



CRISNETMLS



& CRMLS

Matrix Advanced User Manual

www.srar.com

www.CRMLSMobile.com

(for small screen devices like Smartphones)

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**Note: More Manuals & Video Tutorials are at www.SRAR.com/Matrix
click "Training & Training Manuals" or "MLS Training Materials"**

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Introduction

The Matrix Platform is the industry's top rated MLS platform offering an ultra-modern and flexible environment. This manual will guide you through creating a CMA, contact and prospect management, and using carts in the Matrix Platform. Follow the steps in these sections to get started.

- Disabling Pop-up Blockers
- Accessing the Matrix Platform

Disabling Pop-up Blockers

Your computer may have an Internet browser or security software that blocks Internet pop-ups. Matrix products utilize help screens and other features that may be blocked by some pop-up blockers. Follow the steps below to allow pop-ups from Matrix products in Internet Explorer.

Note:

For information on allowing pop-ups from Matrix products in other Internet browsers or security software, refer to your application's documentation.

1. In Internet Explorer, select **Tools > Pop-up Blocker > Pop-up Blocker Settings**.
2. Add the following websites to the Allowed sites list:
 - <http://srar.com>
 - <http://realist2.firstamres.com> (Realist Tax)
 - <http://tm.marketlinx.com> (Smart Trac/Smart Fax)

Accessing the Matrix Platform

Follow the steps below to access the Matrix Platform.

1. Open your web browser and go to <http://www.srar.com>
2. Click the **Login to CRISNetMLS Matrix** button.



3. Enter your SCOUT Login information and click **Login**.

You see the SRAR Matrix Home screen.

Creating a CMA Report

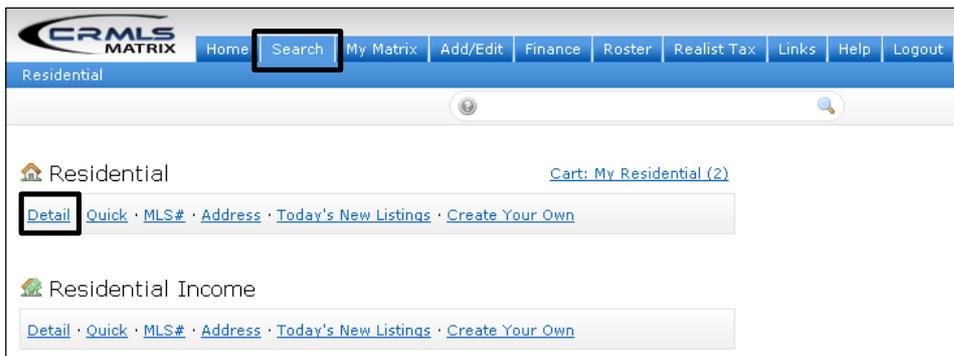
A CMA (Comparative Market Analysis) report is a compilation of current and historical property pricing history information used to establish pricing recommendations for a subject property. Follow the steps in these sections to create a Quick or Presentation CMA report:

- Searching for Comparable Properties
- Mapping Comparable Properties
- Generating a Presentation CMA
- Generating Quick or Statistical CMA Reports
- Exporting Listings for Other CMA Programs

Searching for Comparable Properties

When searching for comparables, you should keep your search criteria and location criteria as close to your subject property as possible. Follow the steps below to search for comparables:

1. Click the **Search** tab.
2. Click the **Detail** link for the type of property you're analyzing. In this example, we will be searching for residential properties.



3. Click **Map Search**.

basic

Status: Active Pending Sale Backup Offer Closed Sale Expired <input checked="" type="radio"/> Or <input type="radio"/> Not	City: Pomona --- more (click) --- <input checked="" type="radio"/> Or <input type="radio"/> Not	List Price: ? <input type="text"/>	Status Date: ? <input type="text"/>
Type: Single Family Residence Condominium Townhouse Manufacture 433 Manufacture Without 433 <input checked="" type="radio"/> Or <input type="radio"/> Not	Area: 1 - Belmont Shore/Park,Naples,Mar 2 - Belmont Heights, Alamos Heig 3 - Eastside, Circle Area 4 - Downtown Area, Alamos Beach <input checked="" type="radio"/> Or <input type="radio"/> Not	Current Price: ? <input type="text"/>	CMA Status Date: ? <input type="text"/>
Structure Attached: Detached Attached	Builder's Tract Code: ? <input type="text"/>	Bedrooms: ? <input type="text"/>	Baths Total: ? <input type="text"/>
		Sqft: ? <input type="text"/>	Lot Sqft: ? <input type="text"/>
		Year Built: ? <input type="text"/>	Senior Com: ? <input type="text"/>
		Zip Code: ? <input type="text"/>	Map Book: ? <input type="text"/>
		APN: ? <input type="text"/>	Legal Tract #: ? <input type="text"/>

Map Search: No Map Selected

4. Enter the subject property's address in the available fields, then click **Locate**.

Jump to

Locate Address

Street Address
6854 blackwood

City State Zip
riverside ca

Locate

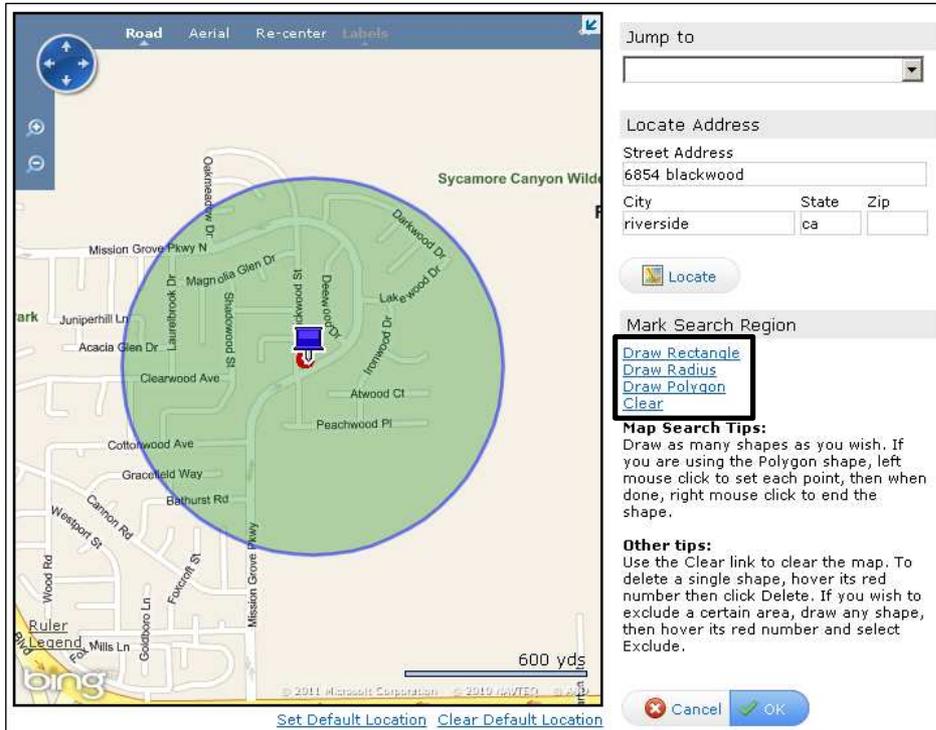
Mark Search Region

[Draw Rectangle](#)
[Draw Radius](#)
[Draw Polygon](#)

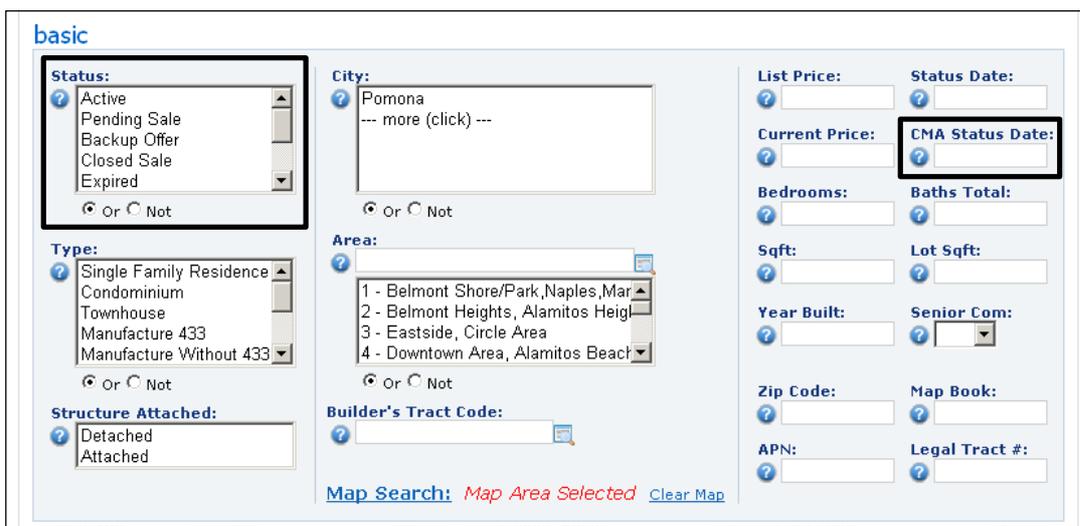
Map Search Tips:
Draw as many shapes as you wish. If you are using the Polygon shape, left mouse click to set each point, then when done, right mouse click to end the shape.

