

Course Topics

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Please be sure that you have taken MLS Basic prior to this course (MLS Basic is required for all new subscribers within their first 60 days of joining Stellar MLS).

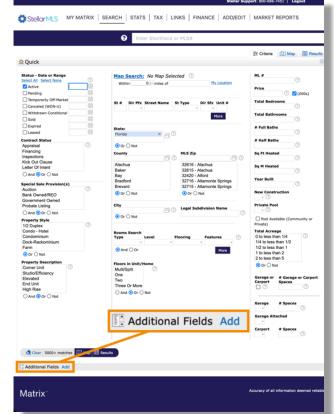
Adding Fields to Search Forms

Near the bottom left of Matrix search forms, there is an option to manage the display of additional criteria fields. For this first example, please use the Residential Quick form.

To begin, scroll down to the bottom left corner, and select the link that reads "Add" to open a list of Frequently Used Fields in Matrix that may be added to a form.

On the page that follows, navigate the available fields either by scrolling through the list or by using the Search box. When using the Search option, results are returned as soon as matches are available based on the information entered.

It is important to note that when reviewing the list, the selections shown are *field names* rather than options that may be selected within those fields (when applicable). For instance, "View" is a field name in Matrix, however that field contains values that may then be selected from a predefined list such as City, Garden, Golf Course, Pool, etc.





Move the field(s) you wish to add to the search form from the Available Fields box on the left to the Selected Fields box on the right by first highlighting the field name then using the Add button between the two boxes.

Fhese are the frequently used search fields; searches.	you can add them	to your search page to create	customized
Available Fields		Selected Fields	
# Of Paddocks Pastures # of Pets Allowed # Of Septics # Of Stalls # Of Wells \$/SqFt Accessibility Features Active Open House Count Additional Lease Restrictions Additional Parcels Y/N Additional Parcels Y/N	Add -> Remove <-		Move Up Move Down
Search:			

When you first begin adding additional fields to search forms, you will probably encounter a situation where the criteria you want does not appear in the Available Fields list. One example of this would be the word "fenced". Although this word does not appear as a field name, that does not mean "fenced" could not be an option somewhere *within* a criteria field in Matrix.

So, how can you strategically add fields to your search forms? For this, we will review a document that is required to be completed (and signed) before listings are activated in the MLS. That document is called a Listing Data Entry Form.

Data entry forms are available for all property classifications in the MLS (e.g. Residential, Income, Vacant Land, etc.) and contain all of the fields available in Matrix for that particular property type.

Listing forms can be accessed in the Document Library under the Resources tab of Stellarmls.com, from a link on the Products & Services page of Stellar Central, TransactionDesk and Form Simplicity, as well via links from within Matrix. In this class, we will focus on the Residential Listing Data Entry Form.

Stellar 🗱	MLS	Products Resources	 Data Delivery • 	Education About -	Join - News C
Listing Forms		•	Search Documents		
Commercial BUSO -	January 2023	Commercial Lease - Ja	nuary 2023	Commercial Sale	January 2023
Pdf	Download	B Pdf	Download	B Pdf	Download
income - January 20	023	Listing Input Checklist		Owners Authorizatio	on Office Exclusive
D Pdf	Download	B Pdf	Download	B Pdf	Download
Owners Authorization	n Temporary Exclusion	Rental - January 2023		Residential - Januar	ry 2023
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Status Change Form	- April 2022	Vacant Land - January	2023		
Pdf	Download	B Pdf	Download		_

For your convenience, you may access all the data entry forms by selecting the link shown here:

https://www.stellarmls.com/documents/listing-forms

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Please note that MLS Data Entry Forms are updated periodically, so be sure that you are using the most current version!

For this class, open the Residential Listing Data Entry Form. The current version (when these course notes were prepared) is titled **Residential - January 2023.**

With the PDF form displayed on your computer, open a search box by first typing **Ctrl+F** on a PC or **CMD+F** on a Mac. These are usually the keyboard shortcuts for the find function but, if not, you may need to locate the option depending on your computer setup. The goal is to search the PDF for your desired word.

For this example, type "fenced" into the search box and two matches should show within the field titled **Fencing**.

