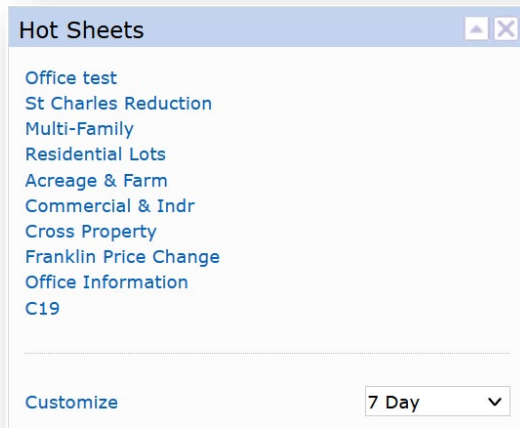


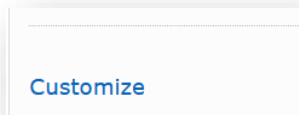
MARIS

Customize Hotsheets using Additional Fields

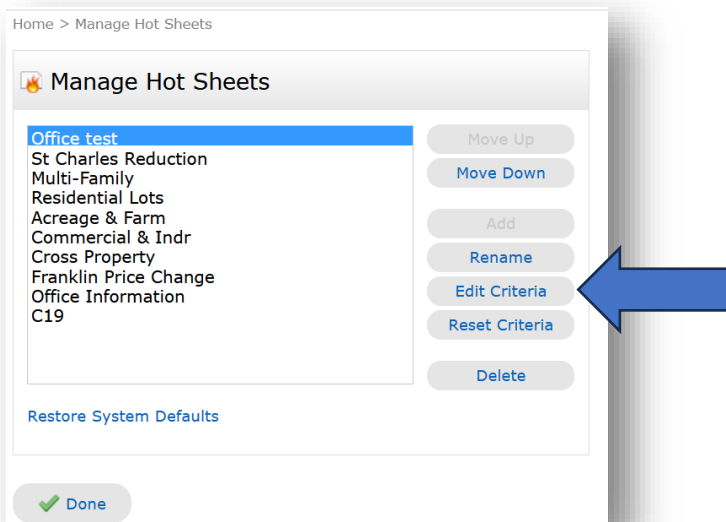
1. On the Homepage of Matrix, find the widget labeled “Hotsheets”



2. Select the Customize option in the bottom left corner of the widget.



3. Highlight the Hotsheet to edit by clicking on it, then select Edit Criteria in the options to the right.



MARIS

4. Select the criteria needed, scrolling to the bottom to add any additional fields.

The screenshot displays the MARIS search interface with the following sections:

- Change Type:** A list of listing statuses including New Listing, Coming Soon, Back On Market, Price Change, Active Under Contract, Hold, Pending, Closed, Expired, Withdrawn, and Cancelled. Radio buttons for "Or" and "Not" are at the bottom.
- Map Search:** A header with "No Map Selected" and a search radius of 0.25 miles. A "My Location" link is present.
- Filters:** Multiple dropdown menus for County, Municipality/Township, School District, State, City, Area, Street Name, and Zip Code. Each dropdown has a "No Kickout" checkbox and "Or/Not" radio buttons.
- Price (\$1,000's):** A text input field with a "(000s)" checkbox checked.
- Property Type:** A dropdown menu with options like Residential, Condo/Coop/Villa, Multi-Family 2-4, etc.
- Bedrooms and Bathrooms:** Text input fields with question mark icons.
- Structure Sqft and Lot Acres:** Text input fields with "Incl 0 Sqft" and "Incl 0 Acres" checkboxes.
- Buttons:** "Clear", "Cancel", and "Save" buttons are at the bottom left. A blue arrow points to the "Save" button.
- Additional Fields:** A section with "Add/Remove" options.
- Listing Office ID:** A text input field at the bottom.

5. Select "Save" when all necessary fields are completed.
6. The Hotsheet will be available to open on the homepage of Matrix.