Other tips:
Use the Clear link to clear the map. To delete a single shape, hover its red number then click Delete. If you wish to exclude a certain area, draw any shape, then hover its red number and select Exclude.

- Use the draw tools to limit your search area to a specific distance. In this example, we will be using the **Draw Radius** tool.



- Click **OK** to save your Map Area and return to the Detail search screen.
- Select the listing Status for your comparables in the Status field.
- Enter the number of days back to search in the CMA Status Date field. For more information on the CMA Status Date field, click the ? icon next to the field. Suggestion: 0-180 for CMA Status Date



9. Select additional search criteria as necessary. Do not select an Area or City, the Map Search will automatically limit the search area based on the area you specified in the Map Search.

Note:

For a list of special characters allowed for search fields, Additional Search Options

If you need help entering search criteria, click the ? icon next to the field you need help with.

10. Click the **Search** button.

The screenshot shows a search interface titled "basic" with several filter sections:

- Status:** Active, Pending Sale, Backup Offer, Closed Sale, Expired. Includes a "Not" radio button.
- Type:** Single Family Residence, Condominium, Townhouse, Manufacture 433, Manufacture Without 433. Includes a "Not" radio button.
- Structure Attached:** Detached, Attached.
- City:** Pomona, with a "more (click) --" link and a "Not" radio button.
- Area:** A dropdown menu with options: 1 - Belmont Shore/Park, Naples, Mar; 2 - Belmont Heights, Alamos Heig; 3 - Eastside, Circle Area; 4 - Downtown Area, Alamos Beach. Includes a "Not" radio button.
- Builder's Tract Code:** An empty text field.
- List Price:** An empty text field.
- Status Date:** An empty text field.
- Current Price:** An empty text field.
- CMA Status Date:** An empty text field.
- Bedrooms:** An empty text field.
- Baths Total:** An empty text field.
- Sqft:** An empty text field.
- Lot Sqft:** An empty text field.
- Year Built:** An empty text field.
- Senior Com:** A dropdown menu.
- Zip Code:** An empty text field.
- Map Book:** An empty text field.
- APN:** An empty text field.
- Legal Tract #:** An empty text field.

At the bottom, there is a "Map Search: Map Area Selected Clear Map" link, a "Display Agent 1 Line at 25 per page." section, a "Clear" button, "260 matches" text, a highlighted "Search" button, and a "Stats" button.

Refer to these sections to map the comparables, generate the CMA report, or export listings for analysis in another CMA programs:

- Mapping Comparable Properties
- Generating a Presentation CMA
- Generating Quick or Statistical CMA Reports
- Exporting Listings for Other CMA Programs

Additional Search Options

Refer to the table below for a list of special characters allowed for search fields.

Special Character	Description	Example
+	Greater than or equal to: Allows you to search for values that are greater than or equal to the value you entered. When using the + character, it must follow the value you enter.	<i>Bathrooms: 3+</i> Finds all listings that have 3 or more bathrooms.
-	Less than or equal to: Allows you to search for values that are less than or equal to the value you entered. When using the – character, it must follow the value you enter.	<i>Bathrooms: 4-</i> Finds all listings that have 4 bathrooms or less.
	Range: Allows you specify a numeric range.	<i>List Price: 150000-200000</i> Finds all listings with a list price ranging from \$150,000 to \$200,000.
,	Either/Or: Allows you to enter multiple values in a single field.	<i>Type: SFR, CONDO</i> Finds all listings that are condominiums or single-family residences.
*	Wildcard: Searches for unknown letters and/or numbers.	<i>Street Name: *Park</i> Finds all listings that are located on a street that ends with the word Park. <i>Street name Park*</i> Finds all listings that are located on a street that begins with the word Park. <i>Property Description/Office Comments: *key word*</i> Finds all listings with the “key word” in the property description or office comments. Use commas to separate multiple key words.
!	Exclude Selections: Will exclude listings that contain the excluded search criteria. When using the ! character, it must precede the value you enter.	<i>Year Built: !1960</i> Excludes all listings that contain properties that were built in 1960.

Mapping Comparable Properties

Follow the steps below to display comparable properties on a map. You can also print or save the mapped properties as a PDF for your client.

1. Click the checkbox next to the comparables you want to map.
2. Click the **Map** button.

The screenshot shows the CRMLS Matrix software interface. At the top, there is a navigation bar with buttons for Home, Search, My Matrix, Add/Edit, Finance, Roster, Realist Tax, Links, Help, and Logout. Below this is a sub-header with 'Residential · Detail · Quick · MLS#' and a search bar containing 'A P B S SFR'. A 'Other Criteria' checkbox is checked.

The main content area displays a table of 20 properties. The first 10 rows are visible, each with a checked checkbox in the first column. The table columns include: ML#, S Type, St#, St Name, City, Area, MB#, L/S Price, Br/Ba, YrBlt, Sqft, LSqft, DOM/CDOM, and V. The 'Map' button at the bottom of the table is highlighted with a red box.

ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/> S643547	P SFR/A	247	ALDERWOOD WY	RVSD	252	716D5	\$195,000	4/2.00	1988/ASS	1,540	12,632	1/1	Y
<input checked="" type="checkbox"/> X10116881	S SFR/A	6854	Blackwood ST	AMAD	28		\$2	3/3.00	1988	1,690	12,197	31/31	Y
<input checked="" type="checkbox"/> K214258	S SFR/A	617	PEACHWOOD PL	RVSD	252	716E5	\$214,000	3/3.00	1992	1,970	11,761	0/0	Y
<input checked="" type="checkbox"/> A09108177	S SFR/A	6940	Blackwood ST	RVSD	252	716D4	\$265,000	4/3.00	1988	1,867	12,196	265/265	N
<input checked="" type="checkbox"/> I289740	S SFR/A	261	GRACEFIELD WAY	RVSD	252	716D5	\$287,500	4/2.75	1988	2,272	8,712	20/20	N
<input checked="" type="checkbox"/> I10086697	S SFR/A	438	Pinetree WY	RVSD	252	716E4	\$315,000	5/3.00	1989	2,658	12,196	116/116	N
<input checked="" type="checkbox"/> I312794	S SFR/A	6826	LAURELBROOK	RVSD	252	716D4	\$320,000	5/3.00		2,293		73/73	Y
<input checked="" type="checkbox"/> I299133	S SFR/A	6811	IRONWOOD DR	RVSD	252	716E4	\$320,000	4/2.00	1991	2,305	12,632	7/7	N
<input checked="" type="checkbox"/> K305159	S SFR/A	6983	MISSION GROVE	RVSD	252	716E5	\$325,000	4/3.00	1988	1,900		4/4	N
<input checked="" type="checkbox"/> I10059486	S SFR/A	650	Lakewood DR	RVSD	252	716E4	\$334,900	3/3.00	1993	1,970	23,087	40/40	Y

At the bottom of the interface, there is a row of action buttons: Revise, Email, Report, CMA, **Map** (highlighted), Stats, and Save As. To the right of these buttons are 'Narrow', 'Discard', and 'Export' options.



<input checked="" type="checkbox"/>	ML#	L/S Price	Street Address
<input checked="" type="checkbox"/>	F1861967	\$700,000	5510 WILBUR AV
<input checked="" type="checkbox"/>	F11006036	\$759,000	4520 Callada PL
<input checked="" type="checkbox"/>	F1862386	\$765,000	5355 VANALDEN AV
<input checked="" type="checkbox"/>	F11027336	\$700,000	5431 Rhea AV
<input checked="" type="checkbox"/>	09350481	\$1,200,000	4967 BILMOOR AV
<input checked="" type="checkbox"/>	F1864762	\$790,000	19230 SANTA RITA
<input checked="" type="checkbox"/>	F11011986	\$890,000	5500 CORBIN AV
<input checked="" type="checkbox"/>	F1854540	\$982,040	4608 LA BARCA DR

[Back to Results](#)
[Get Directions](#)
[Print](#)

- Click the **Print** button and follow the prompts on the screen to print a copy of the map. You'll see a map similar to this one which will print with your Client Header on top:
(My Matrix, Settings, Header... if you haven't done this yet.)

Note:

To get driving directions to each of the comparable properties, click Get Directions.

- When you're done mapping comparable properties, click **Back to Results**, then see one of the following sections:
 - Generating a Presentation CMA
 - Generating Quick or Statistical CMA Reports
 - Exporting Listings for Other CMA Programs

Generating a Presentation CMA

Follow the steps below to create a presentation CMA for your client.

