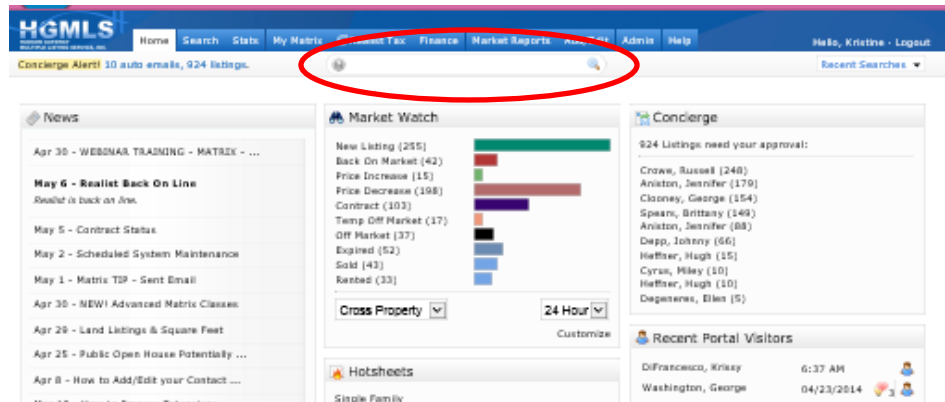


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## Speedbar

Speedbar shortcuts allow you to quickly search for properties using shorthand codes in the speedbar.



### Shorthand Codes

- |                       |                  |
|-----------------------|------------------|
| A- Active, S- Sold    | LAND- Land       |
| SF- Single Family     | COMM- Commercial |
| CONDO- Condominium    | RENT- Rental     |
| COOP- Cooperative     | OH- Open House   |
| MF24- Multifamily 2-4 | AG- Agent        |
| MF5- Multifamily5+    | OFF- Office      |

### You can also use....

- |             |                                 |
|-------------|---------------------------------|
| Street Name | County                          |
| City/Town   | ML# or #'s (separated by space) |

Custom Speedbar Shortcuts can be created through the Search by entering criteria, going to the results, selected SAVE and NEW SPEEDBAR SHORTCUT.

*The asterisks (\*) is helpful when searching for part of a word or name in Matrix.*



## CMA

A CMA can be created from any search results by selecting the properties and clicking the CMA button under Actions.

Previous · Next · 1-25 of 41    Checked 6    All · None · Page    Display Single Line    at 25    per page

