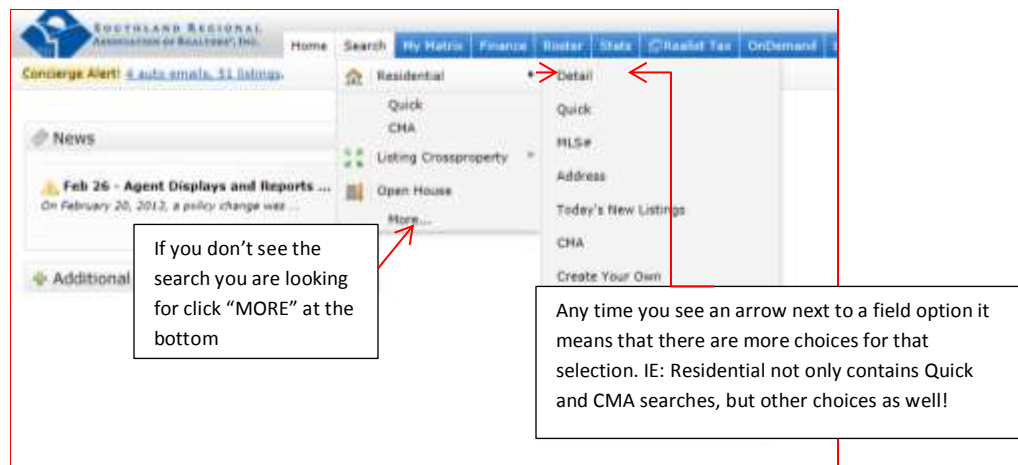




## MATRIX HOW TO SEARCH FOR LISTINGS

Follow the steps below to perform a search for listings. This example will guide you through performing a Basic Residential search using the CMA link in the property type search link; however, the steps are similar for a Residential Income, Residential Lease, Land/Lot, or Mobile Home.

1. Matrix platform's navigation menu bar allows you to access the search features in several ways. When you hover over the search tab you will see a drop down menu from which you can select the type of search you want to run.



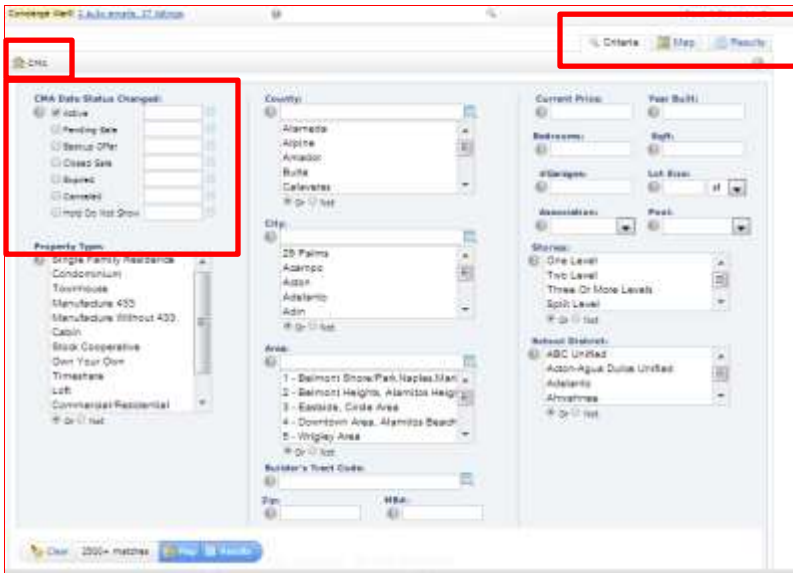
Alternatively, you may click on the search tab itself to view all the search options on the screen.



Search choices visible by clicking on the Search Tab, are the same choices that become visible when clicking on MORE in the drop down tab.

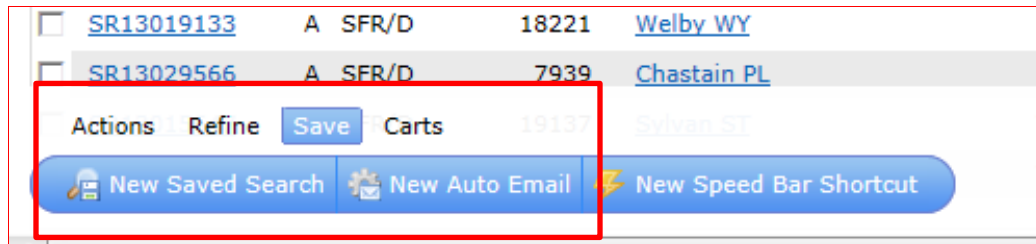
NOTE: Be sure to ALWAYS scroll if you do not see what you are looking for. The scroll bar is on the right side of your screen and if there is any space between the top or bottom, there is more on the screen to see!

- Select the property type you want to search (such as Residential) the type of search (such as CMA) then input your search criteria in the screen.



Use the "Toggle" tabs to go back and forth between a map view of results, the list view of results and criteria to fine tune your search criteria WITHOUT LOSING ANY INFORMATION YOU HAVE ALREADY ENTERED!

- To generate the search results, you can click on either the Map or the Results button.
- In order to Save a search criteria, or Auto Email you must be in the Results screen (from the map or list), click on Save and then click on either save as New Saved Search or save as New Auto Email and follow the directions.



**NOTE:** Selecting a county to begin a search for an area is NOT required.