



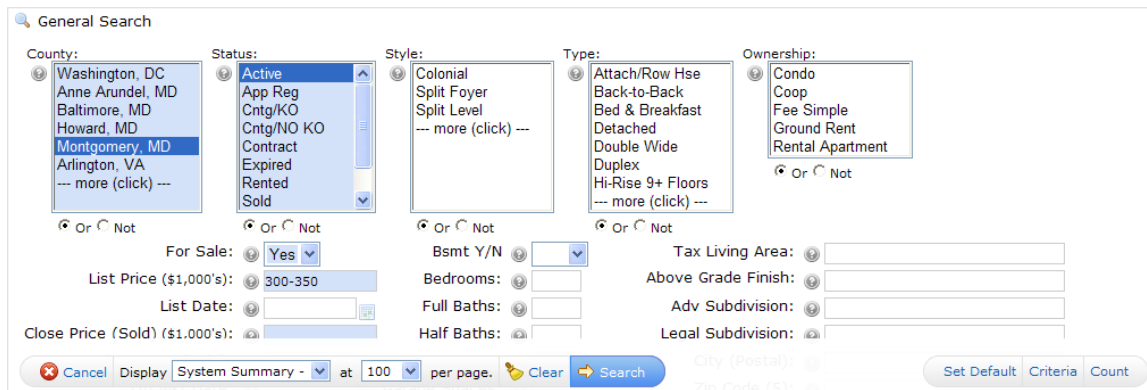
Job Aide – Speed Bar Search and Action Buttons

Real Estate in Real Time™



What's New? General Search and Action Buttons

In the Search criteria, the list price section has been adjusted to search in thousands. Instead of entering 300000 to 350000 you will only need to enter 300-350. This eliminates accidentally entering too many or too few zeros. When doing a rental search under \$1000, the list price should be entered as a decimal, ex: .7-.9 equals \$700-\$900.



The screenshot shows the 'General Search' interface with the following filters and options:

- County:** Washington, DC; Anne Arundel, MD; Baltimore, MD; Howard, MD; **Montgomery, MD**; Arlington, VA; --- more (click) ---
- Status:** Active; App Reg; Cntg/KO; Cntg/NO KO; Contract; Expired; Rented; Sold
- Style:** Colonial; Split Foyer; Split Level; --- more (click) ---
- Type:** Attach/Row Hse; Back-to-Back; Bed & Breakfast; Detached; Double Wide; Duplex; Hi-Rise 9+ Floors; --- more (click) ---
- Ownership:** Condo; Coop; Fee Simple; Ground Rent; Rental Apartment; Or Not
- For Sale:** Yes No
- List Price (\$1,000's):** 300-350
- List Date:** [Date Picker]
- Close Price (Sold) (\$1,000's):** [Text Input]
- Bsmt Y/N:** [Dropdown]
- Bedrooms:** [Text Input]
- Full Baths:** [Text Input]
- Half Baths:** [Text Input]
- Tax Living Area:** [Text Input]
- Above Grade Finish:** [Text Input]
- Adv Subdivision:** [Text Input]
- Legal Subdivision:** [Text Input]

Buttons at the bottom: Cancel, Display, System Summary - [Dropdown], at 100 per page, Clear, Search, City (Pop), Zip Code (Pop), Set Default, Criteria, Count.

Action Buttons

The action buttons (visible on the screenshot on the next page), always visible on the search results screen, provide tools to manage your search and results more efficiently. The action buttons allow you to perform up to seven functions with a simple click.

The Action Buttons allow you to:

- Revise** – Change your search criteria
- Email** – Choose from your list of contacts or create a new contact
- Report** – Choose from list of reports for agent or customer
- Create a CMA** – CMA customizable packet
- View a Map** – View Subject property, get directions
- Review Stats** – Basic Statistics and Price Comparison
- Save As** – Choose from three different “save” options

Note: The Action Buttons are not always live; they become blue when they are available to use, otherwise they are faded grey and not clickable.

