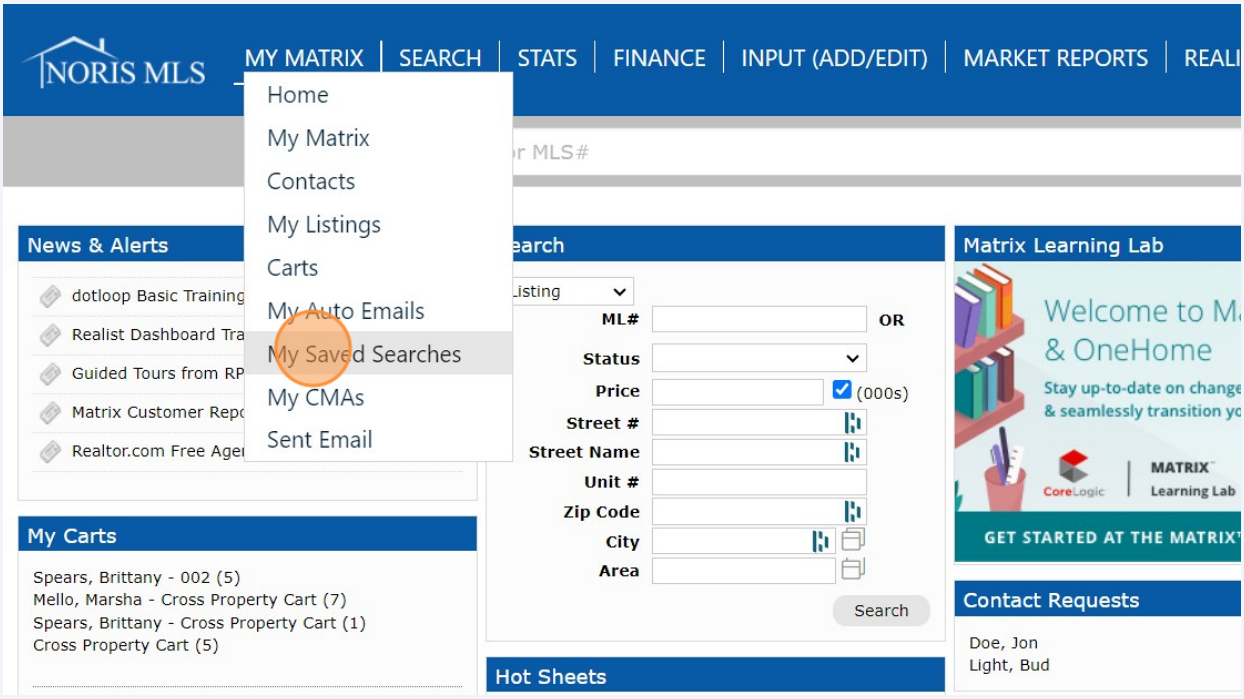
How to Update Saved Searches without Area Numbers

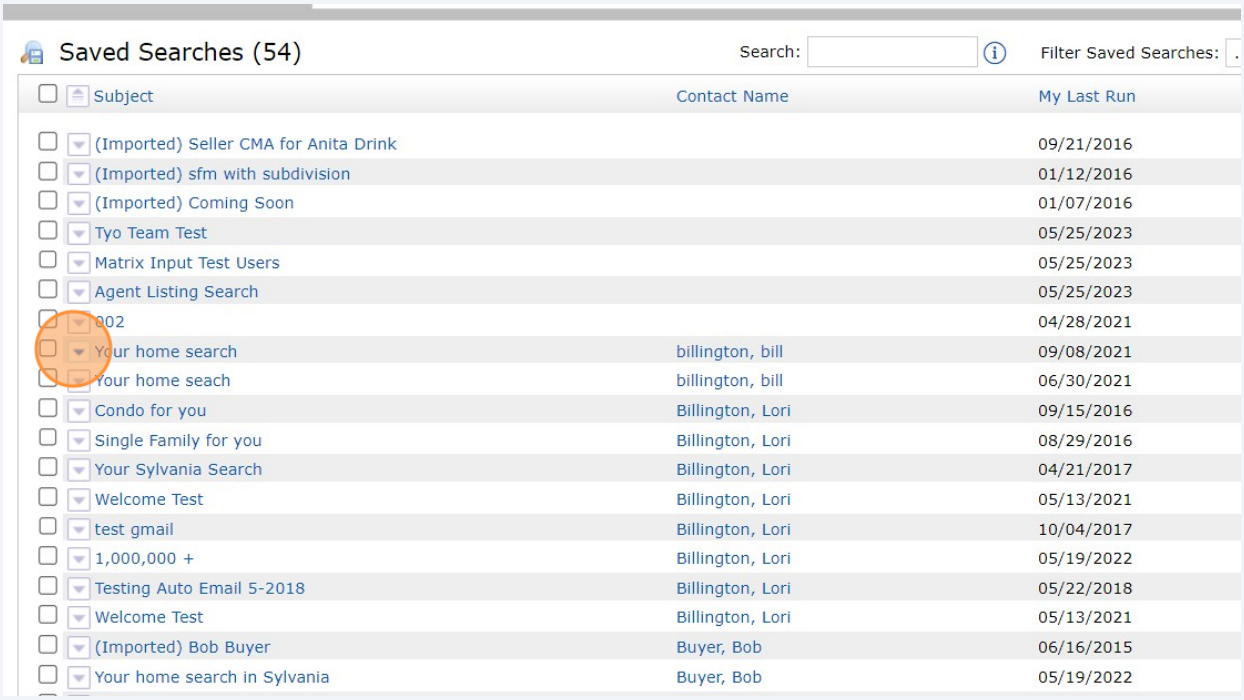
1 Navigate to https://toledonoris.mlsmatrix.com/matrix/

