



Job Aide – The Home Page

Real Estate in Real Time™





What's New? – The Homepage

The Matrix Homepage is your workload at-a-glance. You're able to quickly access up to ten movable widgets that will provide direct access to your page of choice. Immediate access is available for the following:

News – Urgent Notifications, News and Information

MLS Quick Search – Enter MLS number

My Favorite Searches – Displays list of Saved Searches marked as Favorites

External Links – Displays links to External Websites (Links can be added by an Administrator)

Recent Email+ Visitors – Displays list of clients that viewed Email+, sent either manually or with auto-email

Recent Use Contacts – Displays list of clients who have viewed a recently sent email from “My Contacts”

My Carts – Displays the number of added carts by Property Type

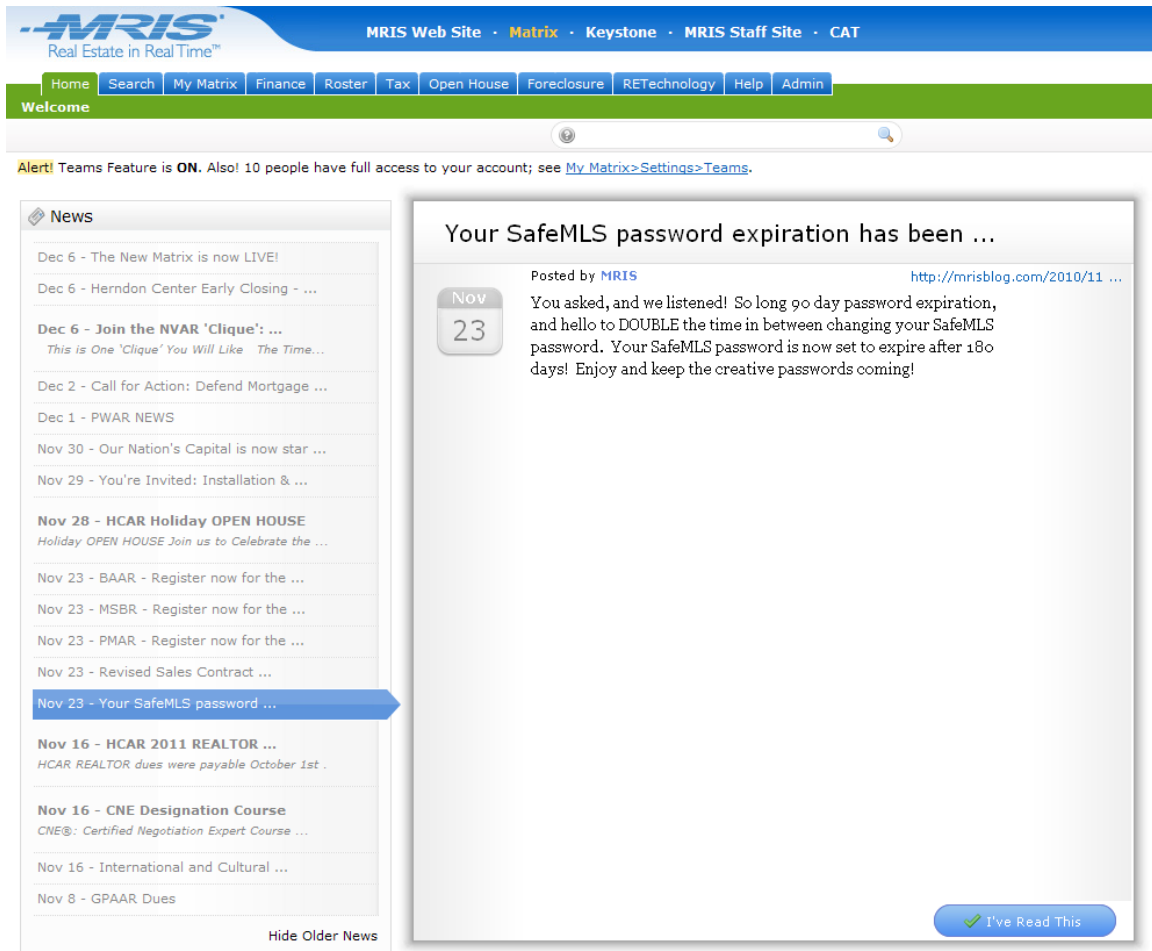
Speed Bar – Allows for general property search