Mr Challenshill C				
Stellar MLS				
RESIDENTIAL LISTING D	TA ENTRY FORM	Indicates Multiple Choice	Indicates Single	Choice * Indicates Required Field
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				Auction Probate Listing
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C Exclusive Right with	schusion/Verlable		iot Represented	Short Sale
Exception	Commission O Canada Se	U bener N	en Representeo	None None
ADDRESS			l	Government Owned
Street Number* Street Di	Pre Street Name*		Street	Type Street Dir Post
	0			0
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	[
County*		Country*		
county"		Country*	Development	
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O Two O Three or More				
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	Garden	Gray Water System	Hurricane Shutters	Irrigation System	Lighting		
	Outdoor Grill	Outdoor Kitchen	Outdoor Shower	Other	Private Mailbox		
	Rain Barrel/Cistern(s)	Rain Gutters	Sauna	Shade Shutter(s)	Sidewalk		
	Sliding Doors	Sprinkler Metered	Storage	Tennis Court(s)			
	Fencing						
	Barbed	Board	Chain Link	Cross Fenced	Electric		
	Fenced	Masonry/Brick	Other	Stone	Vinyl		
	Wire	Wood					
	Copyright © 2022 Stellar MLS, all rights	reserved	Page 3 of 13		REV. Drc 2022		
	Copyright @ 2022 Otomai MEO, all rights	1930 VOL.	rage 5 or 15		REV. DIG EGEE	_	
	Road Surface Type*						
	Asphalt	Brick	Chip And Seal	Concrete	Dirt		
	Gravel	Limerock	Other	Paved	Unimproved		
	Road Responsibility						
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	Garage/Parking Features	Alley Access	Assigned Parking	Bath in Garage	Boat Parking		
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	Garage/Parking Features Airplane Hangar Circular Drive	Common	Converted Garage tion(s) Garage Door Opener Ground Level	Covered Parking Garage Faces Rear	Curb Parking		
a	Garage/Parking Features	Common Electric Vehicle Charging Stat	Converted Garage tion(s) Garage Door Opener	Covered Parking Garage Faces Rear	Curb Parking Garage Faces Side		
ed)	Garage/Parking Features	Common Electric Vehicle Charging Stat	Converted Garage tion(s) Garage Door Opener Ground Level	Covered Parking Garage Faces Rear	Curb Parking Garage Faces Side		
fenced	Garage/Parking Features	Common Electric Vehicle Charging Stat Golf Cart Parking Decritics Wede Words 1 of 2 matches	Converted Garage tion(s) Garage Door Opener Ground Level	Covered Parking Garage Faces Rear Guest Parking	Curb Parking Garage Faces Side None		of 2 match

Fencing



Again, depending on how you opened the PDF (downloaded to your computer or displayed in your web browser), as well as the computer operating system you are using, the search box may appear in a different location than shown in the above image.

The takeaway is that you are now able to confirm that "Fenced" is an option that could have been selected in the **Fencing** field when the property was entered into the MLS.

rending					
Barbed	Board	Chain Link	Cross Fenced	Electric	
Fenced	Masonry/Brick	Other	Stone	Vinyl	
Wire	Wood				

Now that we know the field name, return to Matrix, select **Fencing** from the Available Fields list (1), choose the Add button (2) to move the field to the Selected Fields window, then use the Back button (3) to return to the search form.

Stellar MLS MY MATRIX	SEARCH STATS TAX LINKS	FINANCE ADD/EDIT	MARKET REPORTS
Enter Shore	thand or MLS#		× Q
Frequently Used Fields			
These are the frequently used search fields; searches. Available Fields Exterior Features Farm Type Fee Includes Artificial Available: Financing Available: Ficeplace Description Fireplace Description Fireplace VIN Flood Zone Date Flood Zone Date Flo	you can add them to your search page to create of Selected Fields Fencine Remove <-	Move Up Move Down	

Scroll to the bottom of the form and the Fencing field will now be available for you to select "Fenced" from the list of the available options.

Clear 5	000+ matches III Map III Results	
Additional	Fields Add/Remove	
Electric Fenced Hedge Masoni Other		
Matrix	Accuracy of all information deemed reliable but not guaranteed and should be independently verified. © My Florida Regional Inc. DBA Stellar MLS, all rights Matrix v10.8. Copyright © 2023 CoreLogic. All rights reserved. Terms of Use.	S Powered By CoreLogic

Notice that the link next to the words "Additional Fields" now reads "Add/Remove". It is important to note that any fields added to a particular search form in Matrix will remain

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on that form until you remove them. Moreover, fields are only added to the form being used at the time and not globally in Matrix.