Right Toolbar Action Buttons

You can efficiently manage selected listings with the following *Action* Buttons:

Keep – Keep selected listings

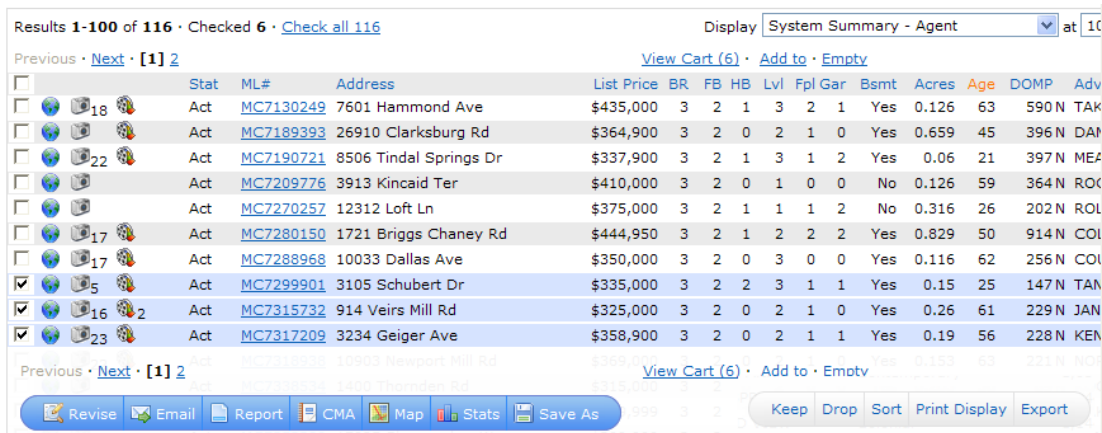
Drop – Drop selected listings

UnDrop – Reverses the Dropped selected listings

Sort – Sort other criteria by ascending or descending order

Print Display – Print Display

Export – Export Residential Mailing Labels, Residential Exchange, Residential Default, or Top Producer listing descriptions



Results 1-100 of 116 · Checked 6 · [Check all 116](#) Display System Summary - Agent at 10

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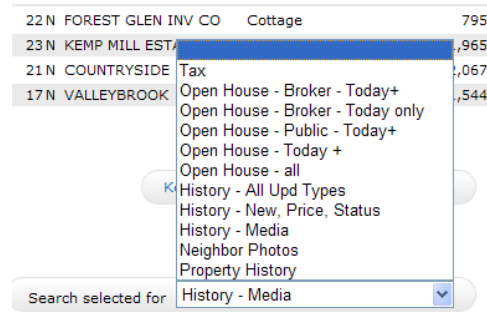
Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMP	Adv
Act	MC7130249	7601 Hammond Ave	\$435,000	3	2	1	3	2	1	Yes	0.126	63	590 N TAK	
Act	MC7189393	26910 Clarksburg Rd	\$364,900	3	2	0	2	1	0	Yes	0.659	45	396 N DAN	
Act	MC7190721	8506 Tindal Springs Dr	\$337,900	3	2	1	3	1	2	Yes	0.06	21	397 N MEA	
Act	MC7209776	3913 Kincaid Ter	\$410,000	3	2	0	1	0	0	No	0.126	59	364 N ROC	
Act	MC7270257	12312 Loft Ln	\$375,000	3	2	1	1	1	2	No	0.316	26	202 N ROL	
Act	MC7280150	1721 Briggs Chaney Rd	\$444,950	3	2	1	2	2	2	Yes	0.829	50	914 N COI	
Act	MC7288968	10033 Dallas Ave	\$350,000	3	2	0	3	0	0	Yes	0.116	62	256 N COI	
Act	MC7299901	3105 Schubert Dr	\$335,000	3	2	2	3	1	1	Yes	0.15	25	147 N TAN	
Act	MC7315732	914 Veirs Mill Rd	\$325,000	3	2	0	2	1	0	Yes	0.26	61	229 N JAN	
Act	MC7317209	3234 Geiger Ave	\$358,900	3	2	0	2	1	1	Yes	0.19	56	228 N KEN	

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[Revise](#)
[Email](#)
[Report](#)
[CMA](#)
[Map](#)
[Stats](#)
[Save As](#)
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[Drop](#)
[Sort](#)
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Note: Once a listing is selected, the *Search Selected for* field will activate with a pull down menu to access the following:

- Tax Records
- Open Houses
- History (Property, Media, New, Price, Status, Updated Types)
- Neighborhood Photos



