



Introduction to NTREIS Matrix User Guide

MetroTex Association of REALTORS®

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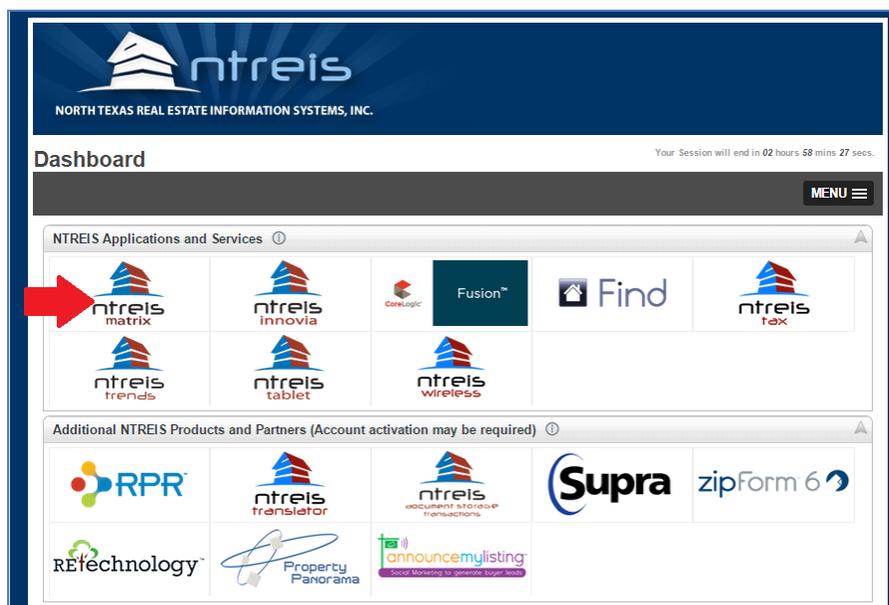


Logging in to NTRIS Matrix

From the MetroTex website (www.DFWRealEstate.com) choose **Real Estate Professionals**. Under **Member Shortcuts**, choose **MLS Login (SSO)**.



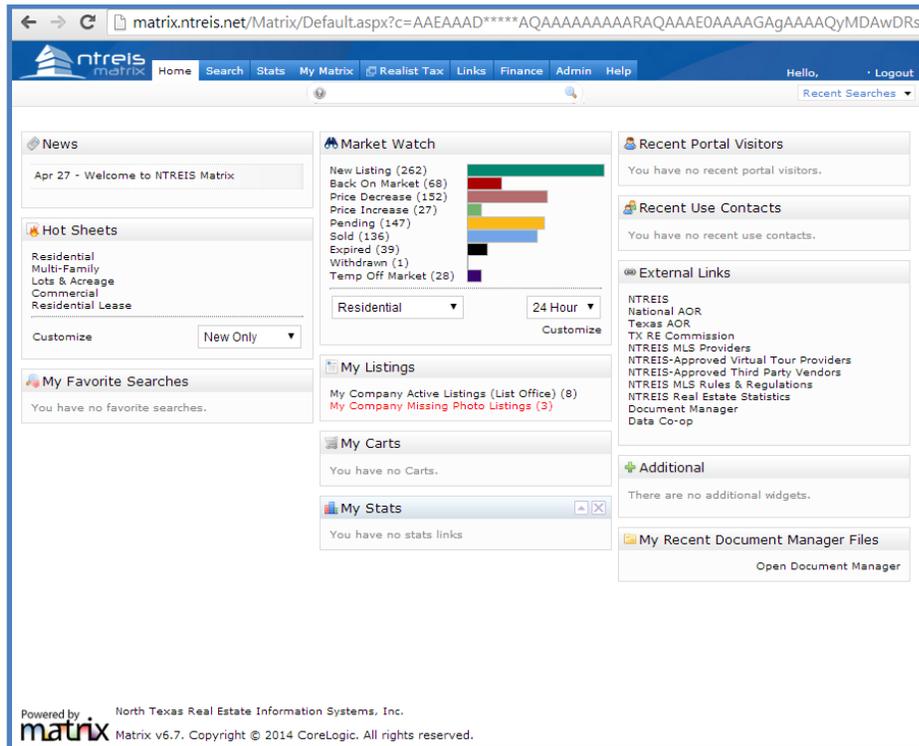
Enter your User ID (generally the license number with a leading zero) and Password. The next screen is the Portal – choose **NTRIS Matrix**.





Home Screen

After logging in to NTRIS Matrix using the current MLS User ID and Password, the **Home Screen** loads.



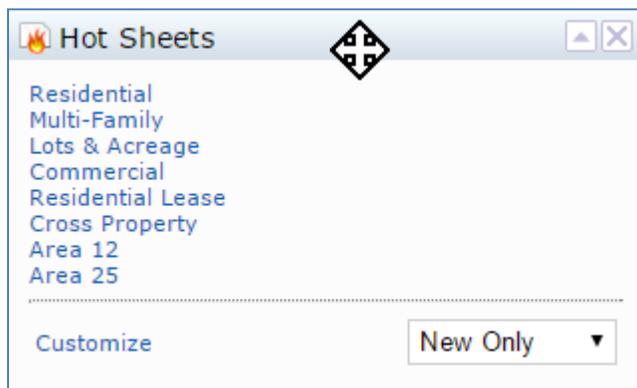
The screenshot shows the NTRIS Matrix Home Screen. The top navigation bar includes links for Home, Search, Stats, My Matrix, Realist Tax, Links, Finance, Admin, and Help. The main content area is divided into several widgets:

- News:** Apr 27 - Welcome to NTRIS Matrix
- Hot Sheets:** Residential, Multi-Family, Lots & Acreage, Commercial, Residential Lease. Includes a 'New Only' dropdown.
- Market Watch:** A bar chart showing market activity: New Listing (262), Back On Market (68), Price Decrease (152), Price Increase (27), Pending (147), Sold (136), Expired (39), Withdrawn (1), Temp Off Market (28). Includes a 'Residential' dropdown and a '24 Hour' refresh button.
- My Listings:** My Company Active Listings (List Office) (8), My Company Missing Photo Listings (3)
- My Carts:** You have no Carts.
- My Stats:** You have no stats links.
- Recent Portal Visitors:** You have no recent portal visitors.
- Recent Use Contacts:** You have no recent use contacts.
- External Links:** NTRIS, National AOR, Texas AOR, TX RE Commission, NTRIS MLS Providers, NTRIS-Approved Virtual Tour Providers, NTRIS-Approved Third Party Vendors, NTRIS MLS Rules & Regulations, NTRIS Real Estate Statistics, Document Manager, Data Co-op.
- Additional:** There are no additional widgets.
- My Recent Document Manager Files:** Open Document Manager

Powered by North Texas Real Estate Information Systems, Inc. Matrix v6.7. Copyright © 2014 CoreLogic. All rights reserved.

Each of the boxes is a **Widget**.

For example, below is the **Hot Sheet** widget.



The Hot Sheets widget is shown in a windowed view. It features a top bar with a 4-pointed arrow icon for moving the widget and an 'X' icon for closing it. The main content area lists the following categories:

- Residential
- Multi-Family
- Lots & Acreage
- Commercial
- Residential Lease
- Cross Property
- Area 12
- Area 25

At the bottom of the widget, there is a 'Customize' button and a 'New Only' dropdown menu.

When the pointer is over the top bar of a widget, the widget can be moved around the Home Screen using the 4-pointed arrow or even removed by clicking the X in the corner, if desired.



Menu Bar

The system navigation is controlled by the Menu Bar across the top of most screens in Matrix.



Home - System homepage

Search – Searching the database

- Residential
- Multi-Family
- Lots & Acreage
- Commercial
- Residential Lease
- Cross Property (all of the above)
- Agent
- Office
- Open House
- History

All of these can be used either as a basic or a detailed search.

Stats – Generating statistics from the database

My Matrix – Information specific to the user including Saved Searches, Contacts and System Customization

Realist Tax – Links to the Realist Tax database

Links – Links to county appraisal district websites as well as vendor pages such as Announce My Listings

Finance – Financial calculators

Input – Adding or editing listing and adding an agent photo

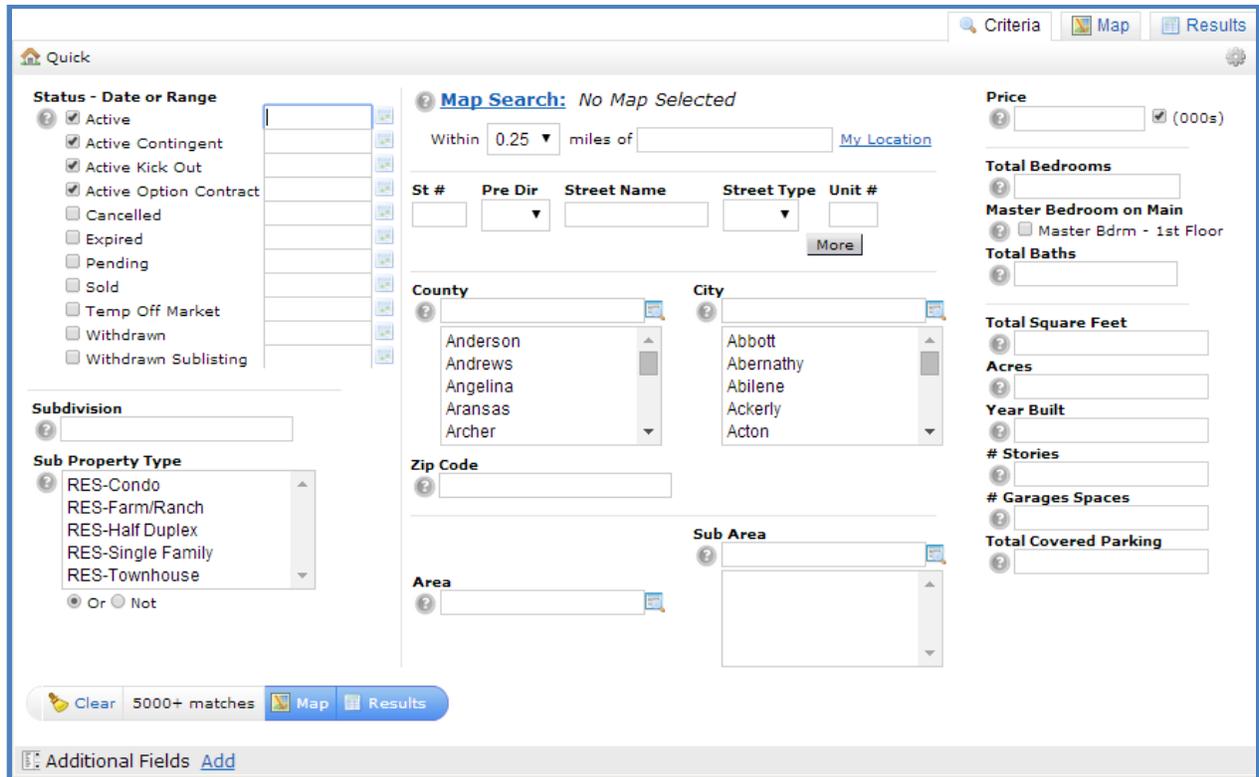
Market Reports – Agent and Office Market Share reports

Help – Answers to frequently asked user questions



Searching

From the **Search** menu, this is the **Residential Quick Search** screen.



The screenshot shows the 'Residential Quick Search' interface. It includes a 'Quick' search bar at the top. On the left, there are sections for 'Status - Date or Range' with checkboxes for Active, Active Contingent, Active Kick Out, Active Option Contract, Cancelled, Expired, Pending, Sold, Temp Off Market, Withdrawn, and Withdrawn Sublisting. Below this is 'Subdivision' and 'Sub Property Type' with a dropdown menu. The main search area includes 'Map Search: No Map Selected' with a distance selector (0.25 miles) and 'My Location' link. There are fields for 'St #', 'Pre Dir', 'Street Name', 'Street Type', and 'Unit #'. Below these are dropdown menus for 'County' (listing Anderson, Andrews, Angelina, Aransas, Archer) and 'City' (listing Abbott, Abernathy, Abilene, Ackerly, Acton). There are also fields for 'Zip Code' and 'Area'. On the right side, there are several numeric fields: 'Price' (with a '(000s)' checkbox), 'Total Bedrooms', 'Master Bedroom on Main' (with a 'Master Bdrm - 1st Floor' checkbox), 'Total Baths', 'Total Square Feet', 'Acres', 'Year Built', '# Stories', '# Garages Spaces', and 'Total Covered Parking'. At the bottom, there are buttons for 'Clear', '5000+ matches', 'Map', and 'Results', along with an 'Additional Fields Add' link.

Numeric Fields

The **Price** defaults to including the trailing zeroes:



The close-up shows the 'Price' field with the value '200+' entered and the '(000s)' checkbox checked.

The price is an exact match field.

