

Searching In Matrix

1. Login to Matrix
 - a. Click Search
 - i. For this demonstration we will use residential quick search but the other searches are accessed and used the same way
 - b. Click “residential quick”
 - i. This template is the default template and depending on what you are searching for will most likely be your most utilized
 - ii. It is also possible to create your own customized template using the “create your own” option in the search menu
 - c. Input the criteria needed
 - d. This default criteria will allow you to do a comprehensive search of the MLS but if you are looking for a certain field you can add that field at the bottom of the page under the “add fields” option

Tips:

The free text fields can be used with alpha or numeric characters in addition to symbols. The “minus” symbol is used for less than searches as well as for range searches. The “plus” symbol is used for greater than searches and finally the asterisk is used as a wild card search.

Enter a specific amount, a range or use the +, -, to indicate greater than or less than values.

Do not include commas in your criteria.

Examples:

Enter 10 for exactly 10

Enter 10-50 for the range.

Use 10+ for more than 10.

Use 10- for less than 10.

Type the name of the item you wish to search in the provided field.

Use a comma to separate individual parameters such as the names of two items.

If the full name is not known, or the spelling is unclear, use the asterisk (*) as a wildcard to replace the missing information.