Add fields as desired and reorder them using the Move Up or Move Down buttons to the right of the Selected Fields once you highlight the field name in the list. To remove a field, simply select it and use the Remove button between the list windows.

In addition to the example above for fenced properties, another use of this process can be demonstrated with the word "Fixer". Fixer is not an available field in Matrix but by searching the Listing Data Entry Form, you will find it as an option within the field titled **Property Condition**.

It is important at this point to note two things, (1) the data in the MLS is only as good as what the listing agent has entered and (2) each of these examples is predicated upon a list of predetermined options within the field.

So now the question is, where else could keywords or terms appear if they are not in a list that an agent chooses from on the Data Entry Form?

The answer? Open text fields such as **Public Remarks**! This field is one location where a listing agent can describe features of the property in their own words and which may not have been a selectable value in one of the other fields.

To search in text-based MLS fields, you can use wildcards....

Using Wildcards

To demonstrate wildcard searching, we will begin with the Legal Subdivision Name field which is already a default on the Residential search forms in Matrix.



A wildcard is represented by an asterisk character (*) and used in place of what is unknown.

For example, if a customer mentions interest in a subdivision, but cannot recall any portion of the name other than it contained the word "Ranch", this is a perfect use for wildcards. Because the letters "ranch" could appear anywhere in the name of the subdivision, enclose the characters with asterisks (e.g., *ranch*). When *ranch* is placed into the Legal Subdivision Name field, any property with those letters appearing anywhere in the field (and matching the rest of your search criteria of course) will be returned.

	10		?
Alachua Baker Bay		32616 - Alachua 32615 - Alachua 32420 - Alford	Sq M Heated
Bradford Brevard		32716 - Altamonte Springs 32715 - Altamonte Springs	Year Built
⊙ Or ○ Not		⊙ Or ○ Not	New Construction
City	0	Legal Subdivision Name *ranch* ?	Private Pool
⊙ Or ○ Not			Pool Available (Commun
			Private)
Rooms Search			Total Acreage
	evel F	Features ?	Total Acreage 0 to less than 1/4
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Type Let v v Or Or	•	-	Total Acreage 0 to less than 1/4 1/4 to less than 1/2
Type Le And Or Floors in Unit/Ho Multi/Split	•		Total Acreage0 to less than 1/41/4 to less than 1/21/2 to less than 11 to less than 2
Type Le And Or Floors in Unit/Ho	~ [Total Acreage0 to less than 1/41/4 to less than 1/21/2 to less than 11 to less than 22 to less than 5

When viewing the matching listings on the Results tab, notice that the letters "r-a-n-c-h", in that order, can appear anywhere in the subdivision name:

Previo	us	Next ·	1-10	of 10	Ch	ecked 0	All •	None • Pa	age Displa	y Agent Single I	Line v	t 25 → per page 🖉 🕸			
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															PALM VILLAGE RANCH
															LAKE TROPICANA RANCHETTES
															RANCHWOOD ESTATES
															RIVER RIDGE RANCHES
															RANCHO BAY VILLA

This is an important concept as subdivisions including names such as Ranchland, Ranchettes, and Rancho are all included in the matched results in addition to those containing just the letters/word "ranch" itself.

But what about only those subdivisions that begin or end with the letters "r-a-n-c-h"?

Because the wildcard character indicates what we don't know, just add it where needed. Entering **ranch*** will return subdivisions in which the first five letters are "r-a-n-c-h" whereas ***ranch** will end with those characters.

By adding an exclamation mark (!) before the wildcard search allows you to exclude the wildcards as well!

With this understanding, we can now continue exploring the power of searching using wildcards in a field such as Public Remarks.

For this example, we will use the word "stainless" as in "stainless steel appliances". "Stainless" does not appear on the Residential Listing Data Entry Form, however an agent may have referenced the word "stainless" within the Public Remarks. Chances are that the agent did not begin or end the Public Remarks field with those letters however so be sure to enclose it in asterisks (e.g., *stainless*).