The screenshot shows the MRIS Matrix homepage. At the top is a blue navigation bar with the MRIS logo and links for MRIS Web Site, Matrix, Keystone, MRIS Staff Site, CAT, and Logout. Below this is a green secondary navigation bar with links for Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, Help, and Admin. A welcome message "Welcome" and "Working as Timothy Campbell" are visible. The main content area contains several widgets: News (with a "Dec 1 - Changes to the Tax Mailing ..." alert), My Carts (listing counts for Residential, Lot & Land, Commercial, Multi-Family, Cross Property, and Tax), Widgets (showing no additional widgets), Recent Use Contacts (listing names like Fortier, Lucie and Hague, Anne), Recent Email+ Visitors (listing names and dates like Hague, Anne on 12/1/2010), External Links (listing RealEstate Business Intelligence, Homesdatabase.com, and Web Settlement Xpress), My Favorite Searches (listing searches like AAA 2.5 mile Radius around Clarksburg), and MLS Quick Search (with an input field for "Enter MLS Number(s)" and a "Go" button).

NEWS

Occasionally, you'll come across mandatory/urgent News and Information notices.

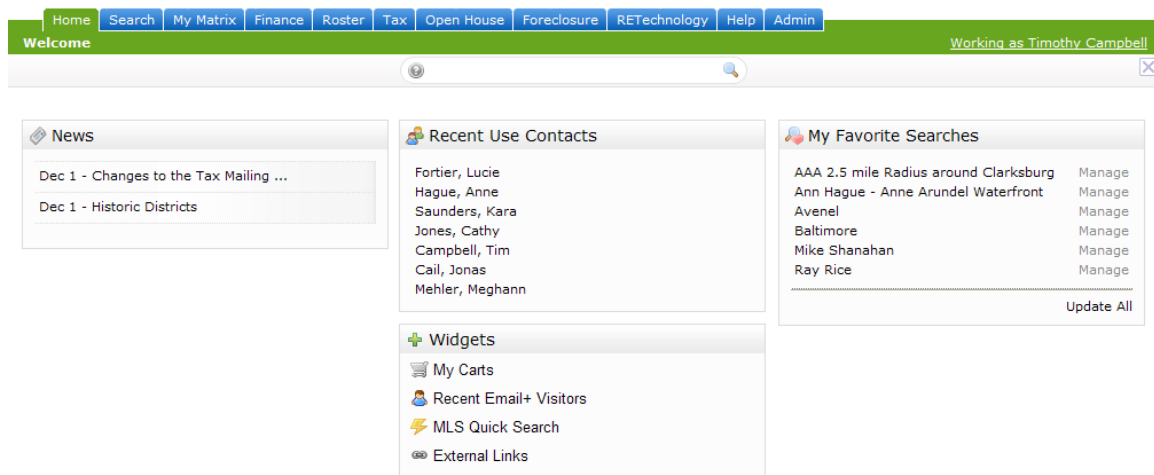
MRIS has the ability to mark announcements that contain information of a very important nature as Urgent. A yellow hazard icon and the urgent message will automatically open when you log in. When a message is marked Urgent, two options exist: read the article and click "I've read this", or click "read later". If you click "read later" it will maintain that message as urgent, and open again the next time you log in.



The screenshot shows the MRIS website interface. At the top, there is a navigation bar with links for MRIS Web Site, Matrix, Keystone, MRIS Staff Site, and CAT. Below this is a secondary navigation bar with links for Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, Help, and Admin. A "Welcome" message is displayed. An alert banner states: "Alert! Teams Feature is ON. Also! 10 people have full access to your account; see My Matrix>Settings>Teams." The main content area is divided into two sections. On the left is a "News" sidebar with a list of recent articles, including "Dec 6 - The New Matrix is now LIVE!", "Dec 6 - Herndon Center Early Closing - ...", "Dec 6 - Join the NVAR 'Clique': ...", "Dec 2 - Call for Action: Defend Mortgage ...", "Dec 1 - PWAR NEWS", "Nov 30 - Our Nation's Capital is now star ...", "Nov 29 - You're Invited: Installation & ...", "Nov 28 - HCAR Holiday OPEN HOUSE", "Nov 23 - BAAR - Register now for the ...", "Nov 23 - MSBR - Register now for the ...", "Nov 23 - PMAR - Register now for the ...", "Nov 23 - Revised Sales Contract ...", "Nov 23 - Your SafeMLS password ...", "Nov 16 - HCAR 2011 REALTOR ...", "Nov 16 - CNE Designation Course", "Nov 16 - International and Cultural ...", and "Nov 8 - GPAAR Dues". A blue arrow points to the "Nov 23 - Your SafeMLS password ..." article. On the right is a large article preview for "Your SafeMLS password expiration has been ...". The article is posted by MRIS and includes a date badge for "Nov 23". The text of the article reads: "You asked, and we listened! So long 90 day password expiration, and hello to DOUBLE the time in between changing your SafeMLS password. Your SafeMLS password is now set to expire after 180 days! Enjoy and keep the creative passwords coming!". At the bottom right of the article preview is a button that says "I've Read This" with a green checkmark icon.

