


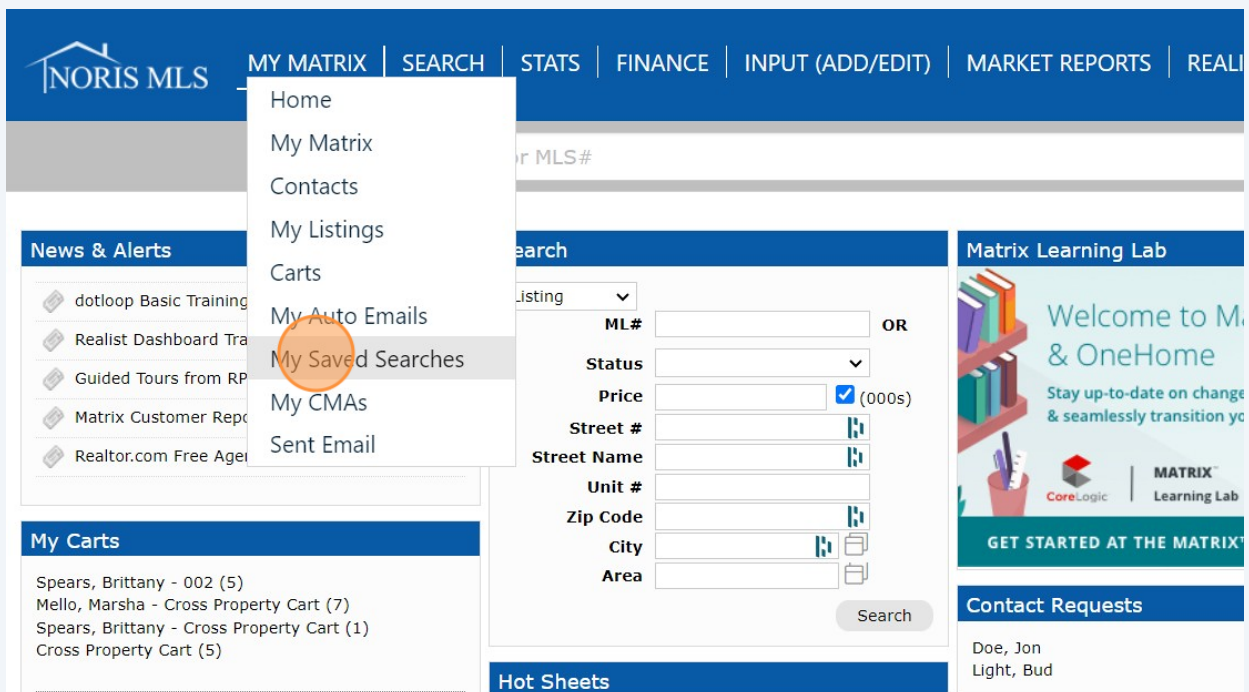
How to Update Saved Searches without Area Numbers



1 Navigate to <https://toledonoris.mlsmatrix.com/matrix/>

 These instructions work for both Saved Searches and Auto Emails.

2 Click "My Saved Searches"



The screenshot displays the NORIS MLS Matrix website interface. The top navigation bar includes links for MY MATRIX, SEARCH, STATS, FINANCE, INPUT (ADD/EDIT), MARKET REPORTS, and REALTORS. A dropdown menu is open under MY MATRIX, listing options: Home, My Matrix, Contacts, My Listings, Carts, My Auto Emails, My Saved Searches (highlighted with an orange circle), My CMAs, and Sent Email. The main content area features a search form with fields for Listing, ML#, Status, Price (with a checked box for '(000s)'), Street #, Street Name, Unit #, Zip Code, City, and Area. A Search button is located at the bottom of the form. On the left, there are sections for News & Alerts and My Carts. On the right, there is a Matrix Learning Lab section with a 'GET STARTED AT THE MATRIX' button and a Contact Requests section.