Listing #	S	Address	Post Office	Parking	List/Sell \$	BD/BA	Sq Ft	Yr Built	Lot Sz	DOM City/Town	List Office ID
<input checked="" type="checkbox"/>	A	4144 Murdock Avenue	Bronx	Street Parking	\$309,000	0 1 (1 0)	713	1950		57 Bronx	ERABES
<input checked="" type="checkbox"/>	A	16 Tall Tulip Lane	Yonkers	1 Car Attached	\$469,500	2 2 (1 1)	1,552	1996	0.1230	15 Yonkers	JOEHAS
<input type="checkbox"/>	A	38 Canal Road	Wurtsboro	2 Car Detached	\$325,000	2 1 (1 0)	1,028	1950	0.2400	7 Thompson	KWHV04
<input checked="" type="checkbox"/>	A	321 Newport Bridge Road	Pine Island	4+ Car Attached,	\$572,000	3 4 (3 1)	2,883	2006	82.5000	182 Warwick Town	KWRD01
<input type="checkbox"/>	A	100 Ramona Court	New Rochelle	3 Car Attached, C	\$549,900	3 2 (2 0)	2,224	1953	0.2281	15 New Rochelle	WILRAV03
<input checked="" type="checkbox"/>	A	231 South Barry Avenue	Mamaroneck	1 Car Attached, C	\$469,900	3 2 (2 0)	1,551	1950	0.1841	19 Rye Town	DORJEN
<input checked="" type="checkbox"/>	A	2532 Iaconia Avenue	Bronx	1 Car Detached	\$459,000	3 4 (2 2)	1,700	1950		28 Bronx	ELITRE
<input checked="" type="checkbox"/>	A	246 Cushman Road	Patterson	2 Car Attached	\$399,999	3 3 (3 0)	1,950	1976	4.6700	9 Patterson	RMXCLS
<input type="checkbox"/>	A	763 East 230 Street	Bronx	Driveway	\$369,000	3 3 (2 1)	1,318	1955		50 Bronx	ERABES
<input type="checkbox"/>	A	646 Rachel Drive	Yorktown Heights	1 Car Attached	\$344,900	3 3 (2 1)	1,544	1974	0.3788	33 Yorktown	WORLDH
<input type="checkbox"/>	A	3243 Corsa	Bronx	None, Street Park	\$324,900	3 1 (1 0)	1,260	1950	0.0409	13 Bronx	REONYC
<input type="checkbox"/>	A	2169 Maple Avenue	Cortlandt Manor	1 Car Attached, C	\$324,000	3 2 (2 0)	1,800	1955	0.4900	31 Cortlandt	RAND03
<input type="checkbox"/>	A	14 Cortlandt Place	Ossining	1 Car Attached	\$321,800	3 2 (2 0)	1,774	1959	0.2600	57 Ossining	KELLER01
<input type="checkbox"/>	A	8 Florence Drive	Somers	2 Car Detached, I	\$319,900	3 3 (3 0)	3,845	1968	0.9333	58 Somers	RISING
<input type="checkbox"/>	A	24 Crest Drive	Yorktown Heights	Driveway	\$319,900	3 2 (2 0)	1,954	1942	0.4782	15 Somers	RMXCLS
<input type="checkbox"/>	A	1677 East 45th Street	call Listing Agent	1 Car Detached, I	\$315,000	3 2 (2 0)	1,372	1920	0.0413	49 Brooklyn	MANNET
<input type="checkbox"/>	A	90 Broad Street	Hawthorne	Driveway	\$687,500	4 3 (2 1)	2,700	1936	0.2800	58 Mount Pleasant	GRANDL
<input type="checkbox"/>	A	6 Long Meadow Way	Goshen	3 Car Attached, #	\$519,900	4 3 (2 1)	4,000	1998	4.7000	50 Goshen Town	RESO03
<input type="checkbox"/>	A	658 JERSEY Avenue	Greenwood Lake	2 Car Attached, C	\$499,000	4 4 (3 1)	2,245	1940	0.0200	1037 Warwick Town	REDL01
<input type="checkbox"/>	A	5 Mohawk Court	Stony Point	2 Car Attached, C	\$480,000	4 3 (2 1)	3,990	1990	0.5700	83 Stony Point	RAND03
<input type="checkbox"/>	A	6 Hillcrest Court	South Salem	2 Car Attached	\$464,900	4 3 (2 1)	2,424	1967	1.5533	21 Lewisboro	WILRAV03
<input type="checkbox"/>	A	31 Pasadena Place	Mount Vernon	1 Car Attached	\$419,800	4 3 (2 1)	2,060	1950	0.2744	52 Mount Vernon	HERESE
<input type="checkbox"/>	A	174 Buena Vista Road	New City	2 Car Attached, C	\$400,000	4 3 (2 1)	2,295	1977	0.9200	36 Clarkstown	CARRIN
<input type="checkbox"/>	A	3250 State Route 207	Campbell Hall	4+ Car Attached,	\$384,900	4 3 (2 1)	3,269	2001	6.6000	63 Hamptonburgh	SHAHAR
<input type="checkbox"/>	A	23 Wirtchtree Road	Woodstock	2 Car Attached, C	\$380,000	4 4 (3 1)	2,392	1790	11.9300	146 Woodstock	ALTISC

Actions    Refine    Save    Carts    **CMA**    Directions    Stats    Export    Quick CMA    [1] 2 · Previous · Next

Upload your Agent Photo for your CMA cover page under MY MATRIX- MY INFORMATION- CMA COVER SHEET.

This will bring you into the additional steps needed to complete your CMA.