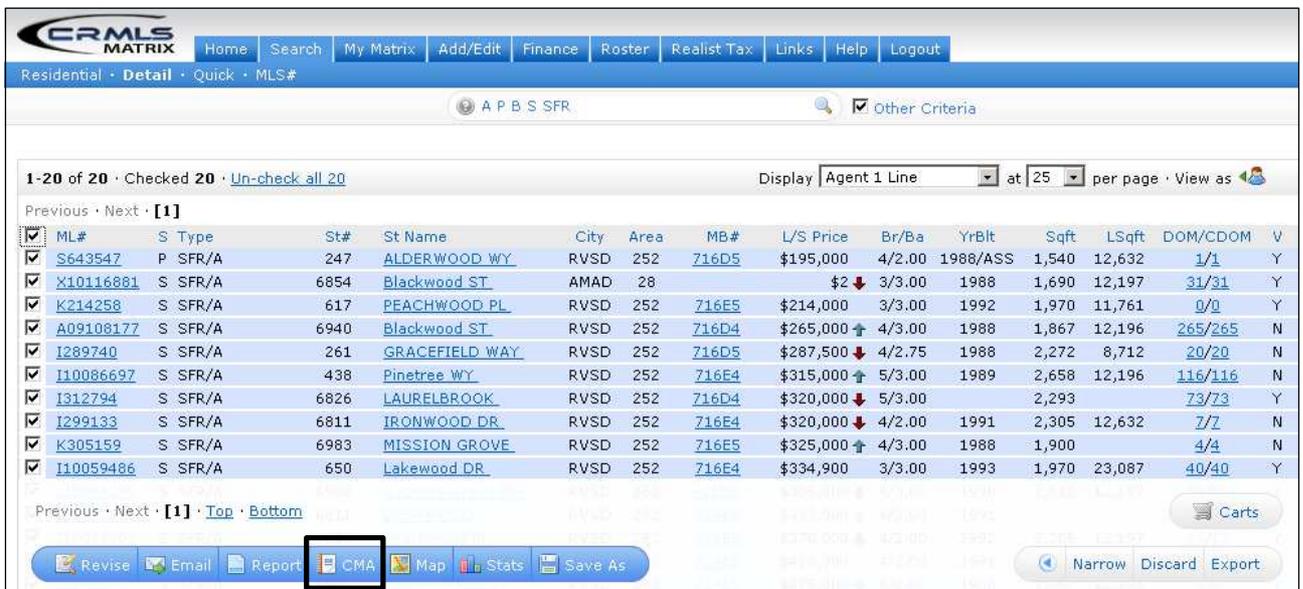
1. From the Search Results page, select the comparable properties you want to include in the presentation CMA report.

Note:

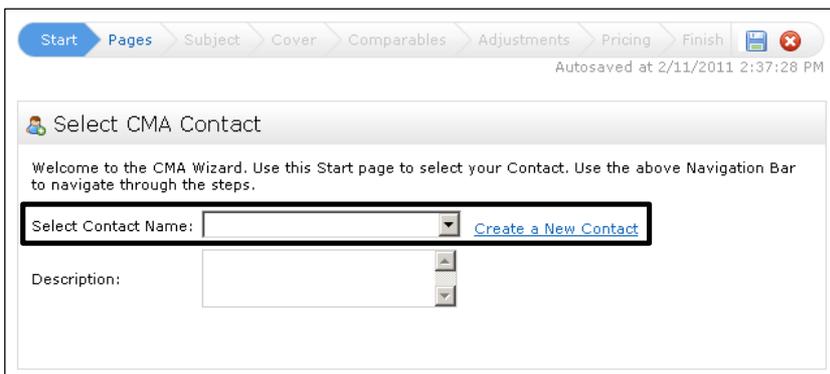
You can select up to 50 listings for your CMA report.

Listings with an asterisk (*) next to a status of Pending (P) or Closed (S) have been Auto Sold by the Matrix Platform and may contain inaccurate information. Auto Sell is a Status Violation and takes effect 5 days after the Estimated COE Date on a listing that is in Pending or Backup Status. When a listing Status is not changed or updated prior to the Estimated COE Date it goes to Auto-sell with a status of P*. If the listing is not updated after 5 days of the Estimated COE Date it goes to a status of S*. Prior to each time frame Matrix will email all responsible parties (Agent, Broker, and Association/Board) of the inaccurate information and the member may be subject to a fine.

2. Click the CMA button.



3. You see the CMA wizard. Select a contact in the Select Contact Name drop-down list.



Note:

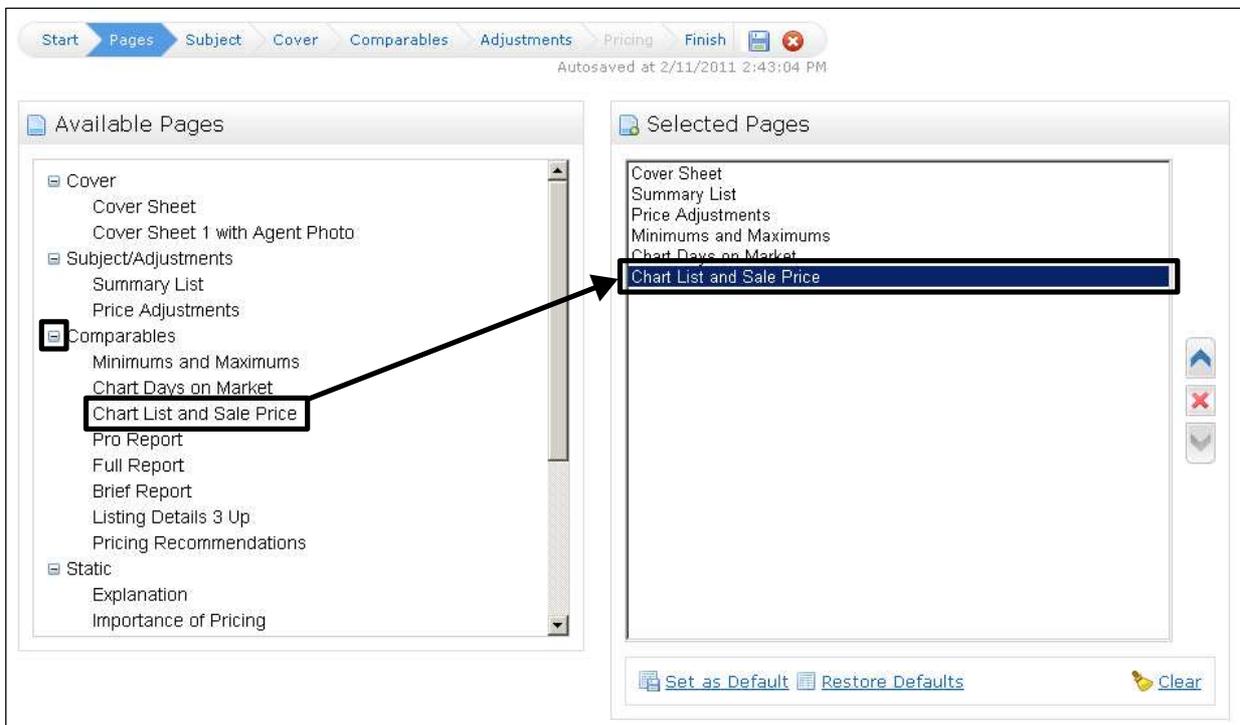
If you're creating a CMA for a client that's not in your contact list, click **Create a New Contact** to add a new contact.

If you need to save your CMA and finish it at a later date, click the  save icon. To continue creating a partially saved CMA, click the CMA link on the My Matrix tab to view all of your Saved CMAs. Click the arrow next to the CMA to expand it and click the Edit CMA button.

- 4. You can optionally enter a Description to help you identify the CMA.
- 5. Click the **Pages** button to move to the next section of the CMA Wizard.



- 6. Click the plus button next to the Available Page types to expand them, then select a page to add it to your CMA. The page will appear in the Selected Pages box to the right.



Note:

To change the order of a page in the Selected Pages Box, click a page, then click the blue up or down arrows on the right to move the selected page.

To delete a page from Selected Pages box, click the page you want to remove and click the red X.

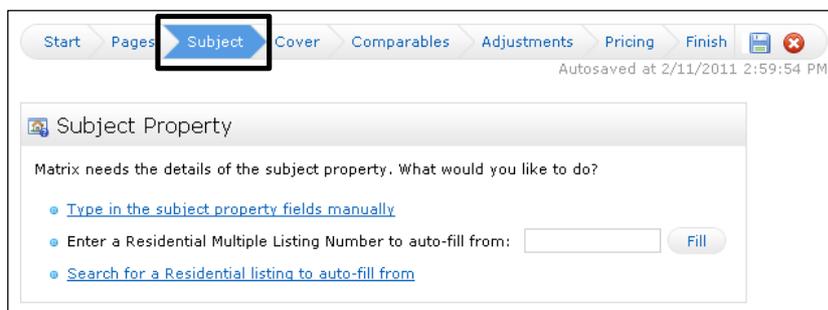
To remove all pages, click the Clear link at the bottom right corner.

Refer to the table below for a brief description of the available pages for presentation CMAs.