3 Click the saved search you want to update.

Saved Searches (54) Search: Filter Saved Searches:

| <input type="checkbox"/> Subject | Contact Name | My Last Run |
|--|------------------|-------------|
| <input type="checkbox"/> (Imported) Seller CMA for Anita Drink | | 09/21/2016 |
| <input type="checkbox"/> (Imported) sfm with subdivision | | 01/12/2016 |
| <input type="checkbox"/> (Imported) Coming Soon | | 01/07/2016 |
| <input type="checkbox"/> Tyo Team Test | | 05/25/2023 |
| <input type="checkbox"/> Matrix Input Test Users | | 05/25/2023 |
| <input type="checkbox"/> Agent Listing Search | | 05/25/2023 |
| <input type="checkbox"/> 002 | | 04/28/2021 |
| <input type="checkbox"/> Your home search | billington, bill | 09/08/2021 |
| <input type="checkbox"/> Your home search | billington, bill | 06/30/2021 |
| <input type="checkbox"/> Condo for you | Billington, Lori | 09/15/2016 |
| <input type="checkbox"/> Single Family for you | Billington, Lori | 08/29/2016 |
| <input type="checkbox"/> Your Sylvania Search | Billington, Lori | 04/21/2017 |
| <input type="checkbox"/> Welcome Test | Billington, Lori | 05/13/2021 |
| <input type="checkbox"/> test gmail | Billington, Lori | 10/04/2017 |
| <input type="checkbox"/> 1,000,000 + | Billington, Lori | 05/19/2022 |
| <input type="checkbox"/> Testing Auto Email 5-2018 | Billington, Lori | 05/22/2018 |
| <input type="checkbox"/> Welcome Test | Billington, Lori | 05/13/2021 |
| <input type="checkbox"/> (Imported) Bob Buyer | Buyer, Bob | 06/16/2015 |
| <input type="checkbox"/> Your home search in Sylvania | Buyer, Bob | 05/19/2022 |

4 Click "Criteria"

Saved Searches (54) Search: Filter Saved Searches:

| <input type="checkbox"/> Subject | Contact Name | My Last Run |
|--|------------------|-------------|
| <input type="checkbox"/> (Imported) Seller CMA for Anita Drink | | 09/21/2016 |
| <input type="checkbox"/> (Imported) sfm with subdivision | | 01/12/2016 |
| <input type="checkbox"/> (Imported) Coming Soon | | 01/07/2016 |
| <input type="checkbox"/> Tyo Team Test | | 05/25/2023 |
| <input type="checkbox"/> Matrix Input Test Users | | 05/25/2023 |
| <input type="checkbox"/> Agent Listing Search | | 05/25/2023 |
| <input type="checkbox"/> 002 | | 04/28/2021 |
| <input type="checkbox"/> Your home search | billington, bill | 09/08/2021 |

[Settings](#)
[Criteria](#)
[Results](#)
[Date Since](#)
[Market Update](#)
[Delete](#)

This search was narrowed to a specific set of Listings.

- Property Category is 'Residential'
- Status is one of 'Active', 'Coming Soon'
- Property Sub Type is one of 'Single Family', 'Condo-Villa'
- Type is one of '1-Sty', '1.5-Sty', '2-Sty'
- Foundation is one of 'Crawl', 'Full Basement', 'Partial Basement', 'Shared', 'Walk Out', 'Other'
- Area is one of '002 - North Sylvania', '003 - South Sylvania'
- Current Price is 400000+
- Beds Total is 3+
- Baths Total is 2.1+
- Rooms Room Type is 'Master Bedroom'
- Rooms Room Level is 'Main'
- Miscellaneous is not 'Above Pool'
- Ordered by Status, Area, Current Price

