

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).

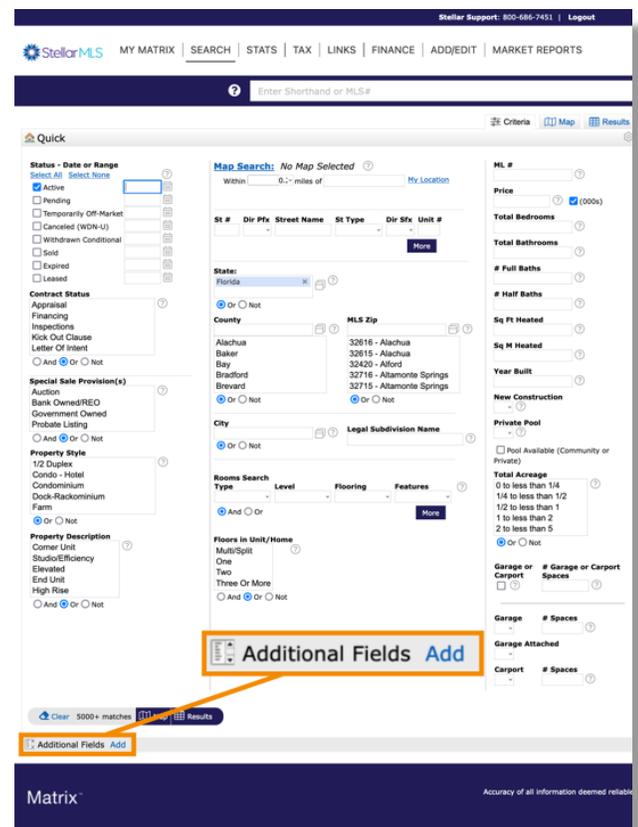
Adding Fields to Search Forms

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.

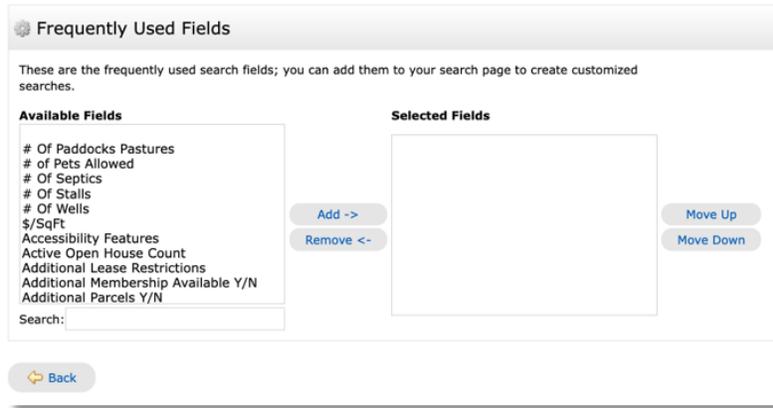
To begin, scroll down to the bottom left corner, and select the link that reads "Add" to open a list of Frequently Used Fields in Matrix that may be added to a form.

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.

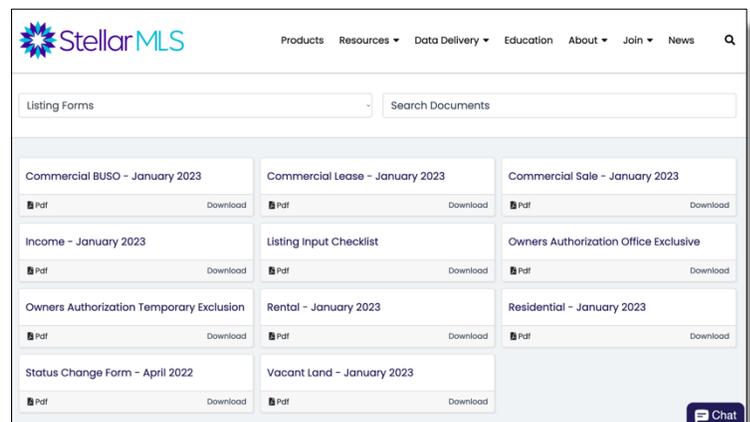


When you first begin adding additional fields to search forms, you will probably encounter a situation where the criteria you want does not appear in the Available Fields list. One example of this would be the word “fenced”. Although this word does not appear as a field name, that does not mean “fenced”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



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

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

Advanced Matrix Searching

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**.

Exterior Features*

<input type="checkbox"/> Awning(s)	<input type="checkbox"/> Balcony	<input type="checkbox"/> Courtyard	<input type="checkbox"/> Dog Run	<input type="checkbox"/> French Doors
<input type="checkbox"/> Garden	<input type="checkbox"/> Gray Water System	<input type="checkbox"/> Hurricane Shutters	<input type="checkbox"/> Irrigation System	<input type="checkbox"/> Lighting
<input type="checkbox"/> Outdoor Grill	<input type="checkbox"/> Outdoor Kitchen	<input type="checkbox"/> Outdoor Shower	<input type="checkbox"/> Other	<input type="checkbox"/> Private Mailbox
<input type="checkbox"/> Rain Barrel/Cistern(s)	<input type="checkbox"/> Rain Gutters	<input type="checkbox"/> Sauna	<input type="checkbox"/> Shade Shutter(s)	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Sliding Doors	<input type="checkbox"/> Sprinkler Metered	<input type="checkbox"/> Storage	<input type="checkbox"/> Tennis Court(s)	

Fencing

<input type="checkbox"/> Barbed	<input type="checkbox"/> Board	<input type="checkbox"/> Chain Link	<input type="checkbox"/> Cross Fenced	<input type="checkbox"/> Electric
<input type="checkbox"/> Fenced	<input type="checkbox"/> Masonry/Brick	<input type="checkbox"/> Other	<input type="checkbox"/> Stone	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Wire	<input type="checkbox"/> Wood			

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STELLAR MLS RESIDENTIAL LISTING DATA ENTRY FORM Indicates Multiple Choice Indicates Single Choice * Indicates Required Field

Road Surface Type*

<input type="checkbox"/> Asphalt	<input type="checkbox"/> Brick	<input type="checkbox"/> Chip And Seal	<input type="checkbox"/> Concrete	<input type="checkbox"/> Dirt
<input type="checkbox"/> Gravel	<input type="checkbox"/> Limerock	<input type="checkbox"/> Other	<input type="checkbox"/> Paved	<input type="checkbox"/> Unimproved

Road Responsibility

<input type="checkbox"/> Deeded Easement	<input type="checkbox"/> Private Maintained Road	<input type="checkbox"/> Public Maintained Road	<input type="checkbox"/> Road Maintenance Agreement
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Garage* Yes No **Carport*** Yes No **Attached Garage** Yes No **Garage Spaces** **Carport Spaces** **Garage Dimensions**

Garage/Parking Features

<input type="checkbox"/> Airplane Hangar	<input type="checkbox"/> Alley Access	<input type="checkbox"/> Assigned Parking	<input type="checkbox"/> Bath in Garage	<input type="checkbox"/> Boat Parking
<input type="checkbox"/> Circular Drive	<input type="checkbox"/> Common	<input type="checkbox"/> Converted Garage	<input type="checkbox"/> Covered Parking	<input type="checkbox"/> Curb Parking
<input type="checkbox"/> Driveway	<input type="checkbox"/> Electric Vehicle Charging Station(s)	<input type="checkbox"/> Garage Door Opener	<input type="checkbox"/> Garage Faces Rear	<input type="checkbox"/> Garage Faces Side
<input type="checkbox"/> Golf Cart Garage	<input type="checkbox"/> Golf Cart Parking	<input type="checkbox"/> Ground Level	<input type="checkbox"/> Guest Parking	<input type="checkbox"/> None