Another important distinction is that Matrix will search for exactly those characters between the wildcards, meaning if the word was misspelled or perhaps abbreviated, that property listing would not be returned.

But what if you wanted to search for multiple terms at the same time? No problem! When entering search characters enclosed by wildcards, just separate them with commas. In this instance, Matrix treats the comma as an "or" statement.

Additional Fields Add/Remove

Public Remarks *stainless*,*granite*,*etc.*

In the image above, Matrix would search for "stainless" or "granite" or "etc." anytime	!
any one of those entries appeared in the Public Remarks field.	

If you remove the comma, it is considered an "and" statement. In the image below, Matrix would therefore return only those listings that had all three entries in their Public Remarks.

*ranch	?
Legal Subdivision Name ranch*	?
Legal Subdivision Name	(?)
!*ranch*	(*)





Additional Fields Add/Remove	
Public Remarks *stainless ** granite ** etc. *	?

If you were wondering, you can also mix and match. In the image below, Matrix would return listings that have both "stainless" *and* "granite" *or* *etc.* in the Public Remarks field.

Additional Fields Add/Remove	
Public Remarks *stainless**granite*,*etc.*	?

Recall the "fixer" example above? Well, what if you were working with an investor interested in properties that may need repair? Although there is an option for "Fixer" under the Property Condition field, not all agents may check that box. Consider searching with wildcards for terms such as those shown in the following image. Remember that partial terms such as *handy* would include results such as "handyman", "handywoman", "handyperson", etc.

Additional Fields	Add/Remove
Public Remarks *fixer*	, *tlc*, *needs work*

Using wildcards when searching can be of great benefit and is a fantastic way to take searching in Matrix to a whole other level!

Saved Searches vs Carts

In this section let's explore the differences between saved searches and carts in Matrix.

The primary difference is that a saved search only saves the *criteria* used to find matching listings when the search is run vs a cart which is like bookmarking a specific listing (or listings!) to return to in the future even if they no longer match the original search criteria.



Saved Searches

Regarding saving searches, remember that you can access the button bar used to save searches either on the Map or Results tabs of Matrix.

Map tab:

		Stella	r Support: 800-686-7451 Log	jout	
Stellar MLS	MY MATRIX SEARCH STAT	s TAX LINKS FINANCE ADD/EDI	T MARKET REPORTS		🖉 Hello, Demo -
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		Brooksville	orlando Titusville		
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Results tab:

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🔎 New Saved Search 😤 New Aut	o Email 🔑 New Speed	Bar Shortcut										

A key tip for this class however is that your search criteria does not need to return any results to save your search, simply open the Matrix map or the Results page to access the New Saved Search button!



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RES ACT Sarasota				×Q	Include other cri	teria	Recent Searche	s D
Display Agent S	Single Line vat 25	i → per page	莽 Criteria	а 🖽 Мар	E Results			
No Listings were found using your search criteria.								
Actions Refine Save Carts								
Rew Saved Search 4 New Auto Email 4 New Speed Bar Shortcut Property Type is "Residential" States is Arburs State is "Arburs County is "Sanseta'								
Current Price is 100000000 Ordered by Status, Current Price Found 0 results in 0.09 seconds.							Display	Agent S
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Matrix - Accuracy of all information deemed reliable but n Matri		Refine	Save	Carts				
	🔎 Nev	v Saved Se	earch 👫	New A	uto Email	New Sp	beed Bar Sl	hortcut

Recall the first section of this course regarding adding additional fields to search forms? Once added, those fields will always be present when you open that particular form until you remove them...What if you like to use certain fields for certain aspects of your business but don't need all of them all of the time?

For instance, maybe adding additional fields such as Building Elevator Y/N or Floor Number when searching for condominiums happens often but you do not want those options to show when searching for single family homes.

Here's the tip....

The Criteria tab in Matrix will retain and re-display any additional form field that was added, *and had a value entered*, at the time the search was saved! Simply open the saved search, and there are the additional fields – even if you had removed them from the form afterwards!

