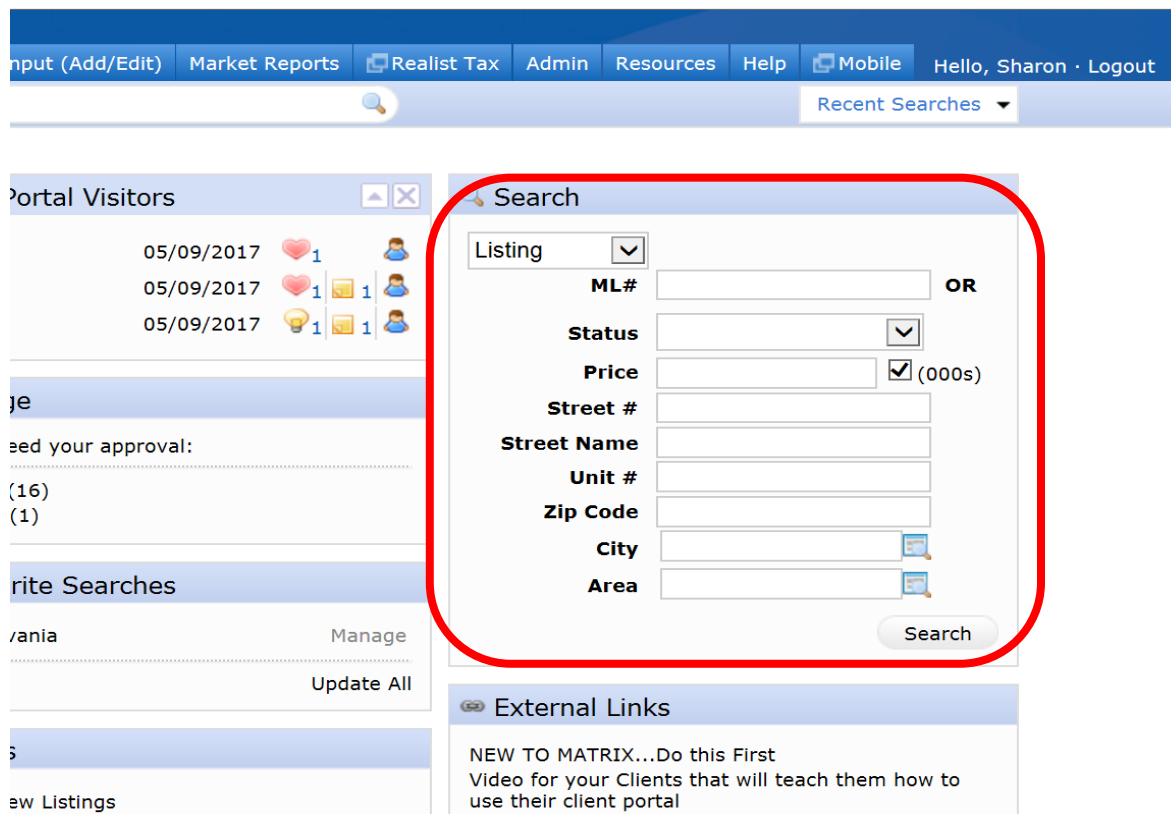


“SEARCHING FOR OPEN HOUSES” INSTRUCTIONS

1. From the Home Screen Search Widget



Input (Add/Edit) Market Reports Realist Tax Admin Resources Help Mobile Hello, Sharon · Logout

Recent Searches

Portal Visitors

05/09/2017	1		
05/09/2017	1	1	
05/09/2017	1	1	1

Search

Listing

ML# OR

Status

Price (000s)

