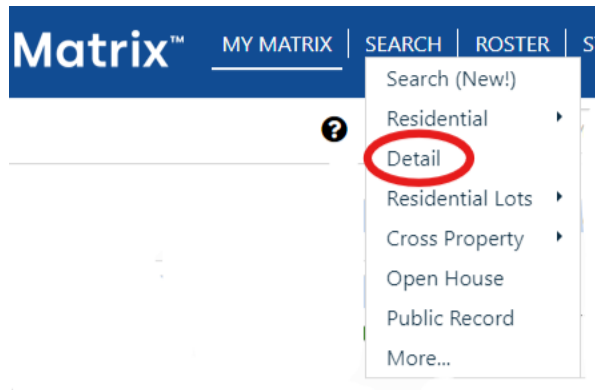


MARIS

How to Insert an Additional Field

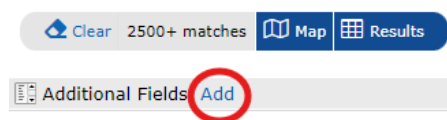
Start by opening a matrix search if you don't already have it open.



Reminder

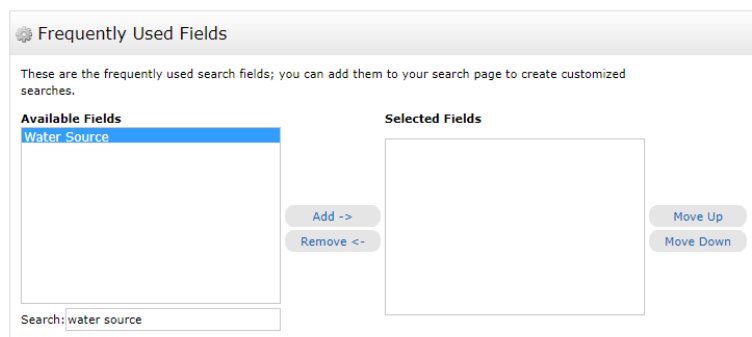
We recommend running detailed searches instead of quick searches as they will give you more search terms without adding additional fields.

After choosing the search type, scroll down to “Add” next to the “Additional Fields” banner. This will be found at the bottom of the page.



Next, look for the additional field you would like to add or type it into the search bar.

After finding your desired search term click it to select it. (It will turn blue once it has been selected)



Next select “Add.”

Frequently Used Fields

These are the frequently used search fields; you can add them to your search page to create customized searches.

Available Fields

- Upper Half Baths
- Utility Average
- Virtual Tour Count
- Vitals
- Water
- Water Heat
- Water Softener
- Water Source**
- Windows and Doors
- With Photos
- Year Built
- Zip

Search:

Selected Fields

- Water Source

Buttons: Add -> (circled), Remove <-, Move Up, Move Down

This will copy the available field to the selected field side.

Once you add all additional fields click the back button at the bottom of the page.

Frequently Used Fields

These are the frequently used search fields; you can add them to your search page to create customized searches.

Available Fields

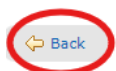
- # Carport Spaces
- # Fireplaces
- # Garage Spaces
- # of Rooms
- Accessibility Features
- Acres Incl 0
- Ad Code
- Age
- Agent Only Remarks
- Agreement Type
- Agreement Type 2
- Amenities

Search:

Selected Fields

- Water Source

Buttons: Add ->, Remove <-, Move Up, Move Down



All additional fields added will be found at the bottom of your search page.