Here are the steps to leverage this power-user tip:

- 1. Add the desired additional fields to your search form and place in any value that is the key. Remember that you do not need any results to be returned to save a search...
- 2. Open either the Map or Results view and from the Save tab of the button bar, select the New Saved Search button
- 3. Name the search and (optionally) check the box to save it as a favorite
- 4. You may now remove any or all the additional fields from the search form

When you would like to run a search using your customized set of additional fields, simply open the Saved Search (1), switch to the Criteria tab (2), and modify your criteria as needed!



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Searches	À Elevator Floor Number Fields 축 Crite ☆ Quick	ria 🖽 Map 🖩 Results 🛞
OneHome Demo Ocean View Properties 2022-12-15 WWB Example Condos 34236 34236 Downtown Condos CMA Example - Sarasota ACT/PND 180/SCM CMA Tools - Cloud CMA Demo Ser cb DPR Example - MLS Lead Gen Manage		≥ 2 ⇒ ⊈ ((00)) hadrooms bathrooms Bathrooms
Elevator Floor Number Fields Added to Sear Manage EXAMPLE: Additional Fields Added to Sear Manage FIXERS in Tampa Manage Hyper-Local Example Matrix Results - S Manage	Chair 395 matches III Heavits Mdditional Fields Add/Remove Building Breveter VM Yes O I a I I a I	
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IMPORTANT NOTE: As expected, the criteria added at the time you saved the search will be used to return matching listings including any placeholder values that were used to ensure the field itself was also saved.

BONUS TIP: A quick way to retain the additional fields but start your search from scratch is to use the Clear button on the Criteria tab!

Clear 0 matches I Map I Results	Clear 5000+ matches ∭ Map ⊞ Results
Additional Fields Add/Remove	Additional Fields Add/Remove
Building Elevator Y/N Yes V ?	Building Elevator Y/N \checkmark ?
Floor Number 4 5	Floor Number 4 5
● Or ○ Not Total # of Floors 100 ?	Or O Not Total # of Floors

Want to add another field to this saved search? Add the field to the form, be sure to place in a value, then return to the Save tab of the button bar and you can update your existing saved search or create a new one!

Actions	Refine	Save	Carts				
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Important Note

This process will add the new field to your saved search but also to the default form, meaning it will appear the next time you open the form. As before, you will need to Add/Remove the field(s) as desired from your defaults.

So...why, and how, could this be helpful? You can use this technique to design your own search templates!

Perhaps you have a search that includes all the preset fields pertaining to pet information or maybe you add the Complex/Community Name field coupled with Community Features, Association Amenities, and Public Remarks. You can create multiple options based on what is important to your business!

Carts

As mentioned previously, Saved Searches differ from Matrix Carts in that a cart will allow you to return to a specific listing even if it no longer matches your original search criteria. Think of this as bookmarking a particular listing, or group of listings, for future reference.

To add a listing to a cart, select any listing that appears in your search results either on the Map or Results displays in Matrix, then choose the Carts tab from the button bar.

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You may now create a new cart or select a pre-existing one from the dropdown list and add the listing(s).

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Select the New Cart button and a pop-up display appears where you may enter a Cart Name and (optionally) assign it to a contact in Matrix. All contacts in Matrix have a cart



available and you can select the contact name by using the dropdown menu. If you are working with a new customer, you may also add a contact by selecting the Create a New Contact link. And yes, you may associate multiple carts with a single contact.

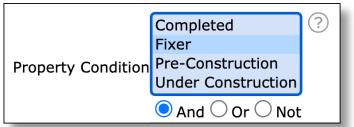
	🛒 Add/Edit Cart				
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You may be asking, how then do carts factor into advanced searching if they are used to "bookmark" listings in Matrix?

In Matrix, search criteria builds upon itself and is reflected in the results returned for each search. However sometimes criteria can conflict and therefore multiple searches may be required as part of your research. So how can you compare results from multiple searches in case of an overlap? This concept can be made much clearer by expanding on our investor example earlier...

The customer wanted a property in need of repair and specifically asked for a "fixer upper". First, we used the Listing Data Entry form and added Property Condition as an additional field to the search form so that we can then select "Fixer" from the available

options. The Property Condition field however has three radio button options below its pick list – And, Or, and Not however these are not contingencies against other form field criteria, those buttons only affect selections within the Property Condition pick list itself.