## CMA Pages

There are many CMA pages to choose from when creating your CMA. Here are the recommended pages for a basic CMA:

- Cover Sheet w/Agent Photo
- Price Adjustments
- CMA Map
- Summary List
- Minimums and Maximums
- List Price and Sale Price Chart
- Pricing Recommendation
- Activity vs Timing
- Steps to a Positive Showing

After selecting your pages you can default these pages for future CMA's by clicking "SET AS DEFAULT" at the bottom.

## Exporting Data



*Appraisers: instead of exporting data, go to PRINT and use the Market Conditions 1004MC Report!*

Display results can be exported from Matrix to an Excel spreadsheet by clicking EXPORT. Only Data on the default Single Line Display will export unless a CUSTOM EXPORT is created.

Previous · Next · 1-25 of 66      Checked 25    All · None · Page    HotSheet display      Display Single Line    at 25    per page

Listing #	S	Address	Post Office	List/Sell \$	BD BA	Sq Ft	Yr Built	Lot Sz	DOM City/Town	List Office ID
4404523	A	109 Winchester Drive	Yonkers	\$624,900	2 3 (2 1)	2,180	1991	0.0761	Yonkers	RANDBH06
4404980	A	21 Overlook Road	Hastings-on-Hudson	\$899,000	4 3 (3 0)	2,151	1928	0.2900	1 Greenburgh	PRIOLO
4406727	A	81 Alpine Road	Yonkers	\$450,000	3 1 (1 0)	1,612	1957	0.1770	1 Yonkers	HOULAW13
4407428	A	184 Elmwood Road	South Salem	\$465,000	3 2 (2 0)	1,532	1955	2.9719	1 Lewisboro	DOUGEL04
4409046	A	33 McKeel Avenue	Tarrytown	\$599,000	4 3 (2 1)	2,462	1890	0.1625	1 Greenburgh	HUDHOM
4409845	A	57 Barnes Road	Tarrytown	\$529,999	3 1 (1 0)	1,620	1958	0.2133	1 Greenburgh	RANDBH04
4409871	A	419 Union Avenue	Peekskill	\$347,500	3 2 (2 0)	1,809	1920	0.2223	1 Peekskill	CLBANS09
4410090	A	197 Farragut Circle	New Rochelle	\$829,000	6 4 (3 1)	3,567	1926	0.3240	1 New Rochelle	DOUGEL08
4410784	A	112 Oak Street	Cortlandt Manor	\$185,000	1 2 (1 1)	1,150	1950	0.1740	1 Cortlandt	CLBANS09
4410792	A	172 High Street	Hastings-on-Hudson	\$769,500	5 2 (2 0)	2,340	1926	0.1490	1 Greenburgh	PRIOLO
4410808	A	93 Whippoorwill Road	Armonk	\$5,995,000	6 9 (8 1)	8,491	1968	20.7400	1 North Castle	RENWIK
4411327	A	115 Millard Avenue	Sleepy Hollow	\$930,000	5 4 (3 1)	2,829	1925	0.2800	1 Mount Pleasant	LEGEND
4411492	A	2828 Farm Walk Road	Yorktown Heights	\$700,000	4 4 (3 1)	2,977	1993	0.4579	1 Yorktown	CLBANS08
4411534	A	71 Park Rd Ext.	Goldens Bridge	\$479,000	3 3 (2 1)	1,911	1997	0.0400	1 Lewisboro	HOULAW14
4411938	A	181 Wilson Park Drive	Tarrytown	\$1,995,000	4 5 (4 1)	3,964	1970	0.9204	1 Greenburgh	LEGEND
4412029	A	70 Laurel Place	New Rochelle	\$399,888	2 2 (2 0)	988	1919	0.1900	1 New Rochelle	HOULAW15
4412284	A	7 Pond Hollow Court	Pleasantville	\$1,265,000	4 3 (2 1)	3,409	1994	0.8624	1 Mount Pleasant	HOULAW04
4412342	A	50 Marcourt Drive	Chappaqua	\$775,000	4 4 (3 1)	2,031	1930	0.7100	1 New Castle	HOULAW07
4412400	A	99 Amherst Drive	New Rochelle	\$599,000	3 3 (2 1)	1,416	1955		1 New Rochelle	HOULAW31
4412434	A	4 Jefferson Road	Scarsdale	\$2,490,000	6 7 (6 1)	6,387	2013	0.2800	1 Scarsdale	JBFSOT05
4412566	A	27 old lyme road	Scarsdale	\$1,699,999	5 4 (3 1)	3,605	1967	0.6500	1 Scarsdale	EPSOTH
4412598	A	265 Milton Road	Rye	\$5,895,000	6 8 (6 2)	8,026	2014	0.6408	1 Rye City	HOULAW17
4412649	A	1000 Seven Oaks Lane	Mamaroneck	\$1,999,000	5 5 (4 1)	3,374	1957	0.5000	1 Mamaroneck	HOULAW15
4412666	A	25 High Meadows Road	Mount Kisco	\$2,895,000	6 7 (6 1)	8,661	1988	3.6000	1 New Castle	HOULAW05
4412805	A	2101 Watch Hill Drive	Tarrytown	\$485,000	2 3 (2 1)	1,492	1994	0.0569	1 Greenburgh	RANDBH

