## **Matrix How To**

## **Edit Custom Exports**

•	Hover over "My Matrix"	Home	Search Stats My	Matrix 🛃 Realist Ta:	
		<b>•</b>		Our to to	Mu Information
٠	Select "Settings"		~	Unitatis	Header & Footer · CMA Cover Sheet ·
			102	My Listings	
				My Information	G Speed Bar Shortcuts
			6	Saved Searches	Number of Speed Bar Shortcuts: 0
			÷	Auto Emails	A Team Settings
				Sent Email	You have 0 members on your team.
				CMAs	
				Settings	🗟 <u>Custom Displays</u>
			0,	Portal Greeting	Number of Custom Displays: 1
•	Click "Custom Exports"				🖉 🔊 Custom Eve arts
•				3	Number of Custom Exports: 1
	"Manager Overlager Free arts"			🌐 Manage Custom E	xports 🔽
•	Manage Custom Exports"	appears		Residential 🔽	-
					Move Up
					Move Down
					Add Export
					Edit Export
					Copy Export
					Delete Export
				✔ Done	
				🌐 Manage Custom E	Exports
•	Click the drop down arrow			Recidential <b>T</b>	
	and select a property type			Residential	Move Up
				Land 5	Move Down
				Cross Property	Add Export
					Edit Export
					Copy Export
					Delete Export
•	Select the Custom Export of	interest		a Manage Custom I	Exports
•	Delect the Oustom Export of			Desidential	Exporte
				1424 Cr Export	Move Up
					6 Move Down
					Add Export
					Edit Export
					Copy Export
					Delete Export
•	Click "Edit Export" 🛛 🕞			Done	
	<u> </u>			- Done	

For additional support contact Customer Care 303.850.9613



Available Fields		Export Fields	
Active Open House Count Additional Information Anticipated Yearof Completion Architectural Style Association Fee Frequency Secondar Association Fee Frequency Tertiary Association Fee Includes Association Fee Primary Association Fee Primary Association Fee Tertiary Association Fee Tertiary Association Management Type	Add-> <-Remove	Available Amps Basement Ceiling Height Basement Finished YN Basement Floor Type Basement Percent Finished Basement Size Baths Full Baths Full Baths Half Baths Quarter Baths Three Quarter Baths Total Beds Total Broker Buyer Paid By	Up Dowl 9
include Column Names: None O Label O Na	ame 💿		
Separator: Comma () Tab ()			

- The Set Export **Definition** screen will present
- Make desired changes
  - Note: Use the "Add" and "Remove" 3 buttons to add and remove columns Use the "Up" and "Down" 9 buttons to reorder columns
- Select "Save" 10