5 Delete any information in the "Area" field.

The screenshot shows a real estate listing form with various input fields and dropdown menus. On the left side, there are several sections: 'Status' with checkboxes for Active, Contingent, Coming Soon (checked), Pending, Sold, Leased, Withdrawn, and Expired; 'Sub Property Type' with a dropdown menu showing Single Family, Condo-Villa, and Mobile; 'Type' with a dropdown menu showing 1-Sty, 1.5-Sty, 2-Sty, 2.5-Sty, and 3-Sty; and 'Foundation' with a dropdown menu showing Crawl, Full Basement, Partial Basement, and Shared. The main form area contains fields for St #, Dir Pfx, St Name, Street Suffix, Dir Sfx, and Unit #, with a 'More' button. Below these are fields for Area (highlighted with an orange circle and containing '002 - North Sylvania, 003'), City, Zip Code, School District, Elementary School, List Agent ID, and Buyer Agent ID. Each of these fields has a radio button for 'Or Not' and a help icon. On the right side, there is a vertical list of summary fields: MLS #, Approx Sqft, Total Bedroom (3+), Total Baths (2.1+), # Garages Spa, Year Built, Acres, Auction (dropdown), 6mos Taxes, and Parcel Number.

6 Choose which method you would like to use instead of the "Area".

7

1.) Zip Code: Enter the zip code that you would like to search.

The screenshot shows a real estate search interface. On the left, there are filter sections for 'Status' (Active, Contingent, Coming Soon, Pending, Sold, Leased, Withdrawn, Expired), 'Sub Property Type' (Single Family, Condo-Villa, Mobile), 'Type' (1-Sty, 1.5-Sty, 2-Sty, 2.5-Sty, 3-Sty), and 'Foundation' (Crawl, Full Basement, Partial Basement, Shared). The main search area includes fields for 'St #', 'Dir Pfx', 'St Name', 'Street Suffix', 'Dir Sfx', and 'Unit #', with a 'More' button. Below these are sections for 'Area', 'City', 'Zip Code', 'Subdivision', 'School District', 'High School', 'Elementary School', 'County', 'List Agent ID', and 'Buyer Agent ID'. The 'Zip Code' field is highlighted with an orange circle. On the right, a vertical list of search criteria includes MLS #, Approx Sqft, Total Bedroom (3+), Total Baths (2.1+), # Garages Spa, Year Built, Acres, Auction, 6mos Taxes, and Parcel Number.

8

2.) School District: Enter the school district you would like to search in.

The screenshot shows the same real estate search interface as above. The 'School District' field is highlighted with an orange circle. The 'Zip Code' field now contains the text '43560, 43617'. The 'High School' field is highlighted with a blue selection, showing 'Northview, Southview'. The 'Status' filter on the left is now set to 'Sold'. The rest of the interface, including the 'Area', 'City', 'Subdivision', 'Elementary School', 'County', 'List Agent ID', and 'Buyer Agent ID' fields, remains the same as in the previous screenshot.

9 3.) Map Search: Select an area on the map that you would like to search.

res A CS SFM CND \$400+ 3+

Saved Searches

★ Try Our New Search

🏠 Residential

Status - Date or Range
[Select All](#) [Select None](#)

Active
 Contingent
 Coming Soon
 Pending
 Sold
 Leased
 Withdrawn
 Expired

Sub Property Type
 Single Family
 Condo-Villa
 Mobile
 Or Not

Type
 1-Sty

Map Search No Map Selected

Within miles of [My Location](#)

| St # | Dir Pfx | St Name | Street Suffix | Dir Sfx | Unit # |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[More](#)

