

From any Results screen in Matrix 1

Residential

Criteria Map Results

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	MLS #	Sts	Style	Address	City	Zip	Price Type	Price	Beds	Baths	Tot
	6364981	A	Townhouse	3035 Apres Ski Way	Steamboat Springs	80487	List Price	\$2,890,000	4	6	522
	3813402	A	Condominium	512 E 1st St #5	Salida	81201	List Price	\$629,000	2	2	148
	6257290	A	Condominium	155 Steele St #1117	Denver	80206	List Price	\$4,992,500	3	4	314

Actions Refine Save Carts 2

Email Print CMA Additions Stats Export Quick CMA CloudCMA

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Click “**Carts**” 2 on the *Hovering Tool Bar*

The *Button Bar* will change

Actions Refine Save **Carts**

Select Cart: Residential Cart (11) + Add to View New Cart 3

Click “**New Cart**” 3 on the *Button Bar*

An *Add/Edit Cart* window will appear

Type a **Cart Name** 4 in the “**Cart Name**” field

Add/Edit Cart

Cart Name: Nice Houses 4

Contact: 5 Create a New Contact

Cancel Save

Click the *Drop Down Arrow* next to the **Contact** field. 5  
A list of your contacts will present 6

Add/Edit Cart

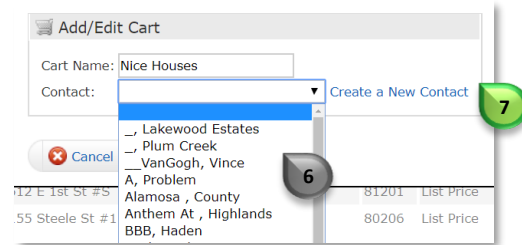
Cart Name: Nice Houses

Contact: 6 Create a New Contact

- Lakewood Estates
- Plum Creek
- VanGogh, Vince
- A, Problem
- Alamosa , County
- Anthem At , Highlands
- BBB, Haden

Cancel

Select the desired **Contact** 



**Note:** If the desired *Contact* is not an option  
Click “*Create a New Contact*” 

**Note:** Multiple *Carts* can be associated  
with a single *Contact*

**Note:** *Carts* do not need to be associated  
with a *Contact*

Click “**Save**” 