If the search is for: \$200,000	enter 200
If the search is for \$200,000 and over	enter 200+
If the search is for \$200,000 - \$300,000	enter 200-300

Total Square Feet, Acres, Year Built, # Stories, # Garage Spaces and **Total Covered Parking** are also exact match fields and follow the standards above.



Bedrooms / Bathrooms

Both the Total Bedrooms and Total Baths fields use the entered number as a minimum unless otherwise specified.

If the search is for: 3 or more bedrooms	Enter 3
If the search is for: exactly 3 bedrooms	Enter 3-3
If the search is for: 3 to 5 bedrooms	Enter 3-5

Also, each half bath is entered in quantities of .1, so two full baths and one half bath would be entered as 2.1, two full baths and two half baths would be entered as 2.2, etc. in NTRIS Matrix.

Search Symbols and Wildcards

In fields where text is entered instead of choosing an item off a list (such as Subdivision), wildcards may be entered.

* is the wildcard symbol

! is the negative symbol

Subdivision

! *ranch*

BEGINS WITH – if the search is for: Josey Ranch [anything] <i>(i.e. Josey Ranch phase 1, Josey Ranch phase 2)</i>	Enter Josey Ranch*
ENDS WITH – If the search is for: [anything] Ranch <i>(i.e. Josey Ranch, Frankford Ranch)</i>	Enter *Ranch
CONTAINS – If the search is for: [anything] Ranch [anything] <i>(i.e. Josey Ranch phase 1, Frankford Ranch phase 2)</i>	Enter *Ranch*
NOT – If the search is for: anything but <u>exactly</u> Josey Ranch <i>(i.e. Josey Ranch phase 1, Josey Ranch phase 2, but not Josey Ranch)</i>	Enter !Josey Ranch
DOES NOT CONTAIN – If the search is for: anything without Ranch <i>(i.e. Josey Towers but not Josey Ranch)</i>	Enter !*ranch*

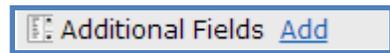
NOTE: More than one search symbol can be used in a field. For example, **!*ranch*** would return properties *without* [anything] ranch [anything] in the name.

A brief tutorial for wildcard and negative searches is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube <http://goo.gl/pTZpbt>.

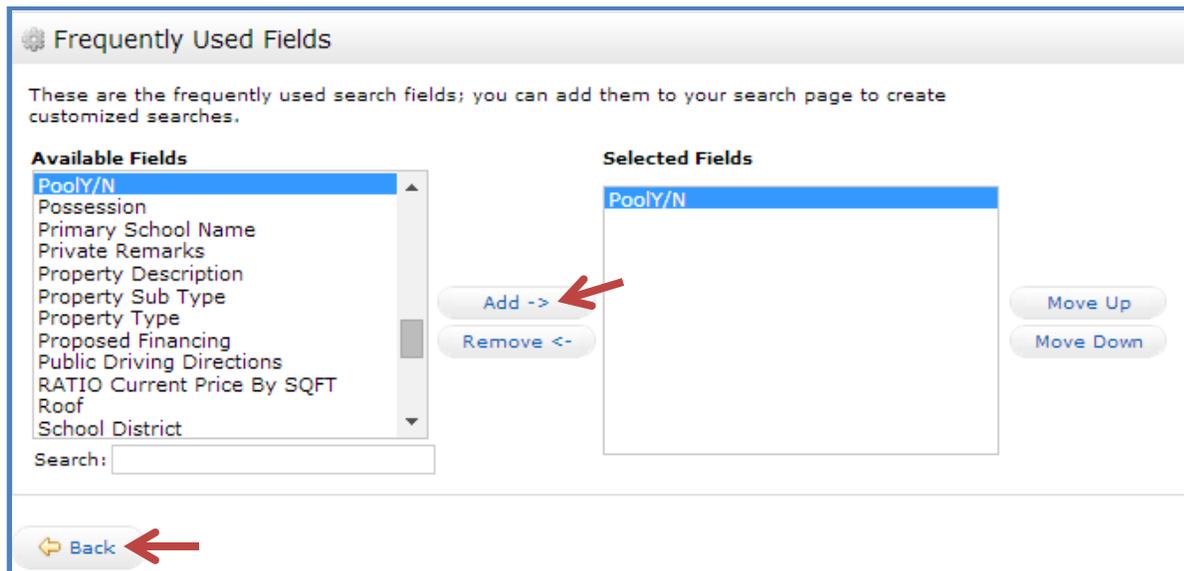


Additional Fields

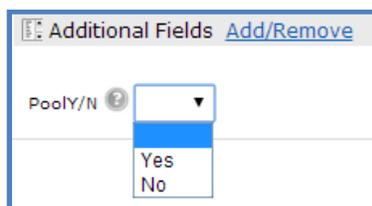
If there is a need to search by a field that is not on the main search screen, it can be added by using the **Additional Fields**.



When **Add** is selected, the **Frequently Used Fields** window presents fields available to be added.



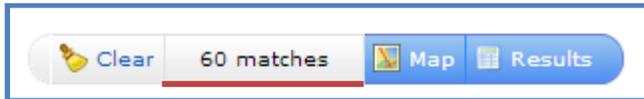
When a field is highlighted and the **Add** button is selected, it becomes a Selected Field. When the **Back** button is selected, that field will appear under **Additional Fields**.





Results

As criteria are entered on the search screen, the number of results is reported in the bottom left side of the screen.



When the **Results** tab is selected, properties are displayed on the **Results Grid**.

ML #	Status	Area	Address	Subdivision Name	Sq Ft	Total Beds	Baths	GAR/CP/TC	Acres	Pool	Current Price
12123941	Active	6/8	320 Dale Evans Drive	W. Mitchell	8,362	8	6/1	0/8/8	33.707	Yes	\$999,000
12114905	Active	10/2	23 Ash Bluff Lane	Glen Abbey At Ash Bluff 02	18,589	7	7/2	5/0/5	2.869	No	\$6,600,000
11989664	Active	11/9	5300 Royal Lane	Lobello Estates	9,452	7	8/2	3/0/3	2.800	Yes	\$3,400,000
12080876	Active	11/13	9520 Hathaway Street	Venetian	11,272	7	9/1	4/0/4	1.440	Yes	\$4,739,000
11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	\$29,995,000
12086614	Active	12/12	5601 East Side Avenue	Junius Heights	14,929	11	9/1	0/0/0	0.328	No	\$950,000
12070023	Active	12/11	5323 Swiss Avenue	Munger Place	11,261	7	8/3	3/0/3	0.780	Yes	\$2,999,500
12144577	Active	12/7	6835 Westlake Avenue	B E Miller	9,221	8	8/2	0/1/1	1.235	Yes	\$3,995,000
12097757	Active	20/1	5100 Canyongate Drive	Willow Bend Park #1	6,270	7	5/2	3/0/3	0.320	Yes	\$749,900
12123227	Active	20/13	3000 E Parker Road E	Daniel Rowlett Surv	6,430	9	6/1	3/0/3	6.058	Yes	\$1,395,000

Icons

On the left, the icons can be selected for more information.



The first checkbox is to **Select** a listing.



The next brings up the **Pictures** in a slideshow.



This icon brings up the property on a **Map**.



Next is the **Listing History** on the property.



The next one links to the **Document Storage** virtual filing cabinet.



This links to the **Realist Tax** data on the listing.



The final icon links to **Open House** information.

NOTE: If an icon is not applicable to the listing, it might not appear. For example, if there are no open houses scheduled, the open house icon will not be placed on that listing.



Adjusting the Results Grid

Sorting Columns

	ML #	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP	Acres	Pool	Current Price
<input type="checkbox"/>	11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	\$29,995,000
<input type="checkbox"/>	12091535	Active	700/1	215 Bella Riva Drive	Costa Bella	9,760	8	7/2	4/0/4	16.650	Yes	\$12,500,000
<input type="checkbox"/>	12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	9/3	5/0/5	35.000	Yes	\$12,500,000

Columns can be sorted by selecting the column heading. When the pointer is above the column name, the pointing hand icon appears (☞) allowing the column to be sorted.

	ML #	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP	Acres	Pool	Current Price
<input type="checkbox"/>	11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	\$29,995,000
<input type="checkbox"/>	12091535	Active	700/1	215 Bella Riva Drive	Costa Bella	9,760	8	7/2	4/0/4	16.650	Yes	\$12,500,000
<input type="checkbox"/>	12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	9/3	5/0/5	35.000	Yes	\$12,500,000

Columns can be moved by hovering the mouse above the column heading, selecting the column using the crosshairs (☞) and dragging the column to the new position.

	ML #	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP	Acres	Pool	Current Price
<input type="checkbox"/>	11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	\$29,995,000
<input type="checkbox"/>	12091535	Active	700/1	215 Bella Riva Drive	Costa Bella	9,760	8	7/2	4/0/4	16.650	Yes	\$12,500,000
<input type="checkbox"/>	12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	9/3	5/0/5	35.000	Yes	\$12,500,000
<input type="checkbox"/>	12126510	Active	25/2	5139 SENECA Drive	Sunnybrook Estates	16,000	7		8/0/8	2.340	Yes	\$11,288,000

Adding Columns

	ML #	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP	Acres	Pool	Current Price
<input type="checkbox"/>	11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	\$29,995,000
<input type="checkbox"/>	12091535	Active	700/1	215 Bella Riva Drive	Costa Bella	9,760	8	7/2	4/0/4	16.650	Yes	\$12,500,000
<input type="checkbox"/>	12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	9/3	5/0/5	35.000	Yes	\$12,500,000

Columns can be added by hovering the mouse above any column heading and selecting the column using the crosshairs (☞). When the heading is selected, a dialog box opens.

Sq Ft Total	Beds	Baths	GAR/CP/TCP	Acres	Pool	Current Price
29,196	10					
9,760	8					
10,000	9					
16,000	7					
15,173	7					
12,205	7					
19,000	7					
16,118	11	9/4	4/0/4		Yes	\$7,500,000

Pixel Width:

[Remove Column](#)

[Insert Column](#)

Alignment:

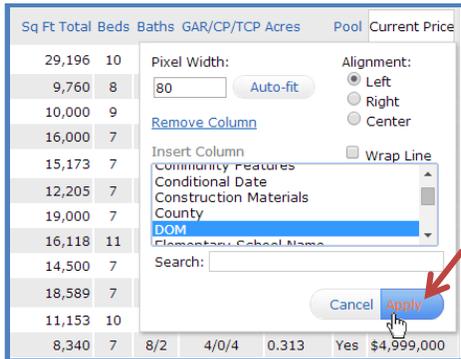
Left

Right

Center

Wrap Line

Insert Column should be selected.



When the desired column is selected and **Apply** is chosen, the new column will be added.

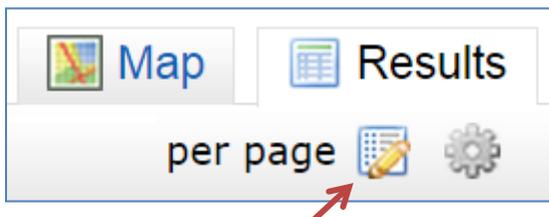
Setting the Default Grid

If the changes are to be saved, there are two steps to the process – saving a copy of the grid and selecting the copy as the new default.

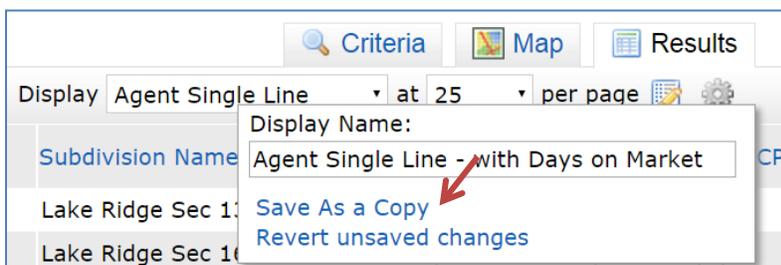
From the **Results Grid**:



Under Results, the **Manage Display** icon:

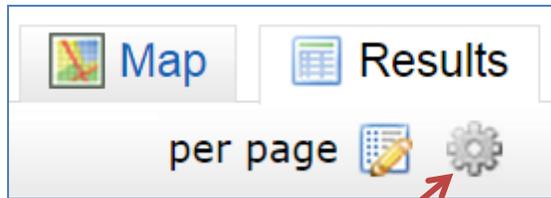


A **Copy** of the Results Grid can be saved.