Theses instructions work for both Saved Searches and Auto Emails.

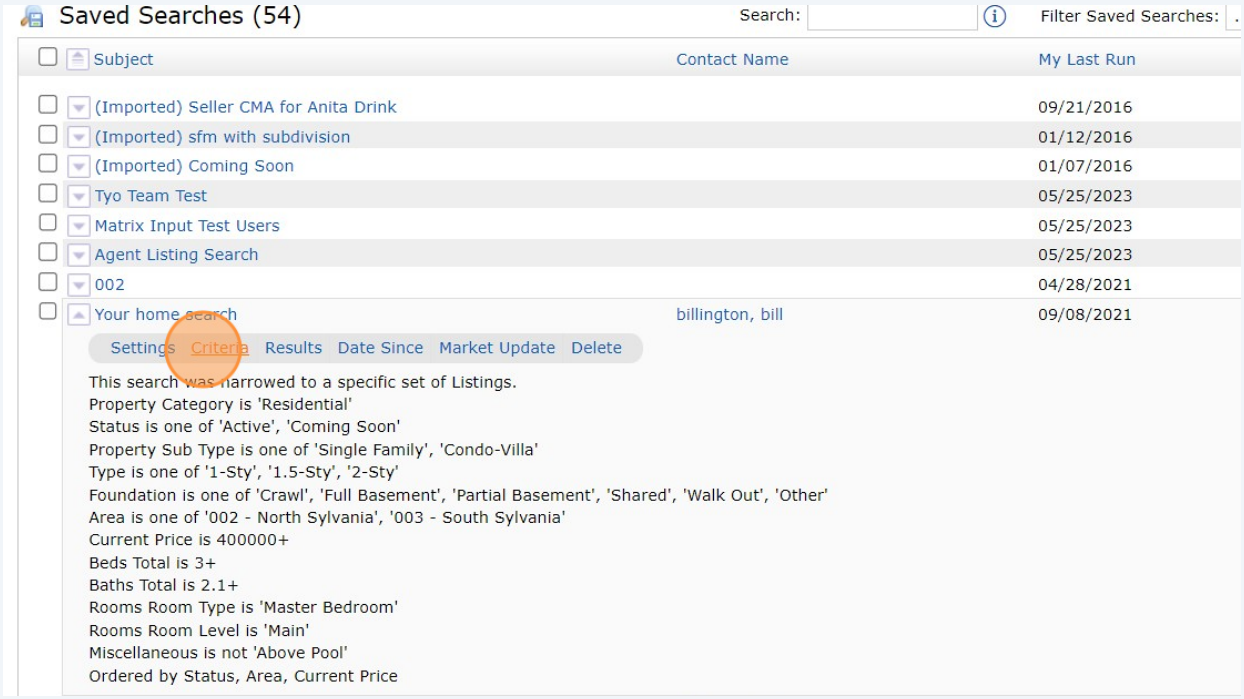
2 Click "My Saved Searches"



