (Client 1), Address Line 1, Address Line 2, City / State / Zip, and Phone. Below these fields is a 'Subject Cover Photo' section with a placeholder image and an 'Upload Photo' button with a 'Browse...' link. The 'Agent Information' section includes fields for Name, Company, Address Line 1, Address Line 2, City / State / Zip, Phone, and Email. Below these fields is an 'Agent Photo or Broker Logo' section with a placeholder image and an 'Upload Photo' button with a 'Browse...' link. The interface also shows an 'Autosaved at 10/15/2010 12:37:49 PM' timestamp.

10. Enter the following information in the available fields:

- Enter your client's contact information under Subject Property Information.
- Click **Browse** under Subject Cover Photo to upload a subject property photo that you have saved on your computer. If you auto-populated your Subject property from the MLS, a subject photo will automatically be selected. To change the auto-populated photo, click **Browse** to upload a photo that you have saved on your computer.

Note:

If you auto-filled your subject property from an existing listing, the Subject Cover Photo will automatically be selected. If the Cover button is grayed out, one of the Cover pages was not added to your CMA report. Click the Pages button on the navigation bar to go back and add a Cover page.

- Enter your contact information under Agent Information. To save your contact information for future CMAs, click **Set as Defaults**.
- Click **Browse** under Agent Photo or Broker Logo to upload a photo of yourself or a broker's logo that you have saved on your computer.

11. Click the **Comparables** button to move to the next section of the CMA Wizard.



12. Do one of the following:

- To add additional comparables, click the **Search for Additional Comparables** or **Add Comparables from Cart** button.
- To remove comparables, click the checkbox next to each comparable you want to remove, then click the **Remove Selected** button.

✓ Selected Comparables

1-20 of 20 Checked 0. [Check all 20](#)
[Previous](#) · [Next](#) · [1] · [Bottom](#)

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input type="checkbox"/>	S643547	P SFR/A	247	ALDERWOOD WY	RVSD	252	716D5	\$195,000	4/2.00	1988/ASS	1,540	12,632	1/1	Y
<input type="checkbox"/>	X10116881	S SFR/A	6854	Blackwood ST	AMAD	28		\$2 ↓	3/3.00	1988	1,690	12,197	31/31	Y
<input type="checkbox"/>	K214258	S SFR/A	617	PEACHWOOD PL	RVSD	252	716E5	\$214,000	3/3.00	1992	1,970	11,761	0/0	Y
<input type="checkbox"/>	A09108177	S SFR/A	6940	Blackwood ST	RVSD	252	716D4	\$265,000 ↑	4/3.00	1988	1,867	12,196	265/265	N
<input type="checkbox"/>	I289740	S SFR/A	261	GRACEFIELD WAY	RVSD	252	716D5	\$287,500 ↓	4/2.75	1988	2,272	8,712	20/20	N
<input type="checkbox"/>	I10086697	S SFR/A	438	Pinetree WY	RVSD	252	716E4	\$315,000 ↑	5/3.00	1989	2,658	12,196	116/116	N
<input type="checkbox"/>	I312794	S SFR/A	6826	LAURELBROOK	RVSD	252	716D4	\$320,000 ↓	5/3.00		2,293		73/73	Y
<input type="checkbox"/>			6811	IRONWOOD DR	RVSD	252	716E5	\$320,000 ↓	4/2.00	1991	2,305	12,632	2/2	N
<input type="checkbox"/>			6983	MISSION DRIVE	RVSD	252	716E5	\$325,000 ↓	4/3.00	1988	1,900		5/4	N
<input type="checkbox"/>									3/3.00	1993	1,970	23,087	88/88	Y
<input type="checkbox"/>									4/3.00	1988	2,311	12,197	58/58	Y

[Previous](#) · [Next](#) · [1] · [Top](#)

13. Click the **Adjustments** button to move to the next section of the CMA Wizard.



14. Set values for property features to automatically adjust all of the comparables according to the amounts you specified.

Adjustment Details [View in Detail Mode](#)

Feature Value	Status	Price	Adjusted Price	Area	Baths Total	Bedrooms
6854 Blackwood				Lakewood Cit	3	3
247 ALDERWOOD WY	P	195,000	195,000	Riverside	2	4
6854 Blackwood ST	S	2	2	Lakewood Cit	3	3
617 PEACHWOOD PL	S	214,000	214,000	Riverside	3	3
6940 Blackwood ST	S	265,000	265,000	Riverside	3	4
261 GRACEFIELD WAY	S	287,500	287,500	Riverside	2.75	4
438 Pinetree WY	S	315,000	315,000	Riverside	3	5
6826 LAURELBROOK	S	320,000	320,000	Riverside	3	5
6811 IRONWOOD DR	S	320,000	320,000	Riverside	2	4
6983 MISSION GROVE	S	325,000	325,000	Riverside	3	4
650 Lakewood DR	S	334,900	334,900	Riverside	3	3
6903 Cypress Grove DR	S	335,000	335,000	Riverside	3	4
6811 DEERWOOD	S	337,000	337,000	Riverside	2	4
606 Peachwood PL	S	370,000	370,000	Riverside	2	4
6811 Ironwood DR	S	419,900	419,900	Riverside	2	4
6940 BLACKWOOD ST	S	475,000	475,000	Riverside	2	4
284 PINETREE WY	S	515,000	515,000	Riverside	3	5
641 FIRWOOD CT	S	539,900	539,900	Riverside	2.75	4
6927 CYPRESS GROVE	S	540,000	540,000	Riverside	3	5
6749 MISSION GROVE	S	550,000	550,000	Riverside	2	4
6608 DARKWOOD DR	S	660,000	660,000	Riverside	2	4
Low		2	2			
Median		334,950	334,950			
Average		365,910	365,910			
High		660,000	660,000			

Note:

If the Adjustments button is grayed out, the Price Adjustments page was not added to your CMA report. Click the Pages button on the navigation bar to go back and add the Price Adjustments page.

15. Click the **Pricing** button to move to the next section of the CMA Wizard.



The Summary table summarizes the price calculated from the adjusted comparables and provides you with an estimate of what the property is worth.

16. Enter information in the Suggested List Price field, if necessary.

Summary

The following table summarizes the prices calculated from the adjusted comparables:

	Low	Median	Average	High	Count
Comparable Price	2	334,950	365,910	660,000	20
Adjusted Comparable Price	2	334,950	365,910	660,000	20

Additional Analysis

This section provides some additional pricing statistics obtained by comparing the subject property with the comparables:

\$ Suggested List Price

Enter the price or price range that should appear on the CMA, e.g. "I think we should list your house at \$350,000". Alternatively you may leave this space blank and write the price in by hand when you meet with the client.

Characters Remaining: 250
Check Spelling [English](#)

Notes

Enter any additional comments which should appear with the price.

Characters Remaining: 1000
Check Spelling [English](#)

Note:

If the Pricing button is grayed out, the Pricing Recommendation page was not added to your CMA report. Click the Pages button on the navigation bar to go back and add the Pricing Recommendations page.

