

Refine Search Results

Matrix presents options for refining search results on the button bar located at the bottom of any **Results** 1 screen

Note: Do not refine a search before saving a search. The saved search will never present updated results

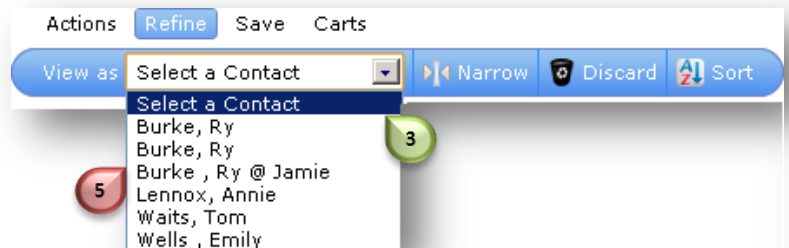


- Click on “Refine” 2

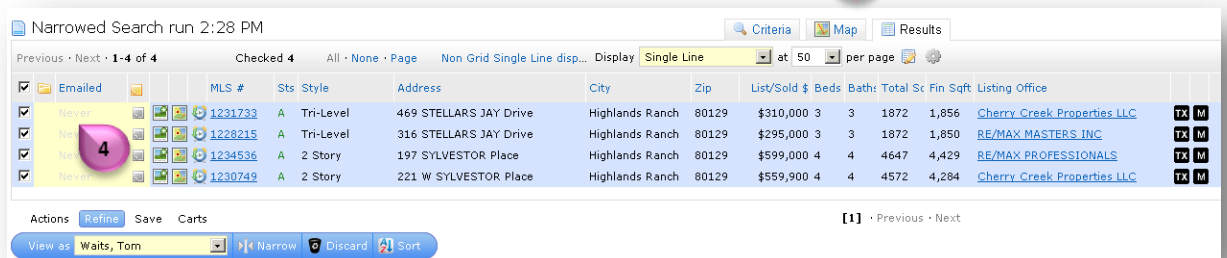


To see if results have previously been emailed to a specific contact 3

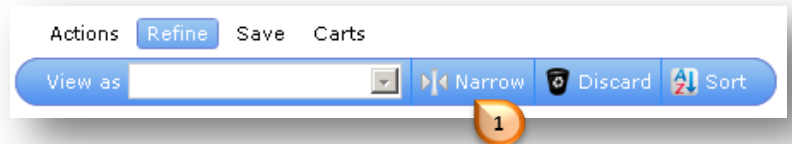
- Click on the “View As” drop down arrow 3
- A list of your contacts will present 5
- Select the contact of interest





- A new column will appear in your results labeled “Emailed” 4




- The “Emailed” column will have a date indicating when the property was emailed to the specified contact or it will say “Never” indicating that this property has not been emailed to the specified contact



To keep specified results

- Click “**Narrow**”  to display only the results you have selected
- To undo this click on the “**Search Run**”  link above the search name

Search run 2:28 PM > Narrowed Search run 2:28 PM

 Narrowed Search run 2:28 PM

Criteria Map Results

Previous · Next · 1-4 of 4 Checked 4 All · None · Page Non Grid Single Line disp... Display Single Line at 50 per page



Checked	Emailed	MLS #	Sts	Style	Address	City	Zip	List/Sold \$	Beds	Bath	Total Sc	Fin Sqft	Listing Office	TX	M
<input checked="" type="checkbox"/>	Never	1231733	A	Tri-Level	469 STELLARS JAY Drive	Highlands Ranch	80129	\$310,000	3	3	1872	1,856	Cherry Creek Properties LLC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Never	1228215	A	Tri-Level	316 STELLARS JAY Drive	Highlands Ranch	80129	\$295,000	3	3	1872	1,850	RE/MAX MASTERS INC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Never	1234536	A	2 Story	197 SYLVESTOR Place	Highlands Ranch	80129	\$599,000	4	4	4647	4,429	RE/MAX PROFESSIONALS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Never	1230749	A	2 Story	221 W SYLVESTOR Place	Highlands Ranch	80129	\$559,900	4	4	4572	4,284	Cherry Creek Properties LLC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Actions Refine Save Carts [1] · Previous · Next

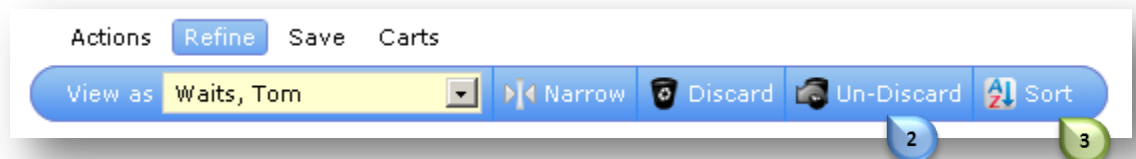
View as Waits, Tom Narrow Discard Sort




To discard specific results

- Click “**Discard**”  to remove all selected properties from your results
- Click “**Un-Discard**”  to undo this action

Note: The “Un-Discard” button will only present after results have been discarded



To Sort results

- Click “**Sort**” 
- Double-click an item in the “**Sort Fields**” list to change the sort order for your results columns between Ascending and Descending. See “**How To Sort Results**”