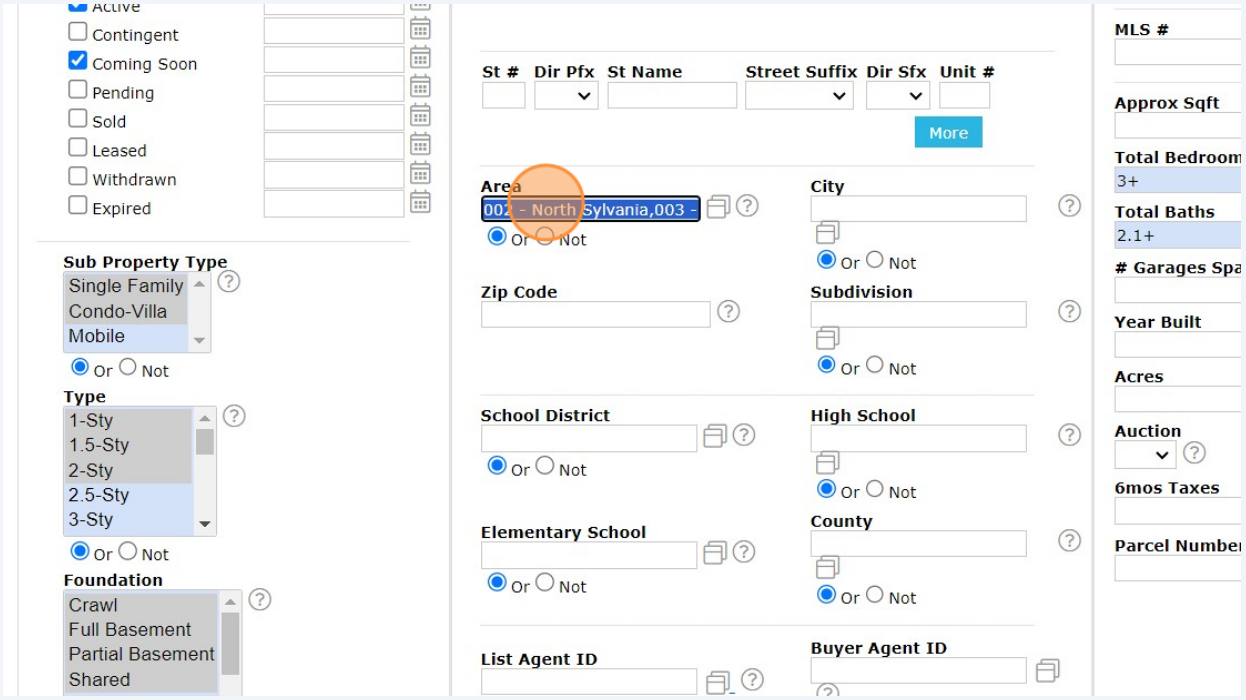
3 Click the saved search you want to update.



