

Search for Listings in Matrix

Search for listings in Matrix using Classic Search or New Search. Both paths let you set criteria and view matching results.

Classic Search

1. Open SEARCH in the top menu.
2. Select a property type. Use Cross Property when you want to search multiple property types at once.
3. Enter your criteria. Common fields include:
 - Price (000s) - price in thousands.
 - Region, Municipality, Neighbourhood, or City - use any combination of these location fields (you can use all of them together when needed).
 - Status, beds, baths, and other fields as needed.
4. To add criteria fields that are not shown by default, scroll to the bottom of the search page until you see Additional Fields, then select Add/Remove. Choose the fields you need, then save.
5. If you prefer not to use those location fields, open the Map tab. At the top of the map, use the drawing tools to define a search area: freehand draw a polygon, or choose a circle or rectangle. By default, Listings in that shape are included in the search.
6. Select Results to run the search.
7. Review the result list. Use Criteria to change the search, or Map to view results on the map.

New Search

1. Open SEARCH > Search (New!). If you are on the New Home dashboard, Matrix already uses New Search when you open Search.
2. At the top left, choose the property type. Use Cross Property when you want to search multiple property types at once.
3. Enter criteria in the left panel. Common fields include:
 - Current Price - optionally mark in thousands.
 - Region, Municipality, Neighbourhood, or City - use any combination of these location fields.
 - Status, beds, baths, and other fields as needed.
4. To add criteria fields that are not shown by default, select the gear (Customize Search Fields), mark the fields you need under Available, then select Save.
5. Matching listings appear in the results list and on the map as you set criteria. To define a map search area, use Draw Radius, or open More Drawing Options for Draw Rectangle, Draw Polygon, or

Freehand Polygon. By default, Listings in that shape are included in the search.

6. Refine the left-side criteria until the results match what you want.

Tips

- Refine criteria so results stay manageable - especially before creating an Auto Email (250 listings or fewer).

- Classic Search and New Search use the same listing data; only the search experience differs.

Source: <https://support.itsosystems.ca/kb/101>