17. Click the **Finish** button to move to the last section of the CMA Wizard.



18. Do one of the following:

- Click **View CMA** to view and print the CMA report.
- Click **Email CMA** to email the CMA Report to your client.

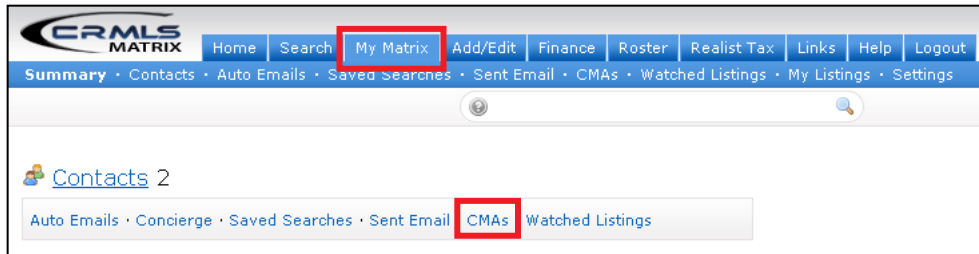
The screenshot displays a software interface with two main panels. The left panel, titled "CMA Summary", contains a red-bordered box with two buttons: "View CMA" (with a document icon) and "Email CMA" (with an envelope icon). Below this box is a list of "Selected Pages" including: Cover Sheet, Price Adjustments, Summary List, Minimums and Maximums, Chart Days on Market, Chart List and Sale Price, Pro Report, Listing Details 3 Up, Pricing Recommendations, Explanation, Importance of Pricing, Setting the Price, Where a Commission Goes, Benefits of using a Realtor, My Guarantee to You, Steps to a Positive Showing, and What It Takes to Show. At the bottom of the left panel, under "Counts of Comparable Properties", it shows: Pending Sale: 1, Closed Sale: 19, and Total: 20. The right panel, titled "Subject Details", shows "Prepared For: Client 1" and "Subject Property: 6854 Blackwood". Below this is a "Subject Photo" section containing a placeholder image with the text "No Photo Available" in a cursive font, the MRMLS INC. logo, and the text "Photos not supplied by listing broker at this time." at the bottom.

Note:

To view a saved CMA, click the CMA link on the My Matrix tab to view all of your Saved CMAs. You can also click the Contacts link on the My Matrix tab to open a CMA Report for a particular client.

Managing Presentation CMAs

To manage your CMAs, click the **CMAs** link on the My Matrix tab.

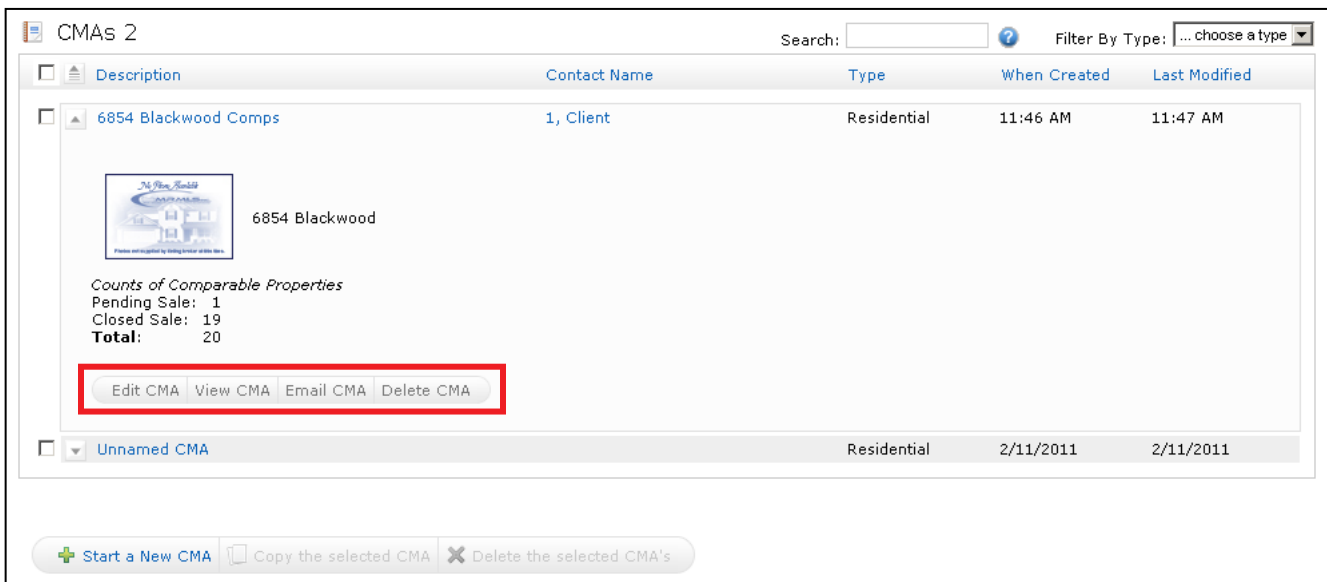


Note:

You can also click the **Contacts** link on the My Matrix tab and open the CMA for a particular client.

Click the arrow next to expand the CMA to do the following:

- Click **Edit CMA** button to make changes to an existing CMA report.
- Click **View CMA** button to view a previously generated CMA report.
- Click **Email CMA** button to email the selected CMA report to a client.
- Click **Delete CMA** button to delete the CMA report.



You can also use the buttons at the bottom of the screen to start a new CMA, copy the selected CMA, and delete selected CMAs.

Note:

The CRMLS Matrix Platform automatically deletes unmodified CMAs that are 90 day old.

Generating Quick or Statistical CMA Reports

Follow the steps below to generate a Quick CMA or Statistical CMA for any property type. Before you begin, search for comparable properties as described in “Searching for Comparable Properties” on page 3.

1. Click the **Report** button at the bottom of the Search Results page.

1-25 of 29 · Checked 25 · [Check all 29](#) Display Agent 1 Line at 25 per page · View as