4 Click "Criteria"

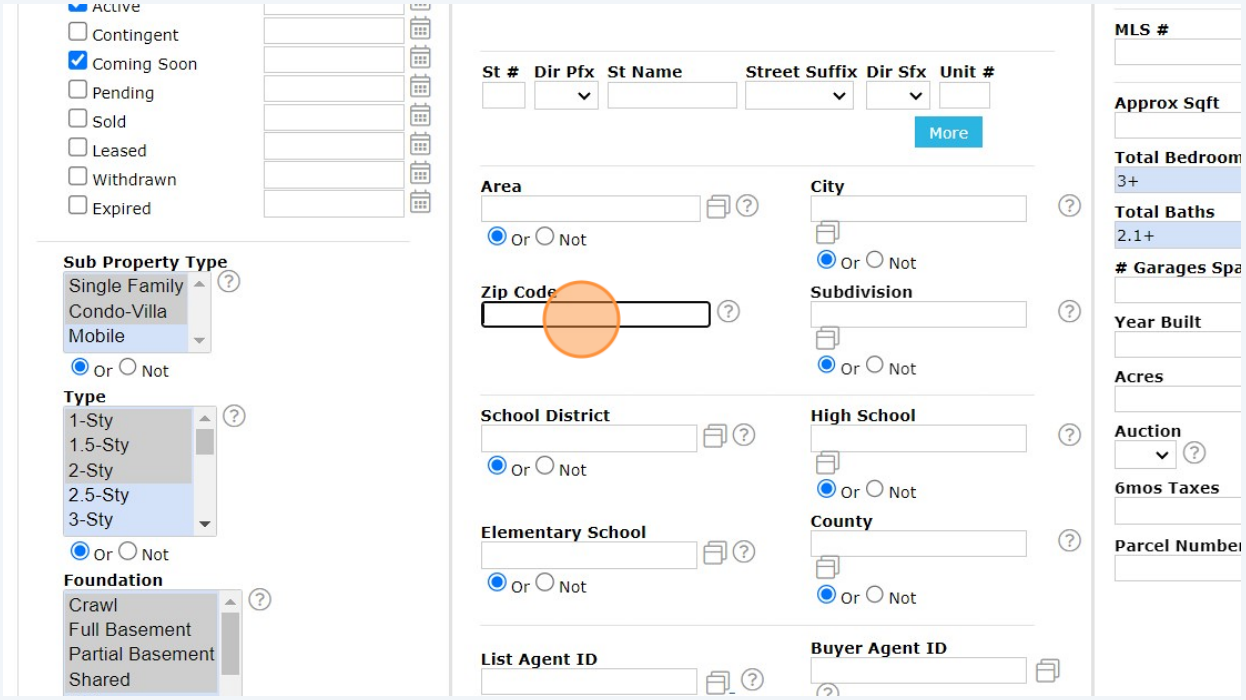


5 Delete any information in the "Area" field.

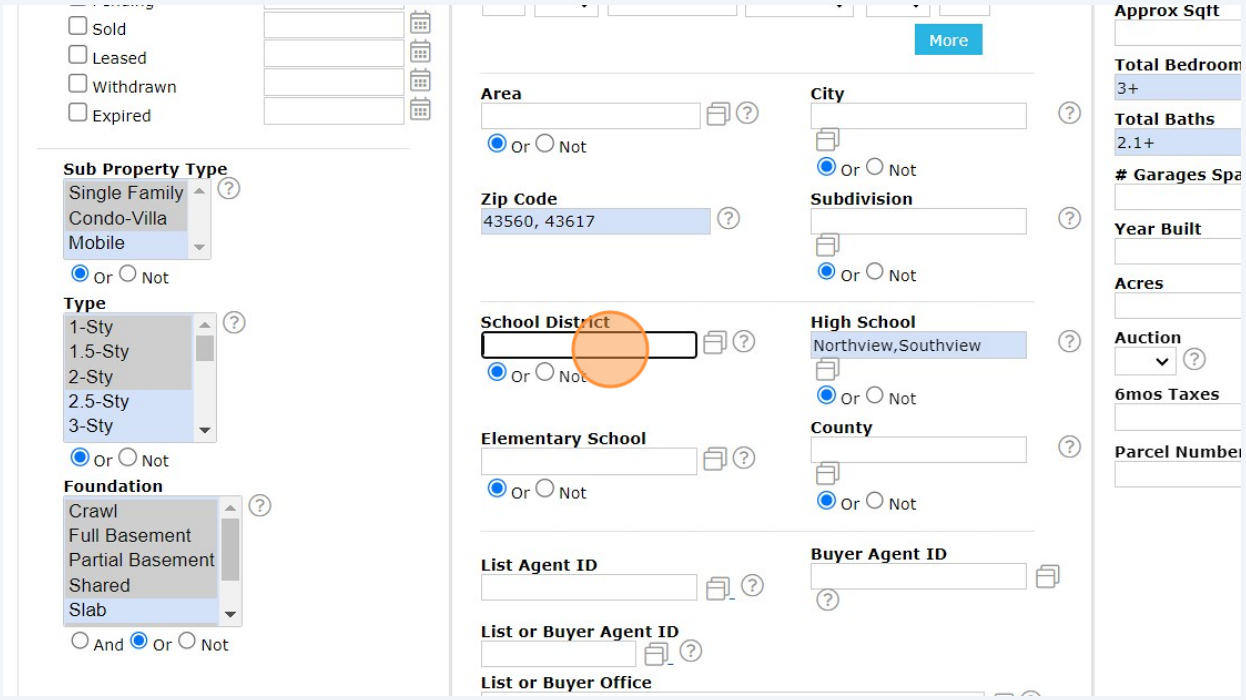


6 Choose which method you would like to use instead of the "Area".

