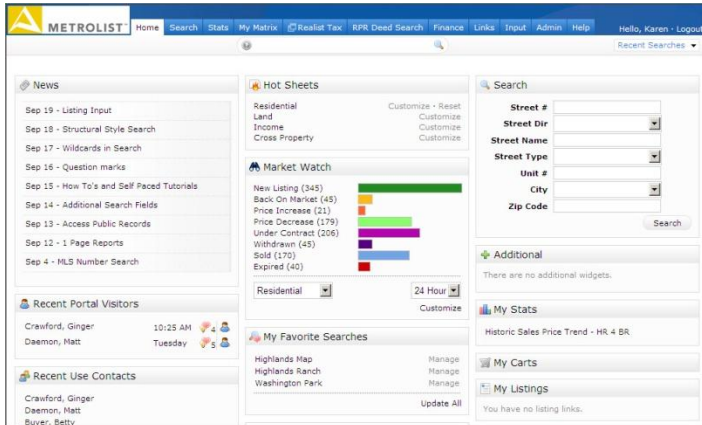



Customize the Dashboard


The Matrix Dashboard is comprised of windows called widgets. These widgets enable quick access to the features and information in Matrix that you need most often. You can easily move, collapse, expand and hide the widgets; as well as customize the content of some of the widgets on your Dashboard.

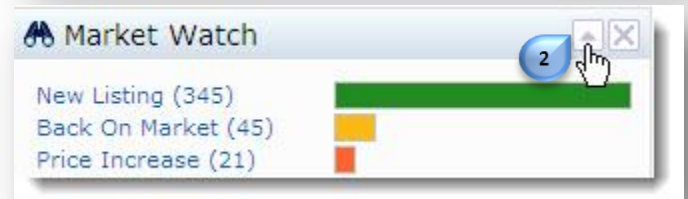



Note: The “News” widget is the only widget that cannot be customized in any way.

- To move a widget click on the **Title Bar**  and drag the widget to another place on the Dashboard



- To collapse a widget click the **up arrow** 

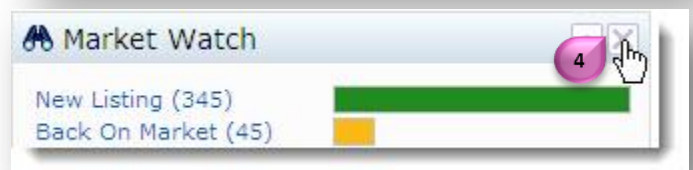



- To expand a widget click the **down arrow** 

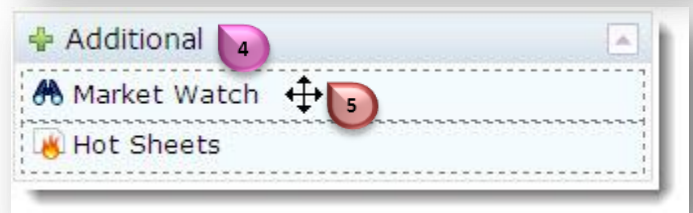


- To hide a widget click the **X** 

Note: The title of the hidden widget appears in the widget called “Additional.” 



- To retrieve a hidden widget, click on the desired **widget name**  and drag it to the Dashboard



Customize the Dashboard

Widget Name	Function
News	Current news appears in an expanded window on the Dashboard. Click "I've Read it." Or "Read Later" to collapse the window.
Market Watch *	A quick visual of the market that Metrolist serves. Use the drop-down menus to change Property Type or the Days Back duration.
Hot Sheets *	Click the Property Type link to view the changes to status and price.
My Favorite Searches	A list of up to 10 saved searches that you identified as a Favorite during the save process.
Recent Portal Visitors	A hyperlink list of the 10 most recent contacts that have accessed their Client Portal.
Search	Quickly search a single address or a street name. All status' appear in the results.
Recent Use Contacts	A hyperlink list of your 10 most recent contacts for one-click access to their client profile.
My Stats	Hyperlinks to the statistical reports you have saved and marked to appear in the My Stats Widget.
Additional	Where hidden widgets reside for easy access when you need them.
My Listings	Hyperlinks to your listings.
Concierge	Links to the Auto Searches that are awaiting your approval to be sent to your Contacts.
External Links	Links to frequently used external websites.
My Carts	Links to the last 10 Contact Carts with properties recently added.

* To customize the data in this widget reference the 'How To' guide for the specific widget.