

Use Listing Carts in Matrix

Use a cart to bundle listings you want to keep together - for a client shortlist, a tour, or listings you want to monitor. A cart can be tied to a Contact, or left without a contact for your own use.

Classic and New Search add listings to carts differently - follow the section that matches the search you used.

From Classic Search

1. Complete a search and open Results - see Search for Listings in Matrix.
2. Check the listings to add.
3. In the bottom toolbar, select Carts.
4. To add to an existing cart, choose it under Select Cart, then select Add to.
5. To create a cart, select New Cart. Enter a Cart Name. Optional: choose a Contact, or leave it blank. Select Save.
6. Select View to open the selected cart's listings.

From New Search

1. Complete a search in New Search - see Search for Listings in Matrix.
2. Check the listings to add.
3. Select Actions (three dots) at the top right, then Carts.
4. To add to an existing cart, select the cart in the list, then select Add # Listings (the button shows how many are checked).
5. To create a cart, select Add Cart. Enter a Cart Name. Optional: search and select a Contact, or leave it blank. Select Save.
6. Select the cart name to open its listings.

Review carts

1. Open My Matrix > Carts to see all carts. Filter by with or without a contact, or search by name.
2. Open a cart name to view its listings. From there you can email, print, and use other result tools.
3. For a contact's carts, open My Matrix > Contacts, open the contact, then open the Carts tab.

Tips

- Classic opens carts from the bottom Carts tab; New Search opens them from Actions > Carts.
- Use separate carts for different shortlists or tours.

- Home can show recent carts under My Carts.

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