Actions   Refine   Save   Carts      [1] 2 3 · Previous · Next

Email   Print   CMA   Directions   **Export**   Quick CMA

To create a CUSTOM EXPORT go to MY MATRIX and SETTINGS. Select CUSTOM EXPORT, ADD EXPORT, create a name for your Export, and then choose the fields you'd like to include.

## Hit Counters

The Hit Counter is used to track the amount of activity on your listings. View Hit Counters by going to MY MATRIX- MY LISTINGS, and then choose Hit Counters from the "Show" dropdown.

My Hit Counters

Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Agent Published	Agent Rejected
43	33	0	2	24	0	0
90	72	2	0	91	1	0
49	35	0	2	30	0	0
30	19	0	0	25	0	0

## Reverse Prospecting

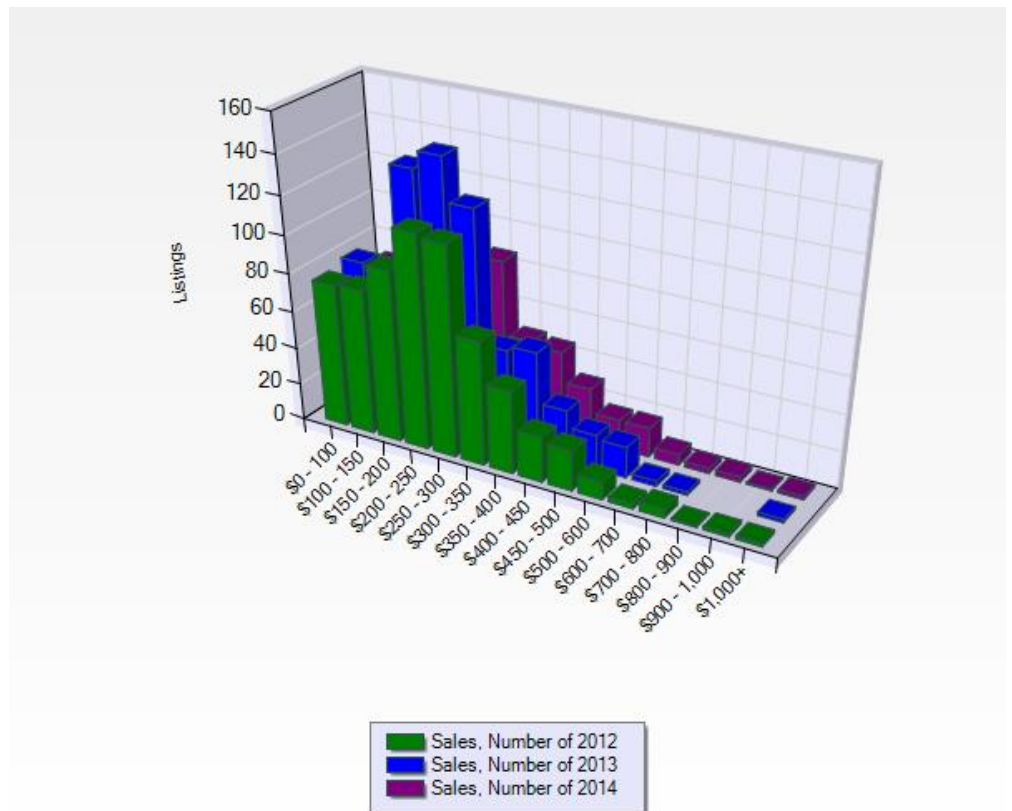
Reverse Prospecting is used by listing agents to find other agents who are looking for a listing like theirs. To run a Reverse Prospecting report go to MY LISTINGS and from the SHOW dropdown choose MY ACTIVE LISTINGS, select one listing and click the REVERSE PROSPECTING button on the bottom of the screen.