Search: fenced | Highlight All | Match Case | Match Diacritics | Whole Words | 1 of 2 matches

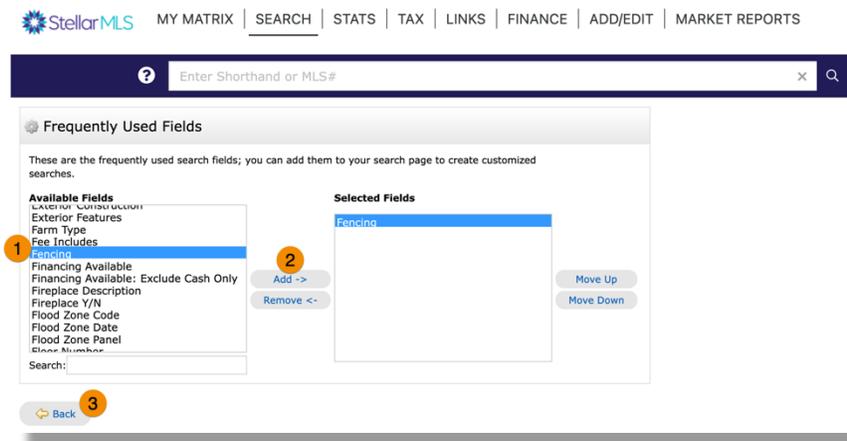
Again, depending on how you opened the PDF (downloaded to your computer or displayed in your web browser), as well as the computer operating system you are using, the search box may appear in a different location than shown in the above image.

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.

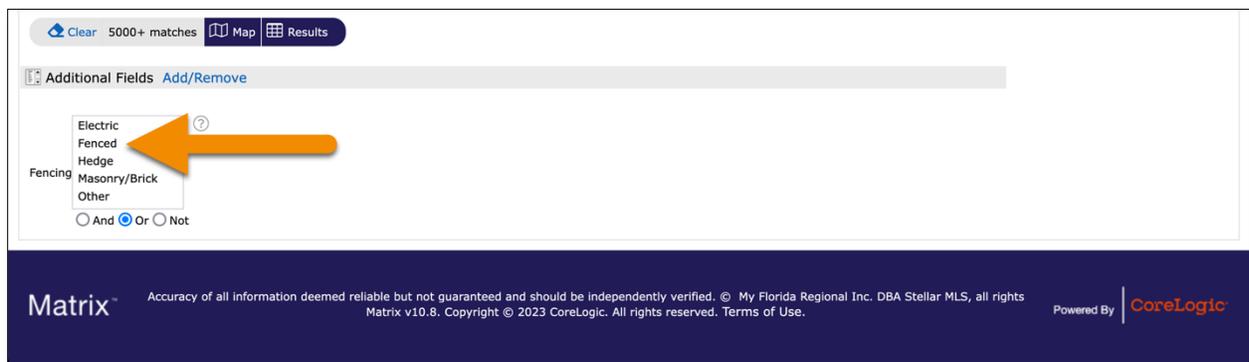
Fencing

<input type="checkbox"/> Barbed	<input type="checkbox"/> Board	<input type="checkbox"/> Chain Link	<input type="checkbox"/> Cross Fenced	<input type="checkbox"/> Electric
<input type="checkbox"/> Fenced	<input type="checkbox"/> Masonry/Brick	<input type="checkbox"/> Other	<input type="checkbox"/> Stone	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Wire	<input type="checkbox"/> 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.



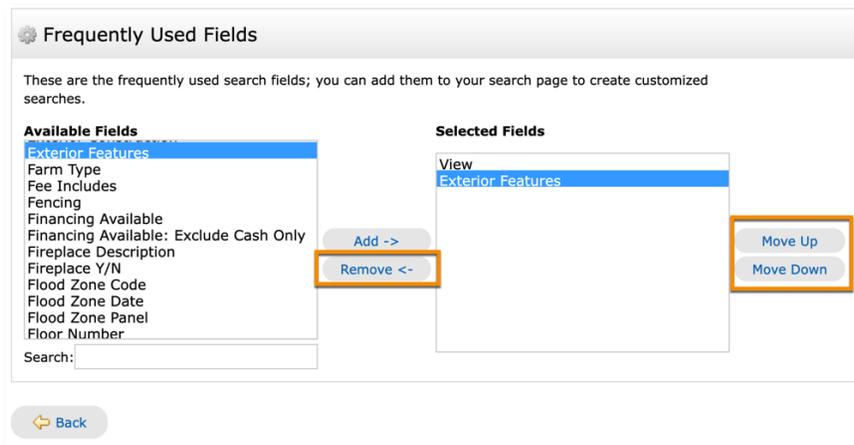
Scroll to the bottom of the form and the Fencing field will now be available for you to select “Fenced” from the list of the available options.



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

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.

The screenshot shows a search criteria form with the following fields and values:

- County: Alachua, Baker, Bay, Bradford, Brevard
- MLS Zip: 32616 - Alachua, 32615 - Alachua, 32420 - Alford, 32716 - Altamonte Springs, 32715 - Altamonte Springs
- City: (empty)
- Legal Subdivision Name: *ranch*
- Rooms Search: Type, Level, Flooring, Features
- Floors in Unit/Home: Multi/Split, One, Two, Three Or More
- Sq Ft Heated: (empty)
- Sq M Heated: (empty)
- Year Built: (empty)
- New Construction: (empty)
- Private Pool: (empty)
- Total Acreage: 0 to less than 1/4, 1/4 to less than 1/2, 1/2 to less than 1, 1 to less than 2, 2 to less than 5
- Garage or Carport: (empty)
- # Garage or Carport Spaces: (empty)

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:

#	ML #	Status	Address	City	Zip Code	Subdivision Name	SqFt	H	Current Price	BED
1	08677123	ACT	2947 S PALM LN	COVING	32708	RANCH UNIT 04	1,920		\$489,000	5
2	08677087	ACT	22122 COUNTRYLAND DR	LAKELAND	32809	RANCHLAND ACRES ADD	920		\$229,	
3	08677175	ACT	4510 NE 53RD LN	WILDWOOD	34785	WILDWOOD RANCH	768		\$65,0	
4	08677208	ACT	780 EAGLE RUN	GRANDLAND	34738	RANCH CLUB SUB	3,611		\$1,25	
5	08677062	ACT	500 BOARDWALK AVE	HAINES CITY	33844	GRACE RANCH	1,408		\$299,	
6	08677000	ACT	3380 SW 44TH BLVD	DEERBROOK	34974	PALM VILLAGE RANCH	1,062		\$173,	
7	13396206	ACT	5080 SW 163RD TER	DUNNELLON	34432	LAKE TROPICANA RANCHETTES	1,344		\$139,	
8	13396415	ACT	1287 DUNNELLON LN E	DUNNELLON	34432	RANCHWOOD ESTATES	1,790		\$59,	
9	07662749	ACT	3428 E TORREY LN	AUSTIN PARK	32822	RIVER RIDGE RANCHES	872		\$225,	
10	200000000	ACT	9020 BRY VILLA CT	ORLANDO	32833	RANCHO BAY VILLA	3,711		\$1,17	

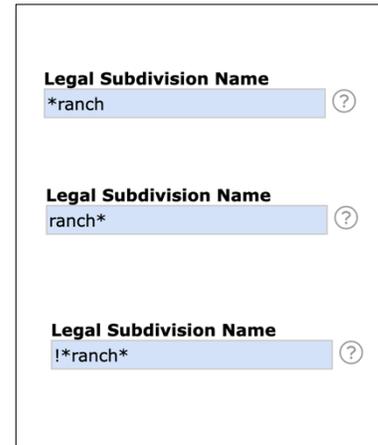
This is an important concept as subdivisions including names such as Ranchland, Ranchettes, and Rancho are all included in the matched results in addition to those containing just the letters/word “ranch” itself.