Report	Description
Cover sheet	A cover page that contains your name, office, office phone number and e-mail address. You can also add a photo and description by clicking the Edit Subject button.
Market Analysis Explanation	An explanation and overview of a CMA.
Minimums and Maximums	Summarizes key fields of the listings in the analysis such as price, bedrooms, bathrooms, square feet, price per square foot, and year built.
Summary of Comparable Listings	Summarizes the comparable listings contained in the market analysis.
Number of Days on Market	A graph that illustrates the number of days on market for the listings in this analysis.
List and Sale Price	A graph that illustrates the list price, along with the sale price in Sold listings.
The Importance of Pricing	A chart that highlights the importance of pricing correctly at market value.
Activity vs. Timing	A chart that highlights the importance of pricing correctly at market value.
The Effect of Over Pricing	A chart that highlights the importance of pricing correctly at market value.
The Pitfalls of Overpricing	A chart that highlights the importance of pricing correctly at market value.
Setting the Price	A chart that highlights the importance of pricing correctly at market value.
Sources of Buyers	Illustrates the primary sources of buyers for your property.
Where a Commission Goes	Describes how commission is divided amongst all the parties involved.
The Benefit of Using a Professional Realtor	Outlines the benefits of using a professional REALTOR® to sell your property.

My Guarantee to You	Your personal guarantee to your client.
Steps to a Positive Showing	Describes the steps for making a positive showing of your property.
What it Takes to Show	Describes what it takes to show your property.
CMA Pro Report	Shows three properties per page with a photo and important property details. It includes the average prices, summary graph/analysis, cumulative analysis, and sold property analysis.
CMA Full Report	Summarizes the comparable listings contained in the market analysis. It contains three properties per page with important property details and a photo.
CMA Brief Report	Summarizes the comparable listings contained in the market analysis.
Listing Details 3 Up	Details the comparable listings contained in the market analysis, 3 properties per page with a photo.
CMA Price Adjustments	Outlines the subject property versus the comparable properties.

7. Click the **Subject** button to move to the next section of the CMA Wizard.



8. Use one of the following methods to enter information for your subject property:

- Click **Type in the subject property fields manually** and enter the information manually.
- Enter a Residential Multiple Listing Number in the available field and click the **Fill** button to auto-fill information for your subject property.
- Click **Search for a Residential listing to auto-fill from** to search the MLS for your subject property and auto-fill the information.

9. Click the **Cover** button on the CMA Navigation bar.

The screenshot shows the MRMLS Matrix software interface. At the top, there is a navigation bar with the MRMLS Matrix logo and several menu items: Home, Search, My Matrix, Add/Edit, Finance, Roster, Realist Tax, Links, Help, and Logout. Below this is a secondary navigation bar with links for Summary, Contacts, Auto Emails, Saved Searches, Sent Email, CMAs, Watched Listings, My Listings, Settings, and Message Center. The main navigation bar contains buttons for Start, Pages, Subject, Cover (highlighted with a red box), Comparables, Adjustments, Pricing, and Finish. Below the navigation bar, there is a status bar indicating 'Autosaved at 10/15/2010 12:37:49 PM'. The main content area is divided into two columns. The left column is titled 'Subject Property Information' and contains fields for Name (Client 1), Address Line 1, Address Line 2, City / State / Zip, and Phone. Below these fields is a 'Subject Cover Photo' section with a placeholder image and an 'Upload Photo' button with a 'Browse...' link. The right column is titled 'Agent Information' and contains fields for Name, Company, Address Line 1, Address Line 2, City / State / Zip, Phone, and Email. Below these fields is an 'Agent Photo or Broker Logo' section with a placeholder image and an 'Upload Photo' button with a 'Browse...' link. There are also 'Set as Defaults' and 'Clear Photo' links in the Agent Information section.

10. Enter the following information in the available fields:

- Enter your client's contact information under Subject Property Information.
- Click **Browse** under Subject Cover Photo to upload a subject property photo that you have saved on your computer. If you auto-populated your Subject property from the MLS, a subject photo will automatically be selected. To change the auto-populated photo, click **Browse** to upload a photo that you have saved on your computer.

Note:

If you auto-filled your subject property from an existing listing, the Subject Cover Photo will automatically be selected. If the Cover button is grayed out, one of the Cover pages was not added to your CMA report. Click the Pages button on the navigation bar to go back and add a Cover page.

- Enter your contact information under Agent Information. To save your contact information for future CMAs, click **Set as Defaults**.
- Click **Browse** under Agent Photo or Broker Logo to upload a photo of yourself or a broker's logo that you have saved on your computer.

11. Click the **Comparables** button to move to the next section of the CMA Wizard.



12. Do one of the following:

- To add additional comparables, click the **Search for Additional Comparables** or **Add Comparables from Cart** button.
- To remove comparables, click the checkbox next to each comparable you want to remove, then click the **Remove Selected** button.

Selected Comparables

1-20 of 20 Checked 0, [Check all 20](#)
[Previous](#) · [Next](#) · **[1]** · [Bottom](#)

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input type="checkbox"/>	S643547	P SFR/A	247	ALDERWOOD WY	RVSD	252	716D5	\$195,000	4/2.00	1988/ASS	1,540	12,632	1/1	Y
<input type="checkbox"/>	X10116881	S SFR/A	6854	Blackwood ST	AMAD	28		\$2 ↓	3/3.00	1988	1,690	12,197	31/31	Y
<input type="checkbox"/>	K214258	S SFR/A	617	PEACHWOOD PL	RVSD	252	716E5	\$214,000	3/3.00	1992	1,970	11,761	0/0	Y
<input type="checkbox"/>	A09108177	S SFR/A	6940	Blackwood ST	RVSD	252	716D4	\$265,000 ↑	4/3.00	1988	1,867	12,196	265/265	N
<input type="checkbox"/>	I289740	S SFR/A	261	GRACEFIELD WAY	RVSD	252	716D5	\$287,500 ↓	4/2.75	1988	2,272	8,712	20/20	N
<input type="checkbox"/>	I10086697	S SFR/A	438	Pinetree WY	RVSD	252	716E4	\$315,000 ↑	5/3.00	1989	2,658	12,196	116/116	N
<input type="checkbox"/>	I312794	S SFR/A	6826	LAURELBROOK	RVSD	252	716D4	\$320,000 ↓	5/3.00		2,293		73/73	Y
<input type="checkbox"/>			6811	BURNINGWOOD DR	RVSD	252	716E5	\$320,000 ↓	4/3.00	1991	2,395	12,632	3/3	N
<input type="checkbox"/>			6883	BURNINGWOOD DR	RVSD	252	716E5	\$325,000 ↓	4/3.00	1988	1,980		3/3	N
<input type="checkbox"/>									3/3.00	1993	1,970	23,087	80/80	Y
<input type="checkbox"/>									4/3.00	1988	2,454	12,197	68/68	Y

[Previous](#) · [Next](#) · **[1]** · [Top](#)

13. Click the **Adjustments** button to move to the next section of the CMA Wizard.



14. Set values for property features to automatically adjust all of the comparables according to the amounts you specified.

Adjustment Details [View in Detail Mode](#)

Feature Value	Status	Price	Adjusted Price	Area	Baths Total	Bedrooms
6854 Blackwood				Lakewood Cit	3	3
247 ALDERWOOD WY	P	195,000	195,000	Riverside	2	4
6854 Blackwood ST	S	2	2	Lakewood Cit	3	3
617 PEACHWOOD PL	S	214,000	214,000	Riverside	3	3
6940 Blackwood ST	S	265,000	265,000	Riverside	3	4
261 GRACEFIELD WAY	S	287,500	287,500	Riverside	2.75	4
438 Pinetree WY	S	315,000	315,000	Riverside	3	5
6826 LAURELBROOK	S	320,000	320,000	Riverside	3	5
6811 IRONWOOD DR	S	320,000	320,000	Riverside	2	4
6983 MISSION GROVE	S	325,000	325,000	Riverside	3	4
650 Lakewood DR	S	334,900	334,900	Riverside	3	3
6903 Cypress Grove DR	S	335,000	335,000	Riverside	3	4
6811 DEERWOOD	S	337,000	337,000	Riverside	2	4
606 Peachwood PL	S	370,000	370,000	Riverside	2	4
6811 Ironwood DR	S	419,900	419,900	Riverside	2	4
6940 BLACKWOOD ST	S	475,000	475,000	Riverside	2	4
284 PINETREE WY	S	515,000	515,000	Riverside	3	5
641 FIRWOOD CT	S	539,900	539,900	Riverside	2.75	4
6927 CYPRESS GROVE	S	540,000	540,000	Riverside	3	5
6749 MISSION GROVE	S	550,000	550,000	Riverside	2	4
6608 DARKWOOD DR	S	660,000	660,000	Riverside	2	4
Low		2	2			
Median		334,950	334,950			
Average		365,910	365,910			
High		660,000	660,000			

Note:

If the Adjustments button is grayed out, the Price Adjustments page was not added to your CMA report. Click the Pages button on the navigation bar to go back and add the Price Adjustments page.

