

MRMLS Matrix How To Search and Sort in MRMLS Matrix

Quick Reference Guide

Step 1:

Open MRMLS Matrix and click the "Search" tab.

Click "Search"

Welcome to Matrix on Monday, July 31, 2006.

News
Reverse Prospecting is easy with MRMLS Matrix
Friday, July 28, 2006
Ever wanted a way to contact the people whose searches matched your property listing? Reverse Prospecting may be the solution that you've been looking for.
Reverse Prospecting allows a listing agent to view the contact information of buyer's agents using an Auto Email search that has been set up based on buyer criteria.
The steps to Reverse Prospect are as follows:
1. Select an active listing from the My Listings link located under My Matrix in the MRMLS Matrix
2. Click the Reverse Prospect button
3. The results screen will show you the name of the agents who have auto emailed your listing
Results information returned includes:
• Buyer's Agent's Name
• Auto Email Id
• Public Id
• Email Address
• Results Count
Listings can be printed, emailed, or mapped using MRMLS Matrix
Note: Detailed Buyer's Agent information can be found by using the Public ID to

Hot Sheets
Residential Hotsheet
Customize
Cross Property Hotsheet
Customize
Your Hot Searches
John & Jane Doe
New/Updated | All
Michael Jordan
New/Updated | All
Mountains
New/Updated | All
Update All | Manage Saved Searches

Step 2:

From the Search Menu, select the Property Type and the type of search you want to perform, such as Residential Detail.

Select Property type and search method

Home Search My Matrix Finance Roster Open House Realist Tax Smart Map Help Smart Trac Logout
Residential Residential Income Residential Lease Business Opportunity Commercial/Industrial Commercial Lease Land/Lot Mobile Cross Property

Residential
Detail | Quick | MLS# | Address | Today's New Listings | Create Your Own
Residential Income
Detail | Quick | MLS# | Address | Today's New Listings | Create Your Own
Residential Lease
Detail | Quick | MLS# | Address | Today's New Listings | Create Your Own
Business Opportunity
Detail | Quick | MLS# | Address | Today's New Listings | Create Your Own
Commercial/Industrial
Detail | Quick | MLS# | Address | Today's New Listings | Create Your Own
Commercial Lease
Detail | Quick | MLS# | Address | Today's New Listings | Create Your Own
Land/Lot
Detail | Quick | MLS# | Address | Today's New Listings | Create Your Own
Mobile Homes
Detail | Quick | MLS# | Address | Today's New Listings | Create Your Own
Listing Crossproperty
Detail | Quick | MLS# | Address | Today's New Listings | Create Your Own

Click here to send MRMLS your suggestions, ask for help via email, or submit a correction for a listing. Call the Help Desk at 909-859-2040/800-925-1525 if you have questions on how to do something.

Step 3:

Enter your search criteria and click **Search**.
Note: Selecting **Not** from the "Or & Not" option allows you to exclude criteria. You can add or remove search fields by clicking "Click here to add or remove other search fields" at the bottom of the page.

Lease Considered: [Dropdown]
School District: [Dropdown]
Lot/Community: [Dropdown]
Outdoors: [Dropdown]
SO Comp: [Dropdown]
SO Comp \$/%: [Dropdown]
Listing/Selling Agent/Office: [Form fields]
Show Agent 1 Line display 100 per page. Set Default Restore Default Show Criteria **Search** Clear

Click here to add or remove other search fields.

Click "Search"

Step 4:

In the Search results screen you can change the order of your list by clicking any column title. You can also click the Sort button at the bottom of the page to change the list order.

