



Matrix MLS Quick Reference Guide

Something to Keep With You at All Times

Use this guide to assist you in navigating the Matrix™ MLS system so you can make the most of your searches.

Feature Overview

- ▶ It is a web based system and works on any type of tablet or computer with Internet access. (Even a Kindle Fire™!)
- ▶ It works with any browser, including Firefox®, Chrome™, Safari®, Internet Explorer®, etc.
- ▶ It is super fast, as long as you have a good connection to the Internet.
- ▶ Down payment assistance programs are linked to each property. With one click, you and your client can tell if a property has special financing programs available, including down payment assistance, rehab loans, fixed-rate mortgage and others.
- ▶ Speed Bar – your favorite way to search. Search from any page in Matrix using the Speed Bar search bubble. You can search by MLS number, address, look up an agent, find open houses or with a few keystrokes you can perform any property search.
- ▶ With the listing add/edit functions, you are able to add multiple photos at one time.
- ▶ One click gets driving directions to show listings. Change your showing orders and then easily change the directions to match and map your route.
- ▶ A robust stats generator is built into the Matrix system. You can create amazing charts with MLS data in only a few clicks.
- ▶ Just like a shopping cart when you shop online, you can save properties for later. If you're in the middle of research for a listing appointment but get interrupted, you can save the properties to your cart and retrieve them later.
- ▶ When you use the concierge mode, you are able to review and approve all portal listings and send only the ones you choose to your client.
- ▶ The client portal is streamlined so that clients may enjoy mapping and searching while agents have access to valuable resources, such as tracking mechanisms to see what their clients are doing. It will even show you if your client has opened the automatic emails that were sent.
- ▶ Entering one word of a subdivision or street into your search will not return complete results. For complete and accurate search results, you must add an asterisk (*) to your search term. For example, search Wood Glen by entering Wood*. Sold searches are done using a date range rather than a dropdown with the number of months. To go back three months you would search 0-90.

Additional Resources

Helpful guides, shortcuts and hints:

Abundant resources are available at abor.com/matrix

Send instructions to your clients on how to use their portal:

matrix.abor.com/matrix/custom/help/clientportalhelp.pdf

Quick CMA:

abor.com/abor_resource/matrix-cma

Speed bar shortcuts:

abor.com/abor_resource/matrix-speed-bar-search

Matrix training manuals:

abor.com/abor-mls-resources/matrix/matrix-training-manuals

How Down Payment Resource works:

downpaymentresource.com/how-it-works

Matrix AnswerLink Support:

866.776.0661

actrishelpdesk@marketlinx.com

Mon.-Fri., 8:30 a.m.-8:30 p.m.

Sat.-Sun., 8:30 a.m.-3:30 p.m.

MLS and Member Services

512.454.7636, ext. 2005

support@abor.com

Mon.-Fri., 9:00 a.m.-5:00 p.m.