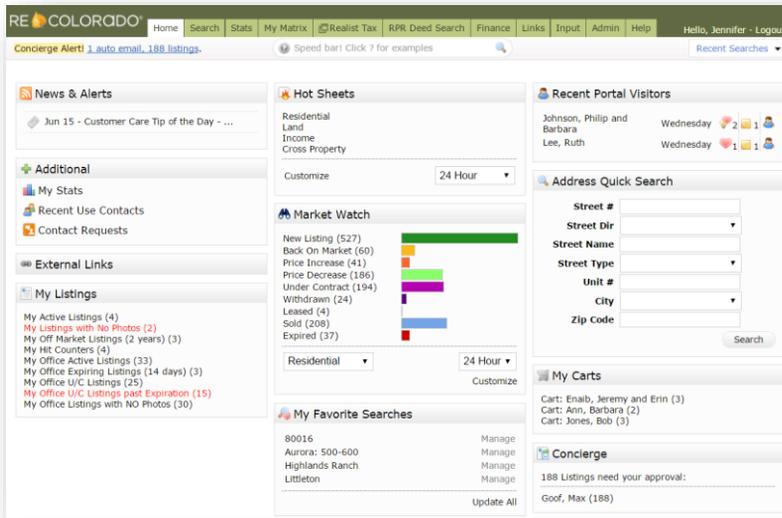# Customize the Matrix Home Tab

The dashboard includes panels called widgets. The widgets can be moved, collapsed, expanded, and hidden. Some widgets are also customizable.

Note: The "*News & Alerts*" widget cannot be changed

To move a widget, click on the **Title Bar** 1 and drag it to another place on the Dashboard
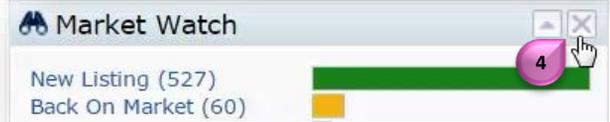

To collapse a widget click on the **Up Arrow** 2

To expand a widget click on the **Down Arrow** 3

To hide a widget click the **X** 4

Note: The title of the hidden widget appears in the widget called "*Additional*" 4

To retrieve a hidden widget, click on the desired **Widget Name** 5 and drag it to the Dashboard

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Customize the Matrix Home Tab

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 REcolorado 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 contact record.
My Stats	Hyperlinks of up to 10 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 Email property matches 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