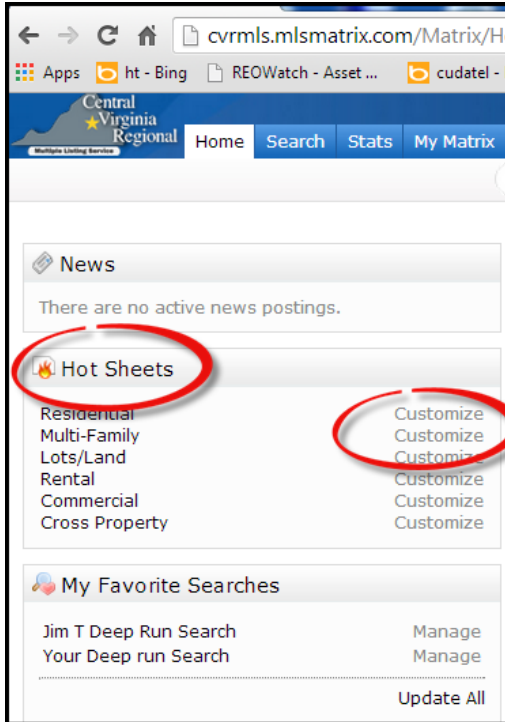
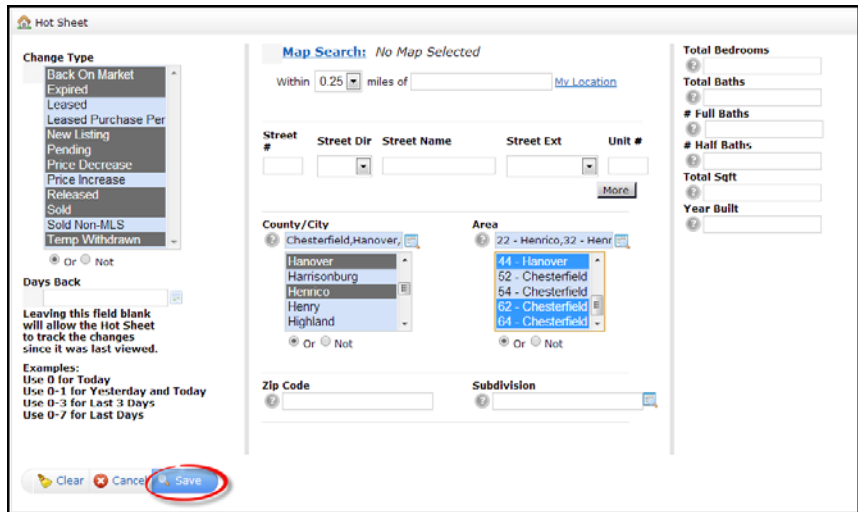


# Quick Tip with Matrix – Customizing Hot Sheets

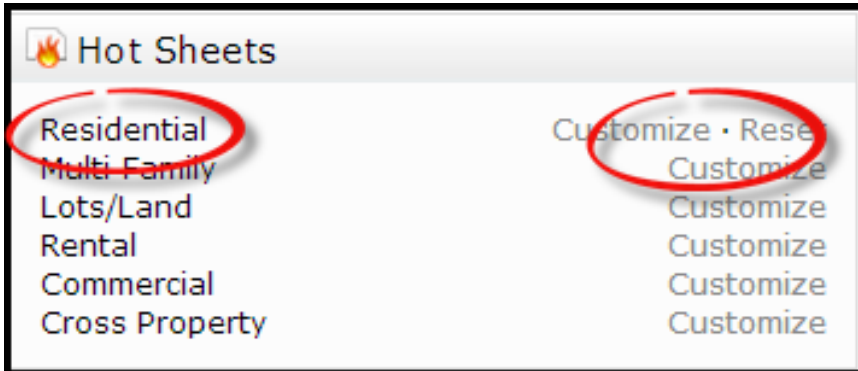


1. On the Matrix home page is a Hot Sheet widget that will let a user quickly monitor new MLS activity. This widget can be customized so that you can see only certain types of new activity defined by Real Estate Areas.
2. Click on “Customize” to personalize your Hot Sheet

