



New Header Options

Based on broker requests, we have provided an additional set of Header options that can be selected for use in the Client Portal and on client-facing reports.

The new Header options allow you to use a different set of contact information, including your personal fax number. These headers are indicated with “My Information” in the header name. The following fields are used on the new headers:

- Name
- Office Name
- Tag Line
- Mobile Phone
- Broker’s Fax Number (note that this is not the Office’s Fax Number)
- Email
- Website



The Tag Line and Broker Fax Number can both be entered on the Information section under My Matrix → My Information. The other information, including Broker Fax Number, can be updated by logging in to your [Marketplace account](#).

The screenshot shows a web interface with a tabbed menu at the top: "Information", "Header & Footer", "Mobile Header", "CMA Cover Sheet", and "Portal Information". The "Information" tab is active. Below the menu is a text block: "This page allows you to manage the personal information used by Matrix. For each of the fields you can either use the value from your roster entry, if there is one, or enter a value manually. **recommended that you use the roster value whenever one is available.**" Below this are several input fields: "Title of Employment:", "Fax Number:" (with value 303-395-2231), "Office Website:" (with value www.recolorado.com), "Tag Line: (i.e., Slogan)", "Additional Phone:", and "Additional Information:". A blue "Save" button is at the bottom left.

New and Updated Reports

***NEW!* Sold Price Analysis**

This report includes a variety of statistics that are used for analyzing sold properties, such as Sold Price/Original List Price, Net Price/Original List Price, PSF, and more.



MLS #	Address	Sold Price	Net Price	Original List Price	List Price	Sold/OrigList	Sold/List	OrigList/List	Net/OrigList	Sold Date	SqFt Abv	PSF Abv	Sqft Ttl	PSF Ttl	SqFt Fin	PSF Fin
1235572	10628 W COOPER Dr	430,000	429,500	445,000	435,000	97%	99%	102%	97%	12/6/2013	2,607	165	4,000	108	4,000	108
1240087	9590 KENDRICK Way	430,000	430,000	425,334	424,950	101%	101%	100%	101%	12/6/2013	2,332	184	4,311	100	2,332	184
1245809	10623 TURTLE MOUNTAIN	425,000	425,000	425,000	425,000	100%	100%	100%	100%	12/6/2013	2,700	157	3,811	112	3,200	133
1242213	5120 SUMMERVILLE Cir	424,000	420,000	424,000	424,000	100%	100%	100%	99%	12/6/2013	2,656	160	3,770	112	3,491	121
160	on Ave #308	424,000	420,000	450,000						12/6/2013			1,278		1,278	

You can access the Sold Price Analysis from search results under the **Print** options. Up to 2000 Sold status listings can be included in this report. Listings that are not in Sold status will not be included in the report results.

Note: The Sold Price Analysis report is only available from Residential searches at this time.

***NEW!* Brochure Report**

Based on broker feedback and requests, we have created a new Brochure report.

This new client-facing report is designed with Listing Agents in mind and could be placed in Brochure boxes, used at Open Houses, or other locations where the Listing Agent is promoting a specific property.

The Brochure report is available from the Residential search results under the **Print** options. In the future we'll be adding Brochure reports that are customized for the Land and Income property types.

Land 1 Page Reports Updated

The Land Broker 1 Page and Land Client 1 Page reports have received many of the layout improvements that were recently made to the Residential Broker 1 Page report.

- Public Remarks and a map have been added to the Broker 1 Page report.
- Both reports now display Horse Facility and Outbuilding details if that information is available on the listing.

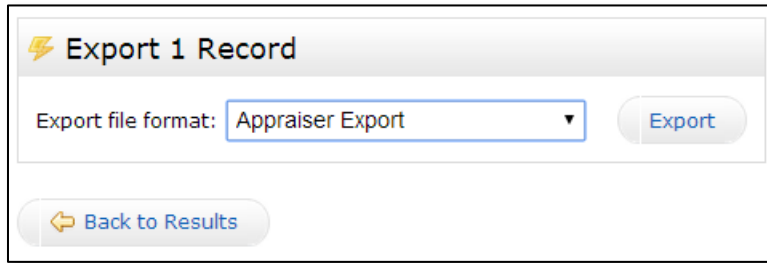
Land and Income Quick CMA Reports Updated

Both the Land and Income Quick CMA reports have been updated with the layout improvements that were recently made to the Residential Quick CMA. The Print report option has also been updated to "Quick CMA (CMA 1 Line)".



New Appraiser Export Template

A new Appraiser Export template is available. This template was built based on feedback from our Appraiser committee, and is based on the fields included in the Appraiser 1 Page report. The new export template is available under Residential search results → **Export** → **Appraiser Export**.



Master HOA Name & Phone Number Required

On listing input, if you select that the property has an HOA, you will now be required to complete the Master HOA and Master HOA Phone Number fields.

This change was made based on feedback from brokers and appraisers, and will assist in researching HOA information on these properties.

