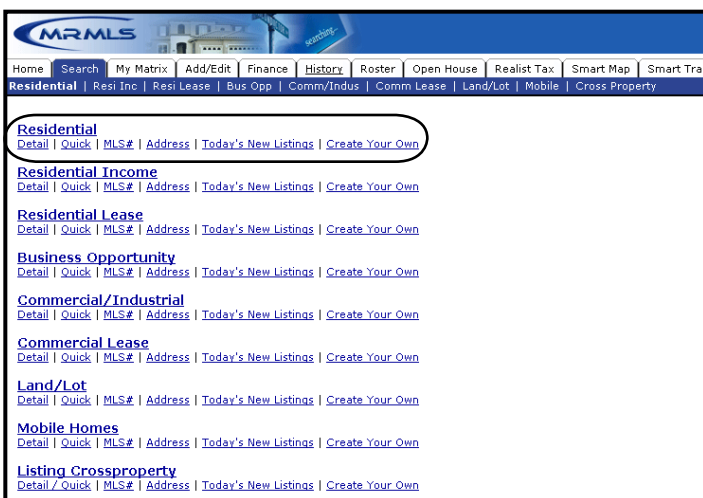


Quick Reference Guide

MRMLS Matrix allows you to save up to 10 **Hot searches**. A **Hot Search** may be a saved search for a client you're working with, a farm or listing area you're watching, or another saved search that you would like easy access to for a quick market update.

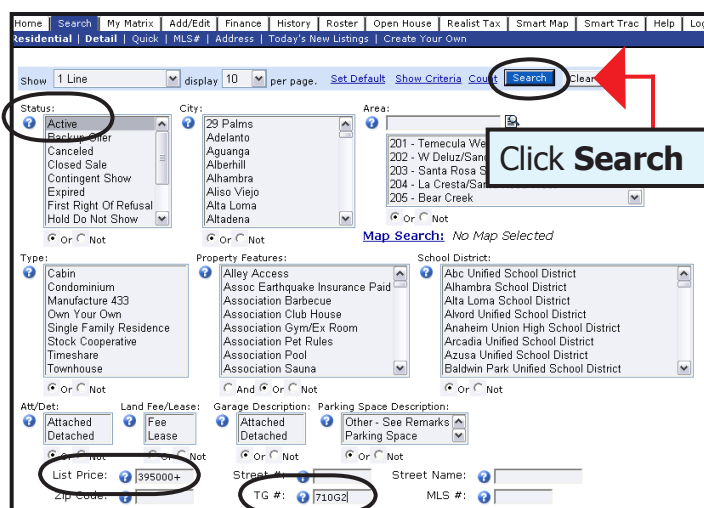
Step 1:

From within MRMLS Matrix click the **"Search"** tab. Select the property and search type such as **Residential Detail** or **Quick**.



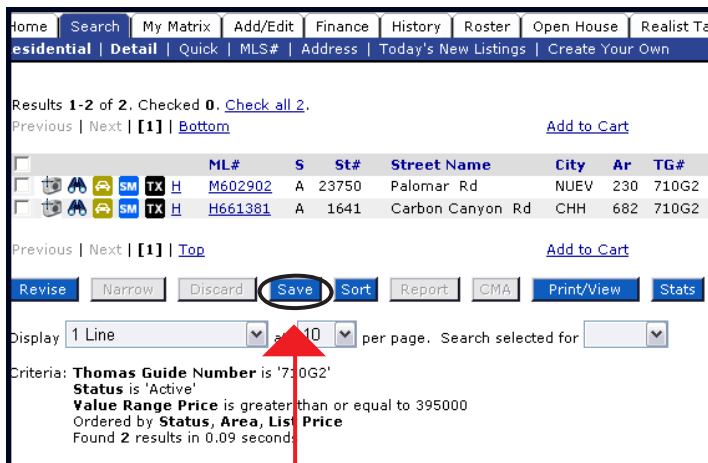
Step 2:

On the search page, select the options that best suit your needs. For this example, we will use a **Residential Quick Search** and select status Active, TG Area 710G2, and List Price 395000+-. Click **Search**.



Step 3:

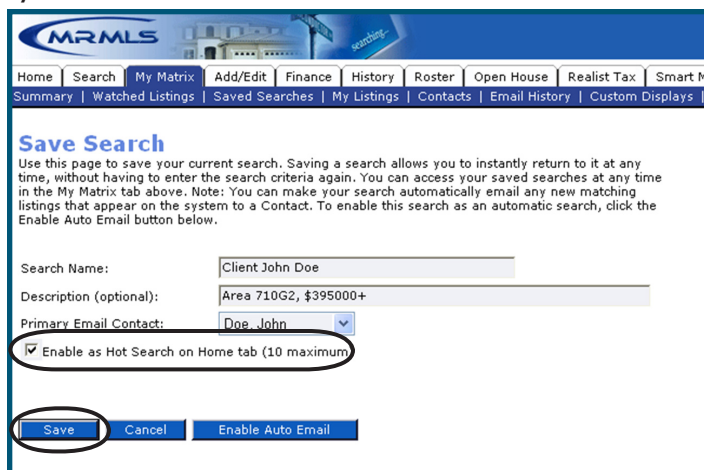
From the results screen, click the blue **Save** button located at the bottom of the list.



Click Save

Step 4:

Enter a search name and description for your search. Select the box **Enable as Hot Search**, click **Save** and your new search will appear on your Home Tab.

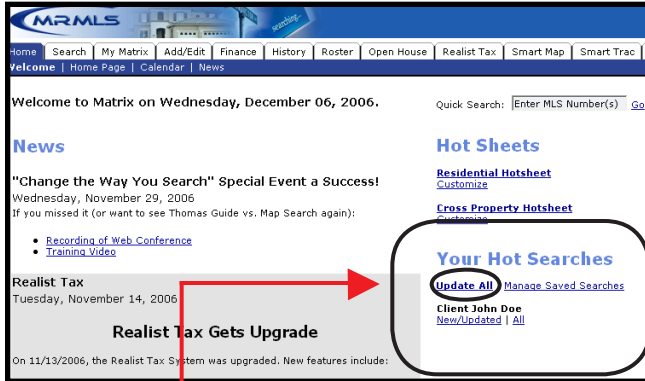


Note: You can also **Enable Auto Email** from this screen. See the **"How to Enable Auto Email"** Quick Reference Guide.

Quick Reference Guide

Step 5:

On the Home Tab locate your new **Hot Search**. Click the **Update All** link to update your **Hot Searches** and see the number of listings that have come up according to your saved criteria.



Click **Update All**

Step 7:

While viewing your updated listings, note the **Modified Date** in the criteria area is the date and time you last viewed the market update for this search.



Step 6:

Click the **New/Updated** link below your saved search name to view the list of the updated listings.



Click **New/Updated**

Step 8:

Click the **All** link to view all the listings since you originally saved the search. Click the **Managed Saved Searches** link to access your complete list of **Saved Searches**.



See the **"How to Manage Saved/Automatic Searches"** Quick Reference Guide to see how to get market updates and manage your saved searches.