

Quick Reference Guide

A custom display defines the layout that you see when any search results are displayed. The following instructions will help you create your own Custom Display.

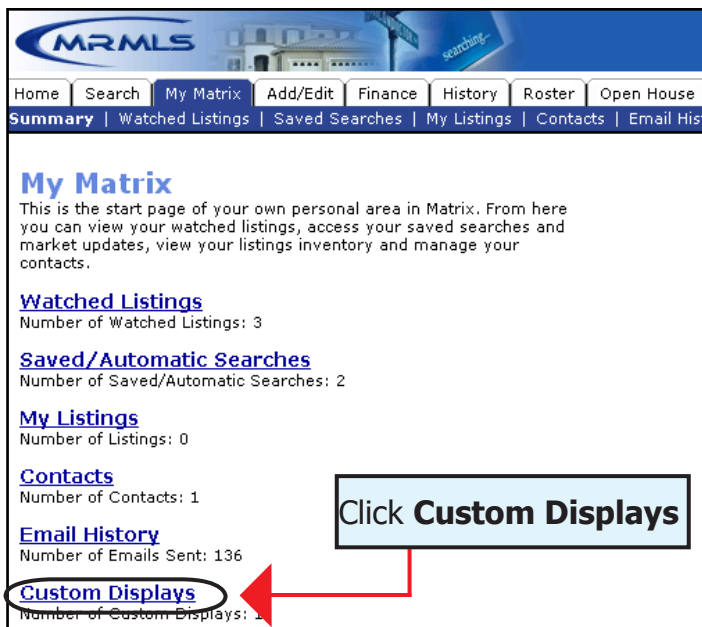
Step 1:

Open MRMLS Matrix, and click the **My Matrix** tab.



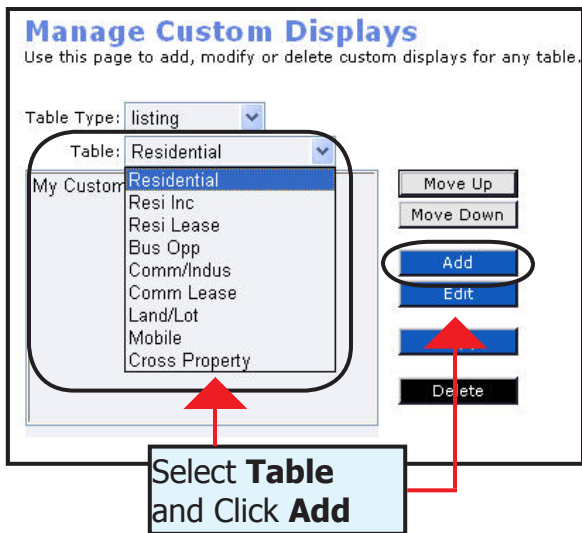
Step 2:

Click **Custom Displays**.



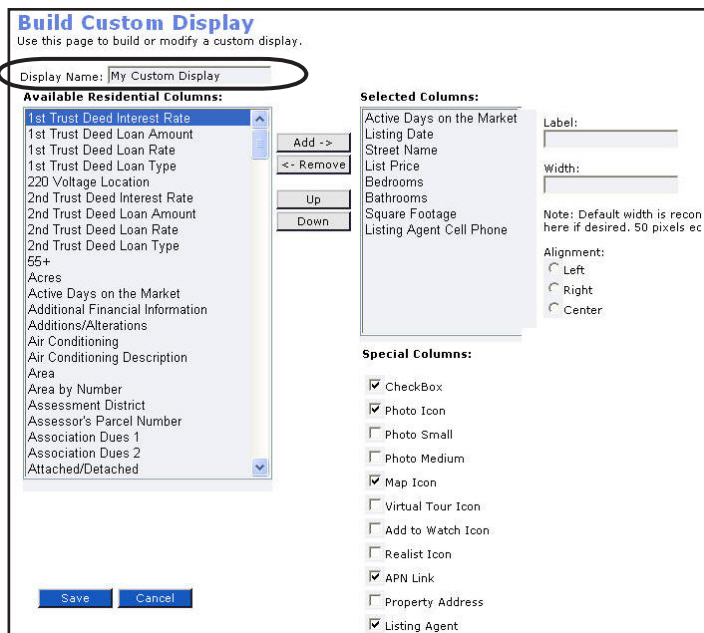
Step 3:

Select your property search type from the **Table** drop-down box. In our example, we will select **Residential**. Click the blue **Add** button.



Step 4:

Input a **Display Name**.



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Step 5:

Click **Save**

- From the **Available Residential Columns**, select the columns you would like in your Custom Display and click the **Add** button. To select and add more than one column hold the Ctrl key while selecting.

- Use the **Up** or **Down** button to change the order of your selected columns.

- Each **Column Label** (the label that appears at the top of the column in your display) default is the Field Name. You can change this on the Label field. Example: **List Price** can be shortened to **LP**.

- Adjust column **Width** in pixels. 50 pixels equals approximately 1 inch. Column widths can also be adjusted from the edit window available in the search results screen.

- Adjust column alignment (text below the column label) to Left, Right or Center.

- Check the **Special Columns** you would like for your display. Such as a Check box or the Map icon in your in your display.

Step 6:

To view the Custom Display, run a search. Select the custom display from the **Display** window located at the bottom of the results list.

Step 7:

Select the **Edit** link located to the right of the Display window to edit the custom display. To improve the appearance of your display, you will have to adjust the width of each column, column order etc. until it appears as desired.

Click **Edit**

Congratulations! You have just created a Custom Display!