

Collate/Reorder Search Results in Matrix

Conduct a Search in Matrix and Click the “Results” tab

Search run Monday, 1:49 PM

Criteria Map Results

Previous · Next · 1-5 of 5 **1** Checked 0 All · None · Page Display Single Line **2** at 25 **3** per page

	MLS #	Sts	Style	Address	City	Zip	Price Type	Price	Beds	Baths	Total
	8006950	A	2 Story	1593 Augustine Dr	Castle Rock	80108	List Price	\$587,900	5	5	445
	6663853	A	Ranch/1 Story	1684 Augustine Dr	Castle Rock	80108	List Price	\$562,219	3	3	373
	4544180	A	2 Story	4811 Basalt Ridge Cir	Castle Rock	80108	List Price	\$579,900	5	5	445
	4383994	A	2 Story	1172 Basalt Ridge Loop	Castle Rock	80108	List Price	\$447,900	3	3	322
	4890460	A	2 Story	4735 Basalt Ridge Cir	Castle Rock	80108	List Price	\$573,900	5	5	445

Actions Refine Save Carts [1] · Previous · Next

Criteria Email Print CMA Directions Stats Export Quick CMA CloudCMA

Ensure *Total Results* is 100 or fewer **1**

Ensure the Display is **Single Line** or **Hotsheet** **2**

Ensure all results are displayed on one page **3** (*Maximum 100*)

Hover over a *Reorder* icon **4**

The cursor will change to a *four point arrow*

Click, hold and drag the individual result to the desired location **5**

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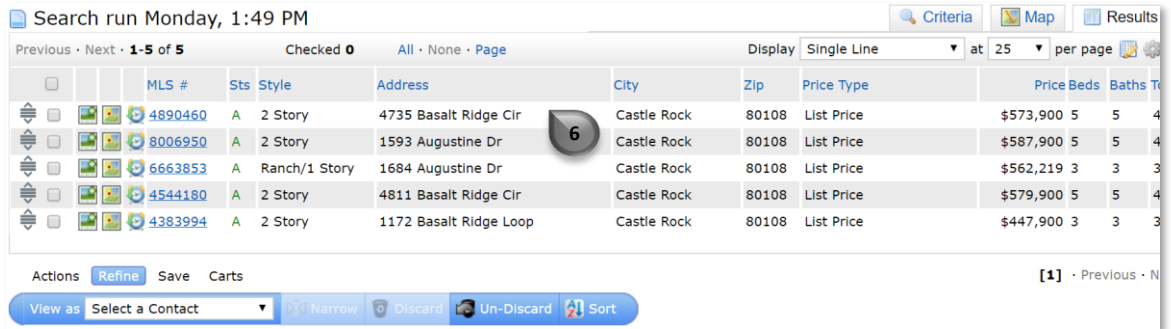
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Actions Refine Save Carts [1] · Previous · Next

View as Select a Contact Narrow Discard Un-Discard Sort

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Release the mouse button once the result is in the desired location 



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	MLS #	Sts	Style	Address	City	Zip	Price Type	Price	Beds	Baths	T
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	8006950	A	2 Story	1593 Augustine Dr	Castle Rock	80108	List Price	\$587,900	5	5	4
	6663853	A	Ranch/1 Story	1684 Augustine Dr	Castle Rock	80108	List Price	\$562,219	3	3	3
	4544180	A	2 Story	4811 Basalt Ridge Cir	Castle Rock	80108	List Price	\$579,900	5	5	4
	4383994	A	2 Story	1172 Basalt Ridge Loop	Castle Rock	80108	List Price	\$447,900	3	3	3

Actions Refine Save Carts [1] · Previous · N

View as Select a Contact Narrow Discard Un-Discard Sort

Repeat as necessary

Please Note:

Reordered results are retained when *Printing Reports* and emailing properties and reports

Open House search results cannot be reordered

Reordered results will not be retained when *Recent Searches* is used to access *Results*

Reordered results will not transfer to the *CMA Wizard* or *Carts*; However, the reorder functionality is available in the *CMA Wizard* and *Carts*