

# MFRMLS Matrix Updates

## Quarter 4



December 11, 2018

# Data Clean Up – Saved Searches and Saved CMAs

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MFRMLS will be implementing an automatic purge process for \*saved searches and CMAs inside of Matrix. As part of this process, on **December 10, 2018, at 11:59 p.m.**, all saved CMAs and saved searches *that have not been modified within the last 365 days* will be permanently deleted from Matrix. Going forward (after December 9) stale saved searches and CMAs will automatically be purged from Matrix each day. Saved searches and CMAs are defined as stale if they have not been modified within 365 days from the day they were originally set up.

## **\*Exceptions for some saved searches.**

*Saved searches that meet any of the below criteria will not be automatically purged on December 9 or going forward:*

- The date modified or used is within the last 365 days.
- Your saved search is linked to a contact.
- Your saved search is set to appear on the homepage.
- Your saved search was created from a hot sheet.
- Your saved search is not currently an auto-email.

# Data Clean Up – Saved Searches and Saved CMAs

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Follow the steps below if you have stale saved CMAs and/or searches that do not meet exception criteria but you would like to keep:

## To Keep A Saved CMA

- 1 Go to **My Matrix**, then **My CMAs**
- 2 Click **Last Modified** twice to sort your list in descending order of oldest saved CMAs
- 3 Click the drop-down arrow to the left of the CMA you wish to save
- 4 Click **Edit CMA**
- 5 Click the **Save** icon
- 6 Repeat as needed

## To Keep A Saved Search

- 1 Go to **My Matrix**, then **Saved Searches**
- 2 Click **My Last Run** twice to sort your list in descending order of oldest saved searches
- 3 Click the drop-down arrow to the left of the saved search you wish to modify
- 4 Click **Results**
- 5 Click the **back** arrow to return to your list of saved searches
- 6 Repeat as needed

# New Sold Data Entry Only Input Forms

- All property types will have new Sold Data Entry Only forms available.
- Status can ONLY be changed from 'Incomplete' to 'SOLD' for all property types with the exception of rentals which will be marked as 'Leased.'
- 'List Agent' will Auto-Populate with 'non MFR agent' 123456789.
- SDEO listings are defaulted to NOT be included in stats, but can be added by selecting the check box on the 'Stats' tab that indicates to include 'Sold Data/Entry Only Listings.'
- Once you select a SDEO input form, you will not be able to change the Listing Service Type in order to update the entry to that of a standard listing.
- New 'Closing Info' tab: these fields are required before the agent can submit as sold/leased.
- Compatibility with Transaction Desk/Form Simplicity will be completed at a later date.

MFRMLS 407-960-5300

Home Search **Stats** My Matrix Tax Links Finance Add/Edit Market Reports Admin Help English Español Hello, Lisa Logout

Recent Searches

Presets Customize Save

**System Presets**

- ADOM vs List Price Median
- Historic Count of Active Listings
- Historic Sales by Year
- Historic Sales Price Trend
- Historic Sales x Price Range
- List Price / Sqft Ratios
- Original Price vs Sold Price
- Sold Price / List Price Ratios

Generate

Map Search: No Map Selected

Within [ ] miles of [ ] My Location

Property Type

- Residential
- Commercial
- Income
- Vacant Land
- Rental

County

- Alachua
- Baker
- Bay
- Bradford
- Brevard

MLS Zip

- 32615 - Alachua
- 32616 - Alachua
- 32420 - Alford
- 32716 - Altamonte Spring
- 32715 - Altamonte Spring

City

Legal Subdivision Name

Generate

Add New Listing

Select Form

Residential - Add/Edit Listing Fields

Commercial - Add/Edit Listing Fields

Income - Add/Edit Listing Fields

Vacant Land - Add/Edit Listing Fields

Rental - Add/Edit Listing Fields

SDEO - Residential

SDEO - Commercial

SDEO - Income

SDEO - Vacant Land

SDEO - Rental

Cancel

SDEO - Residential

Getting Started > Matrix Testing > Listing > Roll/Enter > Land and Tax > Interior > Rooms > Water > Green > Owner > Community > Realor > Closing Info

Change to Sold

Buyer's Country of Residence

Buyer's Intended Use

Buyer's Zip Code

Contract Date

Gifted/Donated

Seller Paid Buyer Costs

Sold Price

Sold Date

Sold Remarks

Characters Remaining: 255

Save as Incomplete Validate Cancel Input Submit Listing

# New Search Form Field

**Total bathrooms** will be added to RESI, RLSE search forms (quick and detailed)

This field allows a customer to search for a property that has 2.5+ bathrooms in a single search


*Help Bubble (?):*

*Total bathrooms is the sum of Full and Half Bathrooms*

*Example:*

**2 Full Baths + 1 Half Baths = 3 Total Baths**

*(Or total number of toilets)*



A screenshot of a search form interface. The form contains several fields, each with a question mark icon in a circle to its left. The fields are: 'ML #' (empty), 'Price' (with '900+' selected in a dropdown and a checked checkbox for '(000s)'), 'Total Bedrooms' (empty), 'Total Bathrooms' (empty and circled in red), '# Full Baths' (empty), '# Half Baths' (empty), and 'Sq Ft Heated Living Area (sqFt)' (empty). A mouse cursor is visible at the top left of the form.