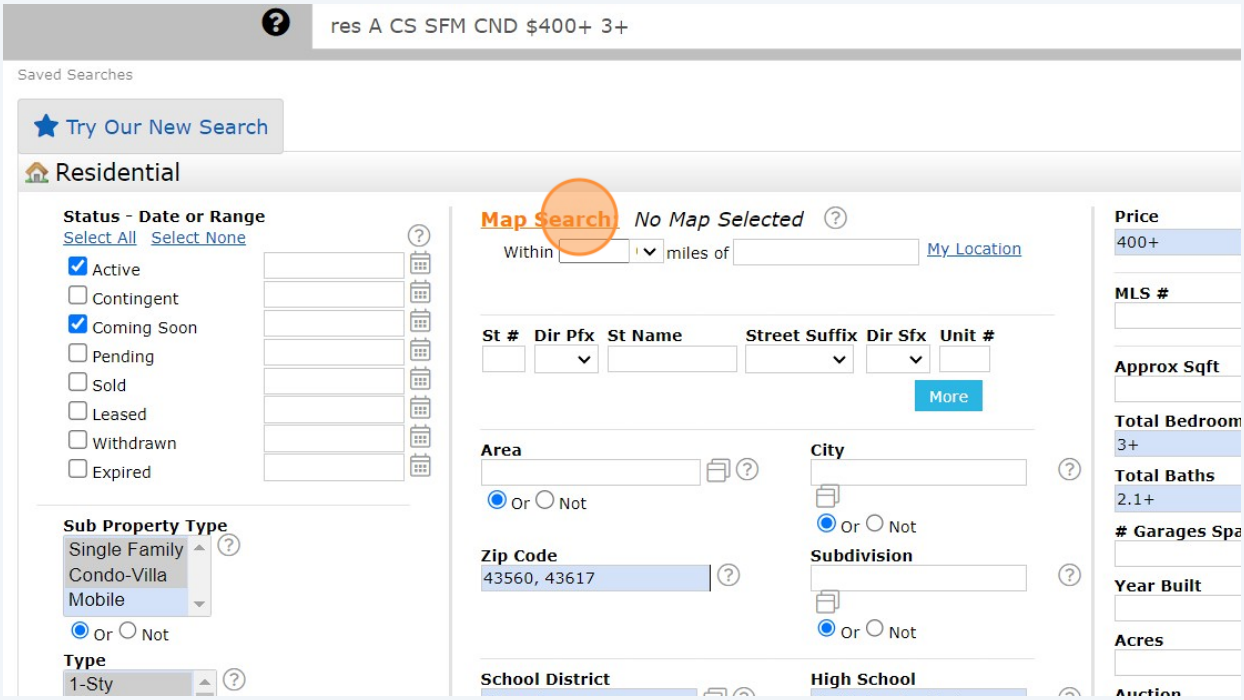
7 1.) Zip Code: Enter the zip code that you would like to search.



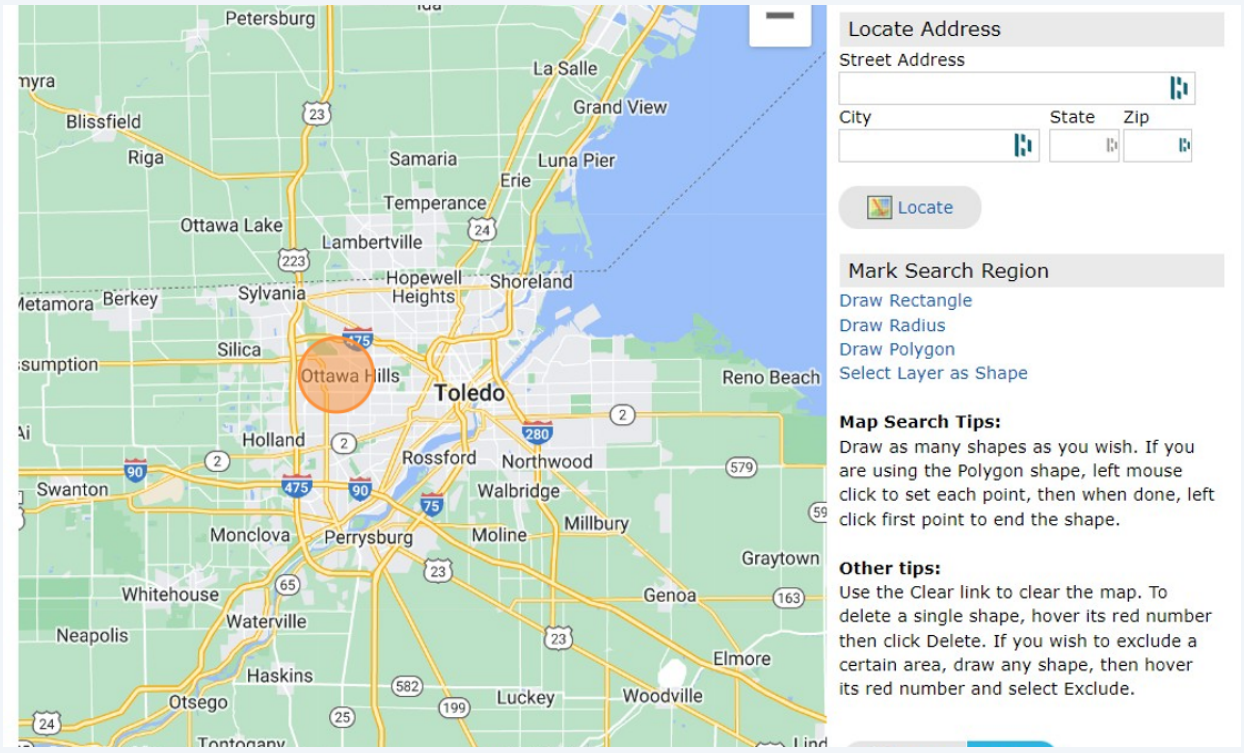
8 2.) School District: Enter the school district you would like to search in.