Previous · [Next](#) · [1] 2

ML#	S	Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlit	Sqft	LSqft	DOM/CDOM	V	
<input checked="" type="checkbox"/>	F1835362	A	SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input checked="" type="checkbox"/>	C10099611	A	SFR/A	2390	Notre Dame AV	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/>	H10119763	A	SFR/D	2238	Academy AV	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input checked="" type="checkbox"/>	H10128213	A	SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
<input checked="" type="checkbox"/>	C11004391	A	SFR/D	620	San Bernardino AV	POM	687	601A6	\$250,000 ↓	4/2.00	1952	2,622	6,600	32/32	N
<input checked="" type="checkbox"/>	R1100335	A	SFR/D	1543	VEJAR ST	POM	687	640G2	\$250,000	3/2.00	1947/ASS	1,662	8,799	31/31	N
<input checked="" type="checkbox"/>	H10077728	A	SFR/A	2185	Virginia AV	POM	687	641B5	\$255,000 ↑	3/1.00	1947	1,418	8,878	75/75	Y
<input checked="" type="checkbox"/>	C11012675	A	SFR/A	1419	Darby AV	POM	687		\$256,000	3/1.00	1952	1,014	7,735	14/14	Y
<input checked="" type="checkbox"/>	W11013481	A	SFR/D	903	Hartford PL	POM	687		\$258,000	3/2.00	1979	1,199	9,400	12/29	N
<input checked="" type="checkbox"/>	W11017389	A	SFR/A	1765 S	Reservoir ST	POM	687		\$258,000	3/3.00	1992	1,608	3,851	4/4	N
<input checked="" type="checkbox"/>	W11002443	A	SFR/A	545 E	Arrow	POM	687	601A4	\$259,000	3/2.00	1954/ASS	1,531	12,630	40/40	N

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[Revise](#) [Email](#) **Report** [CMA](#) [Map](#) [Stats](#) [Save As](#) [Carts](#) [Narrow](#) [Discard](#) [Export](#)

2. Select **Quick CMA** or **Statistical CMA**, then click **Email** or **Print/View**.

Print 25 Listings

Report:

- Agent Office Short
- Agent Medium
- Agent Full
- Agent 1 Page
- Agent 1 Page No Photo
- Agent Book Report
- Customer 1 Line
- Customer Thumbnail
- Customer Brief
- Customer Full
- Customer Flyer
- Customer Flyer No Address
- Customer Feedback
- Quick CMA**
- Statistical CMA**

[Back](#) [Email](#) [Print/View](#)

Note:

You can select up to 100 listings for Quick CMA and Statistical CMA.

Exporting Listings for Other CMA Programs

Follow the steps below to export listing data from the CRMLS Matrix Platform for other CMA programs.

1. Click the checkbox next to each listing you want to export on the comparable Search Results page.

1-25 of 29 · Checked 25 · [Check all 29](#) Display Agent 1 Line at 25 per page · View as

Previous · [Next](#) · [1] 2

<input checked="" type="checkbox"/>	ML#	S	Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/>	F1835362	A	SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input checked="" type="checkbox"/>	C10099611	A	SFR/A	2390	Notre Dame AV	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/>	H10119763	A	SFR/D	2238	Academy AV	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input checked="" type="checkbox"/>	H10128213	A	SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
<input checked="" type="checkbox"/>	C11004391	A	SFR/D	620	San Bernardino AV	POM	687	601A6	\$250,000 ↓	4/2.00	1952	2,622	6,600	32/32	N
<input checked="" type="checkbox"/>	R1100335	A	SFR/D	1543	VEJAR ST	POM	687	640G2	\$250,000	3/2.00	1947/ASS	1,662	8,799	31/31	N
<input checked="" type="checkbox"/>	H10077728	A	SFR/A	2185	Virginia AV	POM	687	641B5	\$255,000 ↑	3/1.00	1947	1,418	8,878	75/75	N
<input checked="" type="checkbox"/>	C11012675	A	SFR/A	1419	Darby AV	POM	687		\$256,000	3/1.00	1952	1,014	7,735	14/14	Y
<input checked="" type="checkbox"/>	W11013481	A	SFR/D	903	Hartford PL	POM	687		\$258,000	3/2.00	1979	1,199	9,400	12/29	N
<input checked="" type="checkbox"/>	W11017389	A	SFR/A	1765 S	Reservoir ST	POM	687		\$258,000	3/3.00	1992	1,608	3,851	4/4	N
<input checked="" type="checkbox"/>	W11002443	A	SFR/A	545 E	Arrow	POM	687	601A4	\$259,000	3/2.00	1954/ASS	1,531	12,630	40/40	N

Previous · [Next](#) · [1] 2 · [Top](#) · [Bottom](#) [Carts](#)

[Revise](#) [Email](#) [Report](#) [CMA](#) [Map](#) [Stats](#) [Save As](#) [Narrow](#) [Discard](#) [Export](#)

Note:

You can select up to 500 listings at a time to Export.

2. Click **Export**.
3. Choose from any of the Available Exports and click **Export**.
4. Follow the prompts on the screen to save the exported listings to your computer.

Custom Displays and Exports

Custom displays and exports allow you to create displays and exports with all of your favorite fields. Follow the steps in these sections to create a custom displays and exports:

- “Creating Custom Displays” below
- “Creating Custom Exports” on page 25

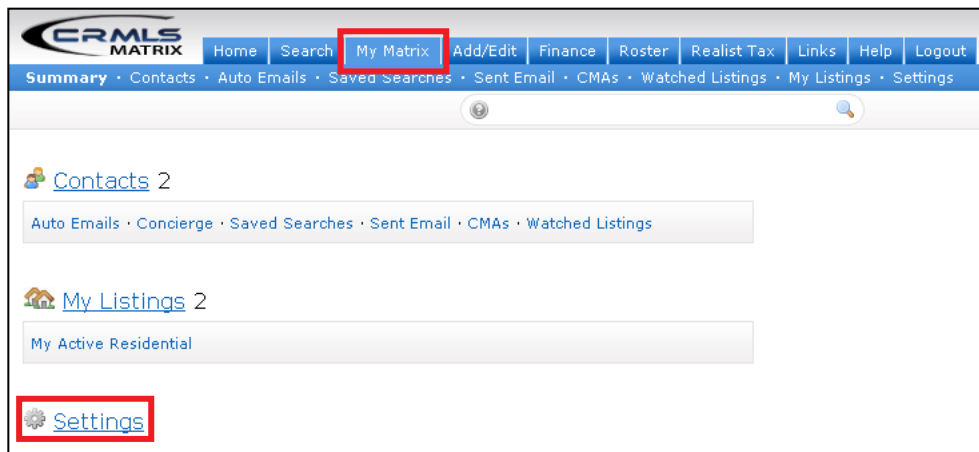
Creating Custom Displays

Follow the steps below to create a custom one line display for viewing and printing listings.

