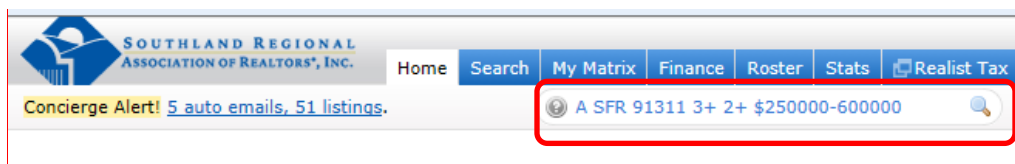




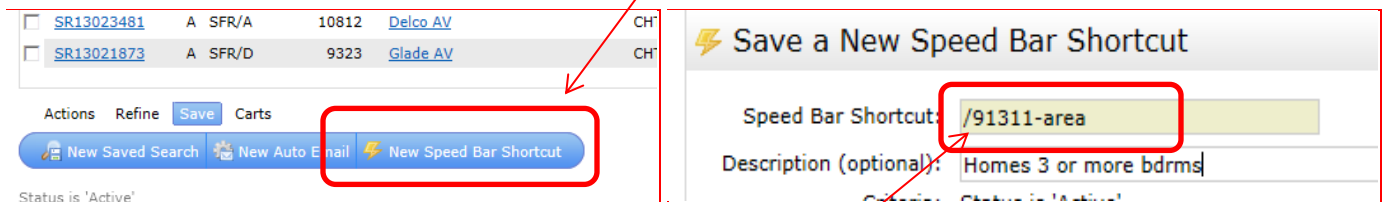
MATRIX HOW TO SAVE A SPEED BAR SHORTCUT

Definition: The Speed Bar Shortcut allows you to create Custom Shortcuts that can be Saved and used in the Matrix Speed Bar anytime.

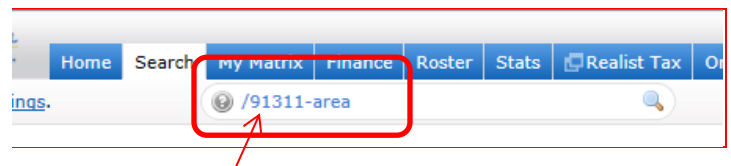
Step 1: From the Home Page of Matrix type your criteria in the Speed Bar and hit enter on your keyboard or click the magnifying glass in the Speed Bar search box for a list of sample shortcuts.



Step 2: In the Search Results page click the Save button and select New Speed Bar Shortcut link to create a speed bar shortcut.



Step 3: On the New Speed Bar Shortcut screen, type the Shortcut name you would like to use. You must use alpha numeric characters and “/”. The symbols “&”, “-” and “_” are allowed. You may also type a description. When you are finished, click the Save button. ALL saved Speed Bar Shortcuts MUST begin with the “/”. Shortcuts are not case-sensitive.



Step 4: To view a Speed Bar search enter the “/” and the name, click enter or the magnifying glass to see results.