15. Click the **Pricing** button to move to the next section of the CMA Wizard.



The Summary table summarizes the price calculated from the adjusted comparables and provides you with an estimate of what the property is worth.

16. Enter information in the Suggested List Price field, if necessary.

Summary

The following table summarizes the prices calculated from the adjusted comparables:

	Low	Median	Average	High	Count
Comparable Price	2	334,950	365,910	660,000	20
Adjusted Comparable Price	2	334,950	365,910	660,000	20

Additional Analysis

This section provides some additional pricing statistics obtained by comparing the subject property with the comparables:

\$ Suggested List Price

Enter the price or price range that should appear on the CMA, e.g. "I think we should list your house at \$350,000". Alternatively you may leave this space blank and write the price in by hand when you meet with the client.

Characters Remaining: 250
Check Spelling [English](#)

Notes

Enter any additional comments which should appear with the price.

Characters Remaining: 1000
Check Spelling [English](#)

Note:

If the Pricing button is grayed out, the Pricing Recommendation page was not added to your CMA report. Click the Pages button on the navigation bar to go back and add the Pricing Recommendations page.

17. Click the **Finish** button to move to the last section of the CMA Wizard.

The navigation bar contains the following buttons from left to right: Start, Pages, Subject, Cover, Comparables, Adjustments, Pricing, Finish, and a red X button. The Finish button is highlighted with a blue border and a right-pointing arrow.

18. Do one of the following:

- Click **View CMA** to view and print the CMA report.
- Click **Email CMA** to email the CMA Report to your client.

The screenshot displays a web interface for a Comparative Market Analysis (CMA) report. It is divided into two main sections: 'CMA Summary' and 'Subject Details'.

CMA Summary: This section contains two buttons, 'View CMA' and 'Email CMA', which are highlighted with a black border. Below the buttons is a list of 'Selected Pages' including: Cover Sheet, Price Adjustments, Summary List, Minimums and Maximums, Chart Days on Market, Chart List and Sale Price, Pro Report, Listing Details 3 Up, Pricing Recommendations, Explanation, Importance of Pricing, Setting the Price, Where a Commission Goes, Benefits of using a Realtor, My Guarantee to You, Steps to a Positive Showing, and What It Takes to Show. At the bottom, there is a section for 'Counts of Comparable Properties' with the following data:

Pending Sale:	1
Closed Sale:	19
Total:	20

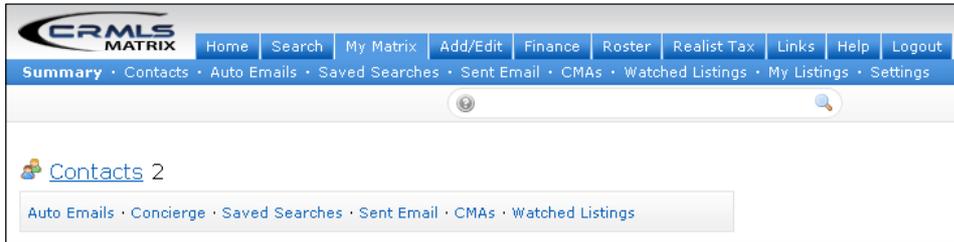
Subject Details: This section shows 'Prepared For: Client 1' and 'Subject Property: 6854 Blackwood'. Below this is a 'Subject Photo' placeholder. The placeholder image features the text 'No Photo Available' in a cursive font, the MRMLS INC. logo (with the tagline 'MULTI-REGIONAL MULTIPLE LISTING SERVICE INCORPORATED'), and a faint image of a house. At the bottom of the placeholder, it states 'Photos not supplied by listing broker at this time.'

Note:

To view a saved CMA, click the CMA link on the My Matrix tab to view all of your Saved CMAs. You can also click the Contacts link on the My Matrix tab to open a CMA Report for a particular client.

Managing Presentation CMAs

To manage your CMAs, click the **CMA** link on the My Matrix tab.



Note:

You can also click the **Contacts** link on the My Matrix tab and open the CMA for a particular client.

Click the arrow next to expand the CMA to do the following:

- Click **Edit CMA** button to make changes to an existing CMA report.
- Click **View CMA** button to view a previously generated CMA report.
- Click **Email CMA** button to email the selected CMA report to a client.
- Click **Delete CMA** button to delete the CMA report.



You can also use the buttons at the bottom of the screen to start a new CMA, copy the selected CMA, and delete selected CMAs.

Note:

The Matrix Platform automatically deletes unmodified CMAs that are 90 day old.

Generating Quick or Statistical CMA Reports

Follow the steps below to generate a Quick CMA or Statistical CMA for any property type. Before you begin, search for comparable properties as described in Searching for Comparable Properties.

1. Click the **Report** button at the bottom of the Search Results page.

1-25 of 29 · Checked 25 · [Check all 29](#) Display Agent 1 Line at 25 per page · View as

ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/> F1835362	A SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input checked="" type="checkbox"/> C10099611	A SFR/A	2390	Notre Dame AV	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/> H10119763	A SFR/D	2238	Academy AV	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input checked="" type="checkbox"/> H10128213	A SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
<input checked="" type="checkbox"/> C11004391	A SFR/D	620	San Bernardino AV	POM	687	601A6	\$250,000 ↓	4/2.00	1952	2,622	6,600	32/32	N
<input checked="" type="checkbox"/> R1100335	A SFR/D	1543	VEJAR ST	POM	687	640G2	\$250,000	3/2.00	1947/ASS	1,662	8,799	31/31	N
<input checked="" type="checkbox"/> H10077728	A SFR/A	2185	Virginia AV	POM	687	641B5	\$255,000 ↑	3/1.00	1947	1,418	8,878	75/75	N
<input checked="" type="checkbox"/> C11012675	A SFR/A	1419	Darby AV	POM	687		\$256,000	3/1.00	1952	1,014	7,735	14/14	Y
<input checked="" type="checkbox"/> W11013481	A SFR/D	903	Hartford PL	POM	687		\$258,000	3/2.00	1979	1,199	9,400	12/29	N
<input checked="" type="checkbox"/> W11017389	A SFR/A	1765 S	Reservoir ST	POM	687		\$258,000	3/3.00	1992	1,608	3,851	4/4	N
<input checked="" type="checkbox"/> W11002443	A SFR/A	545 E	Arrow	POM	687	601A4	\$259,000	3/2.00	1954/ASS	1,531	12,630	40/40	N

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Revise Email **Report** CMA Map Stats Save As Narrow Discard Export

2. Select **Quick CMA** or **Statistical CMA**, then click **Email** or **Print/View**.

Print 25 Listings

Report:

- Agent Office Short
- Agent Medium
- Agent Full
- Agent 1 Page
- Agent 1 Page No Photo
- Agent Book Report
- Customer 1 Line
- Customer Thumbnail
- Customer Brief
- Customer Full
- Customer Flyer
- Customer Flyer No Address
- Customer Feedback
- Quick CMA**
- Statistical CMA**

Back Email **Print/View**

Note:

You can select up to 100 listings for Quick CMA and Statistical CMA.

Exporting Listings for Other CMA Programs

Follow the steps below to export listing data from the Matrix Platform for other CMA programs.

1. Click the checkbox next to each listing you want to export on the comparable Search Results page.

The screenshot shows a search results page with a table of 25 listings. Each row has a checkbox in the first column, which is checked for every listing. The table columns include ML#, S Type, St#, St Name, City, Area, MB#, L/S Price, Br/Ba, YrBlt, Sqft, LSqft, DOM/CDOM, and V. Below the table, there are navigation buttons: 'Revise', 'Email', 'Report', 'CMA', 'Map', 'Stats', 'Save As', 'Narrow', 'Discard', and 'Export'. The 'Export' button is highlighted with a red box.

ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V	
<input checked="" type="checkbox"/>	F1835362	A SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input checked="" type="checkbox"/>	C10099611	A SFR/A	2390	Notre Dame AV	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/>	H10119763	A SFR/D	2238	Academy AV	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input checked="" type="checkbox"/>	H10128213	A SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
<input checked="" type="checkbox"/>	C11004391	A SFR/D	620	San Bernardino AV	POM	687	601A6	\$250,000 ↓	4/2.00	1952	2,622	6,600	32/32	N
<input checked="" type="checkbox"/>	R1100335	A SFR/D	1543	VEJAR ST	POM	687	640G2	\$250,000	3/2.00	1947/ASS	1,662	8,799	31/31	N
<input checked="" type="checkbox"/>	H10077728	A SFR/A	2185	Virginia AV	POM	687	641B5	\$255,000 ↑	3/1.00	1947	1,418	8,878	75/75	N
<input checked="" type="checkbox"/>	C11012675	A SFR/A	1419	Darby AV	POM	687		\$256,000	3/1.00	1952	1,014	7,735	14/14	Y
<input checked="" type="checkbox"/>	W11013481	A SFR/D	903	Hartford PL	POM	687		\$258,000	3/2.00	1979	1,199	9,400	12/29	N
<input checked="" type="checkbox"/>	W11017389	A SFR/A	1765 S	Reservoir ST	POM	687		\$258,000	3/3.00	1992	1,608	3,851	4/4	N
<input checked="" type="checkbox"/>	W11002443	A SFR/A	545 E	Arrow	POM	687	601A4	\$259,000	3/2.00	1954/ASS	1,531	12,630	40/40	N

Note:

You can select up to 500 listings at a time to Export.