3. Create your Search and then choose the “Save” option.



# Quick Tip with Matrix – Customizing Hot Sheets



4. Now your Hot Sheet will show an option to reset as well as to customize.

5. Click on the Category you wish to Search.

6. When you select the desired Category, the most current activity from MLS will quickly appear on your screen.

ML#	Last Change Type	Status	Area	Address	Subdv	Current Price	Beds	FBth	HBth	Soft
1218531	Price Decrease .33% ↓	ACT	44 - Hanover	9058 Lunette Lane	Bluffs At Bell Creek	\$289,000	4	3	1	2,530
1218564	Price Decrease 8.58% ↓	ACT	62 - Chesterfield	6924 Bears Breech Drive	Magnolia Green	\$302,990	3	2	1	3,285
1218614	Price Decrease 1.03% ↓	ACT	44 - Hanover	7151 Six Pound Lane	Bluffs At Bell Creek	\$287,000	4	3	1	2,505
1218615	Price Decrease 33.56% ↓	ACT	44 - Hanover	9035 Fascine Court	Bluffs At Bell Creek	\$289,000	4	3	1	2,530
1218618	Pending ACT->PEND	PEND	44 - Hanover	8982 Abatis Court	Bluffs At Bell Creek	\$315,000	4	2	1	2,452
1229330	Price Decrease 1.59% ↓	EXP	62 - Chesterfield	1430 Baltrey Lane	Hallsley	\$629,500	5	4	1	4,321
1300120	Price Decrease 2.22% ↓	ACT	22 - Henrico	2561 Covey Run Drive	Covey Run	\$449,950	5	2	1	2,903
1300121	Price Decrease 1.95% ↓	EXP	62 - Chesterfield	1125 Aqee Terrace	Armistead@Charter Color	\$378,988	4	2	1	2,776
1300144	Price Increase 11% ↑	EXP	62 - Chesterfield	3736 Wivenhall Drive	Rountrey	\$360,617	4	3	0	2,776
1300908	Pending ACT->PEND	PEND	62 - Chesterfield	3219 Rimswell Court	Walnut Grove	\$260,990	3	2	1	2,528
1302495	Price Decrease 5.01% ↓	ACT	44 - Hanover	2460 Angela Grace Court	Boundary Run	\$399,000	6	3	1	3,100
1303093	Price Decrease 3.02% ↓	ACT	62 - Chesterfield	11849 Rimswell Place	Walnut Grove	\$249,950	4	2	1	2,295
1303771	Released ACT->R	R	62 - Chesterfield	3144 Barnack Road	Walnut Grove	\$256,000	4	2	0	1,780
1303797	Pending ACT->PEND	PEND	34 - Henrico	8822 Mount Olive Avenue	None	\$50,000	3	1	1	1,248
1305275	Price Decrease .03% ↓	ACT	64 - Chesterfield	2913 Royal Crest Drive	Queens Grant	\$718,950	5	4	1	4,300
1305548	Sold PEND->CLOSD	CLOSD	22 - Henrico	530 Wykehurst Drive	None	\$875,000	5	4	2	4,000
1305280	Expired ACT->EXP	EXP	44 - Hanover	10282 Old Elijah Lane	Benthill	\$549,950	4	5	1	6,000
1306344	Price Decrease 2.57% ↓	ACT	36 - Hanover	14206 Rosmann Road	None	\$389,000	3	2	0	3,124
1307367	Price Decrease 5.25% ↓	EXP	36 - Hanover	209 College Avenue	None	\$475,000	6	3	1	3,502
1307577	Pending ACT->PEND	PEND	64 - Chesterfield	10973 Live Oak Court	Oak Park	\$559,950	4	3	1	3,150
1307665	Pending ACT->PEND	PEND	32 - Henrico	3805 Plymouth Drive	Chatham Place	\$26,000	3	1	0	1,141
1307921	Temp Withdrawn WITH->EXP	EXP	22 - Henrico	1916 Windingridge Drive	Gayton Forest West	\$394,950	5	3	0	3,277
1308207	Price Decrease .59% ↓	EXP	44 - Hanover	6343 Draperfield Road	Sledd Run	\$168,900	3	2	0	1,300
1308625	Price Decrease 27.24% ↓	EXP	36 - Hanover	13721 Winston Trail Circle	None	\$295,990	4	2	1	2,528
1308851	Back On Market PEND->ACT	ACT	64 - Chesterfield	1900 Knollwood Drive	Settlers Landing	\$168,000	4	3	0	2,276