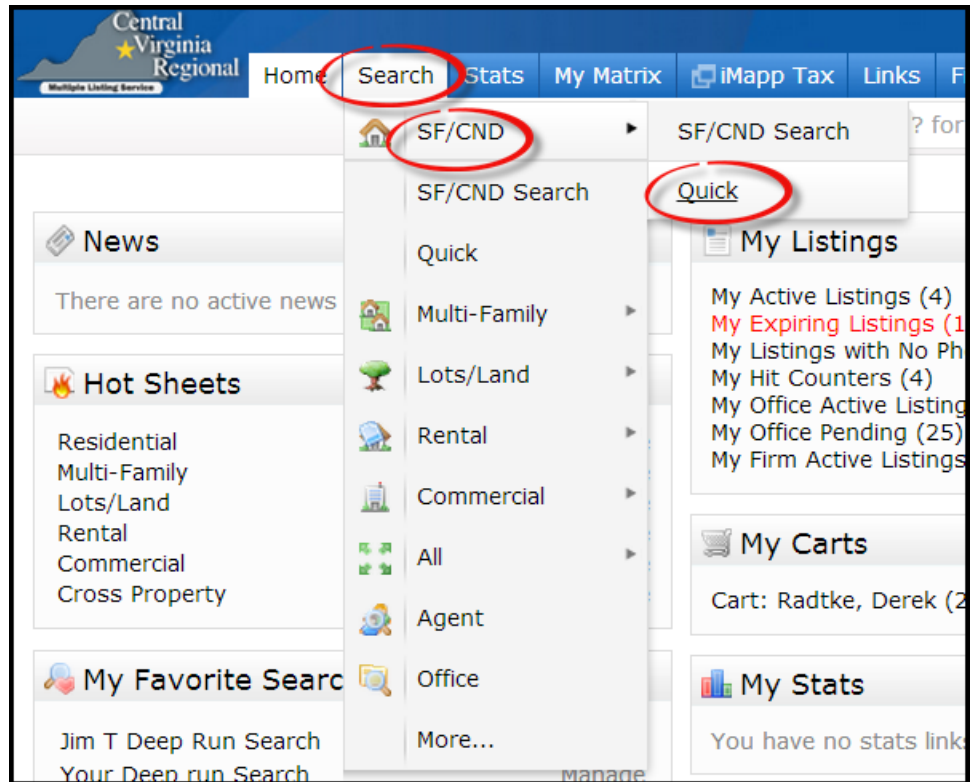


# Quick Tip with Matrix – Creating a Quick Search

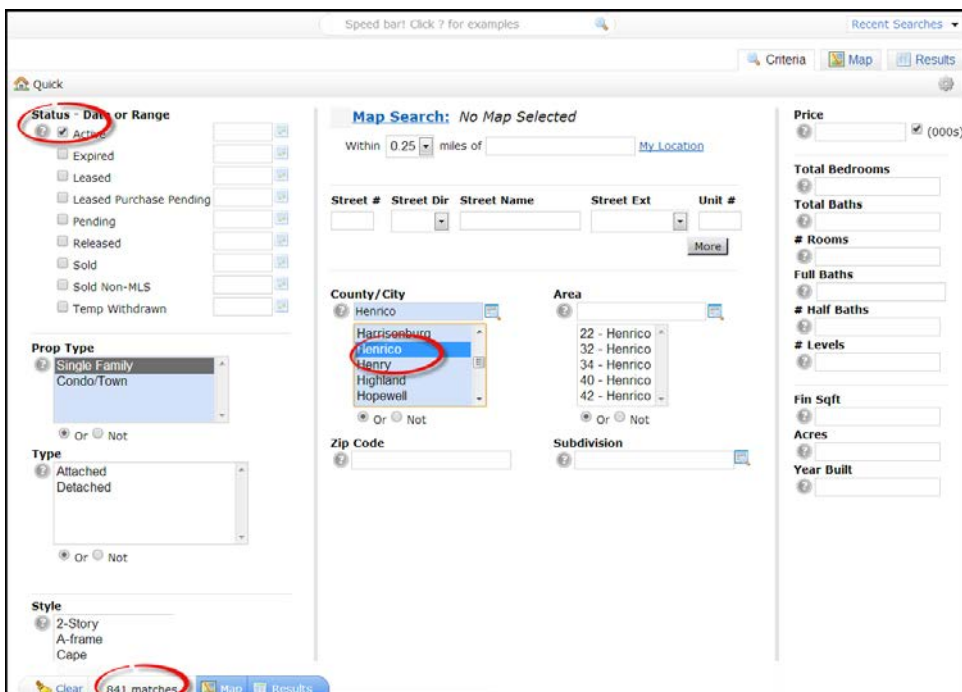


1. Choose the Search Tab from the Main Menu Bar
2. Select SF/CND
3. Choose Quick



Other search options include:

