

Use the Find Bar (Speed Bar) in Matrix

Use the Find Bar (Speed Bar) in the Matrix header for quick lookups. Classic and New use different header fields - see Switch between Classic and New Home in Matrix. You can also save Speed Bar shortcuts from Classic Search results.

Classic Speed Bar

1. In the top header, find the field with placeholder Enter Shorthand or MLS#.
2. Optional: select the question-mark control (title Click for Speed Bar search samples) to open Speed Bar Help with shorthand examples for your board.
3. Enter an MLS#, a Speed Bar shortcut name (starts with /), or shorthand, then select Speed Bar Search (or press Return).
4. If Matrix shows Did you mean:, select the interpretation you want.
5. Optional: select Recent Searches to reopen a recent query.

Speed Bar shortcuts

1. Run a search in Classic Search and open Results - see Search for Listings in Matrix.
2. In the bottom actions bar, select Save, then New Speed Bar Shortcut.
3. On Save a New Speed Bar Shortcut, enter a name under Speed Bar Shortcut. The name must start with / (for example /actives). Optional: add a Description.
4. Select Save.
5. Later, type that name (including the leading /) into the Speed Bar and run the search.

To change or remove shortcuts, open Settings > Speed Bar Shortcuts. Check a shortcut, then select Delete, or open a shortcut name to modify it. Select Back to Settings when finished.

New Find Anything

1. In the top header, find the field with placeholder Find Anything.
2. Optional: select All next to the field to limit results to one type: Listings, Contacts, Members, Saved Searches, CMAs, or Offices. Leave All selected to search every type.
3. Select the field. Before you type, the panel can show RECENT SEARCHES, RECENT CONTACTS, and RECENTLY VIEWED LISTINGS.
4. Start typing. Matrix searches Listings, Contacts, Members, Saved Searches, My CMAs, and Offices and groups matches under those headings.
5. Select a result to open it, or select View All under a section when you want the full set for that type.

Create new Speed Bar shortcuts from Classic Search results (Save > New Speed Bar Shortcut).
Manage existing shortcuts under Settings > Speed Bar Shortcuts.

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