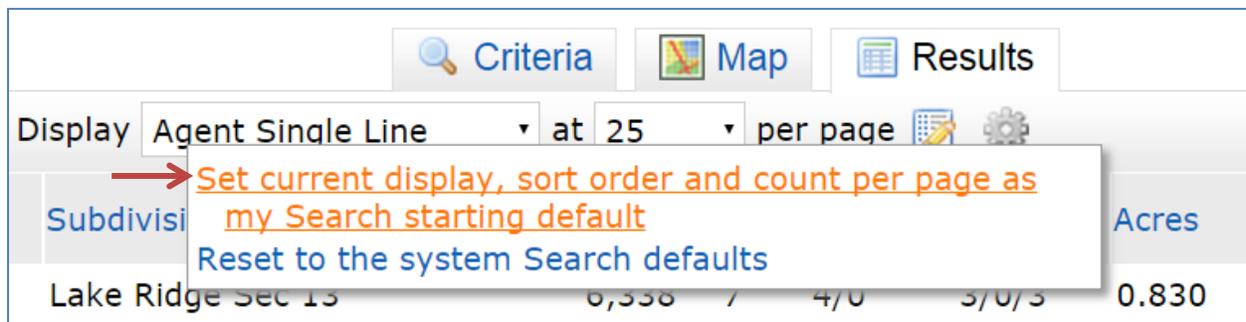




Once the copy has been saved, the copy can be set as the default for future search results. From the **Set/Clear Defaults Icon**:



Selecting **Set Current display, sort order and count per page as my Search starting default** will retain the customized results grid setting for future searches.





Print

On the results screen, when listing are selected, they can be printed.

Search run Monday, 3:28 PM

Criteria Map Results

Previous · Next · 1-10 of 16 Checked 2 All · None · Page

Display Agent Single Line at 10 per page

	ML #	Flag	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP
<input checked="" type="checkbox"/>	13108156	TX	Active	1/6	2724 Wood Lake Drive	Lake Ridge Sec 13	6,338	7	4/0	3/0/3
<input checked="" type="checkbox"/>	13108771	TX	Active	1/11	2508 Mustang Court	Lake Ridge Sec 16	8,234	8	7/1	4/0/4
<input type="checkbox"/>	12114905	TX	Active	10/2	23 Ash Bluff Lane	Glen Abbey At Ash Bluff 02	18,589	7	7/2	5/0/5
<input type="checkbox"/>	12175562	TX	Active	11/9	5300 Royal Lane	Lobello Estates	9,452	7	8/2	3/0/3
<input type="checkbox"/>	12080876	TX	Active	11/13	9520 Hathaway Street	Venetian	11,272	7	9/1	4/0/4
<input type="checkbox"/>	13039316	TX	Active	11/9	10770 Inwood Road	Lobello Estates	10,532	7	8/2	6/0/6
<input type="checkbox"/>	13099191	TX	Active	11/6	6645 Northaven Road	Hillcrest Estates	14,795	7	8/4	4/0/4
<input type="checkbox"/>	13111190	TX	Active	11/13	5210 Deloache Avenue	Sunnybrook Estates	13,328	7	8/2	7/0/7
<input type="checkbox"/>	13037674	TX	Active	11/12	4926 Deloache Avenue	Sunnybrook Estates	14,000	7	8/4	4/0/4
<input type="checkbox"/>	11881447	TX	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9

Actions Refine Save Carts

Criteria Email Print CMA Directions Stats Export Quick CMA CloudCMA

[1] 2 · Previous · Next

From the **Print** dialog box, a report can be selected and printed.

Print 2 Listings

Print which format(s)? To select multiple at once, hold Ctrl while you click (option key, on a Mac).

- my:Agent Single Line - with Zip Code
- Agent Full
- Agent Single Line**
- Agent Two Line
- Agent No Photo Full
- Customer Full w/RatePlug
- Customer Full
- Customer Brief
- Customer Brief w/Remarks
- Customer Flyer
- Portal Full
- Multi-Map
- Reports below print as PDF only ----
- CMA 1-Line
- 3-Up Comparison
- 1004MC Report

- Print agent header & footer
- Print search criteria
- Ink saver; if any, don't print images

Back to Results Email PDF Print to PDF Preview Print



Email

On the results screen, when listing are selected, they can be emailed.

Search run Monday, 3:28 PM

Criteria Map Results

Previous · Next · 1-10 of 16 Checked 2 All · None · Page

Display Agent Single Line at 10 per page

	ML #	Flag	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP
<input checked="" type="checkbox"/>	13108156	TX	Active	1/6	2724 Wood Lake Drive	Lake Ridge Sec 13	6,338	7	4/0	3/0/3
<input checked="" type="checkbox"/>	13108771	TX	Active	1/11	2508 Mustang Court	Lake Ridge Sec 16	8,234	8	7/1	4/0/4
<input type="checkbox"/>	12114905	TX	Active	10/2	23 Ash Bluff Lane	Glen Abbey At Ash Bluff 02	18,589	7	7/2	5/0/5
<input type="checkbox"/>	12175562	TX	Active	11/9	5300 Royal Lane	Lobello Estates	9,452	7	8/2	3/0/3
<input type="checkbox"/>	12080876	TX	Active	11/13	9520 Hathaway Street	Venetian	11,272	7	9/1	4/0/4
<input type="checkbox"/>	13039316	TX	Active	11/9	10770 Inwood Road	Lobello Estates	10,532	7	8/2	6/0/6
<input type="checkbox"/>	13099191	TX	Active	11/6	6645 Northaven Road	Hillcrest Estates	14,795	7	8/4	4/0/4
<input type="checkbox"/>	13111190	TX	Active	11/13	5210 Deloache Avenue	Sunnybrook Estates	13,328	7	8/2	7/0/7
<input type="checkbox"/>	13037674	TX	Active	11/12	4926 Deloache Avenue	Sunnybrook Estates	14,000	7	8/4	4/0/4
<input type="checkbox"/>	11881447	TX	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9

Actions Refine Save Carts

Criteria Email Print CMA Directions Stats Export Quick CMA CloudCMA

[1] 2 · Previous · Next

The email will be sent when the agent adds a recipient, a subject and a message and selects **Send**.

Email 2 Listings

From: "Sample Agent" <SampleAgent@dfwre.com>

To:

CC:

[Create a New Contact](#)

Bcc me a copy of this message.

Display: All customer displays are automatically available to your contact.

Subject:

Email Body:

Characters Remaining: 4000
Check Spelling [English](#)

Signature: **Sample Agent, REALTOR®**
MetroTex Association of REALTORS®
<http://www.dfwre.com>
555-555-5555 (cell/text)
See my listings at:
<http://innovia.ntreis.net/ntr/idx/index.php?key=7356cfafb2ba58a8092fdeda9f7cff3>

 [Edit Your Signature](#)

Cancel Preview **Send**



Driving Directions

ML #	Status	Area	Address	Subdivision Name	Sq Ft	Total Beds	Baths	GAR/CP/TCP	Acres
11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Pt 01	29,196	10	9/4	9/3/9	35.000
12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	9/3	5/0/5	2.340
12126510	Active	25/2	5139 SENECA Drive	Sunnybrook Estates	16,000	7	6/3	8/0/8	2.340
11842412	Active	41/2	12780 Hilltop Road	Wm Gibson	12,205	7	9/3	7/2/4	50.000
11837638	Active	123/1	5102 Montclair Drive	Arrington D P Ltd	19,000	7	8/4	7/0/7	3.390
12053606	Active	20/1	5500 Cavendish Court	Willow Bend Place	14,500	7	9/3	6/0/6	5.190
12114905	Active	10/2	23 Ash Bluff Lane	Glen Abbey At Ash Bluff 02	18,589	7	7/2	5/0/5	2.869
11927259	Active	25/15	3620 Maplewood Avenue	Highland Park	8,340	7	8/2	4/0/4	0.313
12080876	Active	11/13	9520 Hathaway Street	Venetian	11,272	7	9/1	4/0/4	1.440
11992362	Active	50/1	12300 State Highway 205	Jas Strickland Surv	9,757	7	7/2	4/1/4	9.940

The desired properties can be checked, then **Directions** selected.

1925 N Pearson Lane
MLS#: 12110911
Status: A
Price: \$12,500,000
SqFt: 10,000
Beds: 9
Bath: 9.3 (9 3)

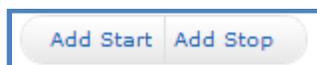
4939 Manson Court
MLS#: 11881447
Status: A
Price: \$29,995,000
SqFt: 29,196
Beds: 10
Bath: 9.4 (9 4)

5139 SENECA Drive
MLS#: 12126510
Status: A
Price: \$11,288,000
SqFt: 16,000
Beds: 7
Bath: 6.3 (6 3)

Turn-by-Turn Directions
Total distance: 33.4 Miles

1. **1925 N Pearson Lane**
Start: Depart Aspen Ln toward N Pearson Ln (0.2 Miles)
1. Turn right onto N Pearson Ln (0.5 Miles)

The listings can be dragged and dropped into the desired order.



The **Add Start** and **Add Stop** buttons can be used to add beginning and end points that are not listings (i.e. the agent's office). These directions can be both emailed and printed.

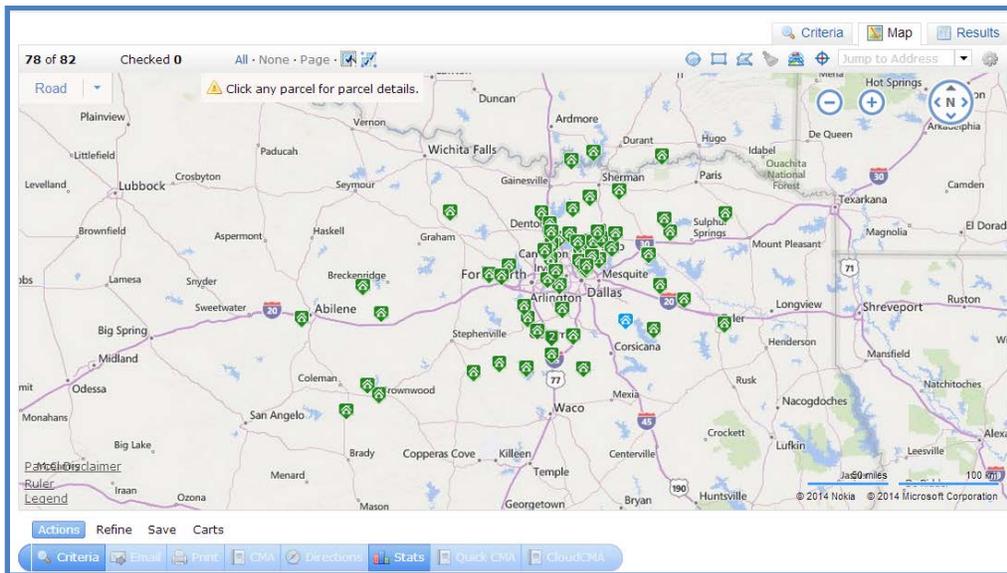
A brief tutorial for driving directions is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube <http://goo.gl/zODGp9>.



Map

Criteria											
ML #	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP	Acres	Pool	Current Price
TX 11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	\$29,995,000
TX 12091535	Active	700/1	215 Bella Riva Drive	Costa Bella	9,760	8	7/2	4/0/4	16.650	Yes	\$12,500,000
TX 12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	9/3	5/0/5	35.000	Yes	\$12,500,000

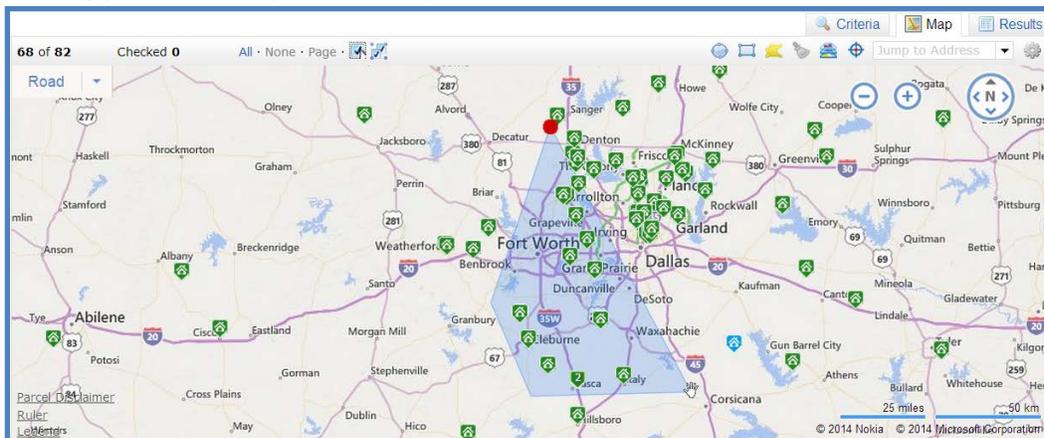
The Map can be accessed by selecting the **Map** tab from either the Search/Criteria screen or the Results screen.



An area can be searched by selecting the **Polygon** tool.

