



Customize the Search Results Display

Sort the Single Line Display



- Hover over a column Label 
 - The cursor will change into a hand shaped pointer 
- Click and the column will reorder numerically or alphabetically
- Click again to reverse the sort order



Display	Single Line	at	10	per page												
Previous	Next	1-6 of 6	Checked 6	All	None	Page	Zip	Single Line display	Display	Single Line	at	10	per	page		
<input checked="" type="checkbox"/>	MLS #	Sts	Style	Address	City	Zip	List/Sold \$	Beds	Baths	Total Sq	Fin Sqft	Listing Office				
<input checked="" type="checkbox"/>	 1214993B	A	2 Story	1764 BLACKBERRY LN W	Castle Rock	80109	\$462,222	4	4	4649	3,148	Re/Max Masters Inc				
<input checked="" type="checkbox"/>	 1225498B	A	2 Story	2705 MASHIE Circle	Castle Rock	80109	\$449,400	3	3	3710	2,454	Aspen Lane Real Estate				
<input checked="" type="checkbox"/>	 1222473B	A	2 Story	1768 ROSEMARY Drive	Castle Rock	80109	\$449,900	6	5	5020	4,719	Keller Williams Dtc				
<input checked="" type="checkbox"/>	 1202339B	A	2 Story	1671 ROSE PETAL Lane	Castle Rock	80109	\$469,995	6	5	5534	5,284	Keller Williams Dtc				
<input checked="" type="checkbox"/>	 1215716B	A	2 Story	1620 WILD RYE Court	Castle Rock	80109	\$475,000	6	5	5904	5,900	8Z Real Estate				
<input checked="" type="checkbox"/>	 1203726B	A	2 Story	1431 SWITCH GRASS C	Castle Rock	80109	\$465,000	4	4	5382	3,541	Keller Williams Real Estate Llc				

Reorder Single Line Display Columns

The columns in the **Single Line** display can be reordered

- Hover over a column in the header - not on the word/name 
- The cursor will turn into a 
- Click and hold the left mouse button to drag the column to the desired location

Results per Page Selections

- Click on the drop down arrow next to “Per Page”



- Click on the desired number


Save Results as a Custom Display

To retain the reordered results as a “Display” option

- Click the notepad and pencil icon 



Matrix How To

- Name your display 

Display Name:



Single Line

[Save As a Copy](#)

[Revert unsaved changes](#)

- Click “**Save As a Copy**” 

Note: Be sure to delete the name that auto populates the Display Name field

- The next time you view available “**Displays**” 
- custom Displays will start with “**my:**” 

Display

Single Line

my:Zip Single Line

Non Grid Single Line

Single Line

Thumbnail

Gallery

Summary

Full

Hotsheet


Client Single Line

Client Thumbnail

Client Full

Change your Default Display

You can set any given Display as your default results screen

- Select your desired display
- Click the **Cog Icon** in the upper right corner 



checkbox	MLS #	Sts	Style	Address	City	Zip	List/Sold \$	Beds	Baths	Total Sq	Fin Sqft	Listing Office	TX	M
<input checked="" type="checkbox"/>	1119115B	A	Ranch/1 Story	5500 E 72ND Avenue	Commerce City	80022	\$550,000	5	2	872	872	Mb Moser Real Estate Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1174679B	A	Ranch/1 Story	8400 STEELE Street	Denver	80229	\$445,000	3	2	3360	1,680	Keller Williams Avenues Realty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1202746B	A	Ranch/1 Story	7000 MONACO Street	Commerce City	80022	\$137,000	3	1	1680	1,320	Mb Moser Real Estate Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click on “**Set current display, sort order, and count per page as my Search starting default**”

[Set current display, sort order and count per page as my Search starting default](#)
[Reset to the system Search defaults](#)

Note: You can change Displays at anytime