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.



Legal Subdivision Name
*ranch ?

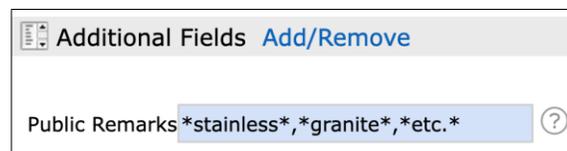
Legal Subdivision Name
ranch* ?

Legal Subdivision Name
!*ranch* ?

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.



Additional Fields [Add/Remove](#)

Public Remarks ?

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 ?

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 ?

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

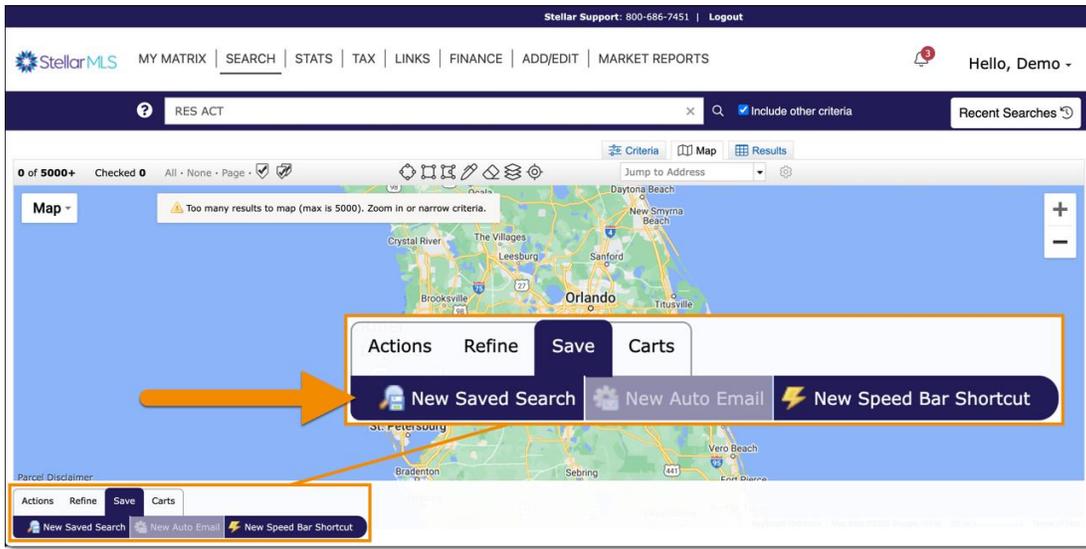
In this section let’s explore the differences between saved searches and carts in Matrix.

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.

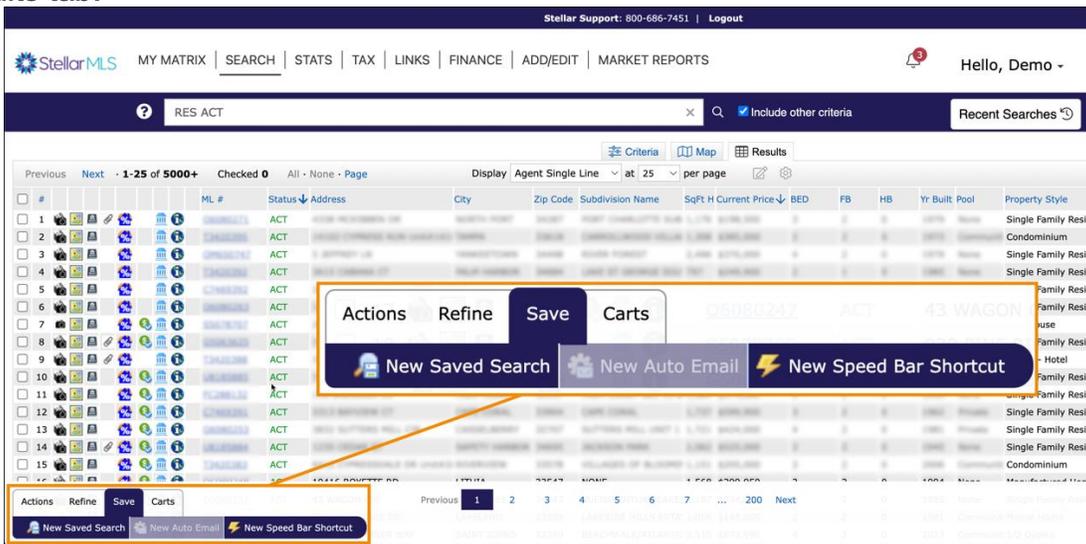
Saved Searches

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

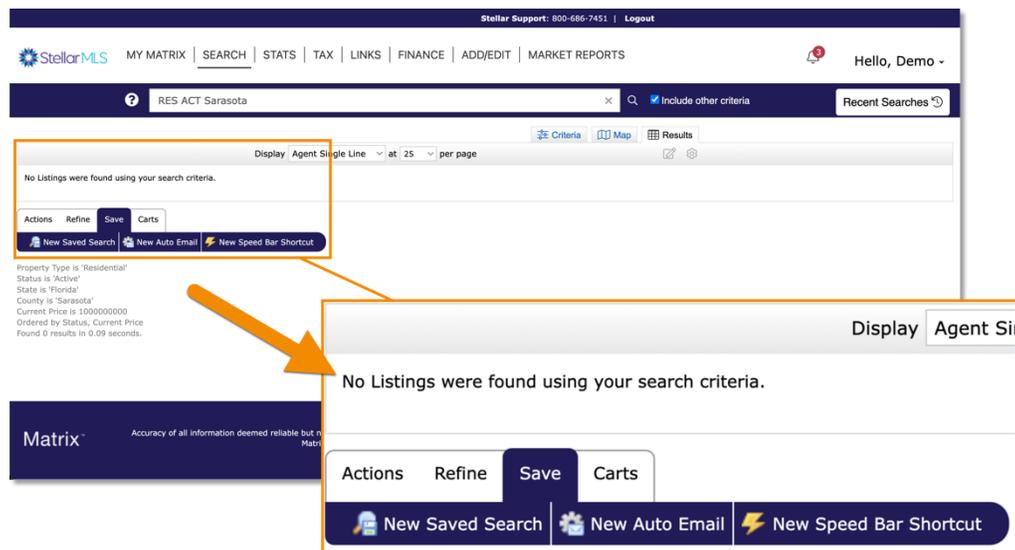
Map tab:



Results tab:



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!