This means that "Fixer", when selected, is either included or excluded. Selecting the Or radio button will not make "Fixer" optional in your search and return listings that an agent indicated was, or was not, a "Fixer" in terms of Property Condition.

This means that if we also wanted to use wildcards and search the Public Remarks field for key terms that the listing agent may have used to describe the property such as "tlc",

"needs work", or even the word "fixer" itself, the other reference to Fixer in the Property Condition field would either need to be included or excluded along with that criteria; selecting either the And or Or radio button equates to the same result.

	Completed	?
	Fixer	
Property Condition	Pre-Construction	
	Under Construction	
	🔿 And 🗿 Or 🔿 Not	
Public Remarks	*tlc*,*needs work*,	*fixer*
L		

Here is how all this now comes together...

Carts can also be used to group found sets of listings together, but an individual listing can only appear once so Carts can be used to refine results from multiple searches!

For our investor example, we will first run a search with Fixer selected under Property Condition and add those results to a New Cart.

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Then, we return to the Criteria tab, remove the selection for fixer and use wildcards to conduct another search using keywords within the Public Remarks field.



Once we have "additional" matches, select them all and add to the cart saved previously. Matrix will produce a dialog stating how many listings were added to the cart and the number of those that were already there!

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Using carts in this way can help refine your searches while saving you time!

Speed Bar & Search Widget

Have you ever used the Matrix Speed Bar?



Speed Bar

The Speed Bar is a searching tool that allows you to bypass standard search forms and run a search from any screen in Matrix. The Speed Bar accepts two types of input:

Speed Bar Shorthand Speed Bar Shortcuts

Notice there is reference text within the Speed Bar prompting you to enter either Shorthand or an MLS number? An MLS# is relatively self-explanatory: enter a valid



MLS number, type enter (or return) on your keyboard, and be taken directly to that listing. This is a fast way to get to a particular listing as Matrix will perform the search and immediately display the match on the SEARCH Results tab. Note that this is a Cross Property search in Matrix meaning that all classifications of real estate are being referenced (Residential, Vacant Land, Income, etc.).

Another option is that you may type a property address into the Speed Bar. To search effectively however, only enter the street number and street name. Please be sure that the Street Name is exact and do not include a Street Type such as Avenue, Blvd, Circle, etc.

Along with a few basic examples, it's time to review Speed Bar Shorthand. This search method consists of simple codes that Matrix then translates into search criteria to perform a search. Shorthand codes are not case-sensitive, can be combined in any order (except for bedrooms and bathrooms), and should be separated by spaces, not commas.

For example, using the Speed Bar to search for Active listings in zip code 34236, simply enter ACT 34236 and type return. Easy...

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Recall however that this is a Cross Property search – Let's refine the zip code example above and search only for listings that are within the Residential property classification. To do so, add the shorthand code RESI (for Residential) into the Speed Bar:

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When placed before the Active Status shorthand code of ACT, Matrix returns the results immediately after pressing enter (or return). However, if you place RESI after the zip code, Matrix will first prompt you for confirmation:



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As mentioned previously, shorthand codes can be combined in any order however there is one exception and that is when searching for specific numbers of bedrooms and bathrooms. Bedroom number needs to be entered first, then bathrooms as in this example if searching for 3 or more bedrooms and 2 or more total bathrooms:



There are other ways of entering shorthand codes and if you would like a breakdown of additional shorthand codes and examples, select the question mark icon to the left of the Speed Bar. However, let's look at another use of the Speed Bar that can also level up your searching!

A fantastic search feature of Matrix is the ability instantly recall sets of search criteria directly from the Speed Bar by creating a Speed Bar Shortcut! Similar to how we saved criteria in Matrix as a Saved Search earlier, this next example may become one of your most valuable time-savers!

Once you have entered search criteria and viewed the results on the Map or Results displays in Matrix (even if the initial number is 0), select to the Save tab of the button bar and there is an option titled **New Speed Bar Shortcut**.



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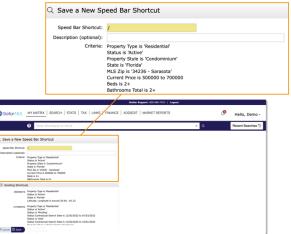
Select the button and a new page opens where you may now enter a name for the shortcut as well as an optional description.

Notice that a forward slash (/) has been entered into the name field? A shortcut name must begin with a forward slash.