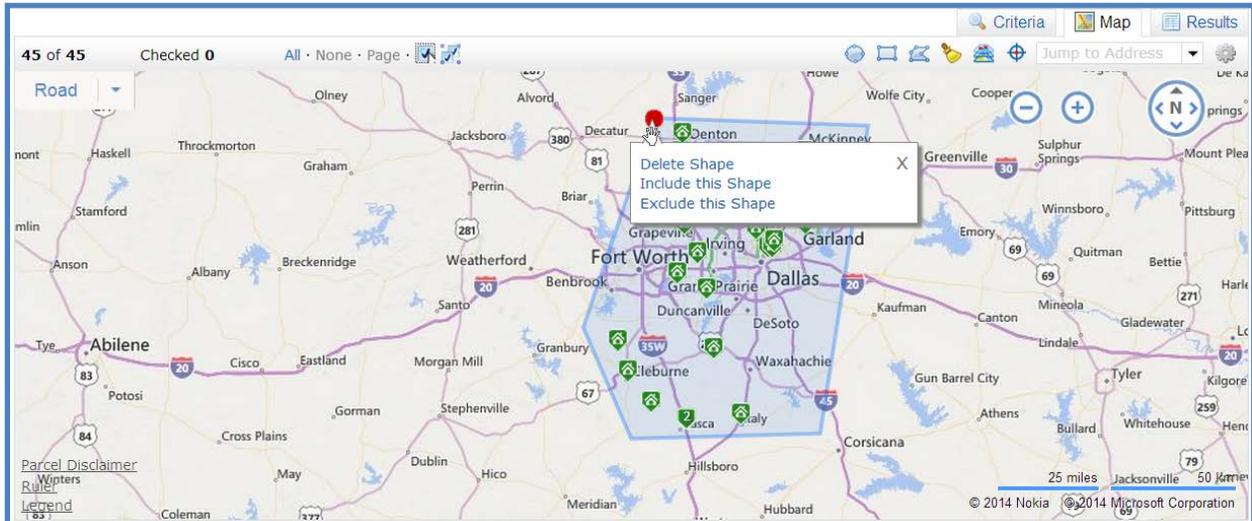


The desired area can be traced, with a click/tap each time the direction changes. Clicking/tapping the red starting point will complete the shape.





The shape can now be used to define the search area (**Include this Shape**) or exclude a specific area from the search results (**Exclude this Shape**). **Delete Shape** will remove the user-defined shape from the map.



The resulting listings will be limited by the area(s) selected on the map.

NOTE: More than one shape may be used. Also, there can be a shape within a shape (i.e. limited to a certain area, minus a few streets).

A brief tutorial for map-based searches is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube <http://goo.gl/l5sfEL>.



My Matrix

From the Home Screen, **My Matrix** can be accessed from the top Menu Bar.

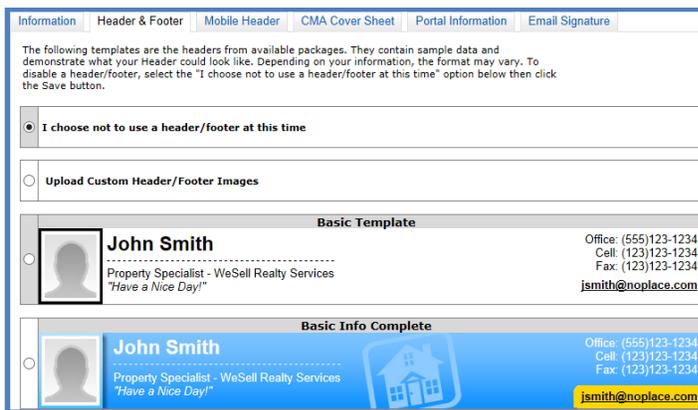


Under the **My Matrix** menu, **My Information** loads another menu.

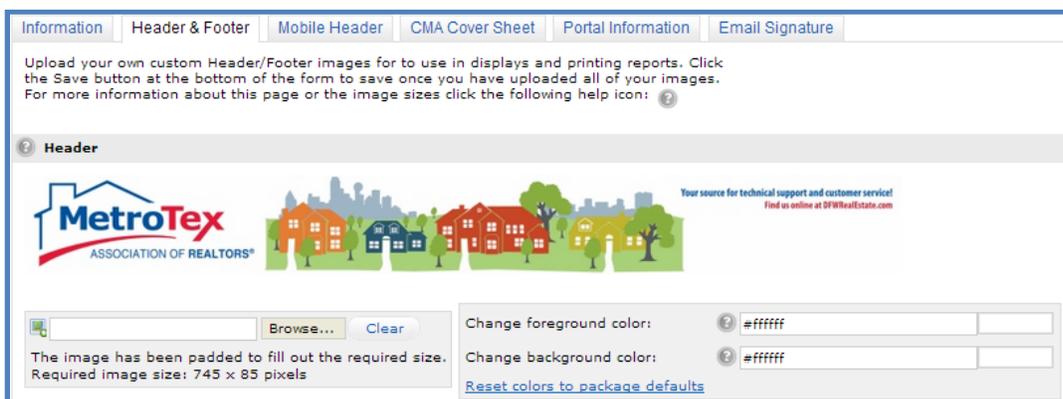


Header & Footer

Under **Header & Footer**, the user can either use system-generated headers:



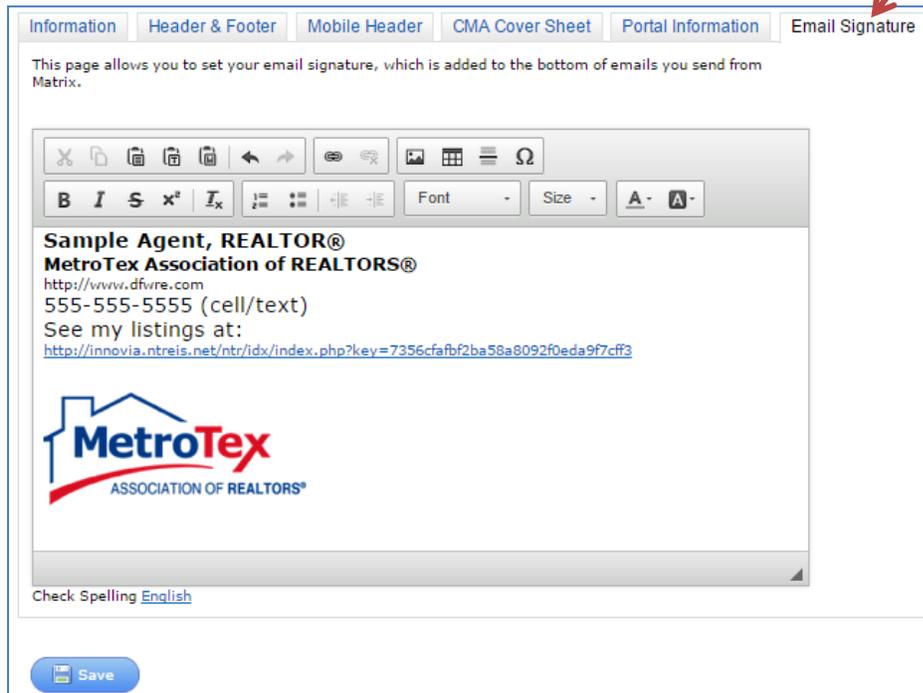
or upload custom headers:



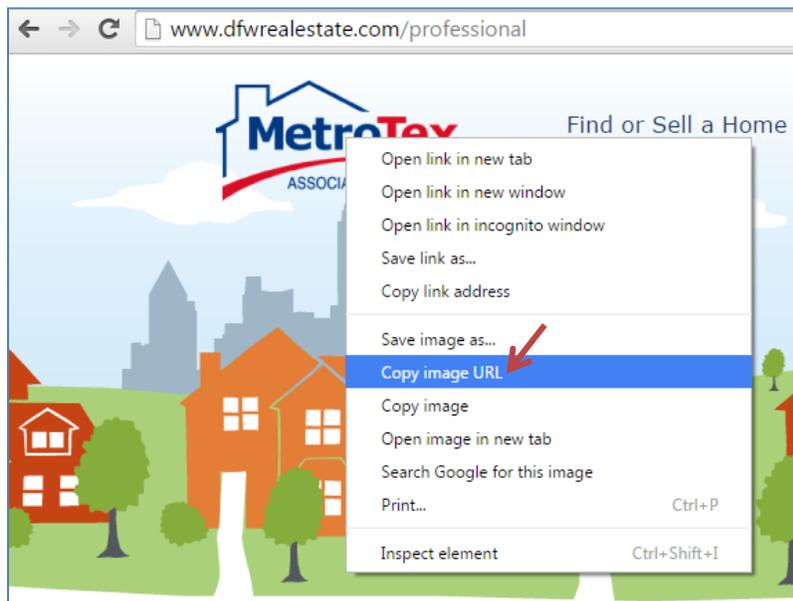


Email signature

The email signature can also be created under the **My Matrix** menu, then **My Information**.



The email signature can include different fonts, text colors and sizes as well as photos and logos. Any photo or logo to be included must exist on a website. When the URL is copied:

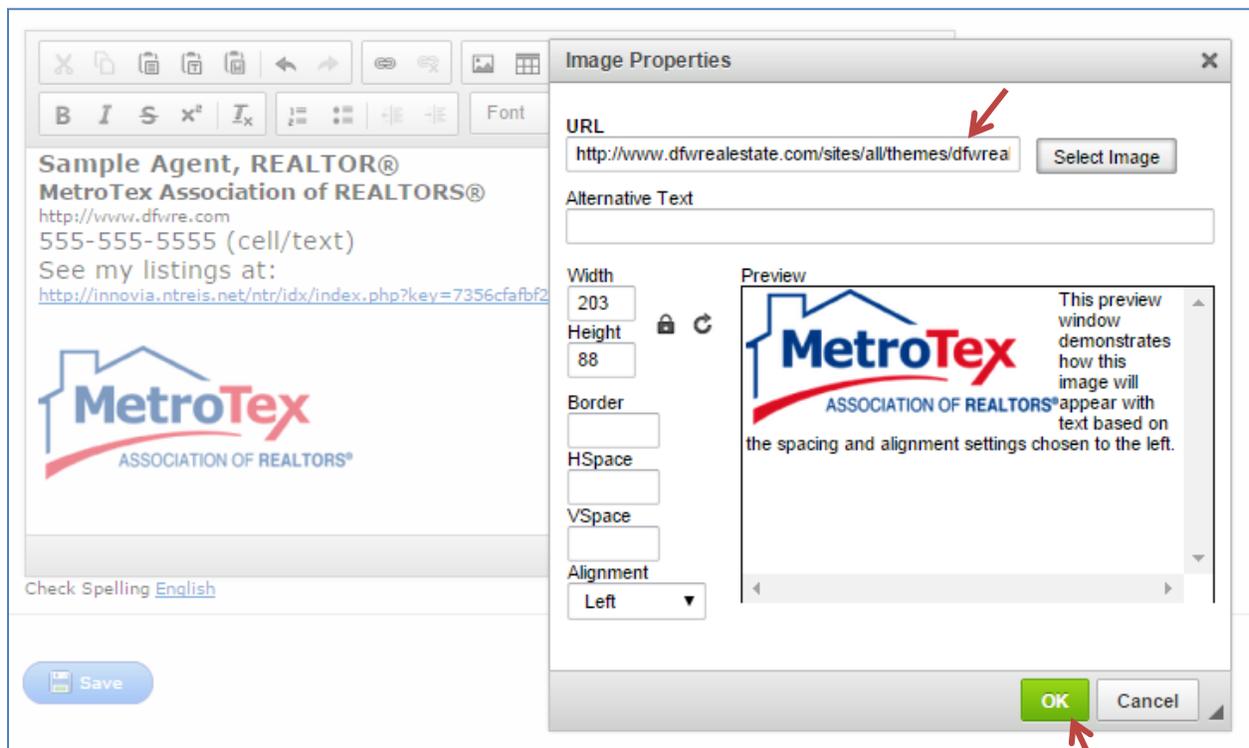




It can be pasted in the photo dialog box.



Pasting the URL in the photo dialog box and selecting **OK** will add the image to the email signature.