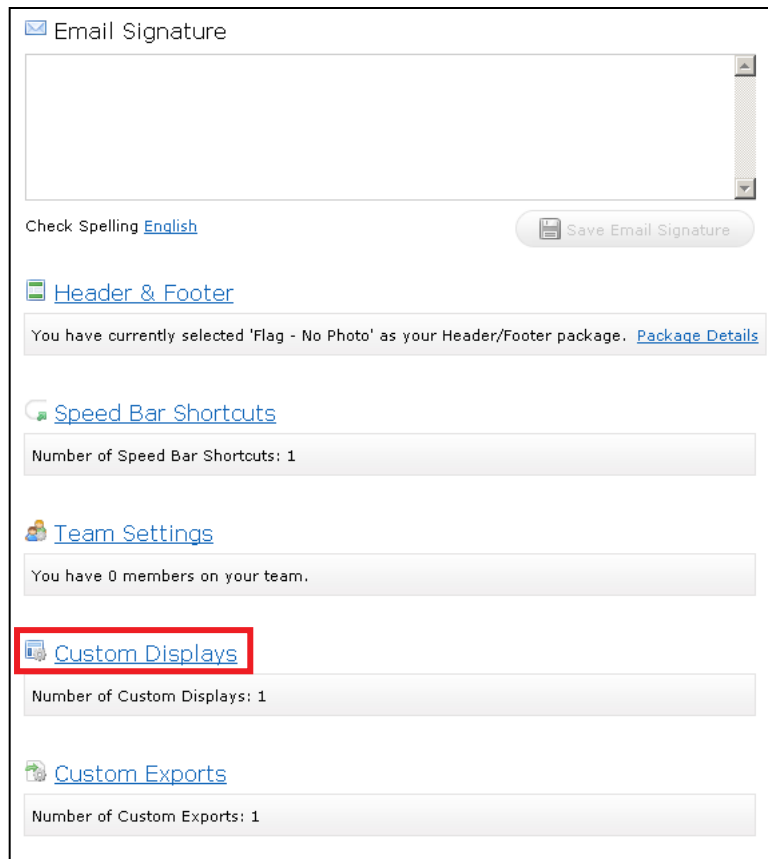
Note:

You can create multiple custom displays for each property type.

1. Click the My Matrix tab.
2. Click the **Settings** link.

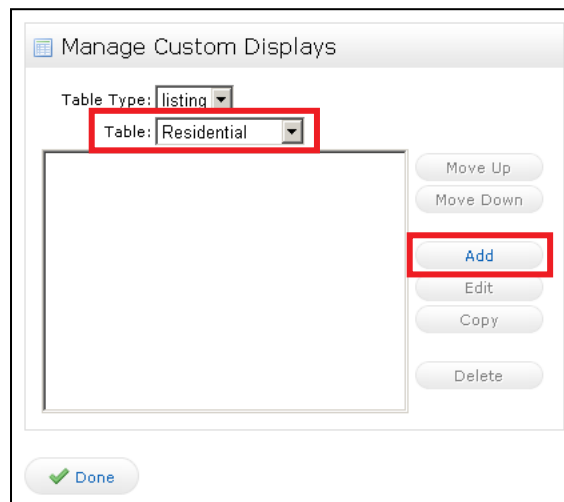


3. Click **Custom Displays**.



The screenshot shows a settings page with several sections. The 'Custom Displays' section is highlighted with a red box. It shows 'Number of Custom Displays: 1'. Other sections include 'Email Signature', 'Header & Footer', 'Speed Bar Shortcuts', and 'Team Settings'.

4. Select a property type in the Table drop-down list, then click the **Add** button.



The screenshot shows the 'Manage Custom Displays' dialog. The 'Table Type' dropdown is set to 'listing'. The 'Table' dropdown is set to 'Residential' and is highlighted with a red box. The 'Add' button is also highlighted with a red box. Other buttons include 'Move Up', 'Move Down', 'Edit', 'Copy', 'Delete', and 'Done'.

Note:

Use the *Edit*, *Copy*, and *Delete* buttons to manage existing custom displays. You can also change the sort order of the custom displays by selecting the display and clicking the *Move Up* or *Move Down* buttons.

3. Enter the Display Name for the custom display.

The screenshot shows the 'Build Custom Display' dialog box. At the top, there is a 'Display Name' text input field, which is highlighted with a red rectangular border. Below this, the dialog is divided into several sections. The 'Available Residential Columns' section contains a scrollable list of various property-related fields, such as '1st Loan Rate Type', '1st Loan Type', '1st Trust Deed Interest Rate', '1st Trust Deed Loan Amount', '220V', '2nd Loan Rate Type', '2nd Loan Type', '2nd Trust Deed Interest Rate', '2nd Trust Deed Loan Amount', 'Acres', 'Agent Remarks', 'Appliances', 'Appliances? (Y/N)', 'Area', 'Assessments', 'Assessments? (Y/N)', 'Assessor's Parcel Number', 'Association Amenities', 'Association Dues 1', 'Association Dues 2', 'Association? (Y/N)', 'Auto Sold? (Y/N)', 'Bathrooms - Legacy', 'Baths Total', 'Baths: Full or 3/4', 'Baths:1/2', 'Baths:1/4', 'Baths:3/4', and 'Baths:Full'. To the right of this list are two buttons: 'Add->' and '<-Remove'. Further right, there is an empty 'Selected Columns' list box, with 'Up' and 'Down' buttons positioned to its right. Below the 'Selected Columns' list is the 'Custom Column Properties' section, which includes a 'Label:' text input field, a 'Pixel Width:' text input field, and a note: 'Note: Default width is recommended.' Underneath the note is an 'Alignment:' section with three radio button options: 'Left', 'Right', and 'Center'. At the bottom of the dialog, there is a 'Special Columns' section with three checkboxes: 'Checkbox' (checked), 'Photo Small', and 'Photo Medium'. Finally, at the very bottom, there are 'Cancel' and 'Save' buttons.

5. Select a field in the Available Columns list, then click the **Add** button to add them to the Selected Columns list.

If you need to remove a fields from the Selected Columns list, select the column and click the **Remove** button.

Note:

To re-order the columns, select a column and use the **Up** and **Down** buttons.

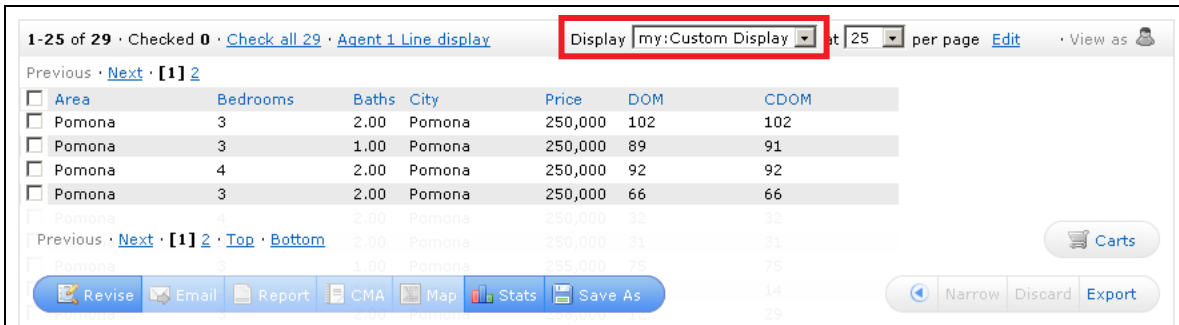
6. To change the Label, width, or alignment of a column, select the column in the Selected Columns list and make changes to the Label, Pixel Width, and Alignment fields as necessary.

Note:

You may need to increase the Width of some of the field to prevent information from being cutting off in your custom display (96 pixels is approximately equal to one inch).