Below these fields, the criteria that you entered for the search is displayed and then (when applicable) a list of existing shortcuts.

After entering the name, and description if desired, click the Save button in the lower-left corner.

Speed Bar Shortcuts provide fast access to searching and unlike Saved Searches, can be run from any screen in Matrix!



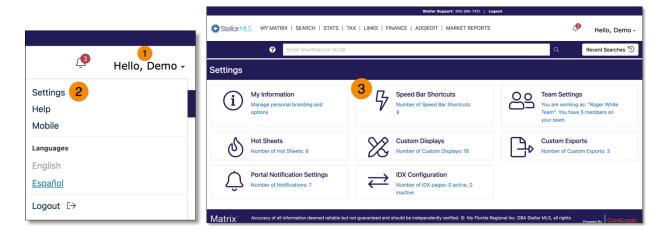
The power of Speed Bar Shortcuts becomes even more clear when you consider how quickly information pertinent to your business can be accessed. For example, saving a speed bar search for active listings within 3 miles of your office, all listings within a particular neighborhood, or bringing up your farm area. Another use could be to access an "additional fields search template" described earlier in this course!

Unlike a Saved Search, once a Speed Bar Shortcut is created, you cannot modify its settings or criteria from the search screens in Matrix, an entirely new shortcut would need to be added. However, you can make changes after accessing your existing Speed Bar Shortcuts either from the My Matrix menu or by selecting your name in the upper-right corner (1), then Settings (2), then the option for Speed Bar Shortcuts (3).

Advanced Matrix Searching



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Nou have no OneHome vis	My Speed Bar Shortcuts					



On the page that follows, existing Speed Bar Shortcuts are displayed in alphabetical order along with the search criteria and description (if entered).

The name of the shortcut is a hyperlink and, when selected, a new page will display the search criteria in an editable form.

Jse this page to modify and 'Save' the criteria as	or delete speed bar shortcuts. To create a new speed bar shortcut, run a search a speed bar shortcut.
Shortcut	Description and Criteria
C /cmademo	Property Type is 'Residentia' Status is 'Active' Status is 'Pending' Status Contractual Search Date is 12/30/2022 to 07/03/2022 Status is 'Sold'
	Status Contractual Search Date is 12/30/2022 to 10/01/2022 Property Style is 'Single Family Residence' State is 'Florida' City is 'SARASOTA' Beds is 3+ Bathrooms Total is 2+ Heated Area is 1700 to 2200 Year Built is 2010+ Pool Private Y/N is yees
C /cmasarasota	Property Type is 'Residential' Status is 'Active' Status is 'Pending' Status Contractual Search Date is 12/30/2022 to 07/03/2022 Status is 'Sold' Status contractual Search Date is 12/30/2022 to 10/01/2022 Property Style is 'Single Family Residence' State is 'Florida'



	Stellar Su	pport: 800-686-7451 Logout	
Stellar MLS MY MATRIX	SEARCH STATS TAX LINKS FINANCE ADD/EDIT	MARKET REPORTS	Hello, Demo -
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tatus - Date or Range	Map_Search: No Map Selected ⑦ Within	HL # Price SG0-TOC C 2 (005) 7-tal Bedrooms 2+ Total Bathsons 2+ Full Bathsons 2+ Full Bathsons 2+ 2+ 2+ 2+ 2+ 2+ 2+ 2+	
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And Or O Not	Baker 34243 - Sarasota Bay 34230 - Sarasota	3	
Auction	Bradford 34276 - Sarasota Brevard 34236 - Sarasota	Year Built	
Bank Owned/REO Sovernment Owned Probate Listing	Or O Not Or O Not	New Construction	

This page is then followed by a screen that allows you to update the name and/or description of the Speed Bar Shortcut, similar to when it was first created.