Auto Email to Clients / Prospects

Criteria Map Results

Previous · Next · 1-10 of 31 Checked 10 All · None · Page Display Agent Single Line at 10 per page

	ML #	Status	Area	Address	Subdivision Name	Sq Ft	Total Beds	Baths	GAR/CP/TC	Acres	Pool	Current Price
<input checked="" type="checkbox"/>	TX 12114905	Active	10/2	23 Ash Bluff Lane	Glen Abbey At Ash Bluff 02	18,589	7	7/2	5/0/5	2.869	No	\$6,600,000
<input checked="" type="checkbox"/>	TX 11989664	Active	11/9	5300 Royal Lane	Lobello Estates	9,452	7	8/2	3/0/3	2.800	Yes	\$3,400,000
<input checked="" type="checkbox"/>	TX 12080876	Active	11/13	9520 Hathaway Street	Venetian	11,272	7	9/1	4/0/4	1.440	Yes	\$4,739,000
<input checked="" type="checkbox"/>	TX 11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	\$29,995,000
<input checked="" type="checkbox"/>	TX 12070023	Active	12/11	5323 Swiss Avenue	Munger Place	11,261	7	8/3	3/0/3	0.780	Yes	\$2,999,500
<input checked="" type="checkbox"/>	TX 12144577	Active	12/7	6835 Westlake Avenue	B E Miller	9,221	8	8/2	0/1/1	1.235	Yes	\$3,995,000
<input checked="" type="checkbox"/>	TX 12147177	Active	20/1	3201 Hunter Lane	Oakbrook Estates	7,700	7	6/1	4/0/4	1.080	Yes	\$2,495,000
<input checked="" type="checkbox"/>	TX 12101774	Active	20/1	5236 Runnin River Drive	Lakeside On Preston #1c	10,055	7	7/1	4/0/4	1.780	Yes	\$3,350,000
<input checked="" type="checkbox"/>	TX 12053606	Active	20/1	5500 Cavendish Court	Willow Bend Place	14,500	7	9/3	6/0/6	5.190	Yes	\$6,900,000
<input checked="" type="checkbox"/>	TX 11977259	Active	25/15	3620 Maplewood Avenue	Highland Park	8,340	7	8/2	4/0/4	0.313	Yes	\$4,999,000

Actions Refine Save Carts [1] 2 3 4 · Previous · Next

New Saved Search **New Auto Email** New Speed Bar Shortcut

To have the system generate listings emails to clients, first a search needs to be created. Once the initial listings are selected/checked, **Save** can be selected, then **New Auto Email**.



This opens the **Auto Email** dialog box.

 Save a New Auto Email

 Recipients

Contact: [Create a New Contact](#)

To:

CC:

BCC me a copy of all emails

 Message

Subject:

Welcome Email Recurring Email

Salutation:

Message:

Welcome to "The Portal"

 All messages I send to you containing listing information - those I send you manually as well as those I set our system to send you automatically - will contain a link to your personalized page on The Portal. You can access The Portal with your favorite web browser, where you'll be able to view the listing information I've prepared for you in several different formats. For your convenience, you'll be able to sort these listings and categorize them. You'll be able to see all associated

 Check Spelling [English](#)

Signature: **Sample Agent, REALTOR®**
MetroTex Association of REALTORS®
<http://www.dfwre.com>
 555-555-5555 (cell/text)
 See my listings at:
<http://innovia.ntreis.net/ntr/idx/index.php?key=7356cfa1b2ba58a8092f0eda9f7cff3>


[Edit Your Signature](#)

Language:

 Criteria:

 This page saves the below Search Criteria (70 Listings, plus all new matches) as an Auto Email, *not the 25 checked Listings.*

Property Type is 'Residential'
 Status is 'Active'
 Beds Total is 7+

 Settings

Concierge: Enable concierge mode
 Show this contact in Reverse Prospecting results
 Enable as a Favorite Search on Home tab (10 maximum)

 Schedule

ASAP: Emails are sent as soon as possible.

Daily: Emails are sent on the days you choose.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/> All AM	<input checked="" type="checkbox"/> AM						
<input type="checkbox"/> All PM	<input type="checkbox"/> PM						

 [Clear](#)

Monthly: Emails are sent on the first of the month at midnight.

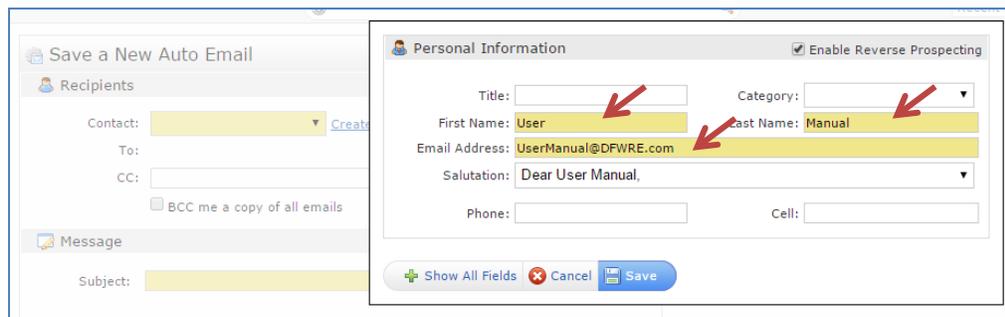
Cancel
Save



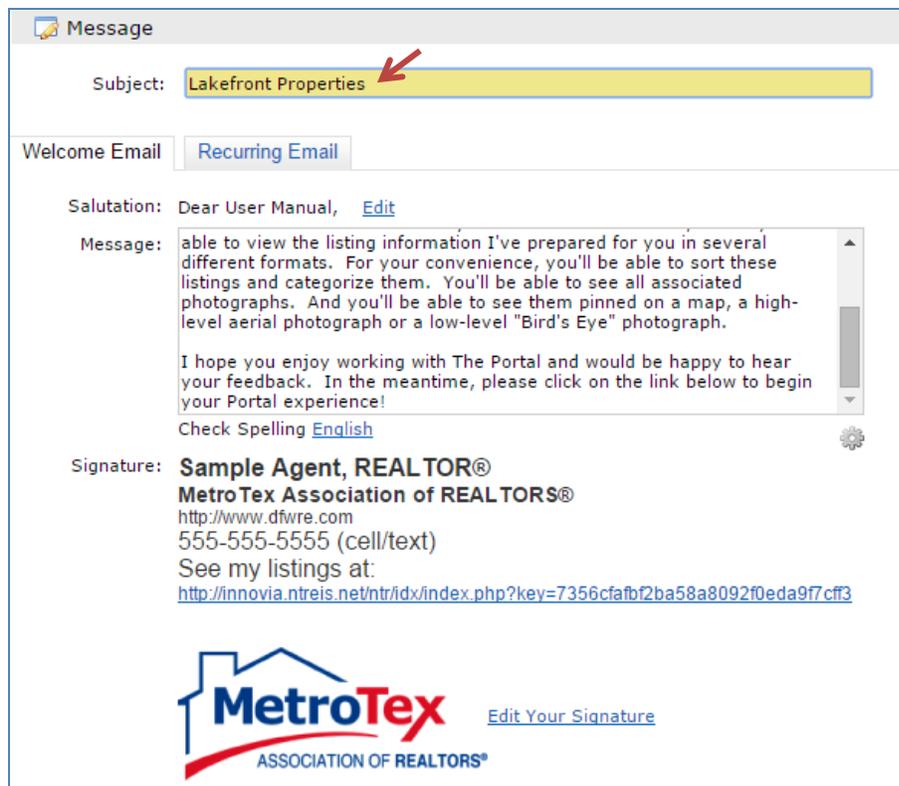
Either an existing **Contact** may be chosen by selecting the down arrow and choosing from a list,



or a new **Contact** may be created. First name, last name and email address are all required fields.

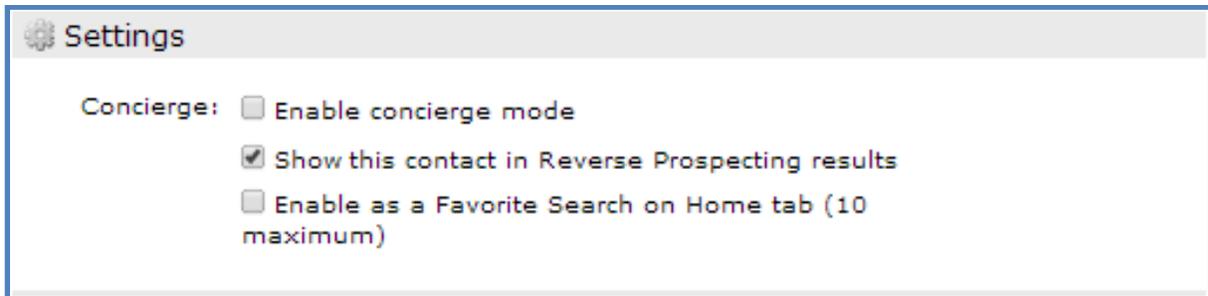


Next, a **Subject** must be entered for the emails. The system will generate a message for the body of the email, but it can be changed by entering new text in the **Message** field.





Under **Settings**, the system defaults can be changed.



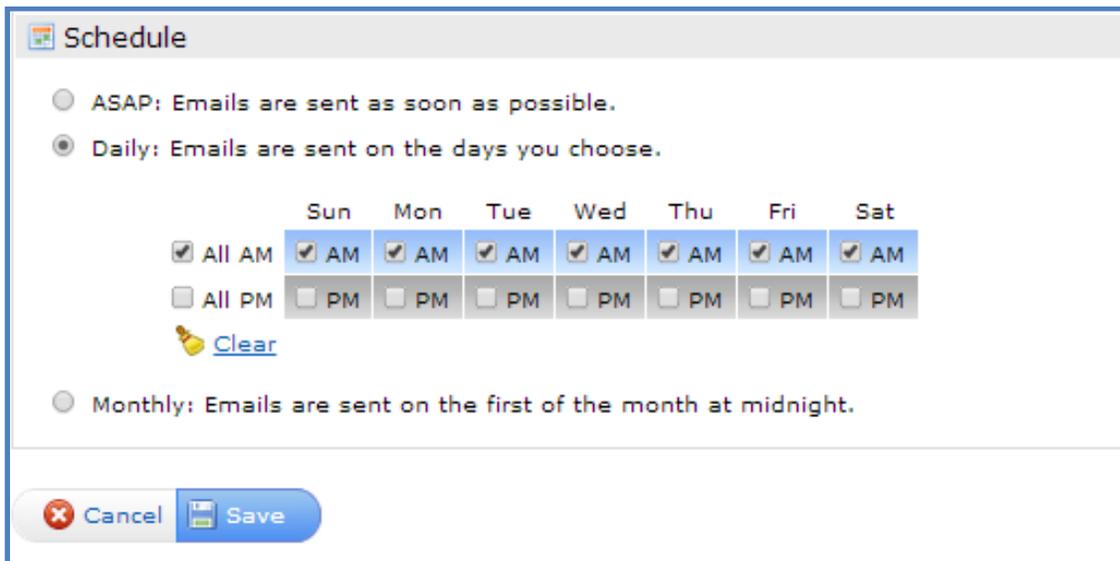
Settings

- Concierge: Enable concierge mode
- Show this contact in Reverse Prospecting results
- Enable as a Favorite Search on Home tab (10 maximum)

Enable Concierge Mode sends the listings to the agent to select/review before sending the listings to the client.

Reverse Prospecting allows listing agents to see which buyer’s agents have sent their listing to clients. The listing agent would only see the buyer’s agent’s contact information, not the client’s information.

Enable as Favorite Search saves the search for immediate access on the home screen.



Schedule

- ASAP: Emails are sent as soon as possible.
- Daily: Emails are sent on the days you choose.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/> All AM	<input checked="" type="checkbox"/> AM						
<input type="checkbox"/> All PM	<input type="checkbox"/> PM						

- Monthly: Emails are sent on the first of the month at midnight.

Schedule determines the frequency of the auto emails. **ASAP** sends the emails when a listing matches the criteria. **Daily** can be set to email up to twice a day on the selected days. **Monthly** sends the email on the first of the month.

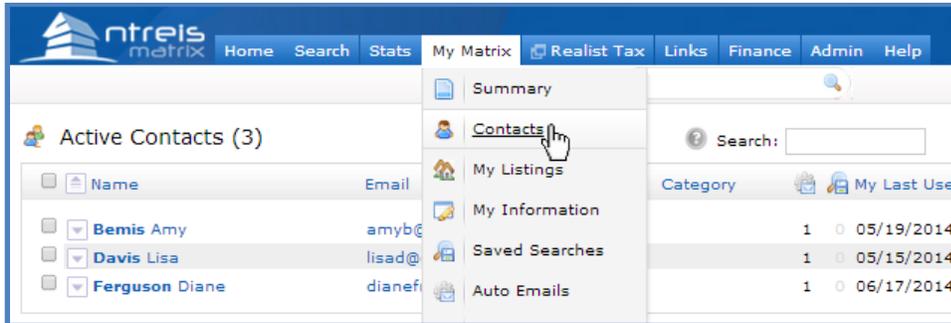
Once the information is saved, the system will start sending the emails.

A brief overview of the Auto Email system is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube <http://goo.gl/YJ2N0U> Additional Resources



Client Portal

The activity of all contacts can be accessed from **My Matrix / Contacts**.



The contacts are listed.

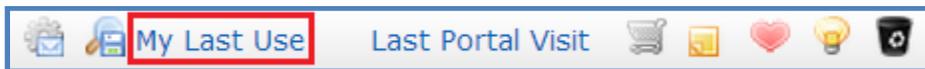
Active Contacts (3)		Search:	Filter Contacts:	... choose a filter						
Name	Email	Category	My Last Use	Last Portal Visit	Shopping Cart	Heart	Lightbulb	Trash	Ref#	
Bemis Amy	amyb@dfwre.com	1	05/19/2014	06/09/2014	0	3*	2	0	8	
Davis Lisa	lisad@dfwre.com	1	05/15/2014	05/29/2014	3	0	0	0	0	
Ferguson Diane	dianef@dfwre.com	1	06/17/2014	06/18/2014	3	2	7	4	5	



The first icon indicates the number of active Auto Searches.



