How To customize a Residential Hotsheet in MRMLS Matrix

Quick Reference Guide

Hotsheets are a link to market updates that you may customize to your specific needs. MRMLS Matrix has a Residential and a Cross Property Hotsheet. Cross Property allows access to all property types.

Step 1:
Click “Customize” below the Residential Property Hotsheet.

Step 2:
Select information you would like you’re market update to include. In the example we selected Status Active, Expired, and Closed Sale, Area 645-648. You can also add Additional Search Fields such as Thomas Guide to use in your search. Do not enter a date or days back at this point. Click “Search”.

Step 3:
MRMLS Matrix will show Customized Residential Hotsheet once your Hotsheet is customized. The first results list will be long since it has never been shown before. The next time you click, the list will be shorter and only contain the set of changed listings since it was last viewed. Logging out of MRMLS Matrix will clear the list and the new and updated listings will begin accumulating.

Step 4:
In the results screen, change the order of your list by clicking on any column title. Click the blue Sort button at the bottom of the page to change the list order by multiple categories.
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Step 5:
To view a “Days Back” update. Click the “Customize” link below the “Customized Residential Hotsheet” link.

Step 6:
Select the Status and Area for your search. Input the desired amount of days in the “Trn Date” field. Such as, 0-3, for the past 3 days, or 0, for today’s updates. Click “Search”.

Step 7:
Information in the results screen includes arrows to show a price increase or decrease. The “H” for History is a link that shows the archive of a listing. Included in the archive are changes to information such as Status, Price and Selling Office Compensation.

Step 8:
MRMLS Matrix will return the complete archive History of an address.

- Perform a Property address search without a status selected
- Select desired listings
- Select History from the “Search selected for” menu

See Quick Reference Guides How to Customize a Cross Property Hotsheet and How to Search and Sort for instructions on Cross Property Hotsheets and additional tips on searching and sorting your results.