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.

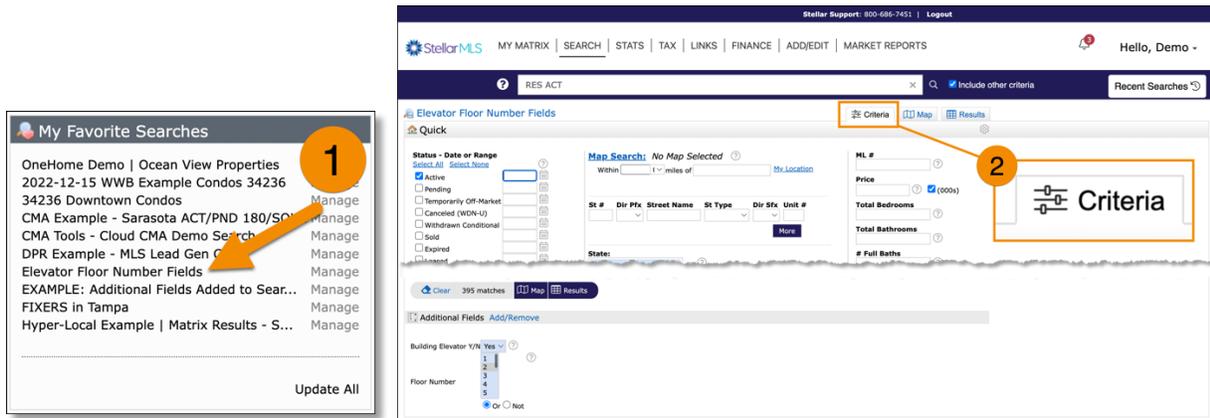
Here's the tip....

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:

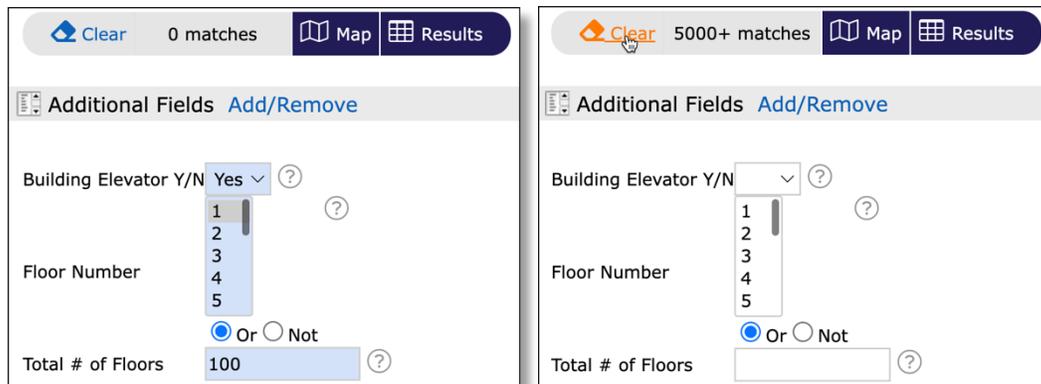
1. Add the desired additional fields to your search form and place in any value - that is the key. Remember that you do not need any results to be returned to save a search...
2. Open either the Map or Results view and from the Save tab of the button bar, select the New Saved Search button
3. Name the 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!

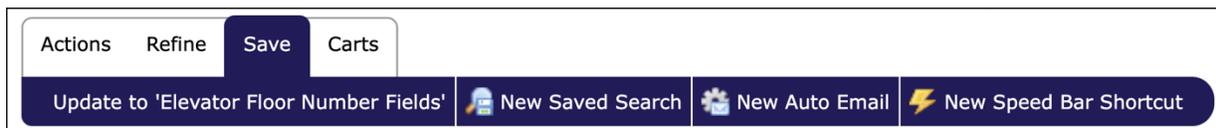


IMPORTANT NOTE: As expected, the criteria added at the time you saved the search will be used to return matching listings including any placeholder values that were used to ensure the field itself was also saved.

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!



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!



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.

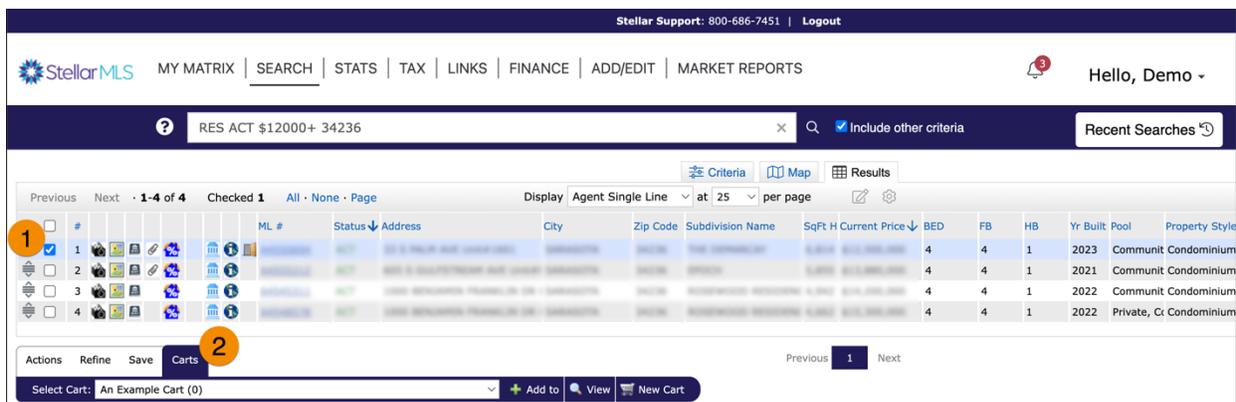
So...why, and how, could this be helpful? You can use this technique to design your own search templates!

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

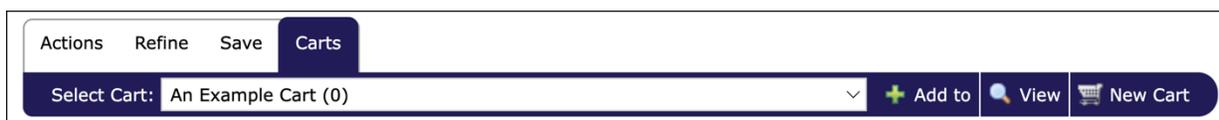
As mentioned previously, Saved Searches differ from Matrix Carts in that a cart will allow you to return to a specific listing even if it no longer matches your original search criteria. Think of this as bookmarking a particular listing, or group of listings, for future reference.

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.



The screenshot shows the StellarMLS search results interface. At the top, there's a navigation bar with 'StellarMLS', 'MY MATRIX', 'SEARCH', 'STATS', 'TAX', 'LINKS', 'FINANCE', 'ADD/EDIT', and 'MARKET REPORTS'. A search bar contains 'RES ACT \$12000+ 34236'. Below the search bar, there are tabs for 'Criteria', 'Map', and 'Results'. A table of search results is displayed with columns for #, ML #, Status, Address, City, Zip Code, Subdivision Name, SqFt, H, Current Price, BED, FB, HB, Yr Built, Pool, and Property Style. The first row is selected. Below the table, there's a button bar with 'Actions', 'Refine', 'Save', and 'Carts' (highlighted with a yellow circle '2'). A dropdown menu shows 'Select Cart: An Example Cart (0)'. To the right are buttons for '+ Add to', 'View', and 'New Cart'.