# New Fields

## 1. Association Email

Contact email for the association/manager

## 2. Association Website

Website link for the HOA/Community Association

When 'HOA Fee Requirement' is marked required, you will also be required to enter the 'Association/Manager Contact Name' as well as one of the following fields: 'Association Phone,' 'Association Email,' or 'Association Website.'

*Populating only 1 of these fields will satisfy the requirement.*

The screenshot shows a web form titled "Residential - Add/Edit Listing Fields". At the top is a progress bar with steps: "Getting Started", "Listing", "Pool/Exterior", "Land and Tax", "Interior", "Rooms", "Water", "Green", "Owner", and "Comm". The "Listing" step is currently active. Below the progress bar is the "Association Information" section. It contains several fields: "HOA/Comm Assn Y/N" with a dropdown menu set to "Yes"; "HOA Fee Requirement" with a dropdown menu set to "Required"; "HOA Fee" with a text input field and a red error icon; "HOA Payment Schedule" with a dropdown menu; "Condo Fee" with a text input field and a red error icon; "Condo Fee Schedule" with a dropdown menu; "Other Fees" with a text input field and a red error icon; "Other Fee Schedule" with a dropdown menu; "Addtl Mo. Maint Fee" with a text input field and a red error icon; "Association/Manager Contact Name" with a text input field and a red error icon; "Association/Manager Contact Phone" with a text input field and a red error icon; "Association Email" with a text input field and a red error icon; and "Association Website Address" with a text input field and a red error icon.



# New Fields

## Total Annual Fees & Average Monthly Fees

These fields calculate the Average Monthly Fees as well as the Total Annual Fees based on the information listed in the Association Information section (Condo Fee, HOA Fee, Other Fees.)

Calculated field is not available for customer data entry, but is showcased on the following displays:

- Broker's Full and Customer's Full displays for all property types.



# Updated Fields

## Pool/Exterior: Exterior Information - Front Exposure

This field will now be required for Residential, Residential Income, Commercial, Residential Lease listings.

### Definition of Front Exposure:

The compass direction that the main entrance of the building faces. For example, North, South, East, West, South-West, etc.

*Please select the compass direction that the main entrance of the property faces.*

**Tip:** iPhone's have a built-in digital compass via the Compass app. To determine the home's front exposure, stand in the front doorway facing the outside and open the app.

### Exterior Information

Property Style

Front Exposure

  
East  
North  
Northeast  
Northwest  
South  
Southeast  
Southwest  
West



# Updated Fields

## Floors In Unit/Home

When Floors in Unit/Home has 'One' checked, 'Room Level' on the 'Rooms' tab will not be required.

## Will have conditional system population:

If Floors in Unit/Home = null (left blank), Matrix will auto-fill the field with the value 'First' once the listing has been saved as Incomplete or submitted as Active.

The image displays two versions of a listing form side-by-side, illustrating a conditional field update. In both forms, the 'Floors In Unit/Home' field is highlighted with a green box. In the left form, the 'One' option is checked. In the right form, the 'One' option is unchecked, and the 'Room Level' field in the 'Rooms' tab is highlighted with a green box, showing the value 'First'.

**Form Fields:**

- Unit Number: [?] [ ] No Unit #
- County/Municipality: [?] Orange
- Country: [?] United States
- Floors In Unit/Home: [?] ☒ Multi/Split ☒ One ☐ Two ☐ Three Or More
- Building Name/Number: [?] [ ]
- Floor Number: [?] [ ]
- Building Elevator: [?] [ ]

**Room Details:**

- Room Type: [?] [ ]
- Rooms Level: [?] First
- Room Dimensions: [?] X [?] [ ]
- Room Primary: [?] Bamboo, Brick/Stone, Carpet, Ceramic Tile

# Updated Fields

## Listing Distribution

State27homes.com label has been updated to 'Consumer Site.'

Listing Distribution

Brokers choose where listings are distributed to for the entire office. If your broker has chosen not to send listings to an option below then your listings will not be distributed to them.

Internet Y/N

?

▼

Third Party Y/N

?

Yes

▼

IDX/VOW Display Comments Y/N

?

▼

Show Prop Address On Internet Y/N

?

▼

IDX/VOW AVM Y/N

?

▼

Distribute To

?