Area Or Not

City Or Not

Zip Code 43560, 43617

Subdivision Or Not

School District

High School

Price 400+

MLS #

Approx Sqft

Total Bedroom 3+

Total Baths 2.1+

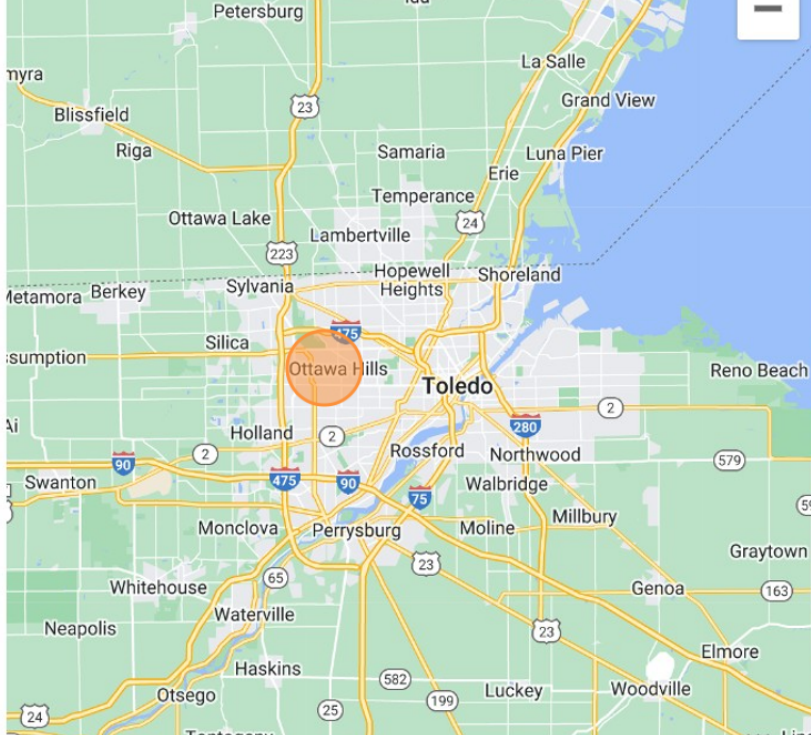
Garages Spa

Year Built

Acres

Auction

10 3.) Map Search: Zoom into the area you want to search.



Locate Address

Street Address

City State Zip

[Locate](#)

