

Adding Fields to Your Search

You may add your own fields to any of the standard searches, such as Quick or Detail. For example, let's say you have everything you need in the Details Search, except Appliances.

1. At the bottom of the page, in the light grey bar titled, "Additional Fields" click the link "Add"
2. Click anywhere in the "Available Fields" box and press "A" on your keyboard. This will move you down the list to the first of the A's Select Appliances.
3. Click the "Add->" button to move Appliances to the Selected Fields box (or simply double click to move it over).
4. Click the "Back" button.

Notice that the Appliances selection is now at the bottom of your Detail Search. It will remain on the Detail Search screen every time you return to Matrix until you remove it by reversing the above process.