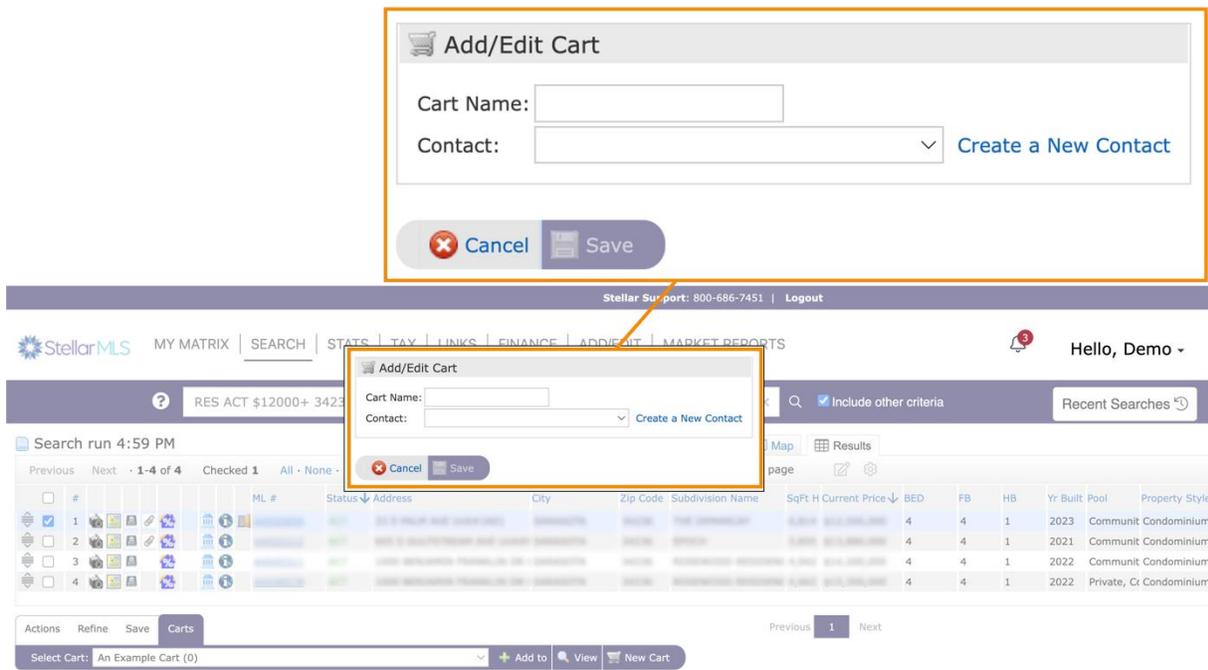
You may now create a new cart or select a pre-existing one from the dropdown list and add the listing(s).



This is a close-up of the button bar from the previous screenshot. It shows the 'Actions', 'Refine', 'Save', and 'Carts' tabs. The 'Carts' tab is active. Below the tabs, there's a dropdown menu for 'Select Cart: An Example Cart (0)'. To the right of the dropdown are three buttons: '+ Add to', 'View', and 'New Cart'.

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

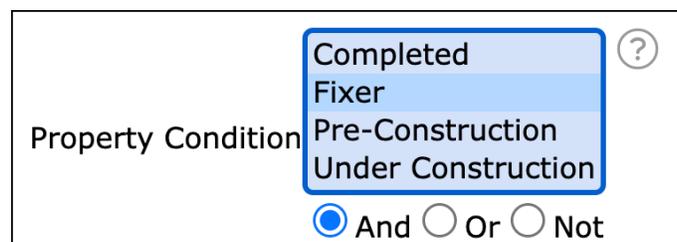
available and you can select the contact name by using the dropdown menu. If you are working with a new customer, you may also add a contact by selecting the Create a New Contact link. And yes, you may associate multiple carts with a single contact.



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.

Property Condition: Completed, Fixer, Pre-Construction, Under Construction
Public Remarks: *tlc*, *needs work*, *fixer*

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.

11 matches

#	ML #	Status	Address	City	Zip Code	Sut
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Select Cart: Fixer Demo Example (11)

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!

The screenshot shows the StellarMLS Matrix interface. On the left, a search filter is applied for 'Property Condition' set to 'Completed Fixer'. The search results table displays 14 listings, all of which are checked. A yellow notification bar at the top of the results area states: 'Added 12 Listings to my 'Fixer Demo Example' cart; 2 already there'. An orange arrow points to this notification bar. Below the table, the 'Carts' tab is active, showing a dropdown menu with 'Select Cart: Fixer Demo Example (23)' and buttons for 'Add to', 'View', and 'New Cart'.

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?

The screenshot shows the StellarMLS Speed Bar search widget. It features a search input field with a placeholder text 'Enter Shorthand or MLS#' and a search icon. To the right of the input field is a 'Recent Searches' button. The widget is part of the StellarMLS interface, with navigation links like 'MY MATRIX', 'SEARCH', 'STATS', 'TAX', 'LINKS', 'FINANCE', 'ADD/EDIT', and 'MARKET REPORTS' visible at the top.

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

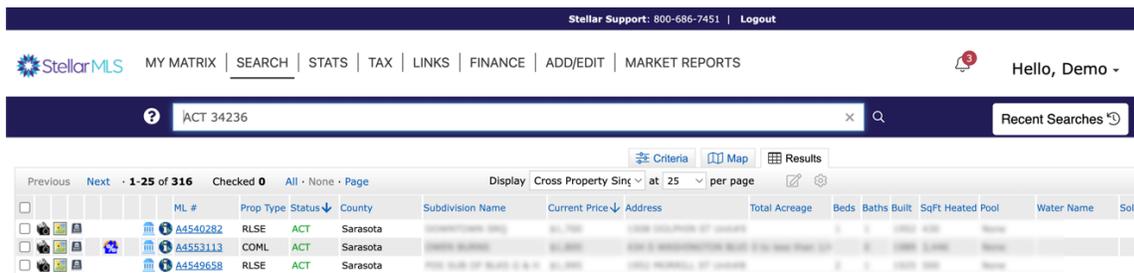
Notice there is reference text within the Speed Bar prompting you to enter either Shorthand or an MLS number? An MLS# is relatively self-explanatory: enter a valid

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.

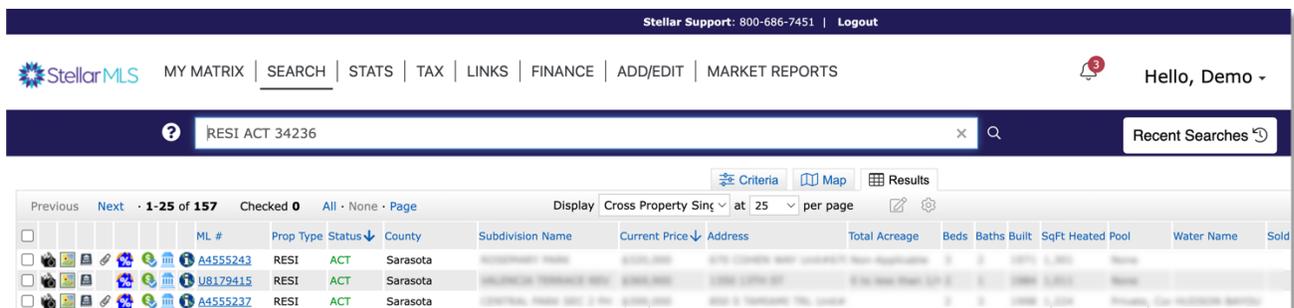
For example, using the Speed Bar to search for Active listings in zip code 34236, simply enter ACT 34236 and type return. Easy...