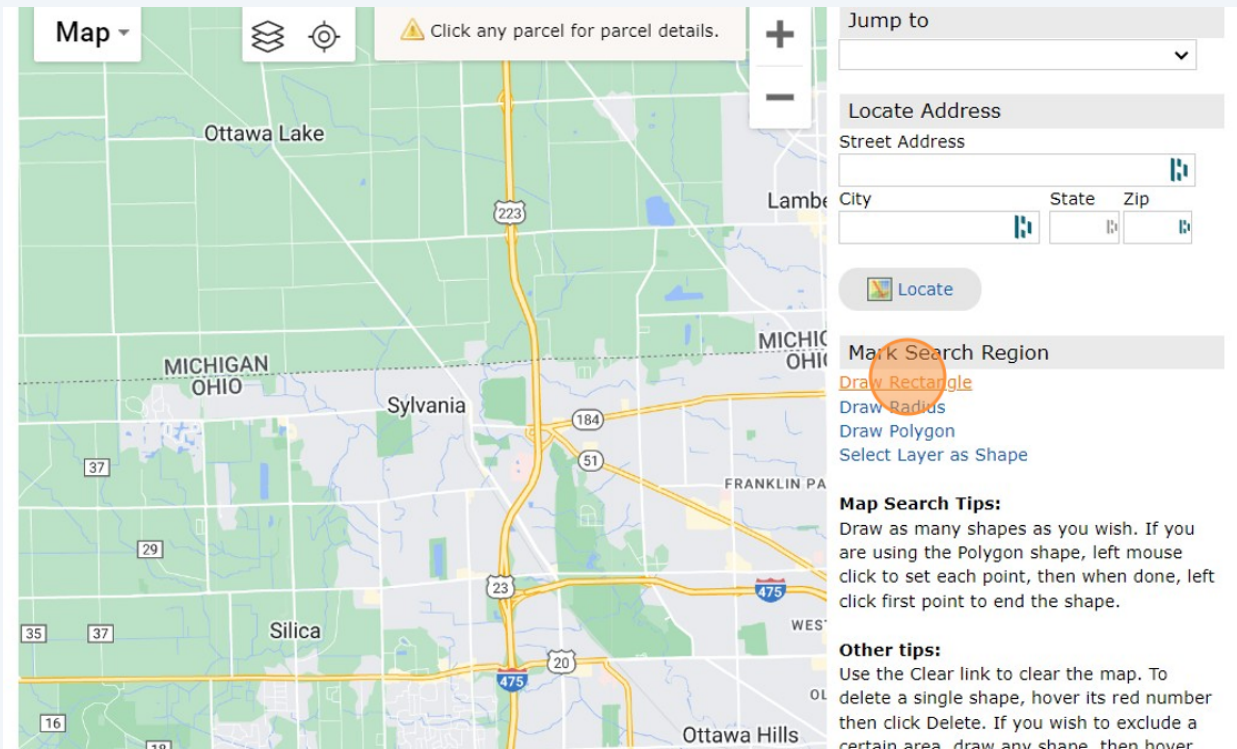
Mark Search Region

[Draw Rectangle](#)
[Draw Radius](#)
[Draw Polygon](#)
[Select Layer as Shape](#)

Map Search Tips:
 Draw as many shapes as you wish. If you are using the Polygon shape, left mouse click to set each point, then when done, left click first point to end the shape.

Other tips:
 Use the Clear link to clear the map. To delete a single shape, hover its red number then click Delete. If you wish to exclude a certain area, draw any shape, then hover its red number and select Exclude.

11 3.) Map Search: Click "Draw Rectangle" or any of the draw features.

