

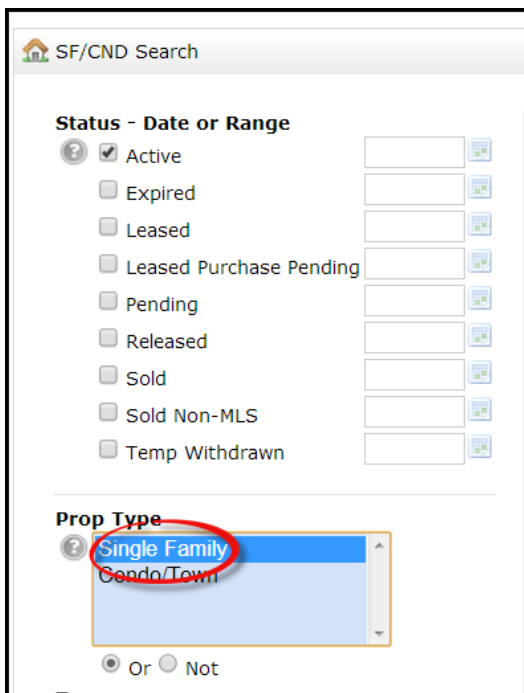
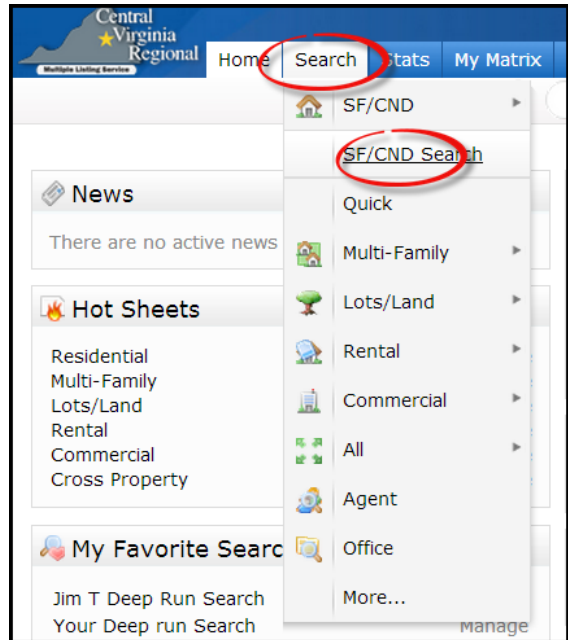
# Quick Tip With Matrix – Adding Fields To Your Search



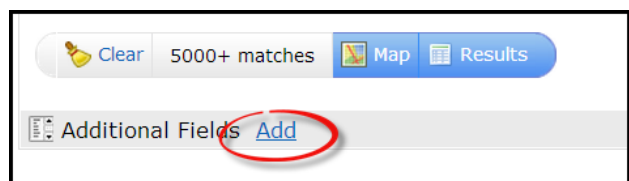
Matrix allows you to take the standard search field and add custom fields and then save that as your default search.

1. From the My Matrix Tab choose Search and then choose SF/CND Search

2. In the Search field select Single Family and/or Condo/Town



3. At the bottom of the page choose "Add" to access the list of frequently used fields.

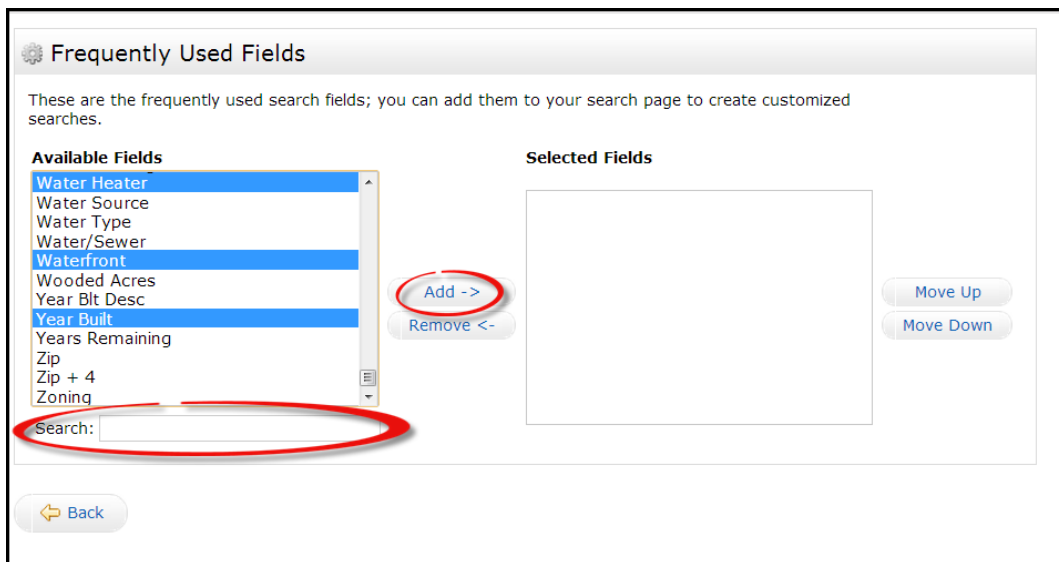


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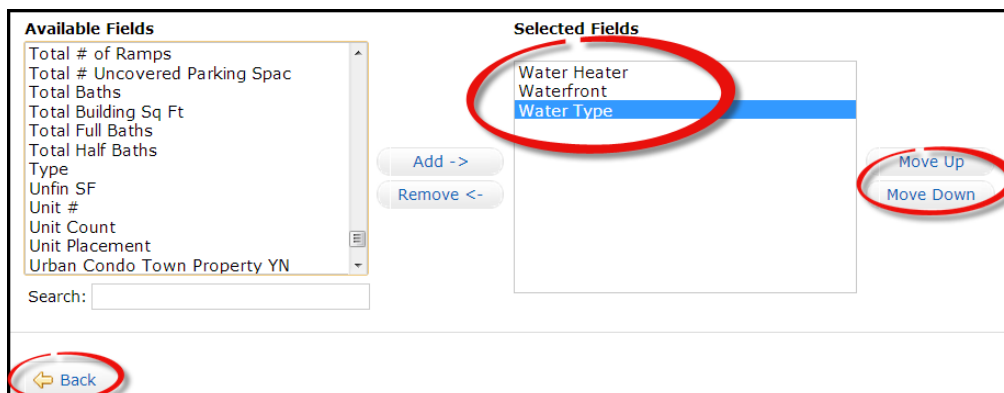


4. Select the additional fields you wish to add by holding down the Control Key and selecting multiple fields or by typing the name into the search field.

5. Select “Add” to move those into the right column under “selected fields.”



6. You can move the fields up or down to put them in the desired order and hit the back button to return to your search.



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7. The additional fields show up at the bottom of your search page and will appear each time you open that particular search.

A screenshot of a search interface. At the top, there is a search bar with a bell icon, a "Clear" button, and the text "5000+ matches". To the right are "Map" and "Results" buttons, and a "[No Title]" label. Below this is a section titled "Additional Fields" with a link "Add/Remove". Three fields are visible: "Water Heater" with a dropdown menu containing "Central Source", "Electric", "Instant Hot", "Insulated", and "Natural Gas"; "Waterfront" with a dropdown menu containing "No" and "Yes"; and "Water Type" with a dropdown menu containing "Access", "Bay Frontage", "Beach", "Creek Frontage", and "Creek/Stream". Each dropdown menu has radio buttons for "And", "Or", and "Not" below it.

### MATRIX TIPS

- Your back button on your browser will take you to the previous screen.
- Hold down the Control Key when making multiple selections