22 N FOREST GLEN INV CO Cottage 795

23 N KEMP MILL EST/ ,965

21 N COUNTRYSIDE Tax ,067

17 N VALLEYBROOK Open House - Broker - Today+ ,544

Open House - Broker - Today only

Open House - Public - Today+

Open House - Today +

Open House - all

History - All Upd Types

History - New, Price, Status

History - Media

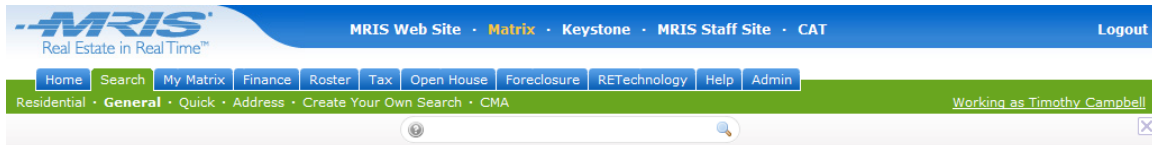
Neighbor Photos

Property History

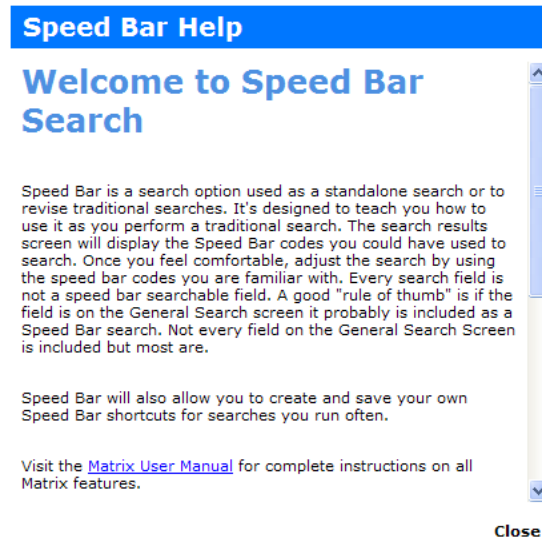
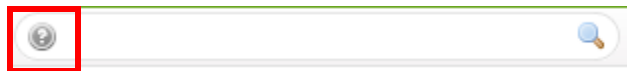
Search selected for History - Media

What's New? Speed Bar Search

Speed Bar Search is a powerful tool designed to improve your search and significantly reduce the effort to revise searches. Strategically positioned beneath the navigation tabs at the top of every page, the Speed Bar works in tandem with the *action* buttons for a seamless search experience.



Speed Bar is used for more efficient searching, with predetermined codes to initiate and refine searches. Speed Bar shortcuts can be saved for a quicker search using frequently used search criteria. If you don't know the code, click the question mark for Help, and the embedded link will display the codes in a separate window.

A screenshot of the "Speed Bar Help" window. The window has a blue header with the text "Speed Bar Help". Below the header is a blue title "Welcome to Speed Bar Search". The main content area contains text explaining the Speed Bar search option and how to use it. At the bottom of the window is a "Close" button.

Speed Bar Help

Welcome to Speed Bar Search

Speed Bar is a search option used as a standalone search or to revise traditional searches. It's designed to teach you how to use it as you perform a traditional search. The search results screen will display the Speed Bar codes you could have used to search. Once you feel comfortable, adjust the search by using the speed bar codes you are familiar with. Every search field is not a speed bar searchable field. A good "rule of thumb" is if the field is on the General Search screen it probably is included as a Speed Bar search. Not every field on the General Search Screen is included but most are.

Speed Bar will also allow you to create and save your own Speed Bar shortcuts for searches you run often.

Visit the [Matrix User Manual](#) for complete instructions on all Matrix features.

Close



How Does Speed Bar Work?

Search and Revise with Speed Bar

Speed Bar can be used as the primary search field or it can be used to refine searches. The best way to begin to learn the process is to create a generic search that can be refined.

Step 1: Begin by entering a generic search into the generic search screen, (the criteria is listed below to follow the process):

County: Montgomery, MD

Status: Active

For Sale: Yes

List Price: 300-350

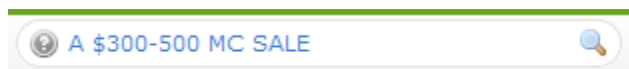
Click on the Search action button

The screenshot shows the 'General Search' form with the following criteria entered:

- County: Montgomery, MD
- Status: Active
- Style: Colonial
- Type: Attach/Row Hse
- Ownership: Rental Apartment
- For Sale: Yes
- List Price (\$1,000's): 300-500
- Waterfront: No
- Potential Short Sale: Undisclosed

At the bottom of the form, there are buttons for 'Cancel', 'Display', 'System Summary', 'at 100 per page.', 'Clear', and 'Search'. There is also a 'Set Default Criteria Count' button.