2. Click **Export**.
3. Choose from any of the Available Exports and click **Export**.
4. Follow the prompts on the screen to save the exported listings to your computer.

Custom Displays and Exports

Custom displays and exports allow you to create displays and exports with all of your favorite fields. Follow the steps in these sections to create a custom displays and exports:

- Creating Custom Displays
- Creating Custom Exports

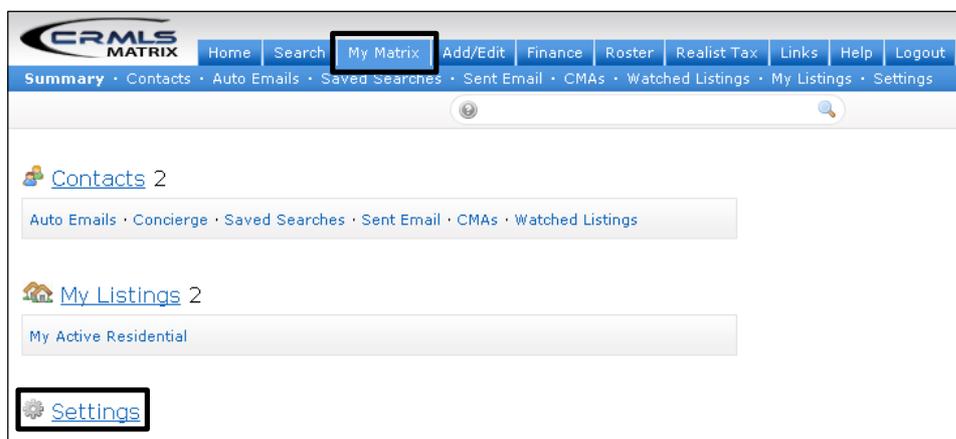
Creating Custom Displays

Follow the steps below to create a custom one line display for viewing and printing listings.

Note:

You can create multiple custom displays for each property type.

1. Click the My Matrix tab.
2. Click the **Settings** link.



3. Click **Custom Displays**.

The screenshot shows a settings page with several sections. The 'Custom Displays' section is highlighted with a black box. It includes a 'Number of Custom Displays: 1' field. Other sections include 'Email Signature', 'Header & Footer', 'Speed Bar Shortcuts', and 'Team Settings'.

4. Select a property type in the Table drop-down list, then click the **Add** button.

The screenshot shows the 'Manage Custom Displays' dialog box. It has a 'Table Type' dropdown set to 'listing' and a 'Table' dropdown set to 'Residential'. The 'Add' button is highlighted with a black box. Other buttons include 'Move Up', 'Move Down', 'Edit', 'Copy', and 'Delete'. A 'Done' button is at the bottom left.

Note:

Use the Edit, Copy, and Delete buttons to manage existing custom displays. You can also change the sort order of the custom displays by selecting the display and clicking the Move Up or Move Down buttons.

3. Enter the Display Name for the custom display.

Build Custom Display

Display Name

Available Residential Columns

- 1st Loan Rate Type
- 1st Loan Type
- 1st Trust Deed Interest Rate
- 1st Trust Deed Loan Amount
- 220V
- 2nd Loan Rate Type
- 2nd Loan Type
- 2nd Trust Deed Interest Rate
- 2nd Trust Deed Loan Amount
- Acres
- Agent Remarks
- Appliances
- Appliances? (Y/N)
- Area
- Assessments
- Assessments? (Y/N)
- Assessor's Parcel Number
- Association Amenities
- Association Dues 1
- Association Dues 2
- Association? (Y/N)
- Auto Sold? (Y/N)
- Bathrooms - Legacy
- Baths Total
- Baths: Full or 3/4
- Baths: 1/2
- Baths: 1/4
- Baths: 3/4
- Baths: Full

Selected Columns

Add-> <-Remove Up Down

Custom Column Properties

Label:

Pixel Width:

Note: Default width is recommended.

Alignment:

- Left
- Right
- Center

Special Columns

- Checkbox
- Photo Small
- Photo Medium

Cancel Save

5. Select a field in the Available Columns list, then click the **Add** button to add them to the Selected Columns list.

If you need to remove a fields from the Selected Columns list, select the column and click the **Remove** button.

Note:

To re-order the columns, select a column and use the **Up** and **Down** buttons.

6. To change the Label, width, or alignment of a column, select the column in the Selected Columns list and make changes to the Label, Pixel Width, and Alignment fields as necessary.

Note:

You may need to increase the Width of some of the field to prevent information from being cutting off in your custom display (96 pixels is approximately equal to one inch).

- Click the checkbox next the icons you want to add to your custom display under Special Columns.
- Click **Save** to save your custom display or click **Cancel** to go back to the previous screen without saving.
- When you're done creating your custom Display, click **Done**.

To view your Custom Display, search for listings and select your custom display in the Display drop-down list.

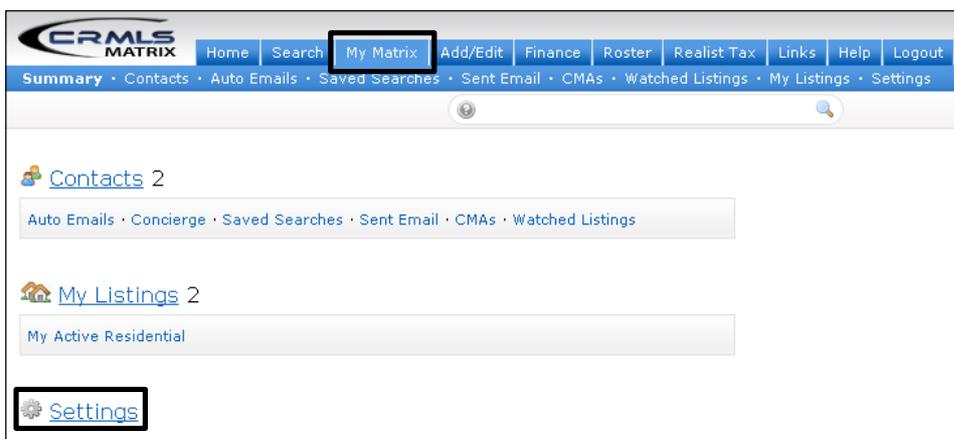


If one of the columns is too wide or too narrow, click **Edit** to change the Pixel width for that column (96 pixels is approximately equal to one inch).

Creating Custom Exports

Follow the steps below to create specialized exports for third-party software or to help you analyze listing data.

- Click the **My Matrix** tab.
- Click the **Settings** link.



3. Click **Custom Exports**.

 [Email Signature](#)

Check Spelling [English](#)  Save Email Signature

 [Header & Footer](#)

You have currently selected 'Flag - No Photo' as your Header/Footer package. [Package Details](#)

 [Speed Bar Shortcuts](#)

Number of Speed Bar Shortcuts: 1

 [Team Settings](#)

You have 0 members on your team.

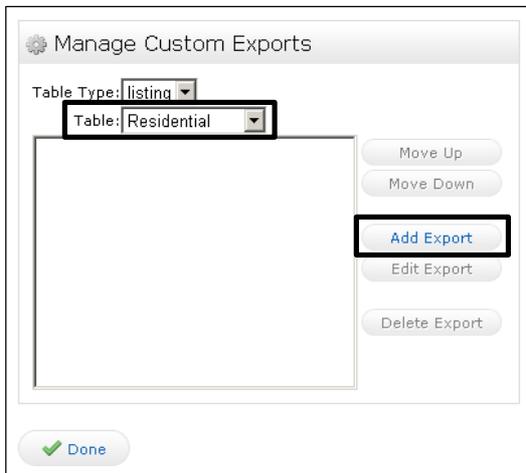
 [Custom Displays](#)

Number of Custom Displays: 1

 [Custom Exports](#)

Number of Custom Exports: 1

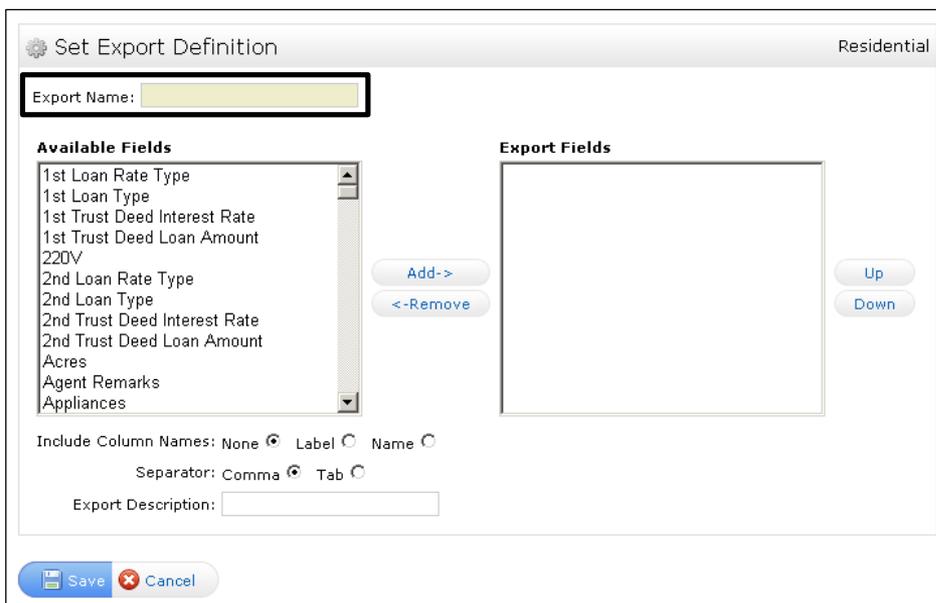
4. Select a property type in the Table drop-down list and click the **Add** button.