- Click the checkbox next the icons you want to add to your custom display under Special Columns.
- Click **Save** to save your custom display or click **Cancel** to go back to the previous screen without saving.
- When you're done creating your custom Display, click **Done**.

To view your Custom Display, search for listings and select your custom display in the Display drop-down list.

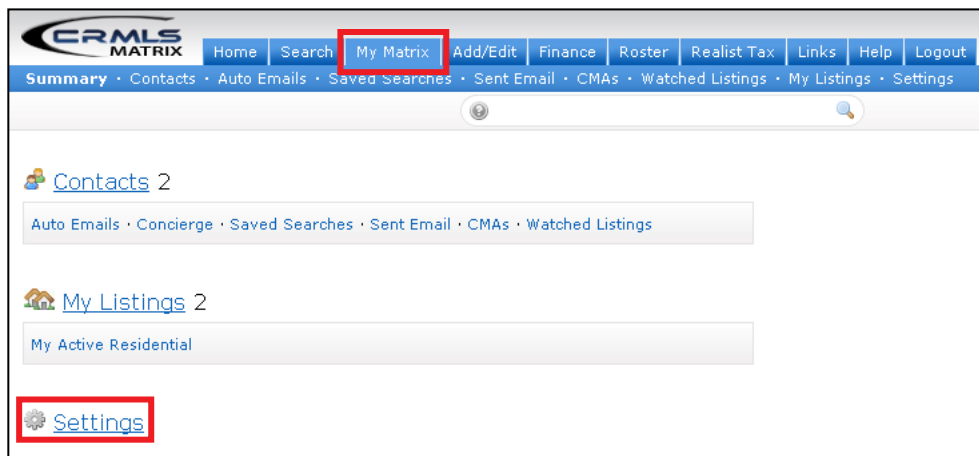


If one of the columns is too wide or too narrow, click **Edit** to change the Pixel width for that column (96 pixels is approximately equal to one inch).

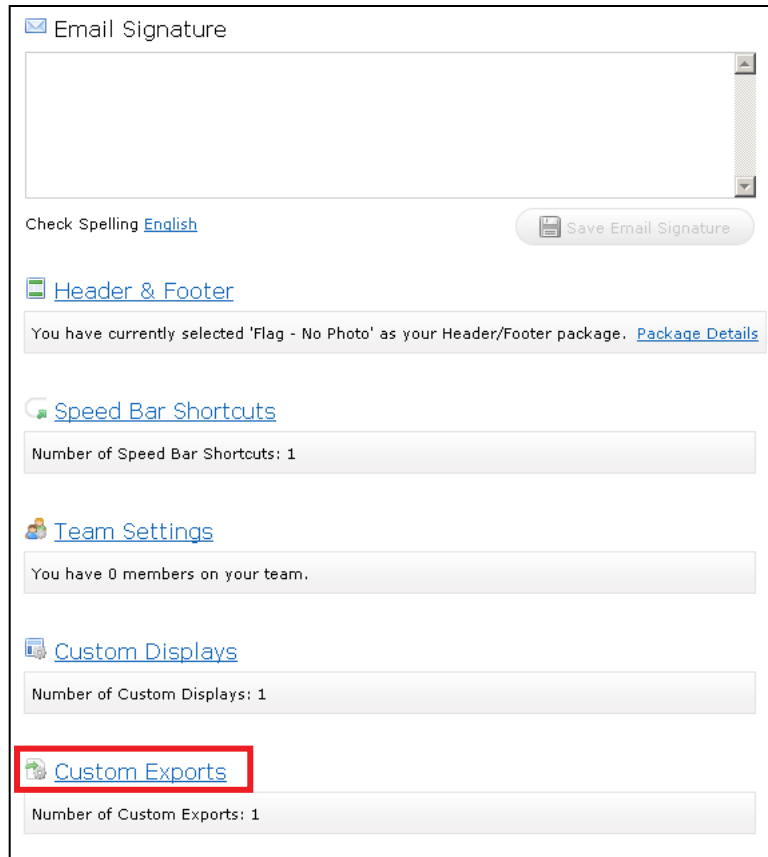
Creating Custom Exports

Follow the steps below to create specialized exports for third-party software or to help you analyze listing data.

- Click the **My Matrix** tab.
- Click the **Settings** link.

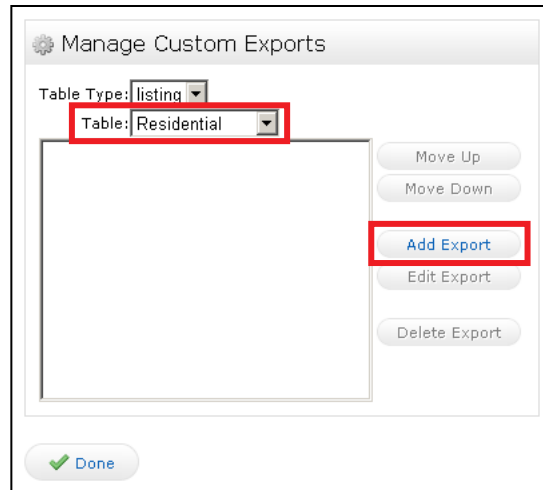


3. Click **Custom Exports**.



The screenshot shows a settings interface with several sections. The 'Email Signature' section at the top has a large empty text area and a 'Save Email Signature' button. Below it is the 'Header & Footer' section, which states 'You have currently selected 'Flag - No Photo' as your Header/Footer package.' and includes a 'Package Details' link. The 'Speed Bar Shortcuts' section shows 'Number of Speed Bar Shortcuts: 1'. The 'Team Settings' section shows 'You have 0 members on your team.'. The 'Custom Displays' section shows 'Number of Custom Displays: 1'. The 'Custom Exports' section, which is highlighted with a red box, shows 'Number of Custom Exports: 1'.

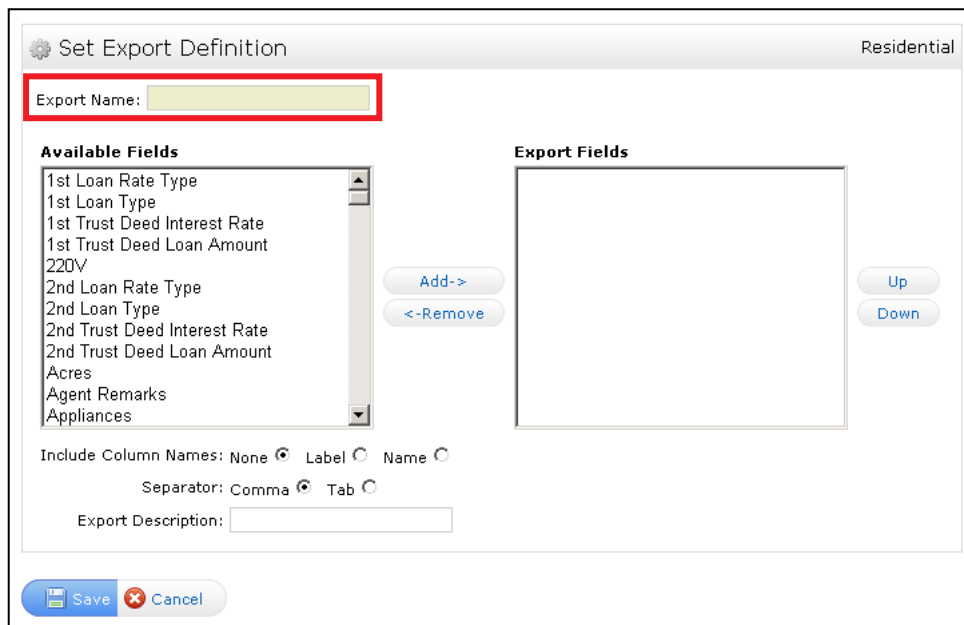
4. Select a property type in the Table drop-down list and click the **Add** button.