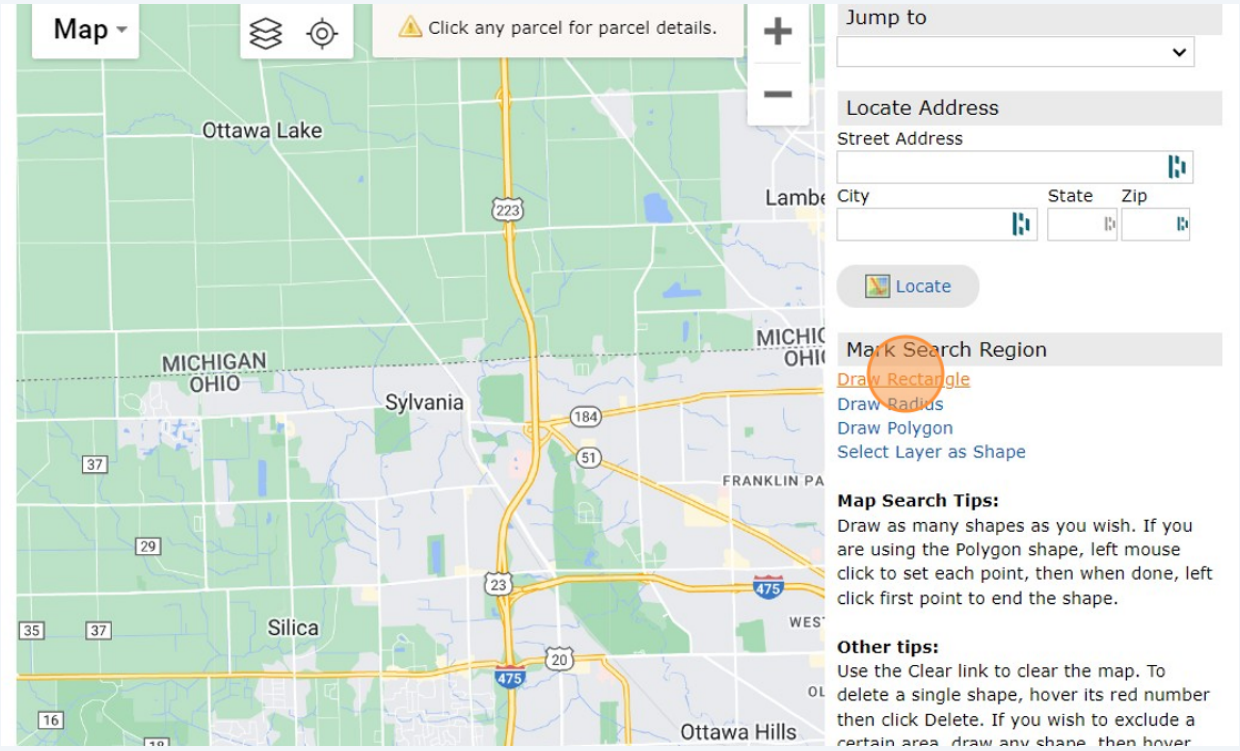
9 3.) Map Search: Select an area on the map that you would like to search.