The screenshot shows the StellarMLS search interface. The search bar contains 'ACT 34236'. The results table shows 316 results. The first three rows are:

ML #	Prop Type	Status	County	Subdivision Name	Current Price	Address	Total Acreage	Beds	Baths	Built	SqFt Heated Pool	Water Name	Sold
A4540282	RLSE	ACT	Sarasota										
A4553113	COML	ACT	Sarasota										
A4549658	RLSE	ACT	Sarasota										

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:



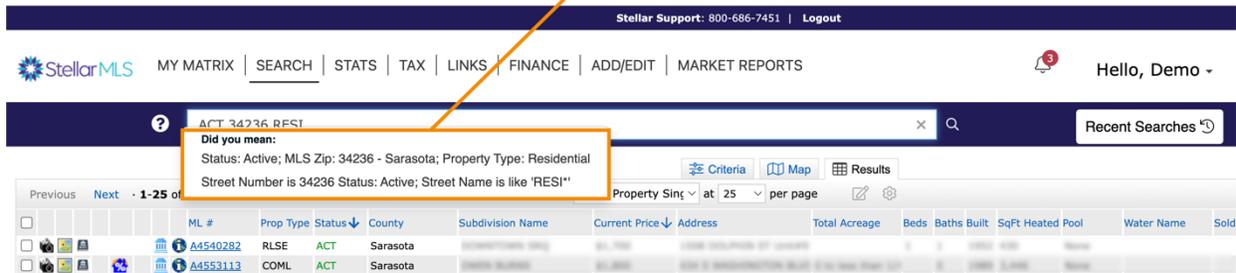
The screenshot shows the StellarMLS search interface. The search bar contains 'RESI ACT 34236'. The results table shows 157 results. The first three rows are:

ML #	Prop Type	Status	County	Subdivision Name	Current Price	Address	Total Acreage	Beds	Baths	Built	SqFt Heated Pool	Water Name	Sold
A455243	RESI	ACT	Sarasota										
U8179415	RESI	ACT	Sarasota										
A455237	RESI	ACT	Sarasota										

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:

Did you mean:

Status: Active; MLS Zip: 34236 - Sarasota; Property Type: Residential
 Street Number is 34236 Status: Active; Street Name is like 'RESI*'



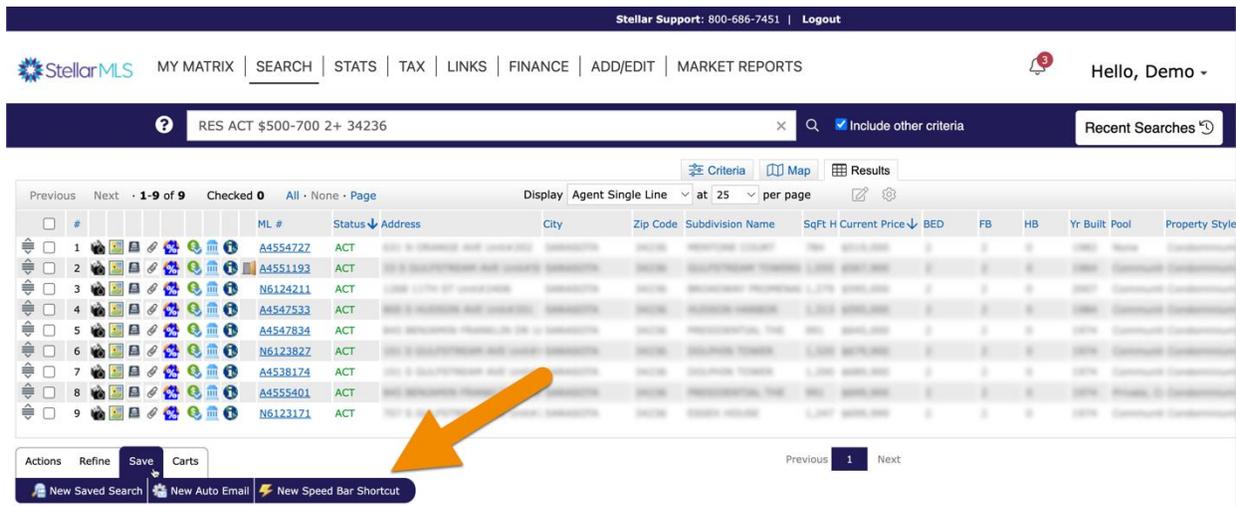
As mentioned previously, shorthand codes can be combined in any order however there is one exception and that is when searching for specific numbers of bedrooms and bathrooms. Bedroom number needs to be entered first, then bathrooms as in this example if searching for 3 or more bedrooms and 2 or more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



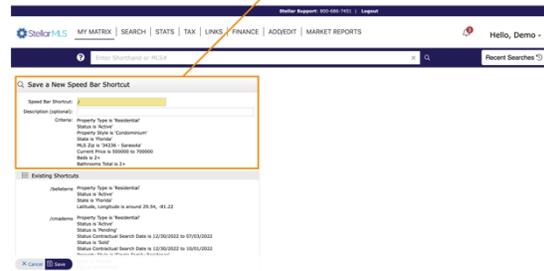
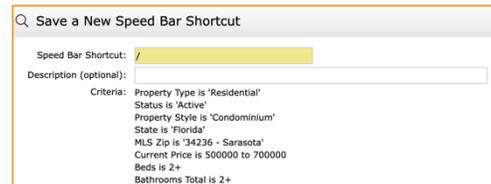
Select the button and a new page opens where you may now enter a name for the shortcut as well as an optional description.

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.