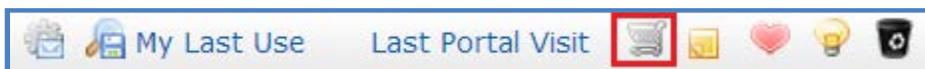
The second icon counts saved searches attached to the client.



My Last Use is the date the agent last changed the client's settings.



Last Portal Visit is the date the client last accessed his/her portal.



The shopping cart indicates the number of listings in the client's cart.



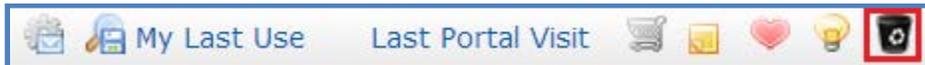
The sticky note indicates the number of listings with notes.



The heart is the number of listings a client has marked as “liked.”



The light bulb is the number of listings a client has marked as “possible.”



The recycling bin is the number of listings a client has marked as “rejects.”

 **Bemis Amy** amyb@dfwre.com

 Portal Activity (8)

 Auto Emails (1)

 Sent Email (8)

[Edit Contact](#) [Delete Contact](#) [Start CMA](#) [Open Portal](#) [Open Cart](#)

The down arrow next to the client’s name can be selected to see the client’s portal details.



Selecting **Open Portal** will display the client's welcome screen.

BCC Portal for Amy Bemis Help

Welcome Properties

Direct Emails and Reports

You have not yet received any direct emails or reports.

Recent Notes

MLS #	Note	Noted
12136732	Amy Bemis With all the glass, is it difficult to keep the place adequately air-conditioned?	May 20 2014

Listings With Unread Notes: 0 Listings With Notes: 1

My Searches

Start a New Search

Auto Searches

Beautiful Multi-Million Dollar Homes

40 Braewood Place

MLS#: 12136732
Status: Active
Price: \$8,975,000
SqFt: 11,090
Beds: 5
Bath: 8/0

ntreis matrix

Selecting the **Properties** tab will display the list of properties sent to the client.

BCC Portal for Amy Bemis Help

Welcome Properties

Map / Search All Display 2 0 8

Chg Type	MLS #	S	Address	SqFT Total	Yr Built	Beds	Baths	Parking Space:	Lot Size	Current Price
New Listing	12164104	A	1010 W Fm 1885	6,175	1988	5	4.1	2/1/3	146.00	\$4,250,000
Price Increase	11770344	A	10240 Strait Lane	11,151	1959	5	6.2	3/2/2	3.58	\$7,300,000
Sold	11812949	S	10660 Strait Lane	14,748	2001	8	7.4	4/0/4	4.70	\$8,240,000
	11881447	A	4939 Manson Court	29,196	2009	10	9.4	9/3/9		\$29,995,000
	11903056	A	5 Stonebriar Way	10,919	1987	6	8.2	3/2/5	10.34	\$7,775,000
Price Decrease	11939319	A	3828 Turtle Creek Drive	6,717	1926	3	4.2	0/0/0	2.17	\$12,900,000
Price Decrease	11952147	A	424 FM 875	0	1975	0	0.0	0/0/0	2,967.22	\$13,950,000
Price Decrease	11952869	A	9806 Inwood Road	14,139	1996	6	7.3	9/0/9	5.32	\$14,999,000
	11959332	A	0 Lakehurst Ranch	7,231	1987	4	5.2	3/0/3	415.55	\$7,350,000
	11977303	A	0 Lakehurst Ranch	7,231	1987	4	5.2	3/0/3	415.55	\$7,350,000
	12043258	A	3806 University Boulevard	11,681	1998	6	7.4	2/0/2	0.93	\$10,950,000
Price Decrease	12063400	A	3516 Beverly Drive	9,084	1997	5	5.2	3/0/3	0.36	\$7,900,000
	12072238	A	8495 County Road 97	15,000	1995	4	5.3	7/0/7	314.00	\$15,000,000
New Listing	12095615	A	3800 Beverly Drive	8,938	1922	4	5.3	4/0/4	0.85	\$14,500,000
New Listing	12097506	A	9861 NW County Road 1260	3,700	1997	5	4.0	5/5/5	3,146.00	\$9,438,000
New Listing	12105577	A	4511 Watauga Road	13,713	2013	6	6.3	4/0/4	1.03	\$7,500,000
New Listing	12107208	A	9639 Hollow Way Road	14,072	1989	6	7.3	3/0/3	2.00	\$11,995,000
New Listing	12111435	A	8851 HCR 4402	2,737	2010	2	2.1	3/0/3	690.00	\$9,250,000
New Listing	12112113	A	4205 Lakeside Drive	11,172	1922	5	7.2	4/0/4	0.76	\$8,500,000
	12128861	A	7704 President GB Hwy Highway	5,232	1999	4	3.3	4/0/4	31.40	\$8,624,880

Checked 0 Print Email Mark as Viewed Mobile Portal Disclaimer



Quick CMA

A search must be run to start the Quick CMA.

The screenshot shows the 'Quick' search interface with the following sections:

- Status - Date or Range:** Includes checkboxes for Active, Active Contingent, Active Kick Out, Active Option Contract, Cancelled, Expired, Pending (0-90), Sold (0-90), Temp Off Market, Withdrawn, and Withdrawn Sublisting.
- Subdivision:** A dropdown menu currently showing 'josey ranch*'. Below it is a 'Sub Property Type' dropdown with options: RES-Condo, RES-Farm/Ranch, RES-Half Duplex, RES-Single Family, RES-Townhouse, and an 'Or Not' radio button.
- Map Search:** 'No Map Selected'. Includes a field for 'Within 0.25 miles of My Location'.
- Street Information:** Fields for St #, Pre Dir, Street Name, Street Type, and Unit #.
- County and City:** Two dropdown menus. County options include Anderson, Andrews, Angelina, Aransas, and Archer. City options include Abbott, Abernathy, Abilene, Ackerly, and Acton.
- Zip Code:** A text input field.
- Area:** A text input field.
- Price:** A text input field with a '(000s)' multiplier.
- Property Features:** Fields for Total Bedrooms, Master Bedroom on Main (with 'Master Bdrm - 1st Floor' checkbox), Total Baths, Total Square Feet, Acres, Year Built, # Stories, # Garages Spaces, and Total Covered Parking.

At the bottom, there are buttons for 'Clear', '10 matches', 'Map', and 'Results'.

NOTE: Both the **Pending** and **Sold** statuses default to a status change date of within the past 90 days. If Sold listings are to go back six months, the field should be changed to 0-180.

This close-up shows the 'Pending' and 'Sold' status filters, both set to a date range of '0-90' days.

From the Results tab, once the appropriate listings are selected, the **Quick CMA** can be selected.

The screenshot shows a table of search results with the following columns: ML #, Status, Area, Address, Subdivision Name, Sq Ft, Total Beds, Baths, GAR/CP/TC, Acres, Pool, and Current Price. The table contains 10 rows of data. Below the table, there are navigation and action buttons. The 'Quick CMA' button is highlighted with a red arrow.

ML #	Status	Area	Address	Subdivision Name	Sq Ft	Total Beds	Baths	GAR/CP/TC	Acres	Pool	Current Price
12166079	Active	22/4	1225 Normandy Drive	Josey Ranch Sec 02	1,979	3	2/0	2/0/2	0.173	No	\$199,900
12113442	Active	22/4	1401 Sutton Drive	Josey Ranch Sec 02	3,300	3	3/0	2/0/0	0.151	No	\$248,990
12137714	Active	22/5	2127 Antibes Drive	Josey Ranch Sec 1	2,515	3	2/1	2/0/2		No	\$249,900
12149615	Active	22/4	2108 Daniel Way	Josey Ranch Sec 02	2,878	4	2/1	2/0/2	0.111	No	\$250,000
12134903	Active	22/4	2122 Cannes Drive	Josey Ranch	3,508	5	3/1	2/0/2	0.122	No	\$257,000
12123049	Active	22/4	2105 Dover Drive	Josey Ranch Sec 02	2,552	4	2/1	1/0/1	0.113	No	\$269,999
12146100	Pending	22/5	2103 Lorraine Place	Josey Ranch Sec 1	2,578	4	2/1	2/0/2		No	\$249,900
12120095	Pending	22/4	1227 Cannes Court	Josey Ranch Sec 02	3,187	4	2/1	2/0/2	0.268	Yes	\$315,000
12120527	Sold	22/4	1206 Brittainy Drive	Josey Ranch Sec 02	2,538	4	2/1	2/0/2	0.211	No	\$218,900
12002860	Sold	22/4	1202 Cannes Place	Josey Ranch Sec 02	3,325	4	2/1	2/0/0	0.160	No	\$250,000

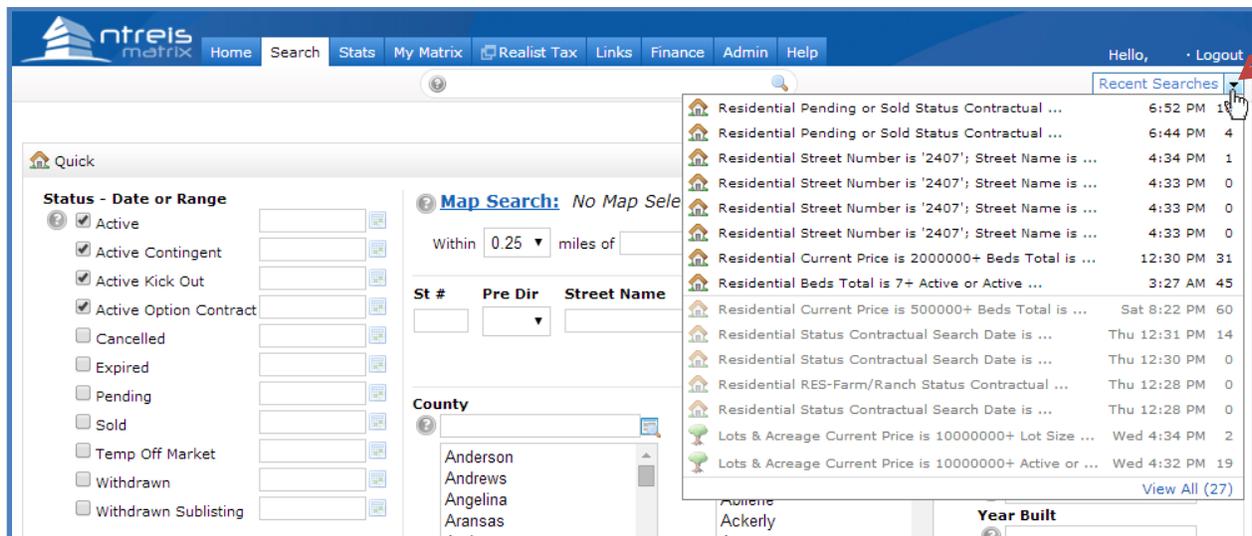


This returns a CMA.