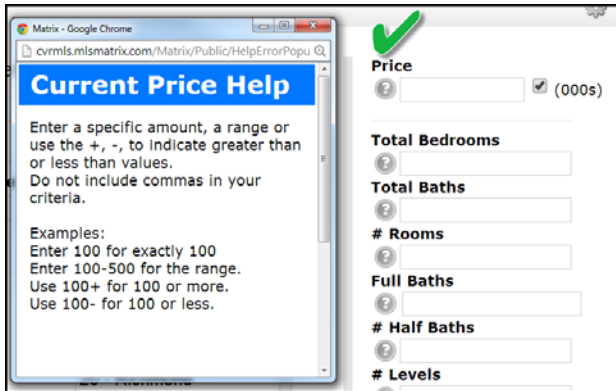
- Multi-Family
- Lots/Land
- Rental
- Agent Roster
- Office roster



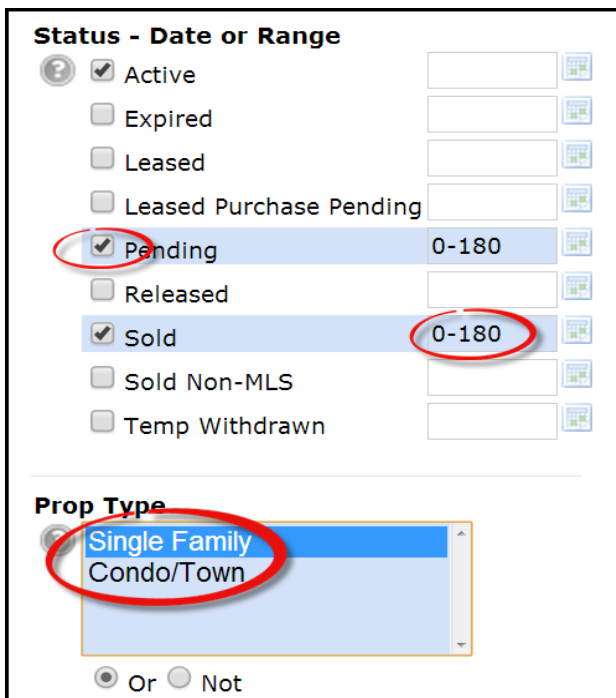
4. Select your Search Criteria.

- Choose Status
- Condo/Town
- Choose County
- See number of results

# Quick Tip with Matrix – Creating a Quick Search



5. If you have a question click on the ? for a description of the feature.

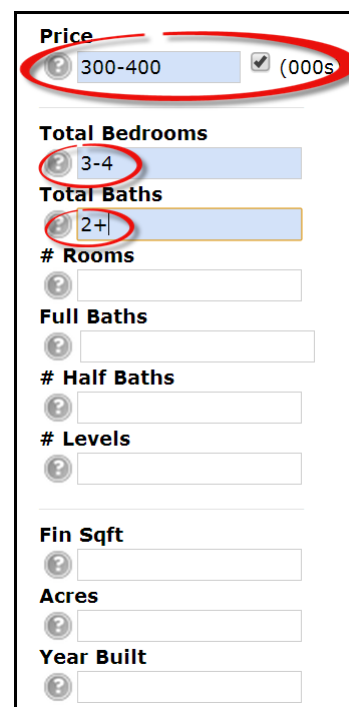


6. Select the appropriate search options.

- Click on Status
- Put in Date Range
- Choose Calendar Icon
- Choose single Family or Condo/Townhome

7. Choose your Price and Room Options

- Price in 100s unless you uncheck (000s)
- Room either a range or +/-
- Don't forget the ? when you have questions



## Quick Tip with Matrix – Creating a Quick Search



8. Your search results will come back in a line by line format. Anything underlined will link you to more information. There also are quick navigation icons to link you to the property history, tax records, RBI stats, and even creating an ad in the Richmond Times Dispatch.

RES CND \$300-400 3-4 2+ other criteria Recent Searches

Criteria Map Results

Previous · Next · 1-3 of 3 Checked 0 All · None · Page Display All Agent Single Line at 25 per page

ML #	Tax ID	Prop Type	St	Area	Address	Subdv	Type	# Beds	Tot Bth	# Rooms	Fin SF	\$/Fin SF	Current Price	DOM	
<a href="#">1328485</a>	736-780-5225	Single Family	ACT	34	<a href="#">12613 Collinstone Court</a>	Collinstone At Wyndham	Detached	4	2.1	8	1,905	\$170.60	\$325,000	58	
<a href="#">1322146</a>	737-778-8559	Single Family	CLOSD	34	<a href="#">5712 Rolling Creek Place</a>	Rolling Creek At Millstone	Detached	4	2.1	9	2,276	\$154.66	\$352,000	7	
<a href="#">1324553</a>	738-778-2507	Single Family	CLOSD	34	<a href="#">5717 Lake West Terrace</a>	Lake West At Millstone	Detached	4	2.1	9	2,458	\$149.51	\$367,500	28	

Actions Refine Save Carts [1] · Previous · Next

Criteria Print CMA Directions Stats

9. From the Display option you can change the page view to an agent full view or any number of views.

Criteria Map Results

Display All Agent Single Line at 25 per page

10. You also can choose your Criteria Option at the top and bottom of the page to alter the criteria for your search.

Actions Refine Save Carts

Criteria Print CMA Directions Stats