Matrix How To

Create a Custom Display

•	Hover over " Mv Matrix " 🥅	Home Search Stats N	My N	Matrix 🛛 🗔 Realist Ta:		
				Summary		
•	Select " Settings " 🤝	4	8	Contacts		My Information
-		1	A	My Listings		Header & Footer • CMA Cover Sheet •
		0	J.	My Information		G Speed Bar Shortcuts
		لا		Saved Searches		Number of Speed Bar Shortcuts: 0
		4	ò	Auto Emails		
		E		Sent Email		💩 <u>Team Settings</u>
		1	3	CMAs		You have 0 members on your team.
			ĝ.	Settings		Custom Displays
		2		Portal Greeting	3	Number of Custom Displays: 1
				_		
•	Click "Custom Displays"					Section Exports
						Number of Custom Exports: 1
	"Manage Custom Displays" 🚺 app					
٠		pears		Manage Custom Displays		
	-			Residential 💌		
						Move Up
						Move Down
						Add
						Copy
						Delete
				✓ Done		
•	Click the drop down arrow					Dian Jawa
•				Manage Cus		Displays
	and select a property type			Residential 💽		
				Land Income	5	Move Op Move Down
•				Cross Property Agent		bbA
	-					Edit 6
						Сору
						Delete

V Done



Display Name	Print Layout © Single Line C Wrapped
Available Residential Columns Active Open House Count	Selected Columns Active Open House Count
Active Open House Count Additional Information Address Anticipated Yearof Completion Architectural Style Association Fee Frequency Association Fee Frequency Secondar Association Fee Frequency Tertiary Association Fee Includes Association Fee Primary Association Fee Tertiary Association Fee Tertiary Association Management Type Association Name Secondary Association Name Primary Association Name Primary Association Phone Tertiary Association Phone Primary Association Phone Primary Association Phone Primary Association Phone Primary Association Nebsite Primary Association Nebsite Secondary	Edit Add-> Custom Column Properties Label: Association Phone Tertiary Label: Association Phone Tert Pixel Width: 10 Custom Column Properties Custom Cu
Search:	L Wrap Line

- Title the display using the "Display Name" p field
- Scroll through the "Available Columns" 3
 Note: Type key words in the Search field 9 to be taken directly to a field name
- Select the desired field(s) by clicking on them Note: Hold the control key to select multiples
- Click "Add" 10
- Selections can now be seen under "Selected Columns" 1
- Use the "Up" or "Down" buttons 12 to select the order of the "Selected Columns"
- Use Custom Column Properties 13 to rename specified fields, change column alignment or pixel width
- Select "Save" 14

Note: Custom Displays can be accessed from any results screen. Simply select your display from the Display dropdown. 15 All Custom Displays will start with "my"

Previous • M	Next · 1-47 of	47	Checke	ed O All · None · Page Thu	mbnail display	Display	r Single Line 💽 at 50 💽 per page 📝 🌼
	MLS #	Sts	Style	Address	City	Zip	my:Ry Custom Display I Non Grid Single Line Single Line 15
🗆 🎫 🗾 🗸	💆 <u>1230298</u>	A	3+ Story	3503 N Tejon Street	Denver	80211	Thumbnail 2,624 KENTWOOD CITY PROPERTIES LLC TX M
🗆 🎫 🗾 (0 <u>1206475</u>	A	2 Story	1490 KOKAI Circle	Denver	80221	Summary 3,711 <u>THE DIGIORGIO GROUP</u>
🗆 📑 🗾	1234605	A	3+ Story	2116 Clay Street	Denver	80211	Full 1,396 First Western Realty and Managemy TX M
🗆 📑 🗾 (0 <u>1214010</u>	A	2 Story	8198 N IRVING Street	Westminster	80030	Client Single Line 1,610 KELLER WILLIAMS PREFERRED RLT IX M 🦓
🗆 📑 🗾	🙋 <u>1231126</u>	A	Ranch/1 Story	8195 Hooker Street	Westminster	80031	Client Full 2,090 CARTEL REALTY INC TX M
- 🔛 💹 (0 <u>1184827</u>	A	Ranch/1 Story	7611 N JULIAN Street	Westminster	80030	Thumbnail_Integration Testing IDX Full 1,224 <u>KENTWOOD CITY PROPERTIES LLC</u>

For additional support contact Customer Care 303.850.9613