Street #

Street Name

Unit #

Zip Code

City

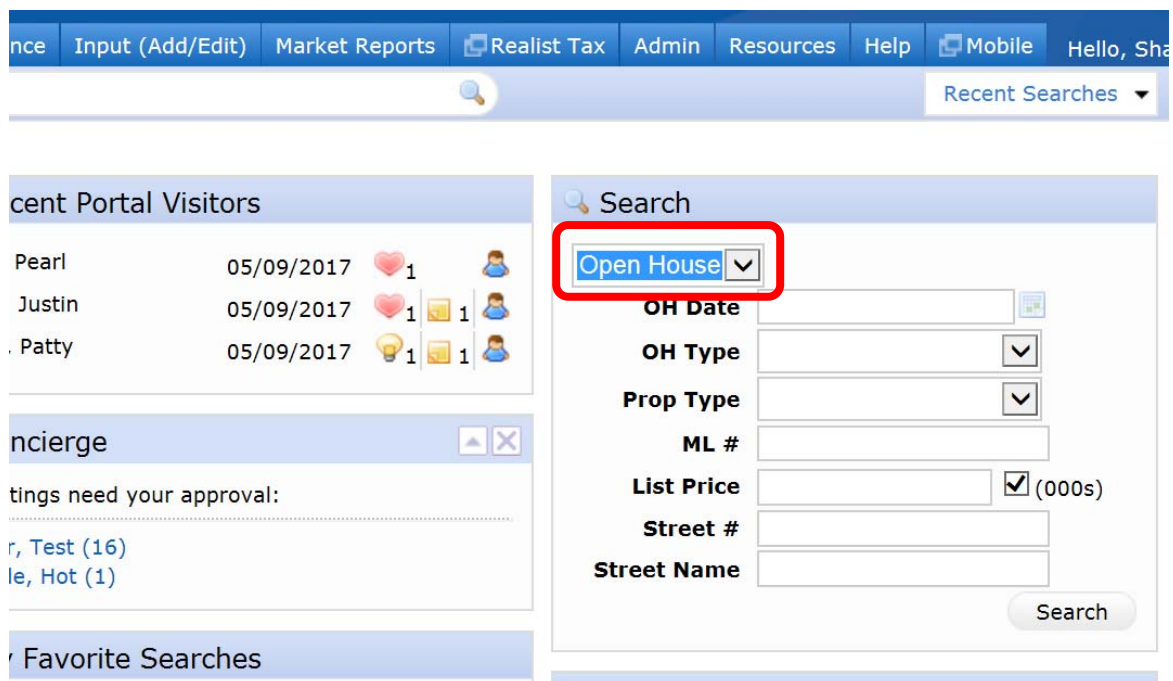
Area

Search

External Links

NEW TO MATRIX...Do this First
Video for your Clients that will teach them how to use their client portal

2. Click on the pick list and select “Open House”



Input (Add/Edit) Market Reports Realist Tax Admin Resources Help Mobile Hello, Sharon · Logout

Recent Searches

Recent Portal Visitors

Pearl	05/09/2017	1	
Justin	05/09/2017	1	1
Patty	05/09/2017	1	1

Search

Open House

OH Date

OH Type

Prop Type

ML #

List Price (000s)

Street #

Street Name

Search

3. Enter the search criteria (if any)

The screenshot shows the top navigation bar with links: Home, Input (Add/Edit), Market Reports, Realist Tax, Admin, Resources, Help, Mobile, and Hello, Sha. Below the navigation bar is a search icon and a 'Recent Searches' dropdown. The main content area is split into two columns. The left column contains 'Recent Portal Visitors' with a table of names, dates, and icons, and a 'Welcome' message. The right column is titled 'Search' and contains a dropdown menu set to 'Open House'. Below this are several input fields: 'OH Date', 'OH Type', 'Prop Type', 'ML #', 'List Price' (with a checked checkbox and '(000s)' text), 'Street #', and 'Street Name'. A red rounded rectangle highlights these search criteria fields. At the bottom right of the search panel is a 'Search' button.

Visitor Name	Date	Heart Icon	Lightbulb Icon	Person Icon
Pearl	05/09/2017	1		
Justin	05/09/2017	1	1	
Patty	05/09/2017		1	1

4. Then Click on Search

This screenshot is identical to the one above, showing the search interface. However, the 'Search' button at the bottom right of the search panel is now highlighted with a red rounded rectangle, indicating the next step in the process.