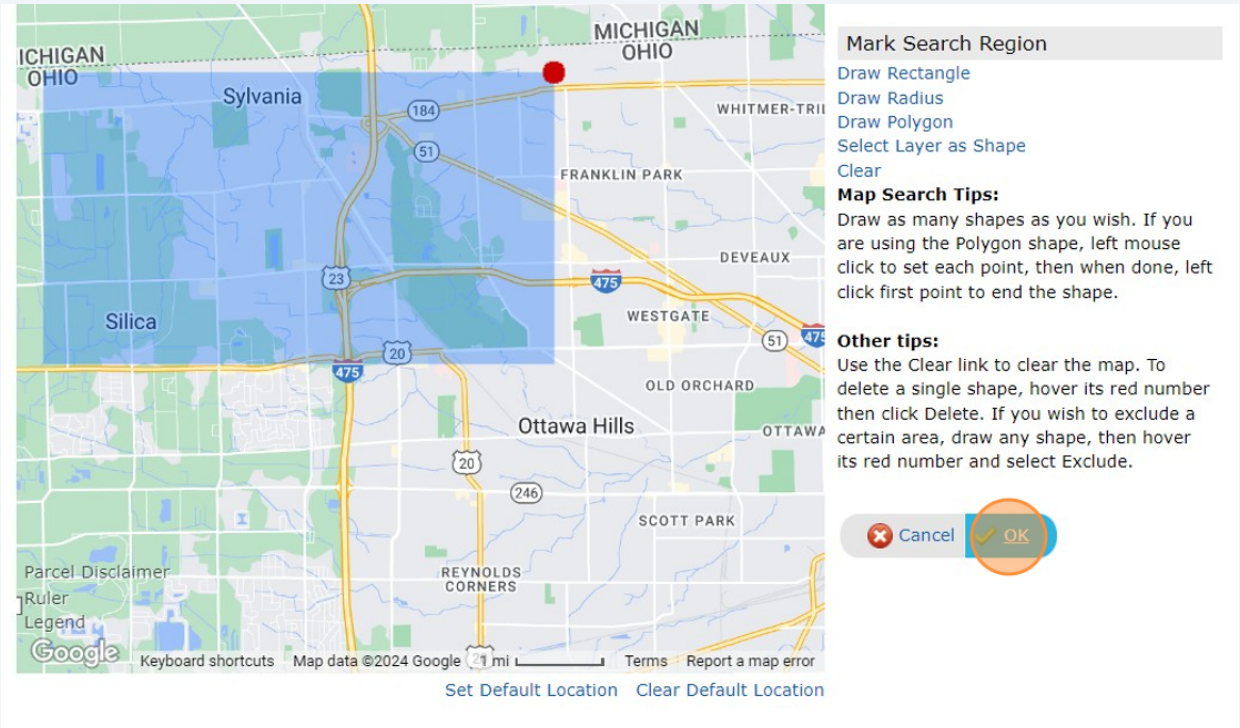
10 3.) Map Search: Zoom into the area you want to search.