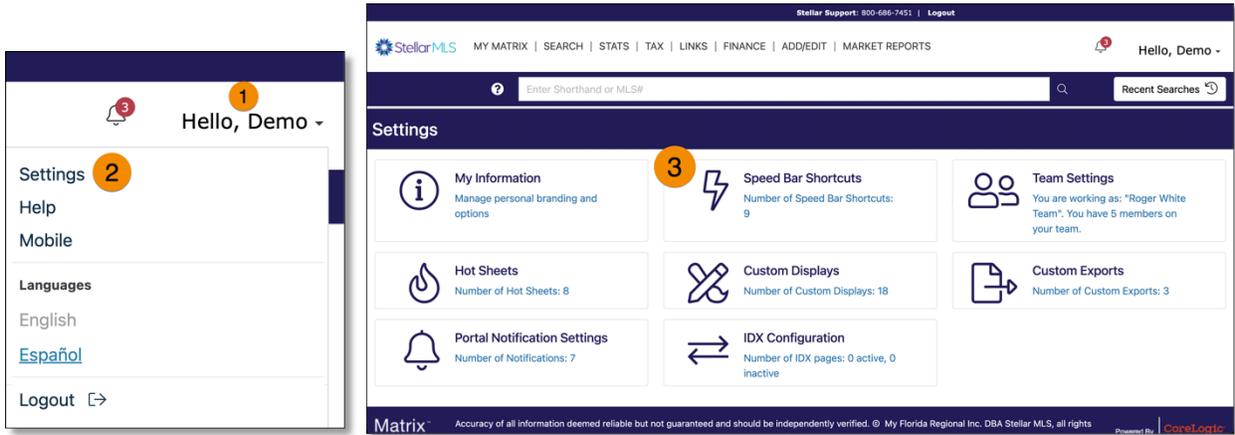
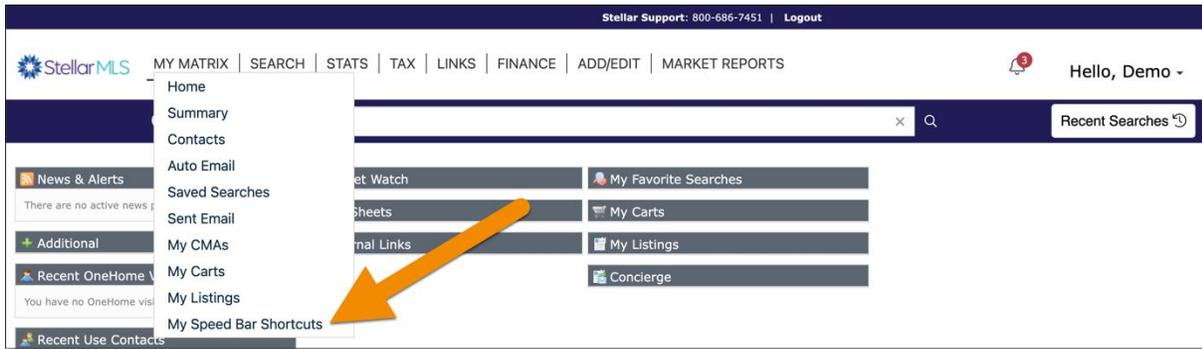
After entering the name, and description if desired, click the Save button in the lower-left corner.

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



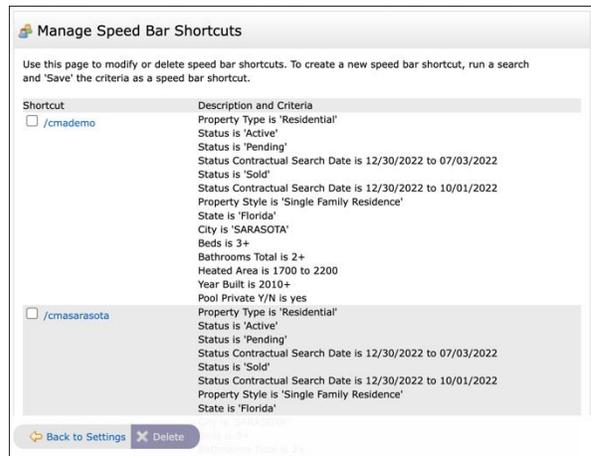
The power of Speed Bar Shortcuts becomes even more clear when you consider how quickly information pertinent to your business can be accessed. For example, saving a speed bar search for active listings within 3 miles of your office, all listings within a particular neighborhood, or bringing up your farm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

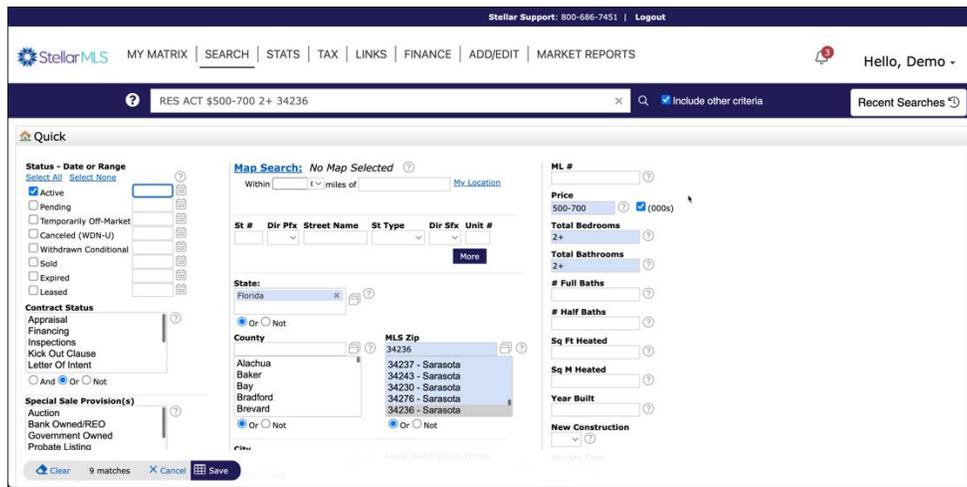
Unlike a Saved Search, once a Speed Bar Shortcut is created, you cannot modify its settings or criteria from the search screens in Matrix, an entirely new shortcut would need to be added. However, you can make changes after accessing your existing Speed Bar Shortcuts either from the My Matrix menu or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



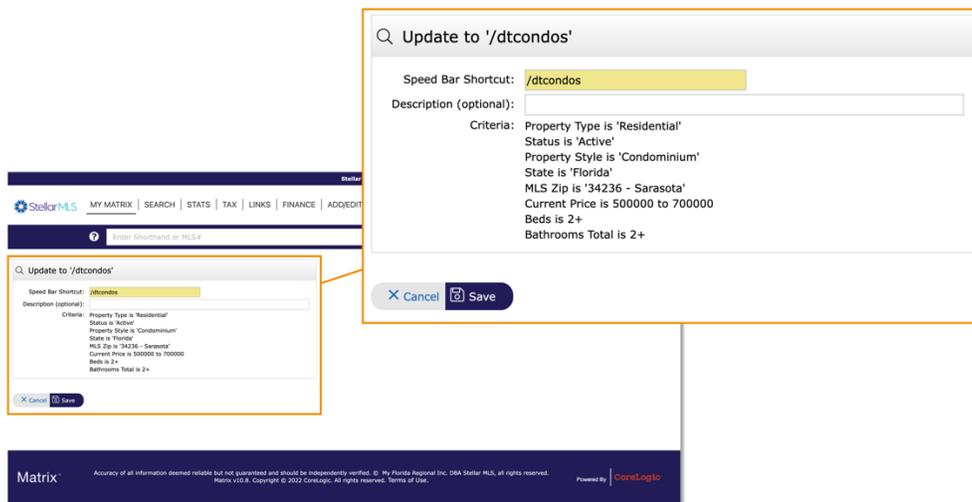
On the page that follows, existing Speed Bar Shortcuts are displayed in alphabetical order along with the search criteria and description (if entered).

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



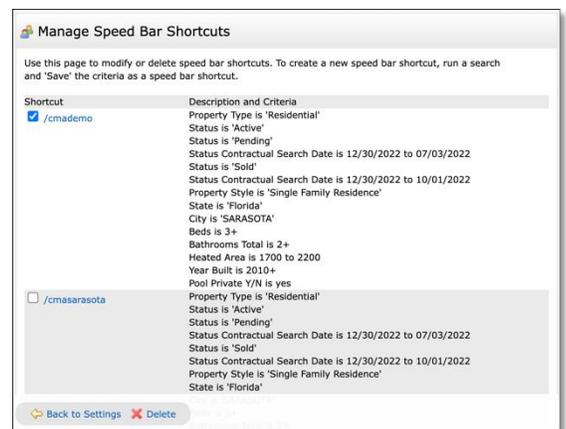


This page is then followed by a screen that allows you to update the name and/or description of the Speed Bar Shortcut, similar to when it was first created.