Note:

Use the *Edit*, *Copy*, and *Delete* buttons to manage existing custom exports. You can also change the sort order of the custom exports by selecting an export and clicking the *Move Up* or *Move Down* buttons.

3. Enter a name for the custom export.



5. Select a field in the Available Fields list, then click the **Add** button to add them to the Export Fields list.

If you need to remove a fields from the Export Fields list, select the field and click the **Remove** button.

Note:

To re-order the fields, select a field and use the *Up* and *Down* buttons.

6. Select an option for Include Column Names to include or exclude the column Label or Name in your export.
7. Select the type of Separator you would like to use for your export.
8. Type a description for your export to help you easily identify it.
9. Click **Save** to save your custom export or click **Cancel** to go back to the previous screen without saving.

To generate your custom export, perform a listing search and select the listings you want to export. Then click the Export button.

1-25 of 29 · Checked 25 · Check all 29

Display Agent 1 Line at 25 per page · View as

Previous · Next · [1] 2

ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/> F1835362	A SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input checked="" type="checkbox"/> C10099611	A SFR/A	2390	Notre Dame AV	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/> H10119763	A SFR/D	2238	Academy AV	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input checked="" type="checkbox"/> H10128213	A SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
<input checked="" type="checkbox"/> C11004391	A SFR/D	620	San Bernardino AV	POM	687	601A6	\$250,000 ↓	4/2.00	1952	2,622	6,600	32/32	N
<input checked="" type="checkbox"/> R1100335	A SFR/D	1543	VEJAR ST	POM	687	640G2	\$250,000	3/2.00	1947/ASS	1,662	8,799	31/31	N
<input checked="" type="checkbox"/> H10077728	A SFR/A	2185	Virginia AV	POM	687	641B5	\$255,000 ↑	3/1.00	1947	1,418	8,878	75/75	N
<input checked="" type="checkbox"/> C11012675	A SFR/A	1419	Darby AV	POM	687		\$256,000	3/1.00	1952	1,014	7,735	14/14	Y
<input checked="" type="checkbox"/> W11013481	A SFR/D	903	Hartford PL	POM	687		\$258,000	3/2.00	1979	1,199	9,400	12/29	N
<input checked="" type="checkbox"/> W11017389	A SFR/A	1765 S	Reservoir ST	POM	687		\$258,000	3/3.00	1992	1,608	3,851	4/4	N
<input checked="" type="checkbox"/> W11002443	A SFR/A	545 E	Arrow	POM	687	601A4	\$259,000	3/2.00	1954/ASS	1,531	12,630	40/40	N

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Revise Email Report CMA Map Stats Save As

Narrow Discard **Export**

Note:

You can select up to 500 listings to export at a time.

Select your Custom Export from the drop-down list, then click the **Export** button.

Export 25 Records

Export file format: Custom Export

Export Edit Custom Export

Back to Results

To edit or update your export, click the **Edit Custom Export** button.

To return to the Search Results page, click the **Return to Search** button.

Viewing Historical Listing Information

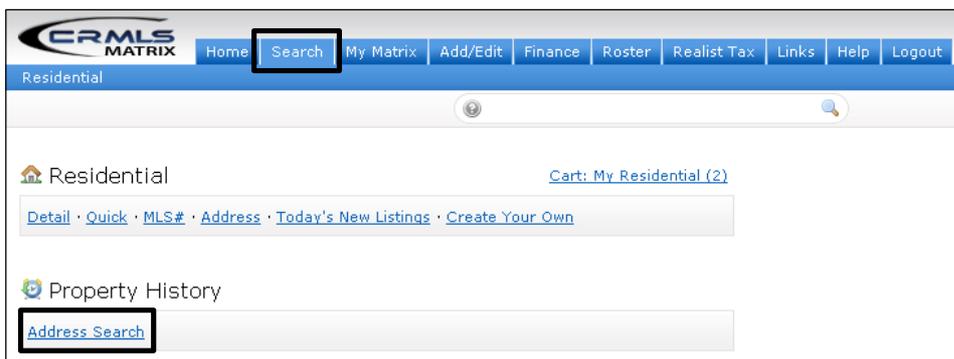
The history of a listing displays a detailed record of all Status, Price, and Selling Compensation changes. Follow the steps in these sections to search view property history.

- Viewing History by Address, APN, or MLS Number
- Viewing History for Multiple Listings

Viewing History by Address, APN, or MLS Number

Follow the steps below to view historical listing information for a single property by Address or APN number.

1. Click the **Search** tab.
2. Click the **Address Search** link under Property History.



3. Type an address, APN, or MLS number into the available fields, then click **Search**.

A screenshot of the 'Address Search' form. The form is titled 'Address Search' and contains the following fields:

- APN: [Text Input]
- ML#: [Text Input]
- Street Number: [Text Input] (6854)
- Street Name: [Text Input] (Blackwood)
- Unit#: [Text Input]
- Zip: [Text Input]
- Direction: [Dropdown Menu] (North, East, South, West)
- Suffix: [Dropdown Menu] (Avenue, Boulevard, Drive, Road)
- City: [Dropdown Menu] (29 Palms, Acampo, Acton, Adelanto)
- County: [Dropdown Menu] (Los Angeles, Riverside, San Bernardino, Orange)

At the bottom of the form, there are radio buttons for 'Or Not' next to each field. Below the form, there is a 'Display' dropdown set to '1 Line Listing History', a 'per page' dropdown set to '25', a 'Clear' button, a 'Search' button, and a 'Count' button.

Viewing History for Multiple Listings

Follow the steps below to view Listing History for multiple listings. Before you begin, make sure that you've performed a search and are at the Search Results page.

1. From the Search Results page, click the checkbox next to each listing you want to view listing or property history for.

The screenshot shows the CRMLS Matrix search results page. The search criteria are 'a sfr pomona \$250000-275000'. The results are displayed in a table with columns: ML#, S Type, St#, St Name, City, Area, MB#, L/S Price, Br/Ba, YrBlt, Sqft, LSqft, DOM/CDOM, and V. The first five rows are highlighted, and checkboxes are checked for the first, third, fourth, and fifth rows. The table data is as follows:

ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/> F1835362	A SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input type="checkbox"/> C10099611	A SFR/A	2390	Notre Dame AV.	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/> H10119763	A SFR/D	2238	Academy AV.	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input type="checkbox"/> H10128213	A SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
<input checked="" type="checkbox"/> C11004391	A SFR/D	620	San Bernardino AV.	POM	687	601A6	\$250,000 ↓	4/2.00	1952	2,622	6,600	32/32	N
<input checked="" type="checkbox"/> R1100335	A SFR/D	1543	VEJAR ST	POM	687	640G2	\$250,000	3/2.00	1947/ASS	1,662	8,799	31/31	N

2. To view the history of the current listing, select **Listing History** in the 'Search selected for' drop-down list.

- To view the entire listing history of the property, select **Property History** in the Search selected for drop-down list.