Note:

Use the *Edit*, *Copy*, and *Delete* buttons to manage existing custom exports. You can also change the sort order of the custom exports by selecting an export and clicking the *Move Up* or *Move Down* buttons.

3. Enter a name for the custom export.



5. Select a field in the Available Fields list, then click the **Add** button to add them to the Export Fields list.

If you need to remove a fields from the Export Fields list, select the field and click the **Remove** button.

Note:

To re-order the fields, select a field and use the *Up* and *Down* buttons.

6. Select an option for Include Column Names to include or exclude the column Label or Name in your export.
7. Select the type of Separator you would like to use for your export.
8. Type a description for your export to help you easily identify it.
9. Click **Save** to save your custom export or click **Cancel** to go back to the previous screen without saving.

To generate your custom export, perform a listing search and select the listings you want to export. Then click the Export button.

1-25 of 29 · Checked 25 · [Check all 29](#) Display [Agent 1 Line](#) at 25 per page · View as

Previous · [Next](#) · **[1]** 2

<input checked="" type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/>	F1835362	A SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input checked="" type="checkbox"/>	C10099611	A SFR/A	2390	Notre Dame AV	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/>	H10119763	A SFR/D	2238	Academy AV	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input checked="" type="checkbox"/>	H10128213	A SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
<input checked="" type="checkbox"/>	C11004391	A SFR/D	620	San Bernardino AV	POM	687	601A6	\$250,000 ↓	4/2.00	1952	2,622	6,600	32/32	N
<input checked="" type="checkbox"/>	R1100335	A SFR/D	1543	VEJAR ST	POM	687	640G2	\$250,000	3/2.00	1947/ASS	1,662	8,799	31/31	N
<input checked="" type="checkbox"/>	H10077728	A SFR/A	2185	Virginia AV	POM	687	641B5	\$255,000 ↑	3/1.00	1947	1,418	8,878	75/75	N
<input checked="" type="checkbox"/>	C11012675	A SFR/A	1419	Darby AV	POM	687		\$256,000	3/1.00	1952	1,014	7,735	14/14	Y
<input checked="" type="checkbox"/>	W11013481	A SFR/D	903	Hartford PL	POM	687		\$258,000	3/2.00	1979	1,199	9,400	12/29	N
<input checked="" type="checkbox"/>	W11017389	A SFR/A	1765 S	Reservoir ST	POM	687		\$258,000	3/3.00	1992	1,608	3,851	4/4	N
<input checked="" type="checkbox"/>	W11002443	A SFR/A	545 E	Arrow	POM	687	601A4	\$259,000	3/2.00	1954/ASS	1,531	12,630	40/40	N

Previous · [Next](#) · **[1]** 2 · [Top](#) · [Bottom](#) [Carts](#)

[Revise](#) [Email](#) [Report](#) [CMA](#) [Map](#) [Stats](#) [Save As](#) [Narrow](#) [Discard](#) **Export**

Note:

You can select up to 500 listings to export at a time.

Select your Custom Export from the drop-down list, then click the **Export** button.

⚡ Export 25 Records

Export file format: [Custom Export](#) [Export](#) [Edit Custom Export](#)

[Back to Results](#)

To edit or update your export, click the **Edit Custom Export** button.

To return to the Search Results page, click the **Return to Search** button.

Viewing Historical Listing Information

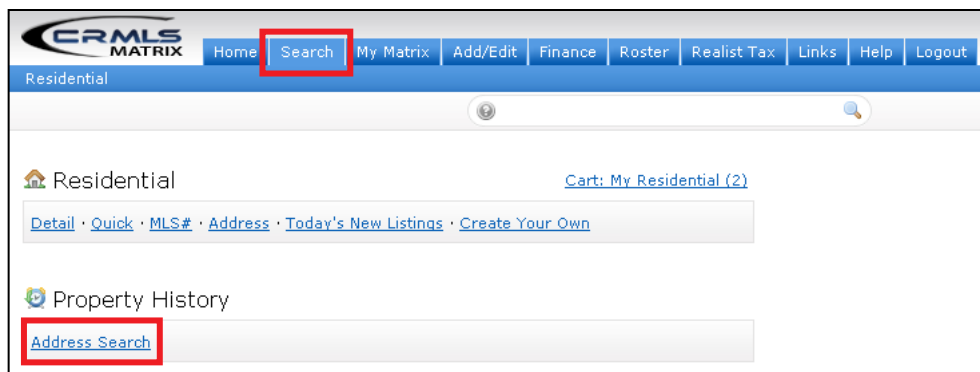
The history of a listing displays a detailed record of all Status, Price, and Selling Compensation changes. Follow the steps in these sections to search view property history.

- “Viewing History by Address, APN, or MLS Number” below
- “Viewing History for Multiple Listings” on page 30

Viewing History by Address, APN, or MLS Number

Follow the steps below to view historical listing information for a single property by Address or APN number.

1. Click the **Search** tab.
2. Click the **Address Search** link under Property History.



3. Type an address, APN, or MLS number into the available fields, then click **Search**.

A screenshot of the 'Address Search' form. The form is titled 'Address Search' and includes instructions: 'Search for Listing History by entering one or more ML numbers. Search for Property History by entering the APN or Address.' The form contains several input fields: 'APN:', 'ML#:', 'Street Number:' (with '6854' entered), 'Street Name:' (with 'Blackwood' entered), 'Unit#:', 'Zip:', 'Direction:' (with a dropdown menu showing 'North', 'East', 'South', 'West'), 'Suffix:' (with a dropdown menu showing 'Avenue', 'Boulevard', 'Drive', 'Road'), 'City:' (with a dropdown menu showing '29 Palms', 'Acampo', 'Acton', 'Adelanto'), and 'County:' (with a dropdown menu showing 'Los Angeles', 'Riverside', 'San Bernardino', 'Orange'). There are radio buttons for 'Or Not' under each dropdown. At the bottom, there is a 'Display' dropdown set to '1 Line Listing History', a 'per page' dropdown set to '25', a 'Clear' button, a 'Search' button, and a 'Count' button.

