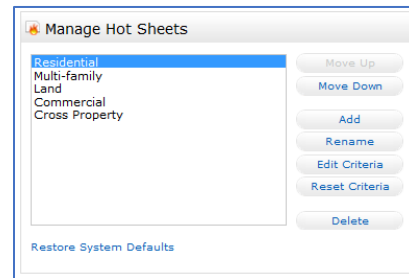


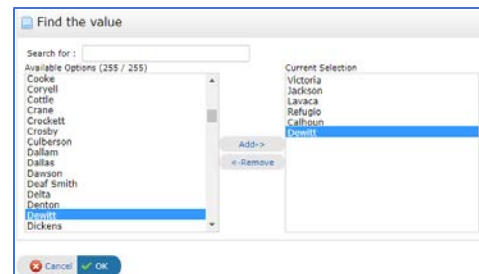
Setting up Hot Sheet Defaults

Once you are logged in to Matrix, you will notice the Hot Sheet widget on the home screen. This widget can be customized to your market area by doing the following:

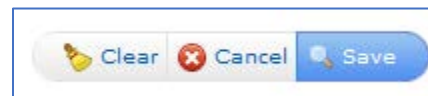
- 1 Click on the customize link at the bottom of the Hot Sheets widget.
- 2 Let's start with Residential properties. Make sure Residential is selected and then click on the **Edit Criteria** button.



- 3 On the search screen, select your market area by making selections in the fields City, County, or Zip Code. As an example, if your market area is Victoria County, select Victoria from the County field. Click on the icon next to the county field to select your counties. You can also multi select items by holding down the CTRL Key and clicking on multiple counties. Click Add to add them to add your counties to the right side of the box.



- 4 Once you have selected your criteria, click on the **Save** link at the bottom left of your screen to save your criteria.



- 5 To set your Hot Sheet defined areas for the other property types, perform steps 1-4 again but this time select a different property type.
- 6 Once your market area is defined for each of the property types, simply click on the desired property type to view the results.

Notes