

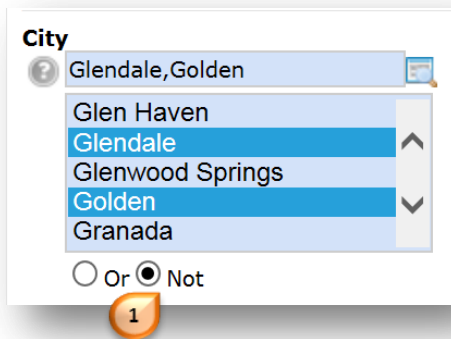
Conduct a Search Excluding Specific Words

There are two ways to exclude words from your search results

Option I

Use the “**Not**” functionality in Matrix

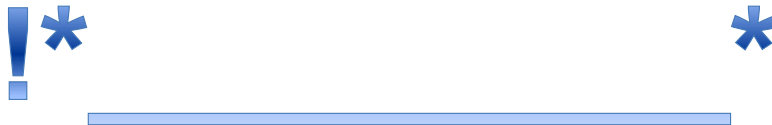
- Some search fields allow you to select a term or multiple terms and click the “**Not**” radio button 1



- The Search above demonstrates how to exclude any results in Glendale or Golden

Option II

Words or terms can also be excluded from free text search fields



- Place an **exclamation mark** and **asterisk (!*)** before the term you wish to exclude and another **asterisk (*)** after the term



- The search above demonstrates how to exclude search results with the word “*Huge*” in **Broker Remarks**

Note: Exclude multiple terms by using a comma. Example: !*Huge*, !*Condo*