Viewing History for Multiple Listings

Follow the steps below to view Listing History for multiple listings. Before you begin, make sure that you've performed a search and are at the Search Results page.

1. From the Search Results page, click the checkbox next to each listing you want to view listing or property history for.

CRMLS MATRIX Home Search My Matrix Add/Edit Finance Roster Realist Tax Links Help Logout

Residential · Detail · MLS#

a sfr pomona \$250000-275000

1-25 of 29 · Checked 4 · [Check all 29](#) Display Agent 1 Line at 25 per page · View as

Previous · Next · [1] 2

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/>	F1835362	A SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input checked="" type="checkbox"/>	C10099611	A SFR/A	2390	Notre Dame AV	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/>	H10119763	A SFR/D	2238	Academy AV	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input checked="" type="checkbox"/>	H10128213	A SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
<input checked="" type="checkbox"/>	C11004391	A SFR/D	620	San Bernardino AV	POM	687	601A6	\$250,000 ↓	4/2.00	1952	2,622	6,600	32/32	N
<input checked="" type="checkbox"/>	R1100335	A SFR/D	1543	VEJAR ST	POM	687	640G2	\$250,000	3/2.00	1947/ASS	1,662	8,799	31/31	N

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Revise Email Report CMA Map Stats Save As

Narrow Discard Export

2. To view the history of the current listing, select **Listing History** in the Search selected for drop-down list.
3. To view the entire listing history of the property, select **Property History** in the Search selected for drop-down list.

CRMLS MATRIX Home Search My Matrix Add/Edit Finance Roster Realist Tax Links Help Logout

Residential · Detail · MLS#

a sfr pomona \$250000-275000

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<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/>	F1835362	A SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input checked="" type="checkbox"/>	C10099611	A SFR/A	2390	Notre Dame AV	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/>	H10119763	A SFR/D	2238	Academy AV	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input type="checkbox"/>	H10128213	A SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
<input checked="" type="checkbox"/>	C11004391	A SFR/D	620	San Bernardino AV	POM	687	601A6	\$250,000 ↓	4/2.00	1952	2,622	6,600	32/32	N
<input checked="" type="checkbox"/>	R1100335	A SFR/D	1543	VEJAR ST	POM	687	640G2	\$250,000	3/2.00	1947/ASS	1,662	8,799	31/31	N
<input type="checkbox"/>	H10077728	A SFR/A	2185	Virginia AV	POM	687	641B5	\$255,000 ↑	3/1.00	1947	1,418	8,878	75/75	N
<input type="checkbox"/>	C11012675	A SFR/A	1419	Darby AV	POM	687		\$256,000	3/1.00	1952	1,014	7,735	14/14	Y
<input type="checkbox"/>	W11013481	A SFR/D	903	Hartford PL	POM	687		\$258,000	3/2.00	1979	1,199	9,400	12/29	N
<input type="checkbox"/>	W11017389	A SFR/A	1765 S	Reservoir ST	POM	687		\$258,000	3/3.00	1992	1,608	3,851	4/4	N
<input type="checkbox"/>	W11002443	A SFR/A	545 E	Arrow	POM	687	601A4	\$259,000	3/2.00	1954/ASS	1,531	12,630	40/40	N
<input type="checkbox"/>	I11000676	A SFR/D	1984	Bobolink WY	POM	687		\$259,900 ↓	3/2.00	1961	1,726	7,200	41/41	N
<input type="checkbox"/>	C11004151	A SFR/A	2153	Kelloqg Park DR	POM	687	640E1	\$259,900 ↑	3/2.00	1952	1,241	7,320	33/33	Y
<input type="checkbox"/>	C10132224	A SFR/A	296 E	La Verne AV	POM	687	600J5	\$259,950	3/2.00	1954	1,552	5,620	48/48	N
<input type="checkbox"/>	C08150291	A SFR/D	1593	Carol DR	POM	687	601D6	\$260,000	4/2.00				850/850	N
<input type="checkbox"/>	C11001537	A SFR/D	2013 W	Orange Grove AV	POM	687	94 B2	\$260,000 ↓	3/2.00	1956	1,110	7,320	40/40	Y
<input type="checkbox"/>	C10085171	A SFR/D	752	Fairfax LN	POM	687	641A4	\$262,900 ↓	4/2.00	1963	1,416	7,357	189/189	N

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Revise Email Report CMA Map Stats Save As

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Search selected for

Searching for Agents and Offices

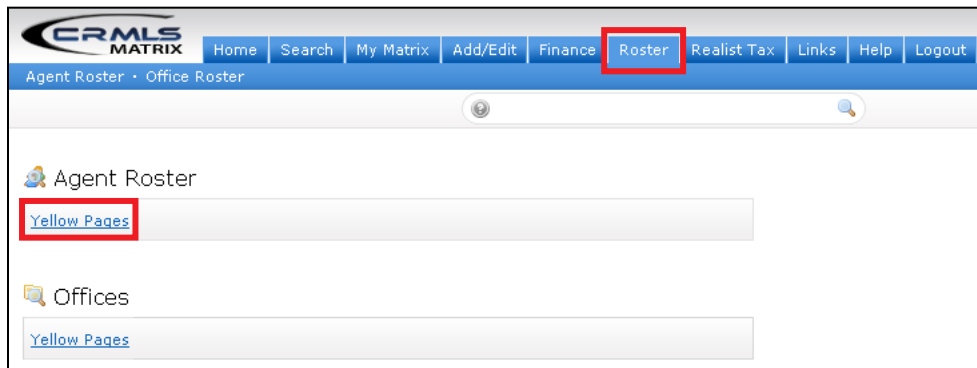
Follow the steps in these sections to search for Agent and Office contact information in the CRMLS Matrix Platform:

- “Searching for Agents” below
- “Searching for Offices” on page 33

Searching for Agents

Follow the steps below to search for Agents in the CRMLS Matrix Platform.

1. Click the **Search** tab.
2. Click the **Yellow Pages** link under the Agent Roster.



3. Use the available fields to search for Agents.

The screenshot shows a search interface titled "Yellow Pages Search". It is divided into three main sections: "agent information", "office information", and "other contact information".

- agent information:** Includes fields for User ID, Assistant To, First Name, Middle Name, Last Name, DRE License Number, Association (a dropdown menu with options: Arcadia, Burbank, Citrus Valley, East Valley, Glendale), and Languages Spoken (a dropdown menu with options: Abkhazian, Afar, Afrikaans, Albanian, Amharic). There are radio buttons for "Or Not" and "And Or Not" below each dropdown.
- office information:** Includes fields for Office Code, Office Name, Address 1, Address 2, Office City, Office Zip, Office Email, Office Website, Broker ID, and Main Office ID.
- other contact information:** Includes fields for Cell, Home, Pager, Email, Direct Ofc. Phone, Toll F, Office, Website, Fax, Voice, and O. Fax.