## Statistics

Statistical Reports can be created by clicking STATS on the top navigation tool bar. PRESETS are commonly used stat reports that can quickly be generated by selecting the Preset and entering the criteria. Custom stat reports can be created by selecting CUSTOMIZE and choosing the desired stat(s). Here is an example of a stat report generated using a 3D chart style.

*SAVE your favorite Stat Reports for easy access from your homepage STATS widget.*



### Historic Sales x Price Range

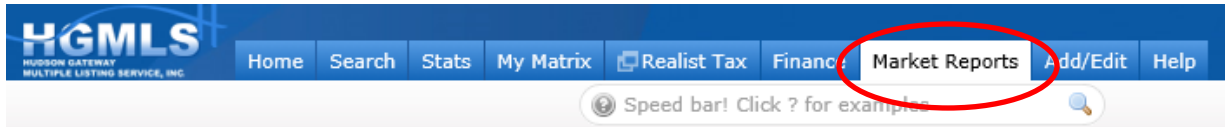
Time frame is the months January-May for the years 2012-2014

County is 'Orange County'

Results calculated from 1,981 listings

# Market Reports

Market Reports can be used by Agents to run their Agent Production Reports. Office Managers and Primary Brokers can run Agent Production, Office Production, Inventory, Expiration and Agent Ranking Reports. Go to MARKET REPORTS on the top navigation tool bar.



### On Demand Reports

This page displays a list of the available On Demand reports. You can set the criteria for any On Demand report by just clicking on the report name.

- [Ranking Report](#)  
This report generates a ranking report based on the criteria selected.
- [Agent Production and Inventory](#)  
Creates an Agent Production & Inventory Report for you.
- [Office Production and Inventory](#)  
Creates an Office Production & Inventory Report for your office.
- [Office Expiration Report](#)  
Creates an Office Expiration Report for your office.
- [Office Expiration Report \(Head Broker\)](#)  
Creates an Office Expiration Report for your Firm.

# IDX

IDX Frameable Links can be created (currently only by Brokers) under MY MATRIX-SETTINGS- IDX CONFIGURATION. These frameable links can be used to do IDX searches from Broker and Agent websites (with Broker Approval). Here is an example of what an IDX Search would look like once embedded on a website.

Hudson Gateway MLS

**MLS Number**

**Open House Date**

**Property Type**

- Single Family
- Single Family
- Commercial
- Condominium
- Co-Operative
- Land
- Multi-Family 2-4
- Multi-Family 5+
- Rental

**Sub Property Type**

- Attached
- Detached

**Map Search:** No Map Selected

Within  miles of

St #	St Dir	St Name	St Suffix	Unit #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[More](#)

<b>County</b>	<b>City/Town</b>
<ul style="list-style-type: none"> <li>Bronx County</li> <li>Dutchess County</li> <li>Orange County</li> <li>Putnam County</li> <li>Rockland County</li> </ul>	<ul style="list-style-type: none"> <li>Bedford</li> <li>Accord</li> <li>Adirondack</li> <li>Albany</li> <li>Altmar</li> </ul>

**Post Office**  **Village**

**Price**

No Min  to No Max

**Total Bedrooms**

No Min  to No Max

**Total Baths**

No Min  to No Max

**Total Sqft**

No Min  to No Max

**Lot Size Acres**

No Min  to No Max

**Year Built**