WIDGETS

The 8 moveable widgets are located under the Widget section, which allows for maximum customization. Click and drag the widgets you need and position them on the Home page to your liking. Widgets you don't use will be stored under Widgets.



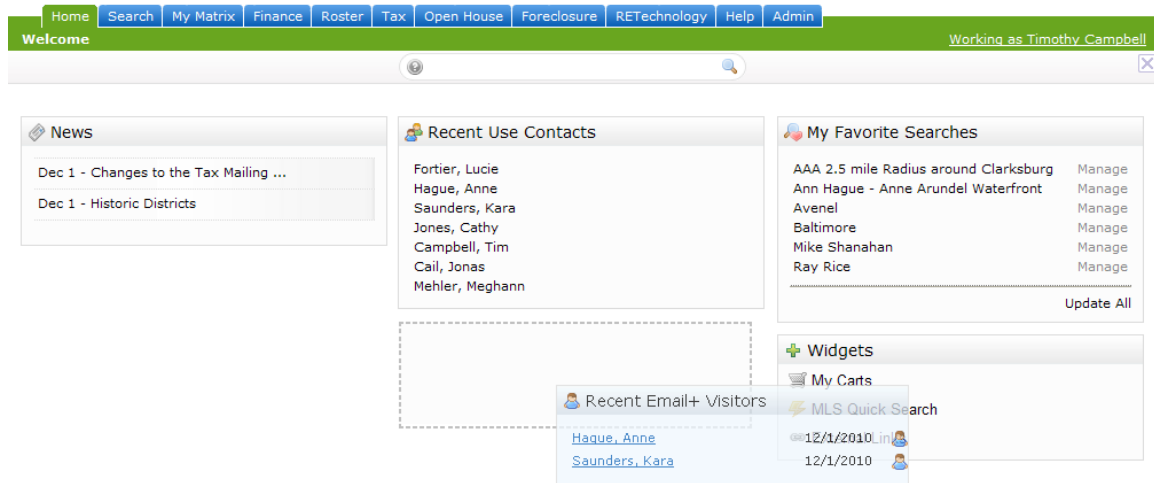
The screenshot shows the MRIS home page interface. At the top is a navigation bar with buttons for Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, Help, and Admin. Below this is a green header with "Welcome" on the left and "Working as Timothy Campbell" on the right. A search bar is located below the header. The main content area features several widgets:

- News:** A list of news items, including "Dec 1 - Changes to the Tax Mailing ..." and "Dec 1 - Historic Districts".
- Recent Use Contacts:** A list of contact names: Fortier, Lucie; Hague, Anne; Saunders, Kara; Jones, Cathy; Campbell, Tim; Cail, Jonas; Mehler, Meghann.
- My Favorite Searches:** A list of search results with "Manage" links: AAA 2.5 mile Radius around Clarksburg; Ann Hague - Anne Arundel Waterfront; Avenel; Baltimore; Mike Shanahan; Ray Rice.
- Widgets:** A menu with a plus sign containing: My Carts; Recent Email+ Visitors; MLS Quick Search; External Links.

How Does it Work?

Note: The News widget is the only widget that isn't moveable.