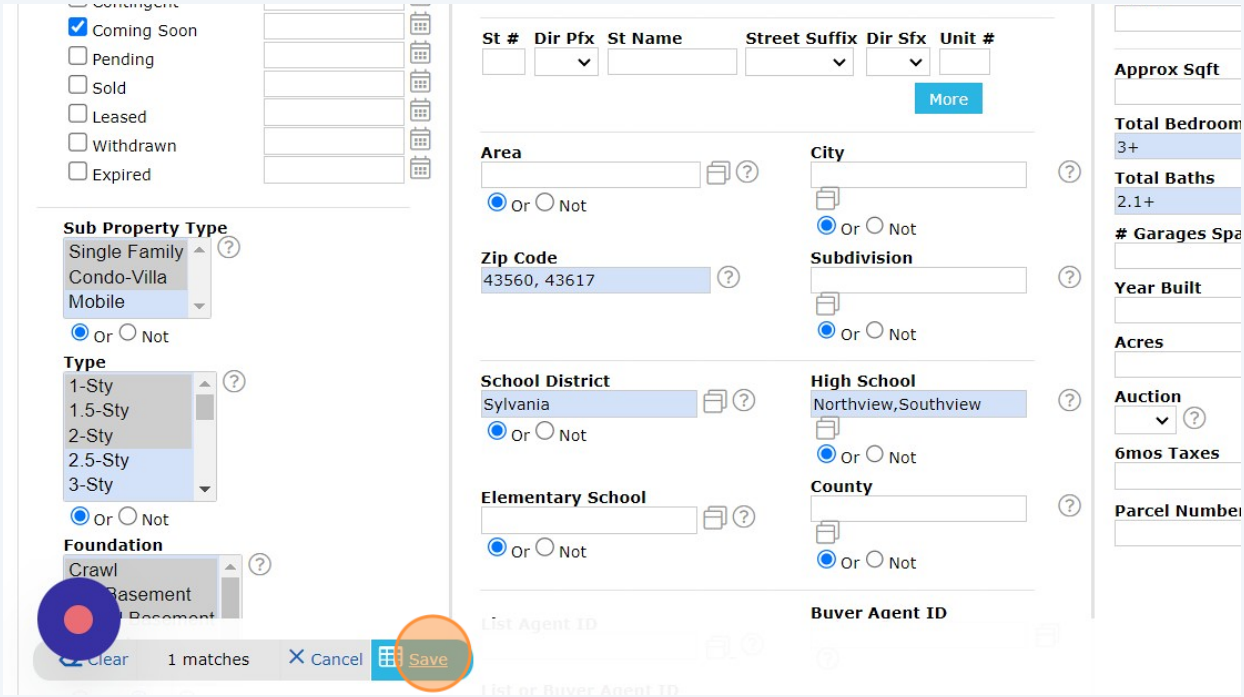
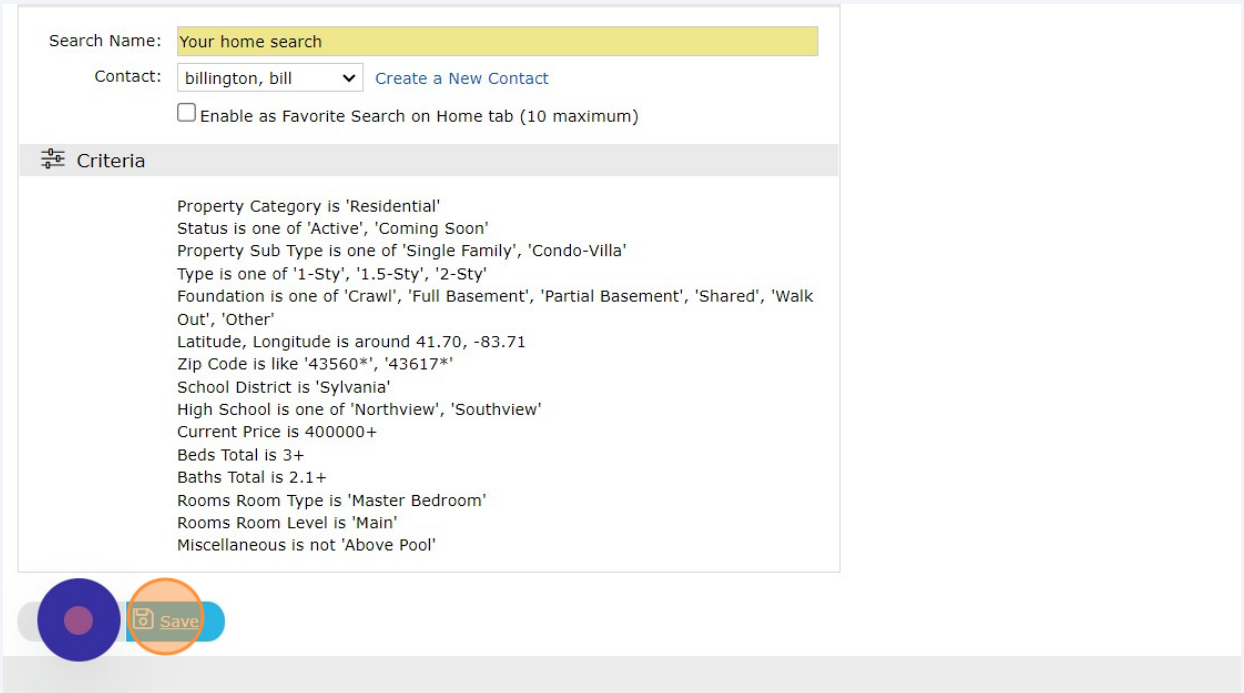
11 3.) Map Search: Click "Draw Rectangle" or any of the draw features.



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



13 Click "Save"



14 Click "Save"