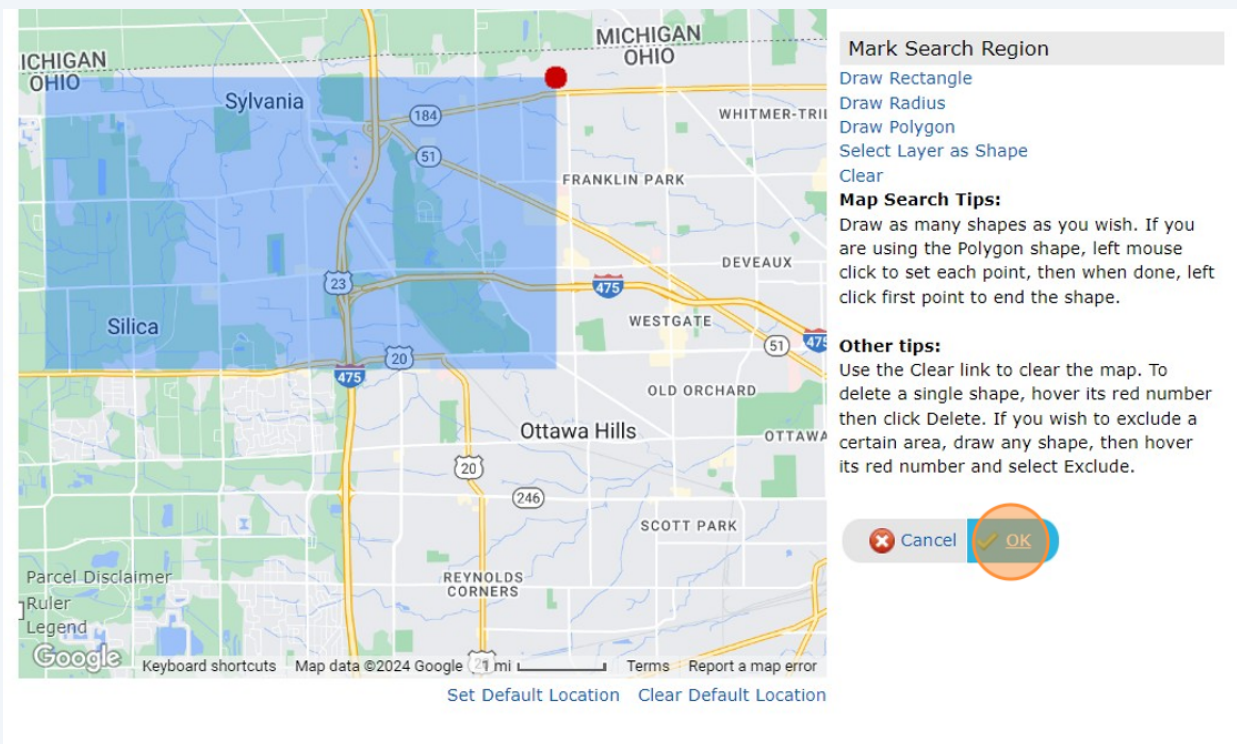


The screenshot shows a map interface with a search panel on the right. The map displays Sylvania, Ohio, with major roads like I-475 and I-20. The search panel includes a "Jump to" dropdown, a "Locate Address" section with fields for Street Address, City, State, and Zip, and a "Locate" button. Below this is the "Mark Search Region" section, where "Draw Rectangle" is highlighted with an orange circle. Other options include "Draw Radius", "Draw Polygon", and "Select Layer as Shape".

Map Search Tips:
Draw as many shapes as you wish. If you are using the Polygon shape, left mouse click to set each point, then when done, left click first point to end the shape.

Other tips:
Use the Clear link to clear the map. To delete a single shape, hover its red number then click Delete. If you wish to exclude a certain area, draw any shape, then hover

12 3.) Draw your boundary lines and Click "OK"



The screenshot shows the same map interface as in step 11, but now a large blue shaded region covers the area around Sylvania, Ohio. The search panel on the right is updated: "Draw Rectangle" is no longer highlighted, and a "Clear" link has been added. The "OK" button in the bottom right corner is highlighted with an orange circle, indicating it should be clicked to confirm the search region.

Map Search Tips:
Draw as many shapes as you wish. If you are using the Polygon shape, left mouse click to set each point, then when done, left click first point to end the shape.

Other tips:
Use the Clear link to clear the map. To delete a single shape, hover its red number then click Delete. If you wish to exclude a certain area, draw any shape, then hover its red number and select Exclude.

13 Click "Save"

Coming Soon
 Coming Soon
 Pending
 Sold
 Leased
 Withdrawn
 Expired

Sub Property Type
 Single Family
 Condo-Villa
 Mobile

Or Not

Type
 1-Sty
 1.5-Sty
 2-Sty
 2.5-Sty
 3-Sty

Or Not

Foundation
 Crawl
 Basement
 Partial Basement

1 matches

St # **Dir Pfx** **St Name** **Street Suffix** **Dir Sfx** **Unit #**

Area Or Not
City Or Not
Zip Code Or Not
Subdivision Or Not
School District Or Not
High School Or Not
Elementary School Or Not
County Or Not
Buyer Agent ID

Approx Sqft
Total Bedroom
Total Baths
Garages Spa
Year Built
Acres
Auction
6mos Taxes
Parcel Number

14 Click "Save"

Search Name:

Contact:

Enable as Favorite Search on Home tab (10 maximum)

Criteria

Property Category is 'Residential'
 Status is one of 'Active', 'Coming Soon'
 Property Sub Type is one of 'Single Family', 'Condo-Villa'
 Type is one of '1-Sty', '1.5-Sty', '2-Sty'
 Foundation is one of 'Crawl', 'Full Basement', 'Partial Basement', 'Shared', 'Walk Out', 'Other'
 Latitude, Longitude is around 41.70, -83.71
 Zip Code is like '43560*', '43617*'
 School District is 'Sylvania'
 High School is one of 'Northview', 'Southview'
 Current Price is 400000+
 Beds Total is 3+
 Baths Total is 2.1+
 Rooms Room Type is 'Master Bedroom'
 Rooms Room Level is 'Main'
 Miscellaneous is not 'Above Pool'