Results 1-8 of 8. Checked 0. Check all 8.
Previous | Next | [1] | Bottom Add to Cart

ML#	S	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	Yr Built	Sq
A07155831	A	4102	Saint Diego Av	ALTA	604	53556	\$388,000	3/1.00	1926	1,024
P2102250	A	246	W Las Flores Dr	ALTA	604	535H4	\$519,900	3/2.00	1955	1,111
T07072499	A	2340	El Sereno Av	ALTA	604	535H6	\$549,000	3/2.00	1981	1,022
P2098418	A	559	Punahoa St	ALTA	604	536A4	\$575,876	2/1.00	1950	94
G2101345	A	538	Figueroa Dr	ALTA	604	535G6	\$615,000	3/1.00	1946	1,431
A07162883	A	267	E Las Flores Dr	ALTA	604	535J4	\$659,900	3/2.00	1948	1,211
W07160591	A	642	W Huntington Dr #11	ARCD	605	567A6	\$531,000	2/3.00	1979	1,471
W07161989	A	1136	Arcadia Av #D	ARCD	605	566J7	\$549,900	2/3.00	1971	1,391

Previous | Next | [1] | Top Add to Cart

Revise Narrow Discard Save **Sort** Print Report

Display Agent 1 Line 100 per page.

Click any column title to change the order of your list.

Click Sort to change the order of your list by multiple categories.

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Quick Reference Guide

Step 5:

You can change your search results display to any report format such as the **Thumbnail** by clicking the **Display** option at the bottom of your screen.

Home Search My Matrix Add/Edit Finance Roster History Open House Realist Tax Smart Map Smart Trac
Residential Detail Quick MLS# Address Today's New Listings

Narrowed Revised Original results | Back to Revised Original results | Back to Original results
Results 1-2 of 2. Checked 0. Check all 2.
Previous | Next | [1] | Bottom | Agent 1 Line display | Add to Cart

Check Page

12049 N California St. Yucaina 92399
ML#: 1696534 Status: A TG#: 650A3 List Dt: 02-13-2007 LP: \$189,900
Bdr/Ba: 2/1.00 Pool: N View: N LO Ph: 909-985-0539
YrBlt: 1945 Type: SFR Gar: 2 Sqft: 728 / 3,045

9661 Dale Mesa Dr. Calimesa 92320
ML#: E667295 Status: A TG#: 690A3 List Dt: 12-06-2006 LP: \$229,500
Bdr/Ba: 2/2.00 Pool: Y View: Y LO Ph: 909-570-6000
YrBlt: 1984 Type: SFR Gar: 2 Sqft: 1,344 / 5,663

Check Page

Previous | Next | [1] | Top | Agent 1 Line display | Add to Cart

Narrow Discard Save Sort Print Report CMA Print Page Stats Export Email Map

Display Agent Thumbnail at 50 per page.

Click **Display** for the **Thumbnail** view and other options.

Step 7:

Matrix allows you to organize your list by selecting any listings you don't want and then click the **Discard** button. You then have the option to **Un-Discard**. You may also select listings and click **Narrow** to remove unselected listings.

Home Search My Matrix Add/Edit Finance Roster History Open House Realist Tax Smart Map Smart Trac Statistics Admin
Residential Detail Quick MLS# Address Today's New Listings

Revised Original results | Back to Original results
Results 1-10 of 10. Checked 0. Check all 10.
Previous | Next | [1] | Bottom | Add to Cart

<input type="checkbox"/>	ML#	S	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	Yr Built	Sqft	LSqft	DOM
<input type="checkbox"/>	C08001090	A	303	Sentous Av	WCOV	669	679C1	\$340,000	3/2.00	1979	1,151	3,079	6
<input type="checkbox"/>	T07105732	A	1924	Dryden Ln	WCOV	669	638G5	\$350,000	2/2.00	1975	973	177	
<input type="checkbox"/>	W07161523	A	1228	Willow	WCOV	669	638D1	\$435,000	3/2.00	1966	1,370	10,500	64
<input type="checkbox"/>	H07174864	A	1009	Craig Dr	WCOV	669	638F2	\$439,000	3/2.00	1955	1,175	33	
<input type="checkbox"/>	M07173025	A	1035	Merced Av	WCOV	669	638G3	\$469,000	3/2.00	1954	1,307	9,375	35
<input type="checkbox"/>	C07158405	A	1815	Alaska St	WCOV	669	638J2	\$500,000	4/2.00	1962	2,160	8,800	72
<input type="checkbox"/>	I07153113	A	3506	Gauntlet Dr	WCOV	669	679D1	\$520,000	4/2.00	1964	1,400	86	
<input type="checkbox"/>	C07130572	A	1830	Leewood St	WCOV	669	638D1	\$539,900	4/2.00	1953	1,846	8,189	127
<input type="checkbox"/>	C704796	A	3243	Millridge Dr	WCOV	669	679D1	\$550,000	4/2.00	1964	1,402	6,300	325
<input type="checkbox"/>	H07131886	A	1501	Francisquito #2	WCOV	669	638D3	\$550,000	4/3.00	1958		89	

