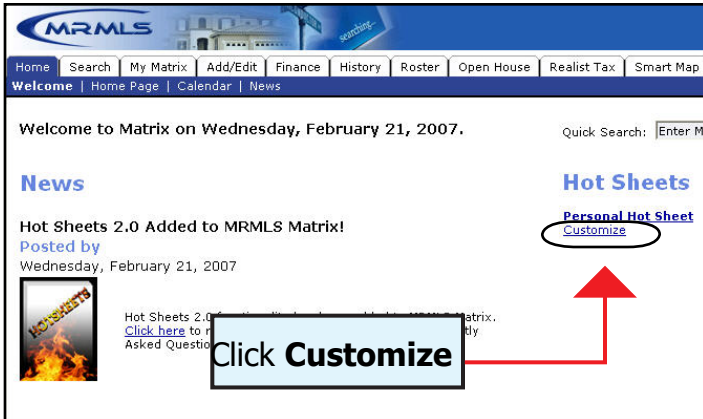


## Quick Reference Guide

**MRMLS Matrix** has a new **Personal Hot Sheet**. A **Hot Sheet** is a link to market updates. You can "Customize" your Personal Hotsheet to view the market updates for the areas you work in. The following steps show how to Customize your Personal Hotsheet.

### Step 1:

Below **Personal Hot Sheet**, click "**Customize**"



### Step 2:

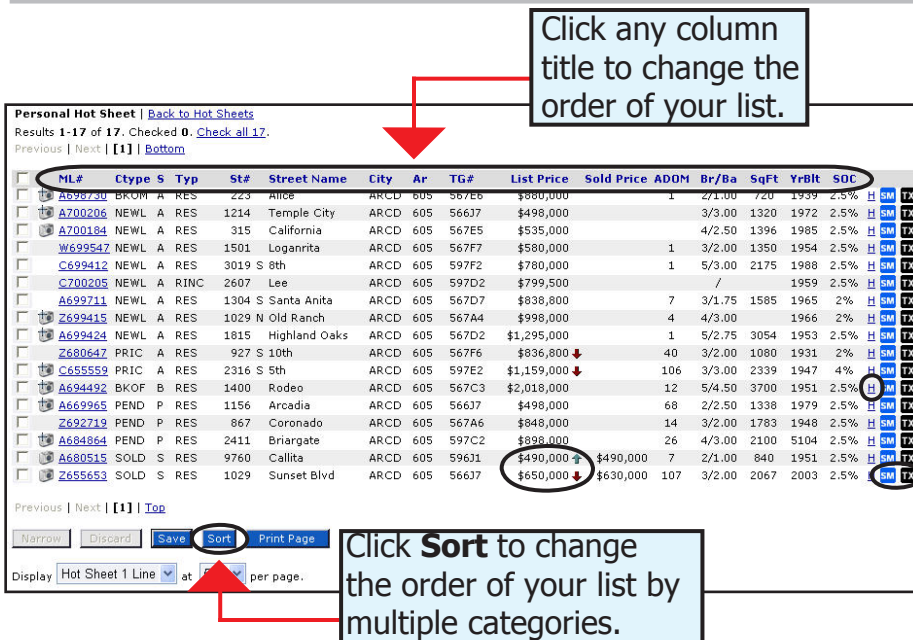
Input the desired search criteria and click **Search**. This will save the criteria and bring up the results. In our example, we will hold down the CTRL key and select both *Residential* and *Residential Income* as the **Property Type**, and 605 (Arcadia) as the **Area**. **Note:** By **not** selecting a **Change Type**, we are indicating we wish to view all change types, including Back On Market, New Listings, Price Changes, etc.



Select information and click "**Search**"

**Note:** Do not enter a date or days back on the Last Run Date. This field is updated automatically each time you run your Hot Sheet and Logout of Matrix.

### Step 3:



- The default order is **Ctype** (Change Type), **Status**, **Area** then **List Price**.

- To change the order of your list click on any column title.

- To sort by more than one category, click the blue **Sort** button at the bottom of the page.

- The "H" for **History** is a link that shows the archive of a listing.

- **SM** or **TX** is a link to **SmartMap**(SM) or **Realist Tax**(TX).

- ↑ Arrows note price increase or ↓ decrease. The amounts can be viewed in the **(H)History**.

## Quick Reference Guide

### Step 4:

#### Change Type and Status Definitions

| ML#     | Ctype | S | Typ | St#    | Street Name | City |
|---------|-------|---|-----|--------|-------------|------|
| A685088 | BKOM  | A | RES | 2120   | 6th         | ARCD |
| W646682 | BKOM  | A | RES | 810 E  | Camino Real | ARCD |
| A701512 | NEWL  | A | RES | 763    | Arcadia     | ARCD |
| Z701599 | NEWL  | A | RES | 547    | Fairview    | ARCD |
| A701860 | NEWL  | A | RES | 848 W  | Huntington  | ARCD |
| A701825 | NEWL  | A | RES | 11233  | Danbury     | ARCD |
| A702328 | NEWL  | A | RES | 2801   | Longley     | ARCD |
| C701369 | NEWL  | A | RES | 2014 S | Baldwin     | ARCD |
| A685781 | PRIC  | A | RES | 120    | Bonita      | ARCD |
| H612360 | PRIC  | A | RES | 523 S  | Fifth       | ARCD |
| H612362 | PRIC  | A | RES | 515 S  | 5th         | ARCD |
| H612367 | PRIC  | A | RES | 523 S  | Fifth       | ARCD |
| H612364 | PRIC  | A | RES | 519 S  | Fifth       | ARCD |
| H612368 | PRIC  | A | RES | 527 S  | Fifth       | ARCD |
| A685088 | PRIC  | A | RES | 2120   | 6th         | ARCD |
| A695508 | PEND  | P | RES | 823    | Wigwam      | ARCD |
| A673357 | PEND  | P | RES | 416    | Rosemarie   | ARCD |
| A679483 | SOLD  | S | RES | 1219 S | 6th         | ARCD |

#### Change Type (Ctype) Definitions:

- BKOM** - Back On Market
- PRIC** - Price Change
- BKOF** - Backup Offer
- CONT** - Contingent Show
- SOLD** - Sold
- NEWL** - New Listing
- HOLD** - Hold Do Not Show
- FIRR** - First Right of Refusal
- EXPD** - Expired
- CANC** - Canceled
- LEAS** - Leased
- PEND** - Pending
- WDRN** - Withdrawn

#### Status (S) Definitions:

- A** - Active
- C** - Contingent Show
- F** - First Right Of Refusal
- H** - Hold Do Not Show
- S** - Closed Sale
- X** - Expired
- B** - Backup Offer
- K** - Canceled
- L** - Leased
- P** - Pending
- W** - Withdrawn

### Step 5:

Once your Hotsheet is customized, **Customized Personal Hot Sheet** will be indicated on the screen. The first list will show the changes as of 12 AM from the previous day. The next time you click, the list will 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.

**Congratulations!** You have just Customized a personal Hot Sheet.

If you want a list of changes that have occurred within the previous few days or from a specific date in the past. Use a **"Days Back"** search.

See Quick Reference Guide, **How to Run A "Days Back" Search or Hot Sheet.**