At the bottom of the form, there is a search control area with a dropdown menu set to "Display Long", a "per page." label, a "Clear" button, "250+ matches", and a "Search" button. Below this is a link for "Additional Fields Add".

Note:

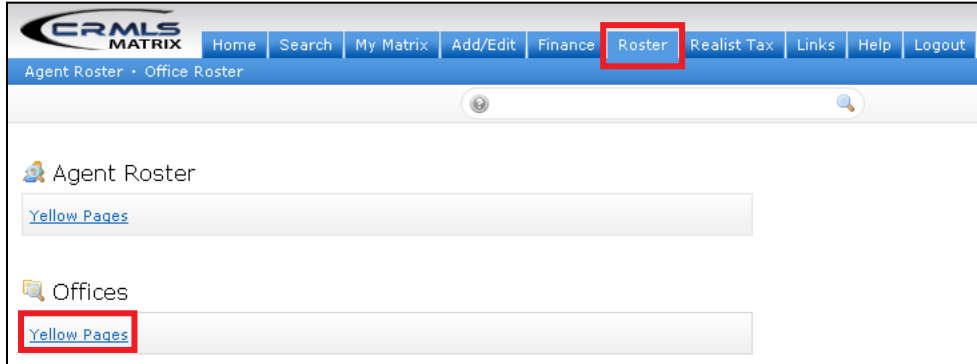
Enter a few letters for the first or last name followed by an asterisk (*) to search for agents with a first or last name that begin with the letters you entered before the asterisk (*).

4. Click **Search** to display a list of Agents that match your search criteria.

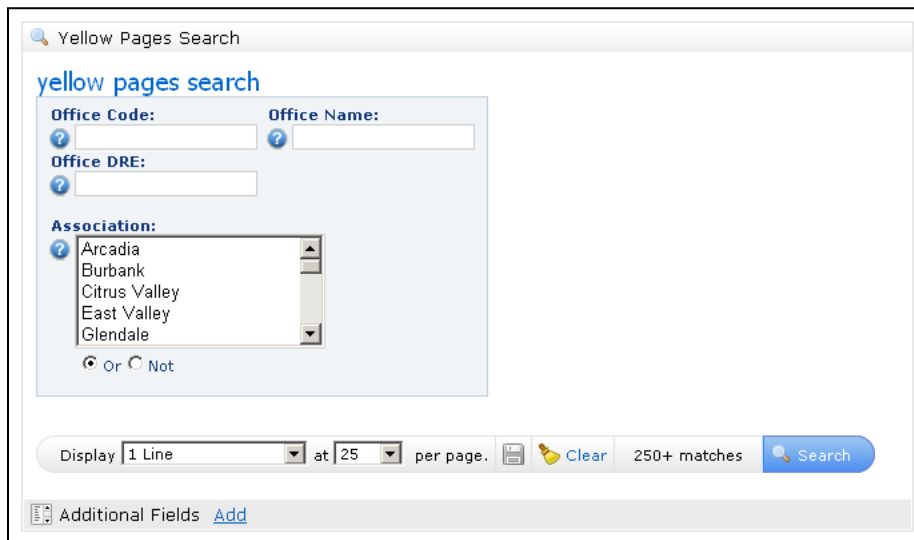
Searching for Offices

Follow the steps below to search for Offices in CRMLS Matrix.

1. Click the **Search** tab.
2. Click the **Yellow Pages** link under Offices.



3. Use the available fields to search for an Office.



Note:

Enter a few letters for the office name followed by an asterisk (*) to search for any office names that begin with the letters you entered before the asterisk (*).

4. Click **Search** to display a list of offices that match your search criteria.

Contacting CRMLS Customer Support

CRMLS takes pride in providing expert customer support to all of our members. Our technical support staff is prepared to assist you with any CRMLS Matrix Platform questions you may have, technical issues, or trouble shooting assistance.

To contact our technical support department, visit our website at <http://www.crmls.org> and click the **SUPPORT** button. Then click the **Submit Support Request or Suggestions** link to submit a support request or a suggestion (we value your suggestions).

The screenshot shows the CRMLS website interface. At the top, the CRMLS logo is displayed with the tagline 'CALIFORNIA REGIONAL MULTIPLE LISTING SERVICE, INC.' and a 'TECHNOLOGY' banner. Below the logo is a row of association logos. A navigation menu includes 'HOME', 'TRAINING', 'SUPPORT' (highlighted with a red box), 'NEWS', 'SERVICES', and 'CONTACT US'. A sidebar on the left contains links for 'RULES AND POLICIES', 'ASSOCIATION CONTACTS', 'PUBLIC PROPERTY SEARCH', 'RECIPROCAL USER INFO.', and a 'System Login' dropdown. The main content area features a 'SUPPORT' heading and a keyboard image. Below this, there are two main sections: 'CRMLS Members' and 'Discover Members', both containing a 'Submit Support Request or Suggestions' link (the first link is highlighted with a red box). The 'Support Hours' section lists: Monday-Friday: 8:30am-9:00pm; Saturday & Sunday: 10:00am-3:00pm. Technical support is provided at 800-925-1525 or 909-859-2040. A note states: 'Note: If you are needing assistance with account changes or billing, please contact your Association. Click Here for Association Contacts'. The 'Download Center' section lists: Training Manuals, Training Videos, Multiple Listing Input Forms, Image Resizer, Link Generator, Smart Trac Participant / Vendor Enrollment, Fannie Mae Market Condition Addendum, DataMaster, Builder Tract Reference Tool, and CRMLS Mobile.

If you need immediate assistance, our customer support technicians are available to answer your questions Monday through Friday from 8:30 AM to 9:00 PM and on Saturday and Sunday from 10:00 AM to 3:00 PM.

Toll Free Number: **(800) 925-1525**

On the web: <http://www.crmls.org/support>

Appendix

Searching for Listings on Your Mobile Devices

CRMLSMobile, powered by the CRMLS Matrix Platform allows you to search for Listings from your mobile devices. Follow the steps below to get started.

1. Open your mobile device's web browser and navigate to <http://www.crmlsmobile.com>.
2. Enter your User ID and Password in the fields.
3. Click the **Login** button and start searching for listings.

Note:

Access to CRMLSMobile is free, however, your wireless carrier may charge extra for Internet usage on your mobile device. Please contact your wireless carrier for Internet data rates and charges.

Minimum System Requirements

In order to access CRMLS Matrix, your system should meet these minimum requirements:

Operating System: Windows XP, Windows Vista, Windows 7 or Mac OS X

Internet Connection: 56K Modem (DSL, Cable Modem, or other high-speed Internet access recommended)

Web Browser: Internet Explorer 7.0 or later, Firefox, Safari, or Chrome

Note:

*To check your version of Internet Explorer, click the **Help** menu and select **About Internet Explorer**. If your version is not 7.0 or later, click the **Tools** menu and select **Windows Update** in Internet Explorer.*