  Your source for technical support and customer service! Find us online at DFWRealEstate.com															
CMA 1 - Line															
Listings as of 06/22/14 at 6:56 pm															
Property Type is 'Residential' Status is one of 'Active', 'Active Contingent', 'Active Kick Out', 'Active Option Contract' Status is one of 'Pending', 'Sold' Status Contractual Search Date is 06/22/2014 to 03/24/2014 Subdivision Name is like 'josey ranch'															
Residential															
Pending Properties															
MLS #	Area	Address	City	# Bed	# Bth	GAR/CP/TCP	Yr Blt	Pool	SqFt	\$/SqFt	List Price	CDOM			
12146100	22/5	2103 Lorraine Place	Carrollton	4	2/1	2/0/2	1986	No	2,578	\$96.94	\$249,900	5			
12120095	22/4	1227 Cannes Court	Carrollton	4	2/1	2/0/2	1989	Yes	3,187	\$98.84	\$315,000	23			
# LISTINGS:				2	Medians:		4	2/1	2/0/2	2,883	\$97.89	\$282,450	14		
					Minimums:		4	2/1	2/0/0	2,578	\$96.94	\$249,900	5		
					Maximums:		4	2/1	2/0/2	3,187	\$98.84	\$315,000	23		
					Averages:		4	2/1	2/0/2	2,883	\$97.89	\$282,450	14		
Sold Properties															
MLS #	Area	Address	City	# Bed	# Bth	GAR/CP/TCP	Yr Blt	Pool	SqFt	\$/SqFt	List Price	Sold Price	SP%LP	CDOM	
12120527	22/4	1206 Brittainy Drive	Carrollton	4	2/1	2/0/2	1989	No	2,538	\$86.25	\$217,900	\$218,900	100.46	47	
12002860	22/4	1202 Cannes Place	Carrollton	4	2/1	2/0/0	1988	No	3,325	\$75.19	\$250,000	\$250,000	100.00	258	
# LISTINGS:				2	Medians:		4	2/1	2/0/2	2,932	\$80.72	\$233,950	\$234,450	100.23	153
					Minimums:		4	2/1	2/0/0	2,538	\$75.19	\$217,900	\$218,900	100.00	47
					Maximums:		4	2/1	2/0/2	3,325	\$86.25	\$250,000	\$250,000	100.46	258
					Averages:		4	2/1	2/0/2	2,932	\$80.72	\$233,950	\$234,450	100.23	153
Quick Statistics (4 Listings Total)															
				Min		Max		Average		Median					
	List Price			\$217,900		\$315,000		\$258,200		\$249,950					
	Sold Price			\$218,900		\$250,000		\$234,450		\$234,450					



Recent Searches



Search Criteria	Time	Count
Residential Pending or Sold Status Contractual ...	6:52 PM	1
Residential Pending or Sold Status Contractual ...	6:44 PM	4
Residential Street Number is '2407'; Street Name is ...	4:34 PM	1
Residential Street Number is '2407'; Street Name is ...	4:33 PM	0
Residential Street Number is '2407'; Street Name is ...	4:33 PM	0
Residential Street Number is '2407'; Street Name is ...	4:33 PM	0
Residential Current Price is 2000000+ Beds Total is ...	12:30 PM	31
Residential Beds Total is 7+ Active or Active ...	3:27 AM	45
Residential Current Price is 500000+ Beds Total is ...	Sat 8:22 PM	60
Residential Status Contractual Search Date is ...	Thu 12:31 PM	14
Residential Status Contractual Search Date is ...	Thu 12:30 PM	0
Residential RES-Farm/Ranch Status Contractual ...	Thu 12:28 PM	0
Residential Status Contractual Search Date is ...	Thu 12:28 PM	0
Lots & Acreage Current Price is 10000000+ Lot Size ...	Wed 4:34 PM	2
Lots & Acreage Current Price is 10000000+ Active or ...	Wed 4:32 PM	19

From both the **Home Screen** and the **Search** screen, when the down arrow next to **Recent Searches** is selected, the most recent searches run in NTRIS Matrix are displayed. The system will keep searches in the Recent Searches for no more than a week, and the maximum number of searches stored is 50.

A brief tutorial of the recent searches feature is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube <http://goo.gl/zu4U4E>.

Speed Bar

Throughout NTRIS Matrix, the Speed Bar populates the top of the screen.



The primary uses for the Speed Bar are:

- MLS Number Search
- Agent Search
- Office Search
- Address Search



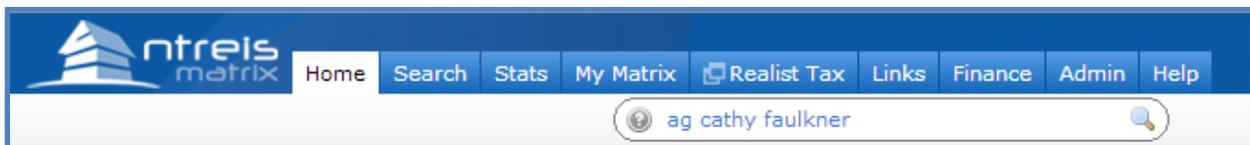
MLS Number Searches



The screenshot shows the ntreis matrix search interface. The search bar contains the text "12113345". The navigation menu includes Home, Search, Stats, My Matrix, Realist Tax, Links, Finance, Admin, and Help.

Entering a MLS Number retrieves a specific listing. Multiple MLS numbers can be retrieved by entering the MLS numbers with commas between (i.e. 12111111,12111112,12111113).

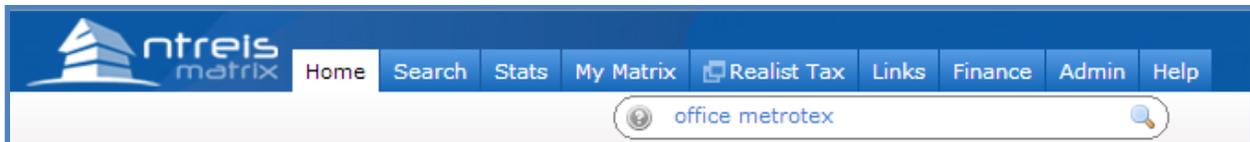
Agent Searches



The screenshot shows the ntreis matrix search interface. The search bar contains the text "ag cathy faulkner". The navigation menu includes Home, Search, Stats, My Matrix, Realist Tax, Links, Finance, Admin, and Help.

Entering **ag** or **agent** and an agent's name retrieves any active agent. If the full name is not known, **ag** or **agent** and the agent's last name can be entered.

Office Search



The screenshot shows the ntreis matrix search interface. The search bar contains the text "office metrotex". The navigation menu includes Home, Search, Stats, My Matrix, Realist Tax, Links, Finance, Admin, and Help.

Entering **office** and an office's name retrieve any active office.

Address Search



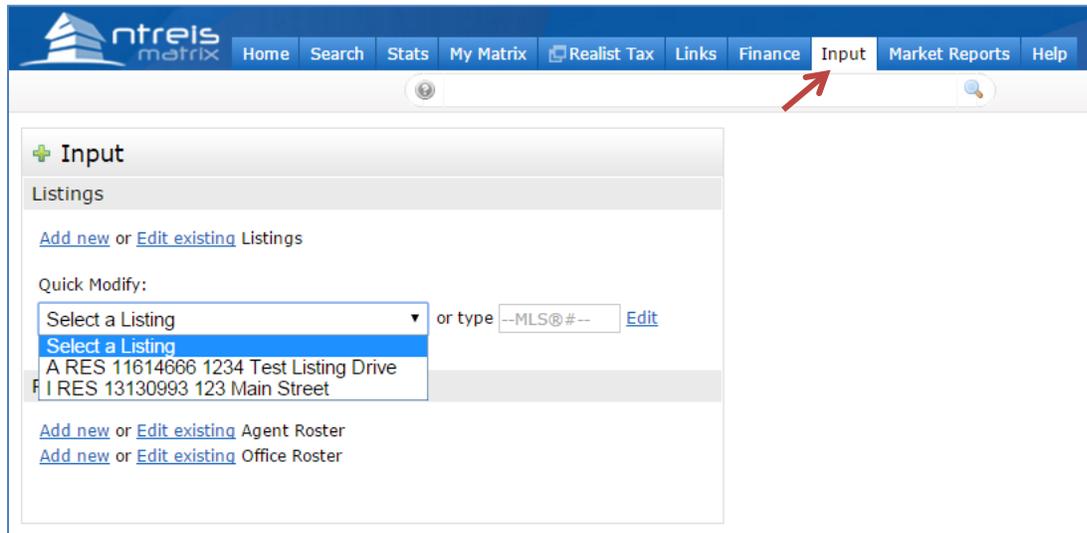
The screenshot shows the ntreis matrix search interface. The search bar contains the text "address 123 Main". The navigation menu includes Home, Search, Stats, My Matrix, Realist Tax, Links, Finance, Admin, and Help.

Entering **address** and an address will return any listings that match that address. (Only the street number and street name are required.)



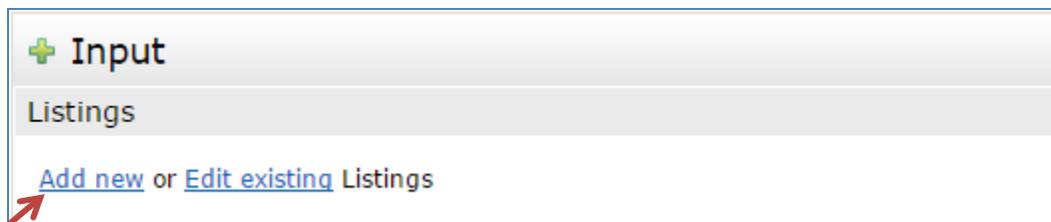
Adding / Editing Listings

The **Input** tab allows users to add and edit listings.

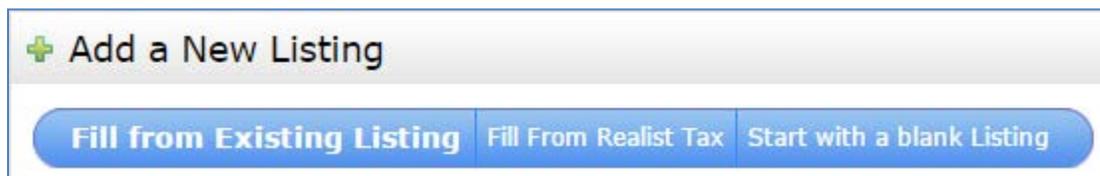


Adding a New Listing

After selecting **Add New**:



The listing type must be selected (i.e. Residential, Multi-Family, etc.). Then a listing can be created in one of three ways:



Fill from Existing Listing – If a listing agent previously listed this property, the old listing can be copied.

Fill from Realist Tax – (Also called “Autopopulating”) If the property is in the Realist Tax database, some basic information may be able to be copied from the tax records to the listing.

Start with a blank Listing – If the listing cannot be copied or populated from Realist, it will have to be entered manually in its entirety.



Checking the Mapping

When entering a listing, some properties will not map correctly.

+ Residential

General
Rooms
Features
Lot/Utility/Environment
Financial Information
Showing Info
Remarks
Optional: Condo/Farm Ranch
Status
Test

Listing Information

Property Type <input type="text" value=""/>	Housing Type <input type="checkbox"/> Apartment <input type="checkbox"/> Attached or 1/2 Duplex <input type="checkbox"/> Condo/Townhome <input type="checkbox"/> Designated Historical Home <input type="checkbox"/> Doublewide Mobile w/Land <input type="checkbox"/> Farm/Ranch House <input type="checkbox"/> Garden/Zero Lot Line <input type="checkbox"/> Hi Rise <input type="checkbox"/> Historical/Conservation Dist. <input type="checkbox"/> Interval Ownership <input type="checkbox"/> Lake House <input type="checkbox"/> Log Cabin <input type="checkbox"/> Manufactured (certificate exch) <input type="checkbox"/> Resort Property <input type="checkbox"/> Single Detached <input type="checkbox"/> Singlewide Mobile w/Land <input type="checkbox"/> Underground <input type="checkbox"/> Vacation Home	Style of House <input type="checkbox"/> A-Frame <input type="checkbox"/> Colonial <input type="checkbox"/> Contemporary/Modern <input type="checkbox"/> Craftsman <input type="checkbox"/> Early American <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Geo/Dome <input type="checkbox"/> Loft <input type="checkbox"/> Mediterranean <input type="checkbox"/> Mid-Century Modern	List Price <input type="text" value=""/> List Date <input type="text" value=""/> Expire Date <input type="text" value=""/> Year Built <input type="text" value="2000"/> Sqft <input type="text" value="19020"/> Sqft Source <input type="text" value=""/>
Listing Type <input type="text" value=""/> Transaction Type <input type="text" value="For Sale"/> Lease MLS# <input type="text" value=""/>	Construction Status <input type="text" value=""/> Construction <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Common Wall <input type="checkbox"/> Concrete <input type="checkbox"/> Fiber Cement		Parcel ID <input type="text" value=""/> Multi Parcel ID <input type="text" value=""/> Accessory Unit <input type="text" value=""/> Accessory Unit Type <input type="text" value=""/>

Location Information

Street/Box Number <input type="text" value="123"/>	Street Direction <input type="text" value="W"/>	Street Name <input type="text" value="Main"/>	Street Type <input type="text" value="Street"/>	Street Directional Suffix <input type="text" value=""/>	Unit # <input type="text" value=""/>
County <input type="text" value="Dallas"/>	City <input type="text" value="Grand Prairie"/>	Zip <input type="text" value="75050"/>	Zip + 4 <input type="text" value="5653"/>	State <input type="text" value="TX"/>	
Lot <input type="text" value="9R"/>	Block <input type="text" value="2"/>	Subdivision <input type="text" value="Town Grand Prairie Original Of"/>	Lake Name <input type="text" value=""/>		
Area <input type="text" value="271 - GRAND PRAIRIE"/>	Planned Development <input type="text" value=""/>				
Sub Area <input type="text" value=""/>	Additional Legal <input type="text" value="ORIGINAL TOWN GRAND PRAIRIE BL"/>				