HOA/Management Company Information	
Are there HOAs or Management Companies? *	Multiple HOAs or Management Companies?
<input type="radio"/> Yes	<input type="radio"/>
Master HOA/Management Company	2nd HOA/Management Company
Master HOA	2nd HOA
<input type="text"/>	<input type="text"/>
Master HOA Phone #	2nd HOA Phone #
<input type="text"/>	<input type="text"/>
Master Website	2nd HOA Website
<input type="text"/>	<input type="text"/>

CSS Scheduler

CSS Scheduler is an exciting new feature that we have integrated into Matrix from Centralized Showing Services. It provides powerful online scheduling functionality, even for brokers who are not CSS subscribers. This allows you to manage showings electronically for your listings, and for you, your front desk, or other individual to receive online notifications about showing requests.

Note: CSS subscribers continue to have access to all of their current functionality from Centralized Showing Services.



Some of the benefits of CSS Scheduler include:

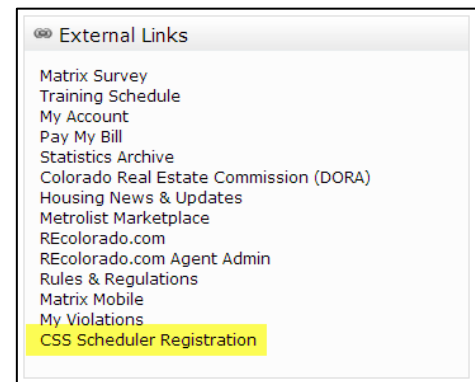
- Providing email notifications to you about showing requests.
Note: CSS also offers optional upgrades so you can receive notifications via text or automated phone call.
- Reducing the number of calls needed to schedule a showing.
- CSS Scheduler Dashboard access to show current and past showing activity, feedback, and reports.
- Access to the CSS Mobile App to manage showing activity on the go.

Additional information on CSS Scheduler can be found on Showings.com:

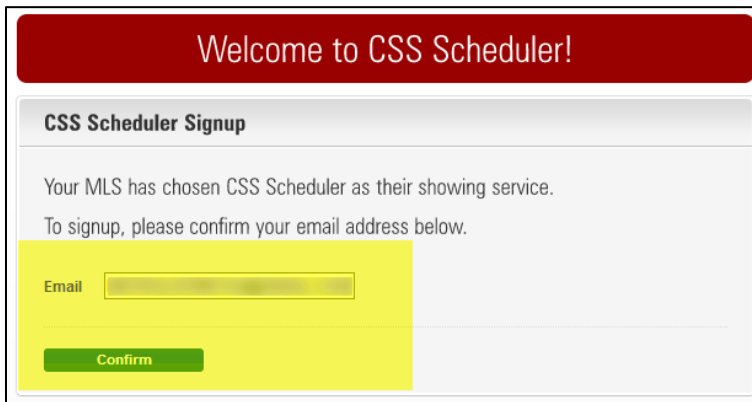
- [CSS Scheduler](#)
- [CSS Mobile App](#)
- [CSS Scheduler Listing Presentation \(for sellers\)](#)

If you don't currently subscribe to CSS and you want to use CSS Scheduler, you'll need to first register using these steps:

1. Login to Matrix.
2. On the Dashboard under the External Links Widget, click **CSS Scheduler Registration**.



3. On the next page, ensure your email address is correct, and then click **Confirm**.

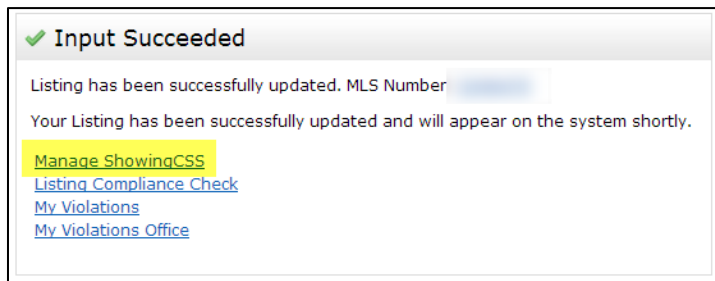
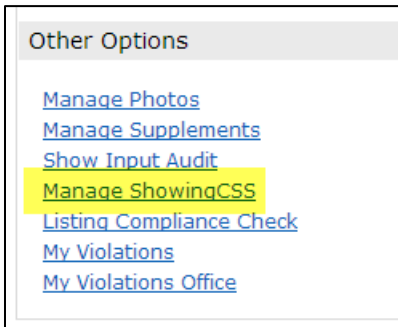




- 4. Select your preferred contact methods and click **Save**.



- 5. You'll be taken to your Listings page in CSS, where you can manage the showing schedule for any of your active listings.
- 6. You'll now also be able to use the **Manage ShowingCSS** link under Other Options on the Modify Listing page, or after submitting a listing.



- 7. After you manage the showing schedule for your listings, the CSS icon will be visible in Matrix on the Full display, allowing other agents to electronically schedule showings for your listings.