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

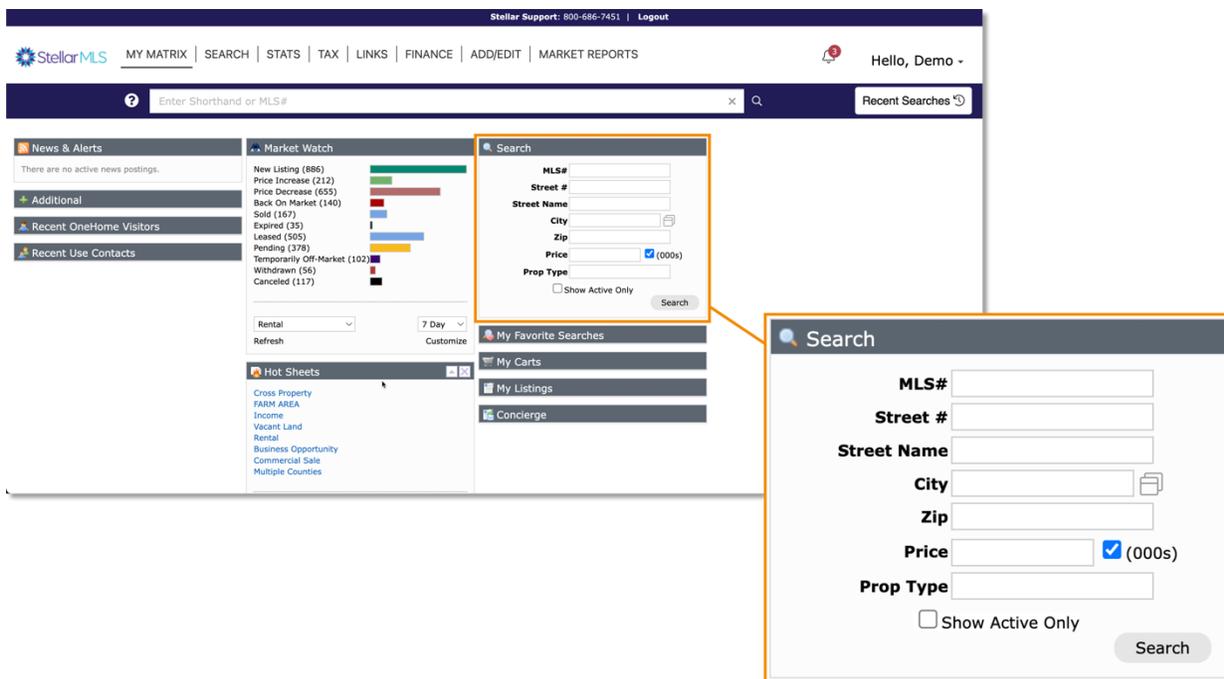
Should you wish to delete a Speed Bar Shortcut, check the box to the left of the shortcut name and the option to delete will become available in the button bar near the lower-left of the display.



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.

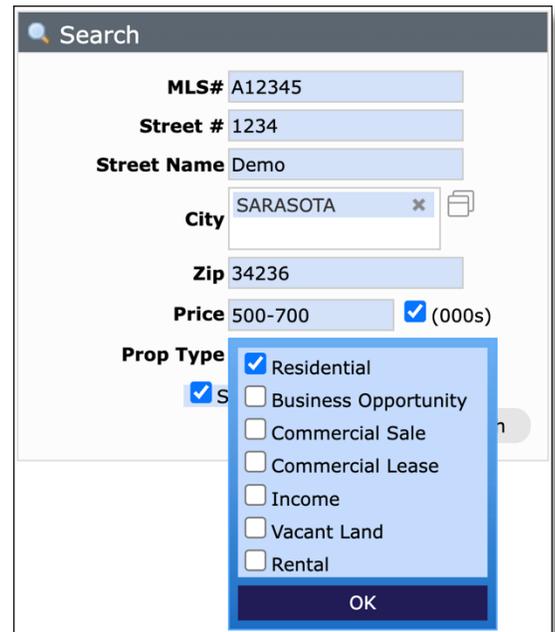


As with any widget location on the Home page (the only exception being News & Alerts), you can rearrange the position of the Search widget as you wish so that each time you open Matrix, the Home page is customized with your preferences.

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.

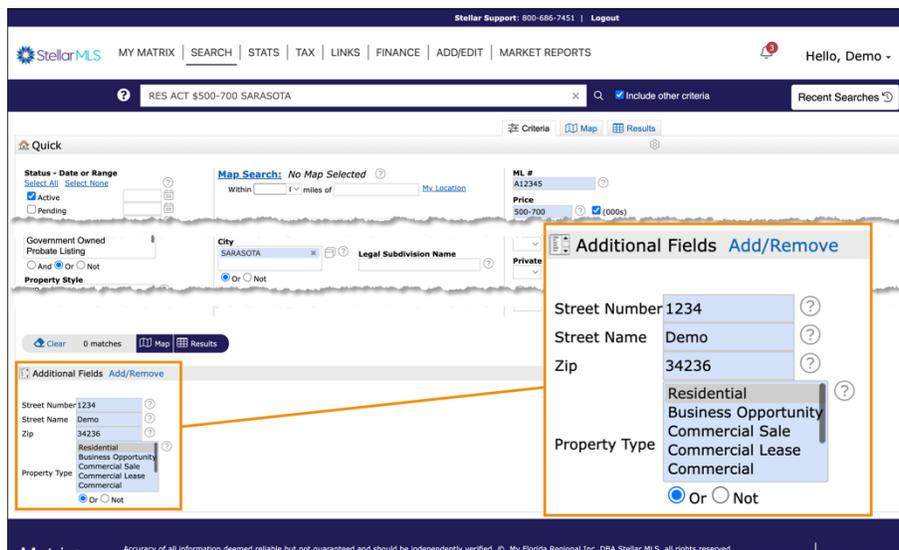
Should you switch from the Results to Criteria tab, you will notice that certain fields from the widget were added to the Additional Fields section (if a value was entered on the Home page) along with default field options. If desired, you can then modify the search criteria.



The screenshot shows a search form with the following fields and values:

- MLS#: A12345
- Street #: 1234
- Street Name: Demo
- City: SARASOTA (with a dropdown icon)
- Zip: 34236
- Price: 500-700 (000s) [checked]
- Prop Type: Residential [checked], Business Opportunity [unchecked], Commercial Sale [unchecked], Commercial Lease [unchecked], Income [unchecked], Vacant Land [unchecked], Rental [unchecked]

An "OK" button is visible at the bottom of the dropdown menu.



The screenshot shows the StellarMLS Matrix search interface. The search criteria are: RES ACT \$500-700 SARASOTA. The search results show 0 matches. The 'Additional Fields' section is highlighted with an orange box and contains the following fields:

- Street Number: 1234
- Street Name: Demo
- Zip: 34236
- Property Type: Residential [checked], Business Opportunity [unchecked], Commercial Sale [unchecked], Commercial Lease [unchecked], Commercial [unchecked]

The 'Additional Fields' section also includes an 'Add/Remove' button and a list of property types: Residential, Business Opportunity, Commercial Sale, Commercial Lease, Commercial.

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.