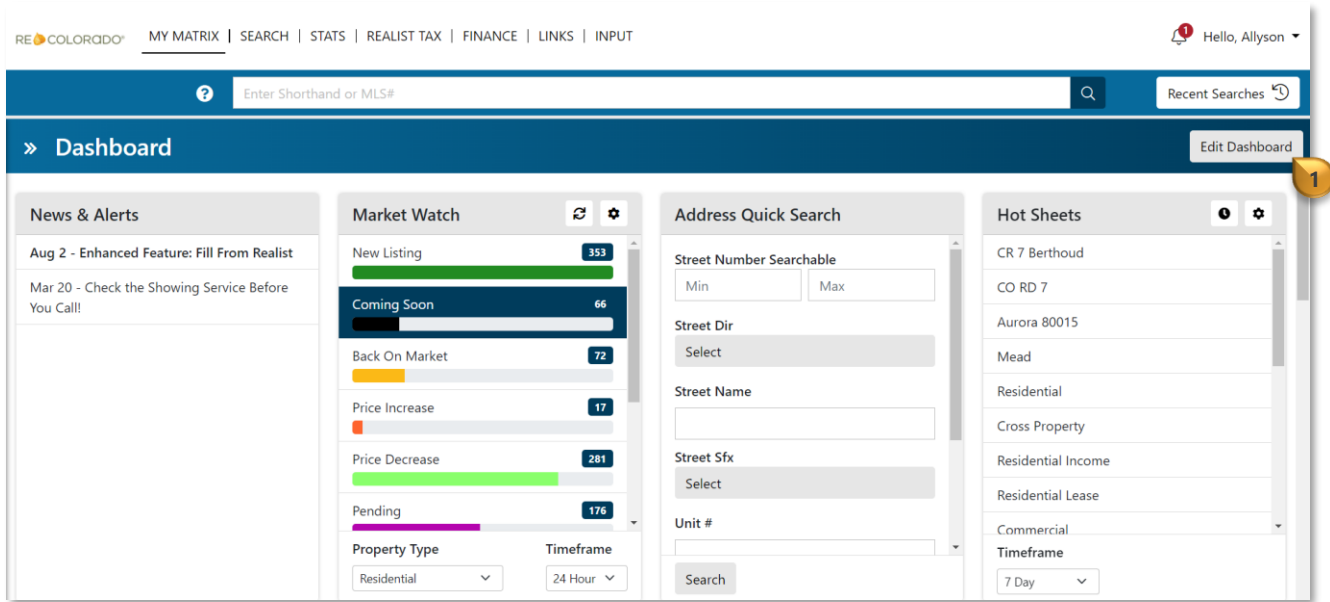


Customize the Matrix Home Page

The *Matrix Home Page* includes panels called *widgets*. The *widgets* can be moved and hidden. Some *widgets* are also customizable.



To move a *widget*, click **"Edit Dashboard"** 1

Note: The **News & Alerts** *Widget* cannot be moved

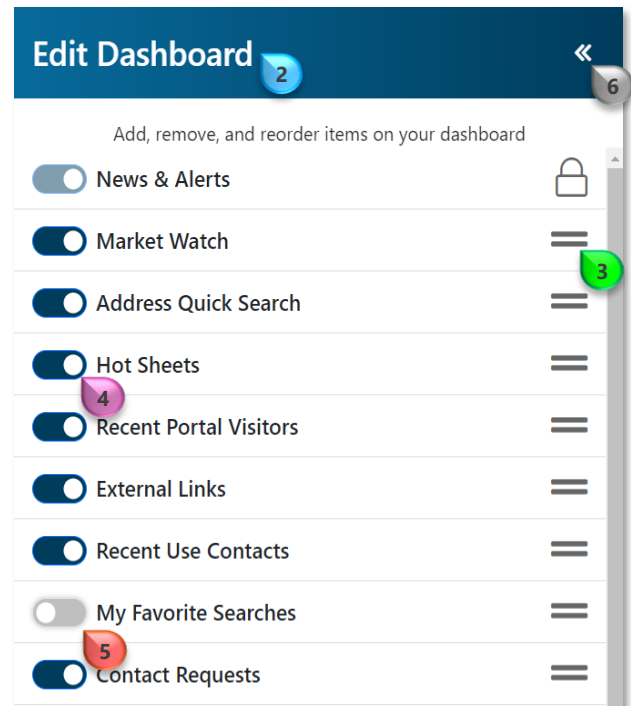
Edit Dashboard presents 2

To move widget, click and hold the list icon 3

When a **toggle** is turn on 4 the widget will present on the *My Matrix Home Page*

When a **toggle** is turned off 5 the widget will not present on the *My Matrix Home Page*

Click the collapse arrows to view the *My Matrix Home Page* 6



Customize the Matrix Home Tab

Widget Name	Function
News & Alerts	View a list of <i>Hyperlinks</i> to access recent REcolorado news. Information presents in an expanded window.
Market Watch	A quick visual of the <i>REcolorado Market</i> . Click the <i>expand collapse arrows</i> to change <i>Property Type</i> or <i>Timeframe</i>
Hot Sheets	Presents <i>hyperlinks</i> with up to 20 Hot Sheets customized by you. Results show <i>price and status changes</i> in the market
My Favorite Searches	A list of up to 10 <i>Saved Searches</i> that you <i>Enabled as a Favorite Search</i> during the <i>Save Search</i> process
Recent Portal Visitors	Presents a <i>hyperlink list</i> of the 10 most recent contacts who have accessed their <i>Client Portal</i>
Address Quick Search	Quickly search by a single address or street name. All <i>statuses</i> appear in the results
Recent Use Contacts	A <i>hyperlink list</i> of your 10 most recently used contacts
My Stats	Links to <i>statistical reports</i> you <i>created, saved, and marked</i> , to <i>display on the</i> My Stats Widget
Additional	Where <i>hidden or removed widgets</i> remain until accessed. To retrieve, click on the desired <i>widget Name</i> , and drag to the <i>Matrix Home Page</i>
My Listings	<i>Hyperlinks</i> to your listings
Concierge	Links to <i>Auto Email</i> property matches that are awaiting your approval
External Links	Easy access to Real Estate <i>products, resources</i> and <i>sites</i>
My Carts	Links to your 10 most recently used or created Carts