1-25 of 29 · Checked 4 · [Check all 29](#) Display Agent 1 Line at 25 per page · View as

Previous · [Next](#) · **[1]** 2

<input type="checkbox"/>	ML#	S Type	St#	St Name	City	Area	MB#	L/S Price	Br/Ba	YrBlt	Sqft	LSqft	DOM/CDOM	V
<input checked="" type="checkbox"/>	F1835362	A SFR/D	122 W	ALISO ST	POM	687	600J5	\$250,000 ↓	3/2.00	1947/ASS	1,605	6,556	102/102	N
<input type="checkbox"/>	C10099611	A SFR/A	2390	Notre Dame AV	POM	687	641B5	\$250,000 ↑	3/1.00	1953	1,114	6,048	89/91	Y
<input checked="" type="checkbox"/>	H10119763	A SFR/D	2238	Academy AV	POM	687	600D7	\$250,000	4/2.00	1955	1,312	6,000	92/92	Y
<input type="checkbox"/>	H10128213	A SFR/A	662	ALBONA PL	POM	687	640B2	\$250,000 ↓	3/2.00	1956	1,469	6,230	66/66	N
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<input type="checkbox"/>	H10077728	A SFR/A	2185	Virginia AV	POM	687	641B5	\$255,000 ↑	3/1.00	1947	1,418	8,878	75/75	N
<input type="checkbox"/>	C11012675	A SFR/A	1419	Darby AV	POM	687		\$256,000	3/1.00	1952	1,014	7,735	14/14	Y
<input type="checkbox"/>	W11013481	A SFR/D	903	Hartford PL	POM	687		\$258,000	3/2.00	1979	1,199	9,400	12/29	N
<input type="checkbox"/>	W11017389	A SFR/A	1765 S	Reservoir ST	POM	687		\$258,000	3/3.00	1992	1,608	3,851	4/4	N
<input type="checkbox"/>	W11002443	A SFR/A	545 E	Arrow	POM	687	601A4	\$259,000	3/2.00	1954/ASS	1,531	12,630	40/40	N
<input type="checkbox"/>	I11000676	A SFR/D	1984	Bobolink WY	POM	687		\$259,900 ↓	3/2.00	1961	1,726	7,200	41/41	N
<input type="checkbox"/>	C11004151	A SFR/A	2153	Kellogg Park DR	POM	687	640E1	\$259,900 ↑	3/2.00	1952	1,241	7,320	33/33	Y
<input type="checkbox"/>	C10132224	A SFR/A	296 E	La Verne AV	POM	687	600S1	\$259,950	3/2.00	1954	1,552	5,620	48/48	N
<input type="checkbox"/>	C08150291	A SFR/D	1593	Carol DR	POM	687	601D6	\$260,000	4/2.00				850/850	N
<input type="checkbox"/>	C11001537	A SFR/D	2013 W	Orange Grove AV	POM	687	94 B2	\$260,000 ↓	3/2.00	1956	1,110	7,320	40/40	Y
<input type="checkbox"/>	C10085171	A SFR/D	752	Fairfax LN	POM	687	641A4	\$262,900 ↓	4/2.00	1963	1,416	7,357	189/189	N

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[Revise](#) [Email](#) [Report](#) [CMA](#) [Map](#) [Stats](#) [Save As](#) [Narrow](#) [Discard](#) [Export](#)

Search selected for

Searching for Agents and Offices

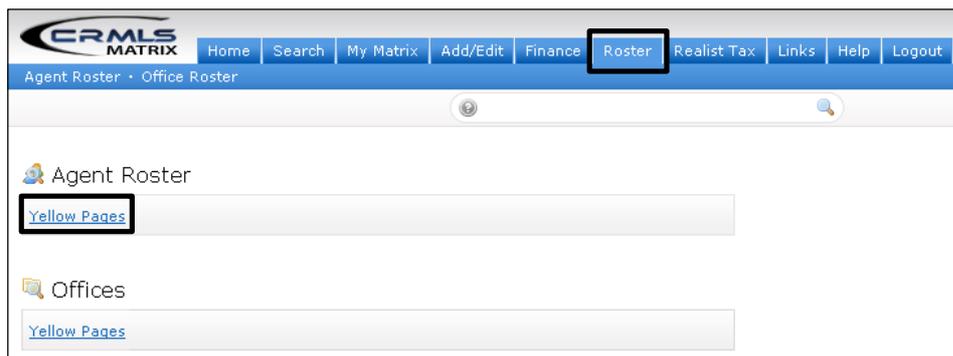
Follow the steps in these sections to search for Agent and Office contact information in the Matrix Platform:

- Searching for Agents
- Searching for Offices

Searching for Agents

Follow the steps below to search for Agents in the Matrix Platform.

1. Click the **Search** tab.
2. Click the **Yellow Pages** link under the Agent Roster.



3. Use the available fields to search for Agents.

The screenshot shows a search interface titled "Yellow Pages Search" with three main sections: "agent information", "office information", and "other contact information".

- agent information:** Includes fields for User ID, Assistant To, First Name, Middle Name, Last Name, DRE License Number, Association (dropdown menu with options: Arcadia, Burbank, Citrus Valley, East Valley, Glendale), Languages Spoken (dropdown menu with options: Abkhazian, Afar, Afrikaans, Albanian, Amharic), and radio buttons for "Or" and "Not".
- office information:** Includes fields for Office Code, Office Name, Address 1, Address 2, Office City, Office Zip, Office Email, Office Website, Broker ID, and Main Office ID.
- other contact information:** Includes fields for Cell, Home, Pager, Email, Direct Ofc. Phone, Toll F, Office, Website, Fax, Voice, and O. Fax.

At the bottom, there is a search control area with a "Display" dropdown set to "Long", "at 25 per page.", a "Clear" button, "250+ matches", and a "Search" button. Below this is a link for "Additional Fields Add".

Note:

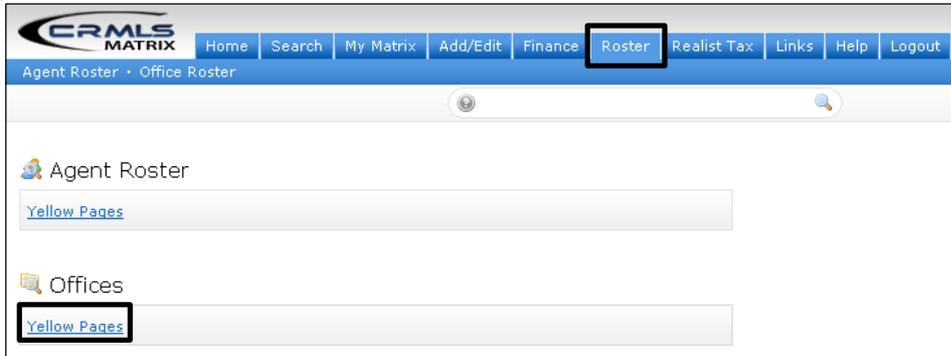
Enter a few letters for the first or last name followed by an asterisk (*) to search for agents with a first or last name that begin with the letters you entered before the asterisk (*).

4. Click **Search** to display a list of Agents that match your search criteria.

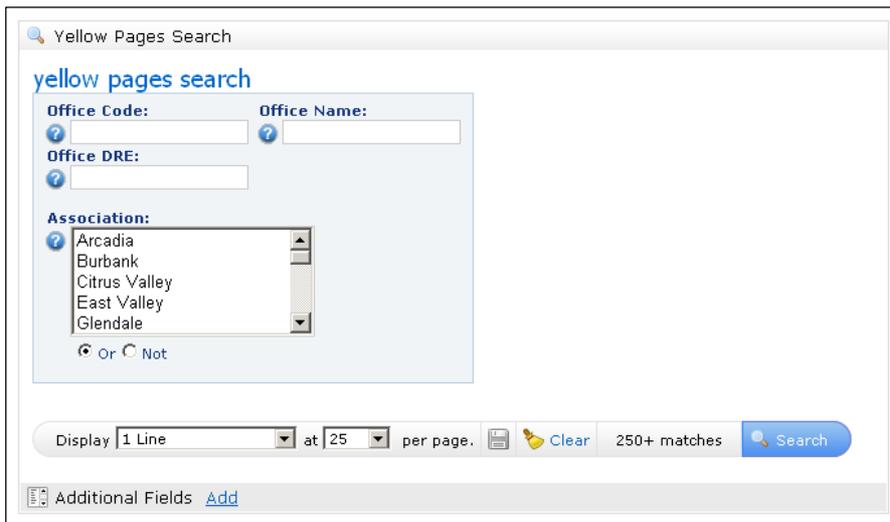
Searching for Offices

Follow the steps below to search for Offices in Matrix.

1. Click the **Search** tab.
2. Click the **Yellow Pages** link under Offices.



3. Use the available fields to search for an Office.



Note:

Enter a few letters for the office name followed by an asterisk (*) to search for any office names that begin with the letters you entered before the asterisk (*).

4. Click **Search** to display a list of offices that match your search criteria.

Appendix

www.CRMLSMobile.com

Accessing Listings, Contacts, Saved & Favorite Searches, Open Houses, Agents, Offices ... on your Small Screen Smartphone Devices.

Note: Your iPad can use www.SRAR.com .

Follow the steps below to get started.

1. Open your mobile phones internet browser and navigate to <http://www.CRMLSMobile.com>.
2. Enter your Login User ID . ex: F123456789
3. Enter your Password. (same as for CRISNet Matrix logon) .
4. Click the **Login** button.
5. Begin your search.

Note:

Your wireless carrier may charge extra for internet usage on your mobile device. Please contact your wireless provider for internet data rates and charges.

Computer Minimum System Requirements

In order to access Matrix, your system should meet these minimum requirements:

Operating System:	Windows XP, Windows Vista, Windows 7 or Mac OS X
Internet Connection:	56K Modem (DSL, Cable Modem, or other high-speed Internet access recommended)
Web Browser:	Internet Explorer 7.0 or later, Firefox, Safari, or Chrome

Note:

*To check your version of Internet Explorer, click the **Help** menu and select **About Internet Explorer**. If your version is not 7.0 or later, click the **Tools** menu and select **Windows Update** in Internet Explorer.*