

Create and Edit Custom Single-Line Displays in Matrix

Create or edit custom single-line results displays in Matrix. Named custom displays are for Classic Search. New Search does not use dedicated single-line displays, but you can still customize the columns on the results list.

Classic Search

Create or edit a custom display in Settings

1. Open the Utility Menu (look for [Hello, Your Name] at the top right). Select Settings > Custom Displays.
2. Choose the class at the top (Property for listing search results, or Member / Office when needed).
3. Select Add to create a display, or select an existing display and select Edit.
4. Enter a Display Name.
5. Under Print Layout, leave Single Line selected (or choose Wrapped if you want wrapped rows).
6. Under Available Property Columns, select the fields you want, then select Add-> to move them into Selected Columns. Use <-Remove, Up, and Down as needed.
7. Select Save.
8. On Manage Custom Displays, select Done when you are finished.

Edit columns from Results

1. Run a Classic Search and open Results. See Search for Listings in Matrix.
2. Under Display, choose a single-line display (such as Member Single Line).
3. Click blank space in a column header to open column options.
4. Select Insert Column to add a field, or Remove Column to remove the current column. You can also set alignment, wrap, and pixel width.
5. If you inserted a column, search or select the field, then select Apply.
6. To keep the layout as a named display, enter a Display Name and select Save As a Copy.

To use a custom display later, run a Classic Search and open Results. Near the top of the results page, open the Display dropdown and select your custom display.

New Search

New Search does not use named custom single-line displays from Settings > Custom Displays.

1. Run a New Search so results appear. See Search for Listings in Matrix.

2. On the results toolbar, select Customize Display Fields (gear).
3. Mark the fields you want shown, then save or apply as Matrix prompts.

Tips

- Custom Displays change the results grid only. For CSV downloads, use Custom Exports - see Create and Edit Custom Exports in Matrix.
- On Manage Custom Displays you can also Copy or Delete displays.

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