The criteria entered previously have automatically been entered into the speed bar; any codes that aren't in search will show as "other criteria":





Step 2: Refine the search by changing the criteria in the Speed Bar. Enter the following codes to search for detached properties, 3 or more bedrooms and 2 or more bathrooms:

D (detached) 3+ (3 or more bedrooms) 2+ (2 or more bathrooms)



Press enter, or click on the magnifying glass.

Note: Instead of having to type out Bedroom/Bathroom or using BR or BA, Matrix automatically knows that any single number entered is bedrooms and if a second number is entered that is bathrooms, (i.e. 3+ 2+ = 3+ bedrooms and 2+ bathrooms)

Save Speed Bar Searches

Speed bar allows the user to save searches that can be accessed on any page in Matrix. On the action button, Save As allows the search to be saved three different ways: as a New Saved Search, New Auto email or as a New Speed Bar Search. Saved Speed Bar searches can be modified at a later date.

Tip: If you work in a farm area, the best thing to save for a speed bar search is to keep it very generic: county, status, for sale (Y/N), perhaps ownership or subdivision.

Step 1: To save a search, click the Save As action button and click New Speed Bar Shortcut

The screenshot shows a search results page for 'A \$300-500 MC SALE'. The table lists several properties with columns for Stat, ML#, Address, List Price, BR, FB, HB, Lvl, Fpl, Gar, Bsmt, Acres, Age, DOMP, Adv, and Subdiv. A 'Save As' button is highlighted, and a dropdown menu is open with options: 'New Saved Search', 'New Auto Email', and 'New Speed Bar Shortcut'.

Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMP	Adv	Subdiv	Style
Act	MC7011979	3737 Bell Rd	\$399,000	4	2	0	2	0	0	Yes	2	54	622 N	COLESVILLE OUTSIDE	Ranc	
Act	MC7025250	4 Old Bonifant Rd	\$389,900	5	2	0	3	0	0	Yes	0.507	27	603 N	COLESVILLE OUTSIDE	Color	
Act	MC7058064	7401 Westlake Ter #1511	\$379,900	2	2	0	1	0	0	No	0	27	547 N	CHELSEA TOWERS	Cont	
Act	MC7071269	20504 Aspenwood Ln	\$439,900	4	2	1	2	1	2	Yes	0.225	34	552 N	THE POINTS	Cont	
Act	MC7090443	9701 Greenel Rd	\$495,000	7	3	0	4	1	2	Yes	1.131	32	955 N	COUNTY VIEW	Split	
Act	MC7108057	13281 Stravinsky Ter	\$319,900	4	3	1	3	0	0	Yes	0.034	26	476 N	TANGLEWOOD	Color	
Act	MC7108303	15935 New Hampshire Ave	\$499,000	3	1	1	3	0	1	Yes	1.275	107	510 N	COLESVILLE OUTSIDE	Cape	
Act	MC7113153	3 Dawn View Ct	\$330,000	4	3	1	5	2	0	Yes	0.034	22	474 N	NOTTINGHAM WOODS	Cont	
Act	MC7115232	13106 Marigold Ln	\$394,500	4	2	2	3	2	0	Yes	0.231	45	477 N	LAYHILL GARDENS	Color	

Step 2: In the Speed Bar Shortcut field, enter a name for the speed bar. The Speed Bar Shortcut name auto-populates with a forward slash. This is necessary to name the shortcut. There are no spaces allowed in the name.