٩	Update to '/dtc	ondos'	
	Speed Bar Shortcut:	/dtcondos	
	Description (optional):		
Stellar M.S. Mr MATRIX SEARCH STATS TAX LINKS FINANCE ADQEDT		Property Type is 'Residential' Status is 'Active' Property Style is 'Condominiu State is 'Florida' MLS Zip is '34236 - Sarasota Current Price is S00000 to 70 Beds is 2+ Bathrooms Total is 2+	
C. Update to '/dtcondor' Seret for format: Immedia Decopie (update) Center: Trappy Type & Statistical Property Syste & Statistical Property Syste & Statistical Property Syste & Statistical Property Syste & Statistical Property System Property System P	X Cancel Save		
K Conce 🖄 Einer			
Matrix - Accuracy of all information deemed reliable but not quarterised and about the independently verified. 6: PH Means v138. Copyright 6: 2022 Concluse: All inplate reserved. 3		reserved. Powered By CoreLogic	

After choosing to either cancel or save any changes, you will then be returned to the list of existing Speed Bar Shortcuts.

Should you wish to delete a Speed Bar Shortcut, check the box to the left of the shortcut name and the option to delete will become available in the button bar near the lower-left of the display.

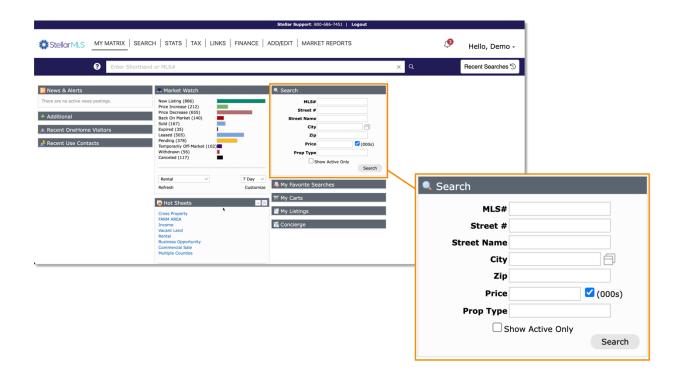
Ise this page to modify or d nd 'Save' the criteria as a s	elete speed bar shortcuts. To create a new speed bar shortcut, run a search peed bar shortcut.	
hortcut	Description and Criteria	
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Crmasarasota /crmasarasota	Pool Private Y/N is yes Property Type is /Residential' Status is /Active' Status Schurckual Search Date is 12/30/2022 to 07/03/2022 Status Schurckual Search Date is 12/30/2022 to 07/03/2022 Status Contractual Search Date is 12/30/2022 to 10/01/2022 Property Style is 'Single Family Residence' State is 'Ponda'	



Alongside the convenience of the Speed Bar, there is one additional search option that will be featured in this class. For those who like the immediacy of the Speed Bar but would prefer a bit more structure when entering criteria, the Search widget may be your perfect solution!

Search Widget

Available directly on the Matrix Home page, the Search widget consists of seven MLS fields and an option to return only Active-status listings.

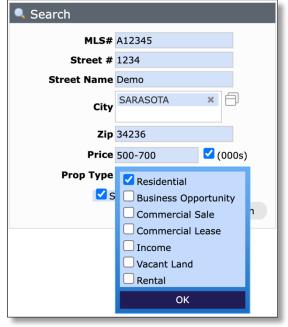


As with any widget location on the Home page (the only exception being News & Alerts), you can rearrange the position of the Search widget as you wish so that each time you open Matrix, the Home page is customized with your preferences.

As expected, simply enter the criteria you wish into the fields available and use the Search button to be taken directly to the results display. Just like full search forms in Matrix, the City field allows matching as soon as you begin typing into the field or you may use the icon to the right to open the Dictionary Lookup window.

Use the Prop Type field to further refine your criteria by selecting any of the options available in the list of property type classifications. Results from any search using the widget will first be returned in a Cross Property Single Line display.

Should you switch from the Results to Criteria tab, you will notice that certain fields from the widget were added to the Additional Fields section (if a value was entered on the Home page) along with default field options. If desired, you can then modify the search criteria.



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- P	Street Number	1234	?	
	Street Name	Demo	?	
	Zip	34236	?	
	Property Type	Commercial Sale		
		◯ Or ◯ Not		
	ML # A12345 Price 500-700	Criteria (1) Map (1) Resulta A1235 Price 300-700 (2) (2) (000) Private Street Number Street Name Zip	# Criteria # Criteria # Criteria # # # ######	

We hope these tips and techniques for Advanced Searching in Matrix will benefit your business, save you time, and inspire you to attend more classes offered by the Stellar MLS Training Team.