School Information

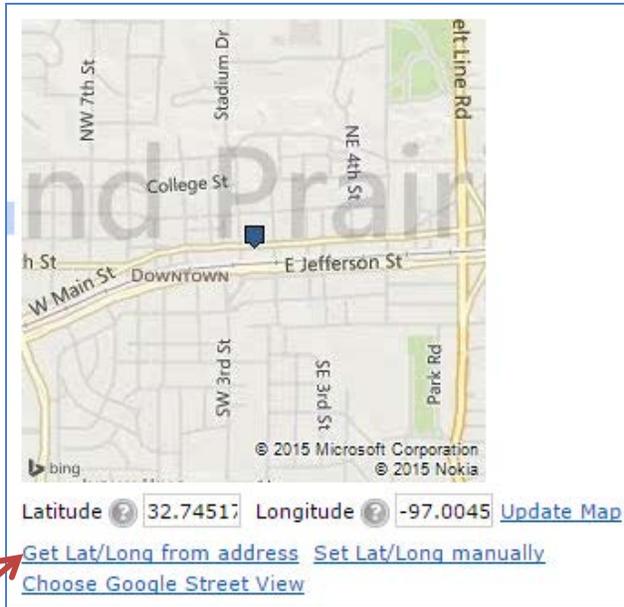
School District <input type="text" value="Grand Prairie ISD"/>	Intermediate School <input type="text" value=""/>
Primary School <input type="text" value=""/>	Junior High School <input type="text" value=""/>
Elementary School <input type="text" value=""/>	High School <input type="text" value=""/>
Middle School <input type="text" value=""/>	Senior High School <input type="text" value=""/>

Latitude Longitude [Update Map](#)
[Get Lat/Long from address](#) [Set Lat/Long manually](#)
[Choose Google Street View](#)

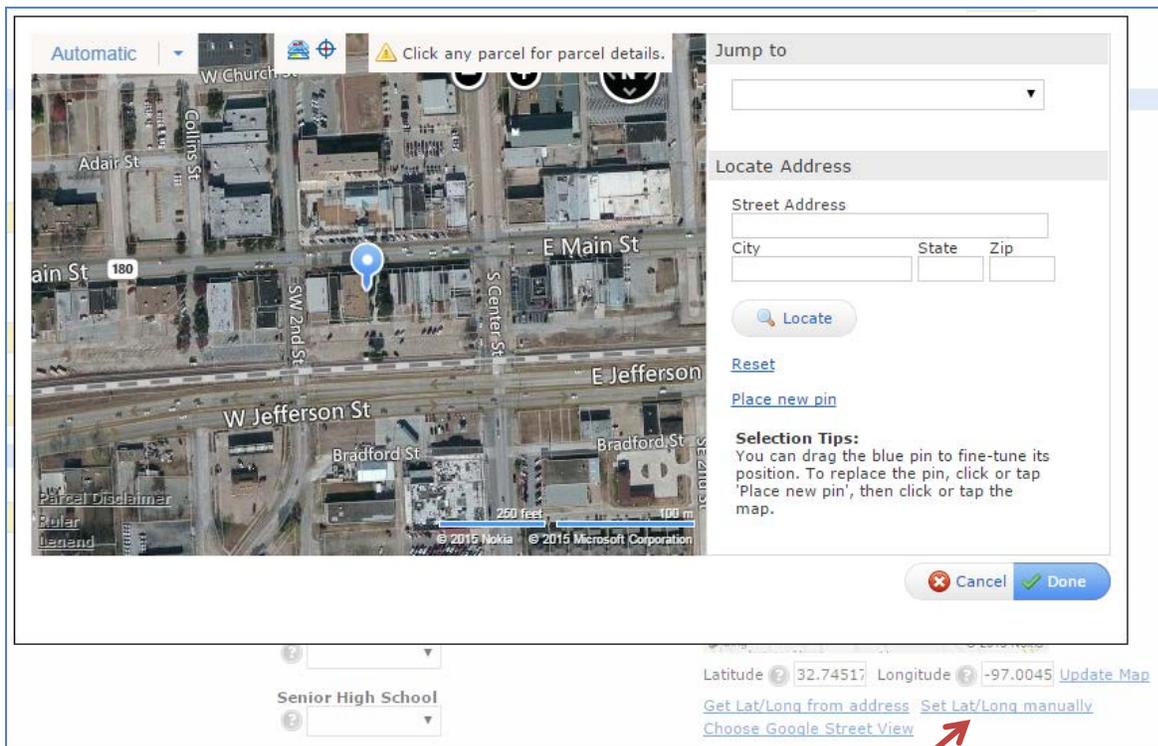
Cancel Input
Submit Listing



In that situation, selecting **Get Lat/Long from address** will generally refresh the map to the appropriate location.



Set **Lat/Long manually** allows the agent to choose where the map pin is placed.





Once a listing has been started, photos and documents can be added from the **Modify Listing** menu.

Modify Listing



123 Main ST Dallas

MLS#: **13130993**
 Area: **/**
 Subdv:
 County: **Dallas**
 Category: **Residential**
 Type:
 Parcel ID:

Status: **Incoming**
 Bedrooms: **3**
 Full Baths: **2**
 Half Baths: **0**
 SqFt: **1,500 /**
 Lake Name:
 Plan Dvlpmnt:

Liv Areas: **1**
 Dining Areas: **1**
 Stories: **1**

LP:
 Lst \$ / SqFt:
 Acres: **0.330**
 Yr Built: **2000 /**
 HOA:
 Will Subdiv:
 Hdcp Am:

Select Form

[Residential](#)

[Change to Active](#)

[Change to Active Contingent](#)

[Change to Active Option Contract](#)

[Change to Active Kick Out](#)

[Change to Pending](#)

[Change to Sold](#)

[Change to Cancelled](#)

[Change to Temp Off Market](#)

[Change to Withdrawn](#)

[Virtual Tours/URLs](#)

[Price Change](#)

[Open Houses](#)

[Delete Incoming Status Listing](#)

[Broker Office Change](#)

Other Options

[Manage Photos](#)

[Manage Supplements](#)

[Show Input Audit](#)

[Document Manager Create a File](#)

[Property Panorama](#)

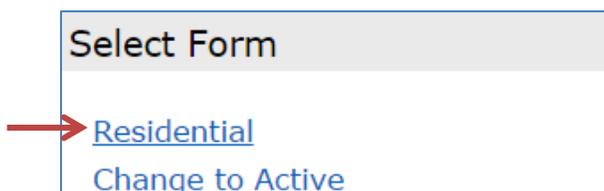
[ShowingCSSManage](#)

[Announce My Listing](#)

[Announce My News](#)

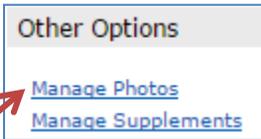
 Cancel

[NOTE: To continue data entry (add a property description, room sizes, etc.), select the first option below the **Select Form** bar. This will be Residential, Multi-Family, Residential Lease, etc. depending upon the type of listing.]

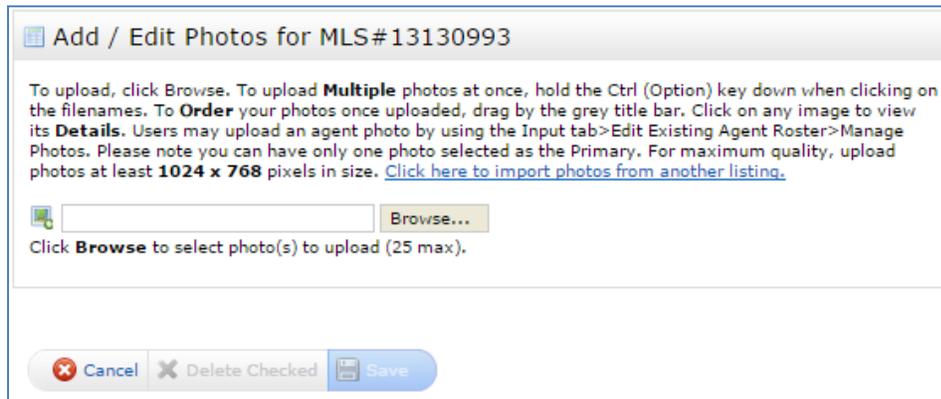




Adding Photos



Under **Other Options**, **Manage Photos** opens the photo dialog box. The system will accept up to 25 photos with a recommended size of at least 1024 x 768. Add the pictures and select **Save**.



Add / Edit Photos for MLS#13130993

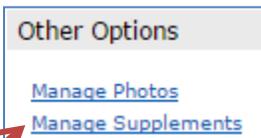
To upload, click **Browse**. To upload **Multiple** photos at once, hold the **Ctrl (Option)** key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. Users may upload an agent photo by using the **Input tab > Edit Existing Agent Roster > Manage Photos**. Please note you can have only one photo selected as the **Primary**. For maximum quality, upload photos at least **1024 x 768** pixels in size. [Click here to import photos from another listing.](#)

Browse...

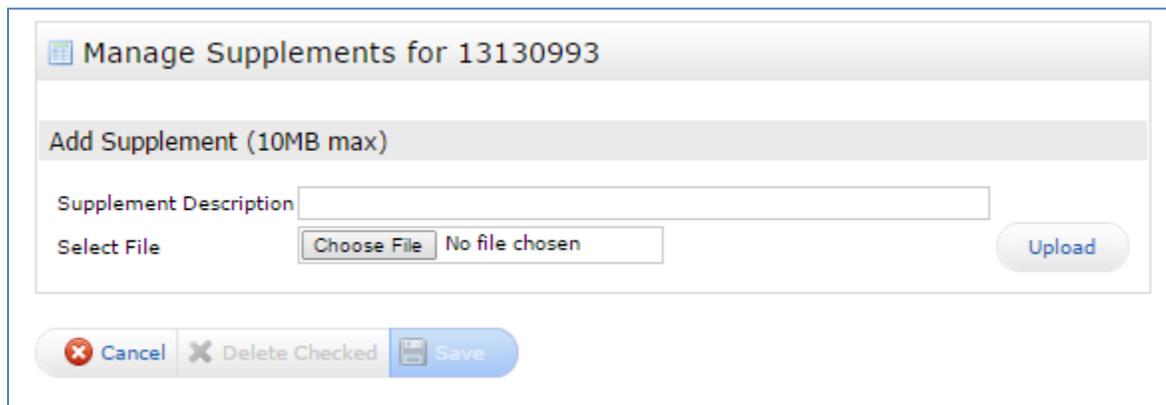
Click **Browse** to select photo(s) to upload (25 max).

Cancel **Delete Checked** **Save**

Adding Documents / Supplements



Under **Other Options**, **Manage Supplements** opens the documents dialog box. The system will accept up to five *.pdf documents with a maximum size of 10MB each. The file is selected from the user's hard drive, renamed (if necessary) and uploaded. When all files have been uploaded, select **Save**.



Manage Supplements for 13130993

Add Supplement (10MB max)

Supplement Description

Select File No file chosen

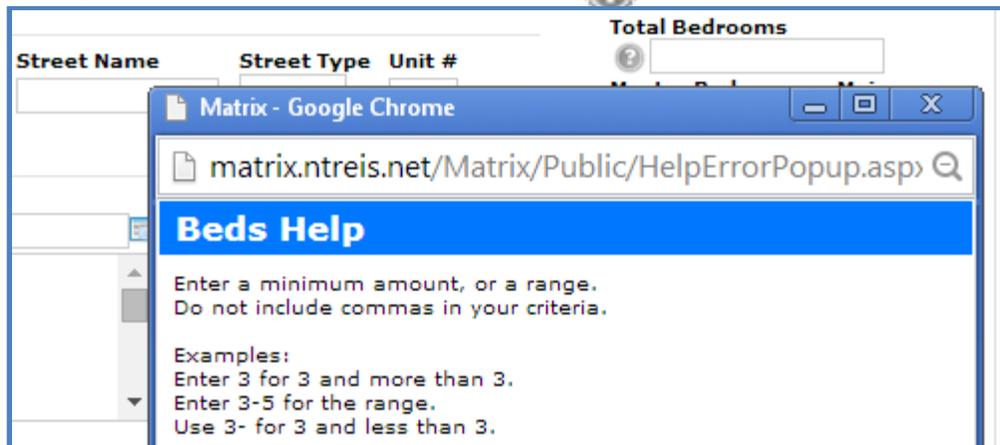
Cancel **Delete Checked** **Save**



Additional Resources

Matrix Help

Throughout the system, the question mark icon  indicates available help screens.



MetroTex Online Support

Find a wealth of information at the MetroTex Matrix Support page.

<http://www.DFWRealEstate.com/technical-support>

The site includes:

- The NTRIS Matrix User Manual**
 - Download the latest version of the User Manual anytime.
- Video Instruction**
 - Designed to be brief and informative for busy agents, these training videos include concise overviews of different parts of the system and MetroTex Matrix Minute clips for one-minute explanations of frequently used functions.
- MLS Product Support**
 - Find information about all the products MetroTex supports including user manuals, tutorials and helpdesk contact information.

NTRIS After-Hours Support

Answerlink (Matrix) National Helpdesk: 888-440-3687

Monday - Friday | 7:00 AM - 12:00 AM

Saturday - Sunday | 10:00 AM - 10:00 PM