See Below: /Example

⚡ Save a New Speed Bar Shortcut

Speed Bar Shortcut:

Description (optional):

Criteria: County is 'Montgomery, MD'
 Status is 'Active'
 Sale/Rent is yes
 ListPrice is 300000 to 500000

⚡ Existing Shortcuts

/Avenel County is 'Montgomery, MD'
 Status is 'Active'
 AdvertisedSubdivision is like 'avenel*'

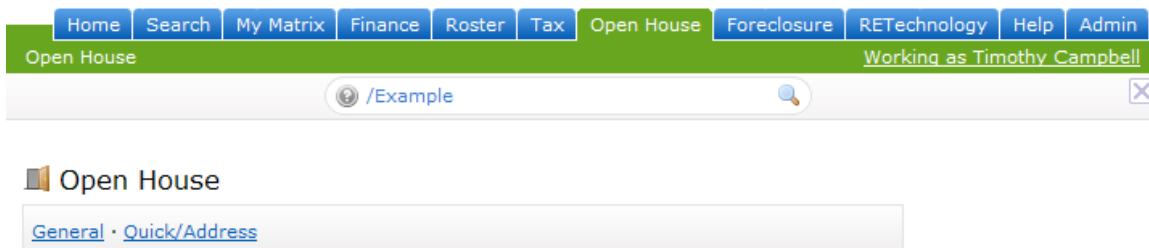
/Lee County is 'Montgomery, MD'
 Status is 'Active'
 Type is 'Hi-Rise 9+ Floors'
 Ownership is 'Condo'
 City is like 'bethesda*'

County is 'Fairfax, VA'
 Status is 'Active'
 AdvertisedSubdivision is 'pimmit_hills'

Now that the shortcut has been named, this saved search can be found at anytime by entering the name into the speed bar.

Example: Click on the Open House Tab

Enter the speed bar name into the Speed Bar:



The screenshot shows the MRIS navigation bar with tabs: Home, Search, My Matrix, Finance, Roster, Tax, Open House (selected), Foreclosure, RETechnology, Help, Admin. Below the navigation bar, the search bar contains the text "/Example".



This saved search can be modified directly from the speed bar, on any page in Matrix:

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help Admin

Open House Working as Timothy Campbell

/Example D 3 2

Open House

General Quick/Address

Note: If you revise a shortcut by adding/deleting codes, it will provide results for that search only, maintaining the integrity of your original saved search.

MRIS Web Site Matrix Keystone MRIS Staff Site

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help Admin

Residential General Quick Address Create Your Own Search CMA Working as Timothy Campbell

/Example D 3 2

Results 1-100 of 116 · Checked 0 · [Check all 116](#) Display System Summary

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<input type="checkbox"/>	Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bsmt
<input type="checkbox"/>	Act	MC7130249	7601 Hammond Ave	\$435,000	3	2	1	3	2	1	Yes
<input type="checkbox"/>	Act	MC7189393	26910 Clarksburg Rd	\$364,900	3	2	0	2	1	0	Yes
<input type="checkbox"/>	Act	MC7190721	8506 Tindal Springs Dr	\$337,900	3	2	1	3	1	2	Yes
<input type="checkbox"/>	Act	MC7209776	3913 Kincaid Ter	\$410,000	3	2	0	1	0	0	No
<input type="checkbox"/>	Act	MC7270257	12312 Loft Ln	\$375,000	3	2	1	1	1	2	No
<input type="checkbox"/>	Act	MC7280150	1721 Briggs Chaney Rd	\$444,950	3	2	1	2	2	2	Yes
<input type="checkbox"/>	Act	MC7288968	10033 Dallas Ave	\$350,000	3	2	0	3	0	0	Yes
<input type="checkbox"/>	Act	MC7299901	3105 Schubert Dr	\$335,000	3	2	2	3	1	1	Yes
<input type="checkbox"/>	Act	MC7315732	914 Veirs Mill Rd	\$325,000	3	2	0	2	1	0	Yes
<input type="checkbox"/>	Act	MC7317209	3234 Geiger Ave	\$358,900	3	2	0	2	1	1	Yes

Previous Next [1] 2 View Cart (6) Add to Empty

Revise Email Report CMA Map Stats Save As



Questions?

Contact the MRIS Support Center

Phone: 301-838-7200
Toll Free: 888-838-8200
Fax: 301-838-7171
Email: helpdesk@mrис.net

Support Center Hours:

Call Center

Monday - Friday
8:30 AM to 6:30 PM

Saturday - Sunday
9:00 AM to 5:00 PM

Online Chat

Monday - Friday
9:00 AM to 9:00 PM

Saturday - Sunday
9:00 AM to 5:00 PM

Visit the [MRIS Blog](#) for exciting news and updates!

Watch the [Tutorial](#) to see how the new features work.