Previous | Next | [1] | Top | Add to Cart

Revise Narrow Discard **Un-Discard** Save Sort Print Report CMA Print Page Stats Export Email Map

Display Agent 1 Line at 100 per page.

Click **Un-Discard** to return any listings you have discarded.

Step 6:

When selecting properties to print or email, you may select from multiple pages in the results list. You can also select all of the results by clicking the **Check All** link.

Home Search My Matrix Add/Edit Finance
Residential Detail Quick MLS# Address Today's New Listings

Revised Original results | Back to Original results
Results 1-12 of 12. Checked 0. Check all 12.
Previous | Next | [1] | Bottom | Add to Cart

<input type="checkbox"/>	ML#	S	St#	St Name	City	Area	TG#
<input type="checkbox"/>	W07160591	A	642	Huntington Dr #11	ARCD	605	567A6
<input type="checkbox"/>	W07161989	A	1136	Arcadia Av #D	ARCD	605	566J7
<input type="checkbox"/>	C08001090	A	303	Sentous Av	WCOV	669	679C1
<input type="checkbox"/>	T07105732	A	1924	Dryden Ln	WCOV	669	638G5
<input type="checkbox"/>	W07161523	A	1228	Willow	WCOV	669	638D1
<input type="checkbox"/>	H07174864	A	1009	Craig Dr	WCOV	669	638F2
<input type="checkbox"/>	M07173025	A	1035	Merced Av	WCOV	669	638G3
<input type="checkbox"/>	C07158405	A	1815	Alaska St	WCOV	669	638J2
<input type="checkbox"/>	I07153113	A	3506	Gauntlet Dr	WCOV	669	679D1
<input type="checkbox"/>	C07130572	A	1830	Leewood St	WCOV	669	638D1
<input type="checkbox"/>	C704796	A	3243	Millridge Dr	WCOV	669	679D1
<input type="checkbox"/>	H07131886	A	1501	Francisquito #2	WCOV	669	638D3

Click on **Check All** to select the complete results list.

Step 8:

Once changes have been made to your list, there will be a link, or links, at the top of your screen that allow you to go **Back to Revised Results** or **Back to Original Results**.

Click **Back to Revised Results** or **Back to Original Results**.

Home Search My Matrix Add/Edit Finance Roster History Open House Realist Tax Smart Map Smart Trac
Residential Detail Quick MLS# Address Today's New Listings

Narrowed Revised Original results | Back to Revised Original results | Back to Original results
Results 1-5 of 5. Checked 0. Check all 5.
Previous | Next | [1] | Bottom | Add to Cart

<input type="checkbox"/>	ML#	S	St#	St Name	City	Area	TG#	L/S Price	Br/Ba	Yr Built
<input type="checkbox"/>	W07160591	A	642	Huntington Dr #11	ARCD	605	567A6	\$531,000	2/3.00	1979
<input type="checkbox"/>	W07161989	A	1136	Arcadia Av #D	ARCD	605	566J7	\$549,900	2/3.00	1971
<input type="checkbox"/>	C08001090	A	303	Sentous Av	WCOV	669	679C1	\$340,000	3/2.00	1979
<input type="checkbox"/>	W07161523	A	1228	Willow	WCOV	669	638D1	\$435,000	3/2.00	1966
<input type="checkbox"/>	H07174864	A	1009	Craig Dr	WCOV	669	638F2	\$439,000	3/2.00	1955

Previous | Next | [1] | Top | Add to Cart

Narrow Discard Save Sort Print Report CMA Print Page Stats Export Email Map

Display Agent 1 Line at 100 per page.