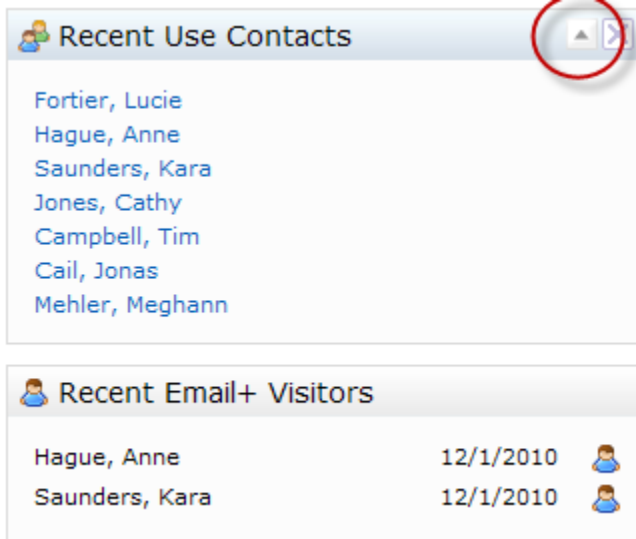
Step 1: Hover over the widget you want to move, press and drag to the desired position on your homepage screen.



Step 2: Open the widget by clicking the circled down arrow.





Step 3: Collapse the widget by clicking the up arrow to the right of the box



Recent Use Contacts

- Fortier, Lucie
- Hague, Anne
- Saunders, Kara
- Jones, Cathy
- Campbell, Tim
- Cail, Jonas
- Mehler, Meghann

Recent Email+ Visitors

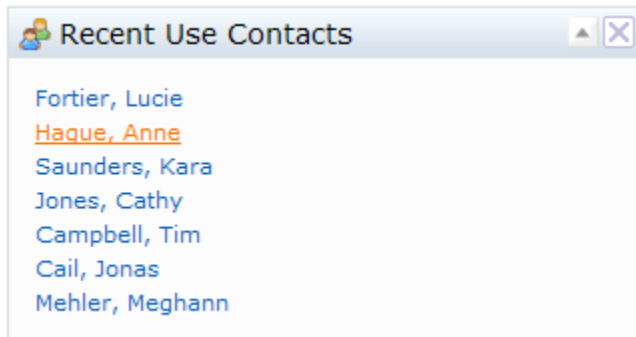
Hague, Anne	12/1/2010	
Saunders, Kara	12/1/2010	

Recent Use Contacts, Recent Email+ Visitors, Favorite Searches, My Carts

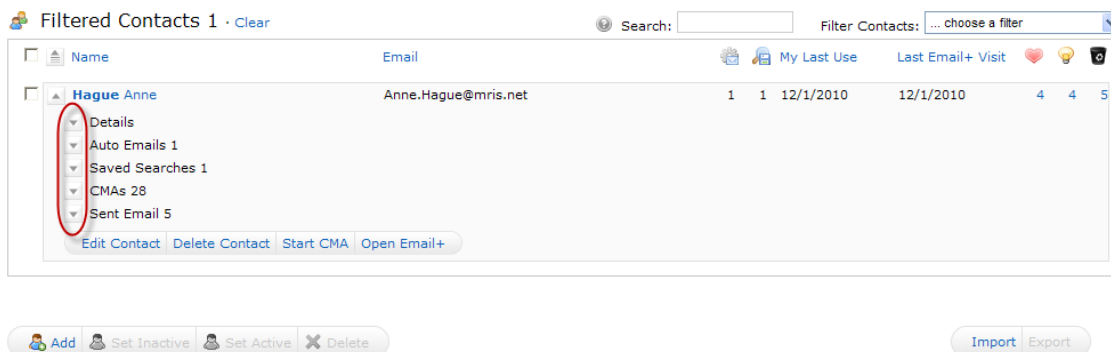
How Does it Work?

The Recent Use Contacts will display the names of the 10 most recent clients you've sent emails to. You can click on your client's name and will automatically be redirected to the **My Matrix Contact Page**.

Step 1: Click the Contact you want to view.



Step 2: On the **My Contact Page**, the Filter Contacts will automatically direct you to the client you chose from the Home page. The *action* buttons/arrows will allow you to view the sent emails, edit the contact, delete the contact, Start CMA or open the email history in *read only* mode.



The functionality for My Favorite Searches, Recent Email+ Visitors and My Carts is very similar to Recent Use Contacts. The most recent items saved to a cart or saved as a search, are now available from your homepage, through their widgets, providing immediate access upon logging into Matrix!



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.