☒ Homes.com

☒ HomeSnap

☒ Realtor.com

☒ Consumer Site

☒ Zillow/Trulia

# New Lookup Values

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## Exterior Construction

- Cement Siding
- Metal Siding
- Vinyl Siding
- Wood Siding

## Roof

- Cement

# Lookup Values Removed

## Utilities:

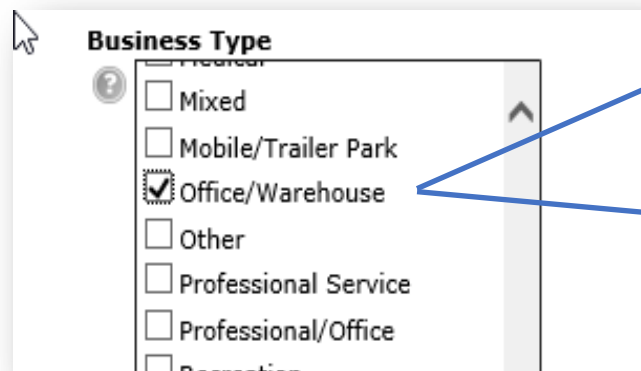
- Gas has been removed. The following values will remain as the gas options:
  - Natural Gas Connected
  - Natural Gas Available
  - Propane

## Exterior Construction:

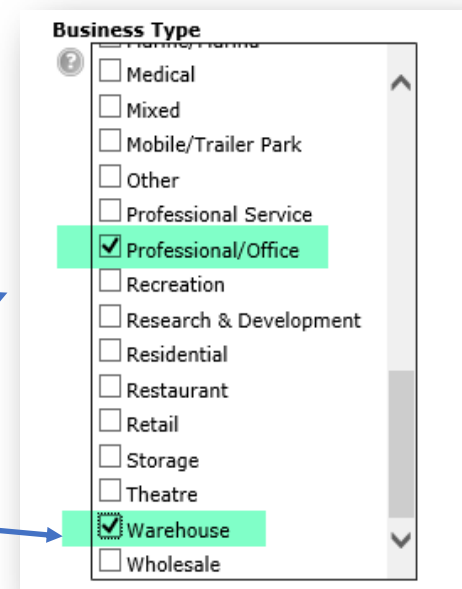
- Siding will be removed

## Business Type:

- Office/Warehouse (Commercial Business type) has been removed. Listings will be mapped to both:
  - Professional Office
  - Warehouse



A screenshot of a 'Business Type' dropdown menu. The menu is open, showing a list of options: Mixed, Mobile/Trailer Park, Office/Warehouse (which is checked), Other, Professional Service, Professional/Office, and Recreation. A mouse cursor is visible at the top left of the dropdown.



A screenshot of a 'Business Type' dropdown menu. The menu is open, showing a list of options: Medical, Mixed, Mobile/Trailer Park, Other, Professional Service, Professional/Office (which is checked), Recreation, Research & Development, Residential, Restaurant, Retail, Storage, Theatre, Warehouse (which is checked), and Wholesale. Two blue arrows from the 'Office/Warehouse' selection in the previous screenshot point to these two checked options.

*Both lookup values will be chosen for the customer if Office/Warehouse was the previous selection.*

# Lookup Values Removed

## Window Features:

- Skylight(s) has been removed. These listings will be mapped to Interior Features = Skylight(s)

*No saved searches will be changed for the customer to reflect this change.*

## Green Water Features:

- Gray Water System has been removed and will map to both:
  - Green Water Features = Recycled Water
  - Exterior Features = Gray Water System

*Both lookups in two separate fields will be chosen for the customer if **Green Water Features** = Gray Water System was the previous selection.*

The diagram illustrates the mapping of removed lookup values across four feature categories:

- Window Features:** Includes options like Blinds, Drapes, ENERGY STAR Qualified Windows, Insulated Windows, Low Emissivity Windows, Rods, Shades, Shutters, ☒ Skylight(s), Solar Screens, Thermal Windows, and Window Treatments.
- Interior Features:** Includes options like Master Bedroom Downstairs, Open Floorplan, Other, Pest Guard System, Sauna, ☒ Skylight(s), Solid Surface Counters, Solid Wood Cabinets, Split Bedroom, Stone Counters, Thermostat, and Thermostat Attic Fan.
- Green Water Features:** Includes options like Drip Irrigation, Irrig. System-Drip/Microheads, Irrig. System-Rainwater from Ponds, Irrigation-Reclaimed Water, Low-Flow Fixtures, ☒ Water Recycling, and Whole House Water Purification.
- Exterior Features:** Includes options like Balcony, Dog Run, Fenced, French Doors, ☒ Gray Water System, Hurricane Shutters, Irrigation System, Lighting, Other, and Outdoor Grill.

Arrows indicate the mapping of removed values:


- An arrow points from ☒ Skylight(s) in Window Features to ☒ Skylight(s) in Interior Features.
- Two arrows point from ☒ Gray Water System in Green Water Features to ☒ Water Recycling in Green Water Features and ☒ Gray Water System in Exterior Features.

# Public Remarks Auto Populated Verbiage

If a listing is marked as a **Short Sale**, **Pre-Construction** or **Under Construction**, the Public Remarks of the listing will automatically be populated with the required wording from the MLS Rules and Regulations.

If a listing is marked as **Fractional Ownership**, the Public Remarks of the listing will automatically be populated with the required wording from the MLS Rules and Regulations. However, for these listings **you will still need to enter the number of shares included/total shares** in the first line of the remarks to remain in compliance.

*Note: You will only see the auto-popped verbiage after the listing has been submitted.*

J800432 24123 DOCK RACK, #2, STEINHATCHEE, FL 32359		
	<b>County:</b> Polk	<b>Status:</b> Active
	<b>Subdiv:</b> STEINHATCHEE	<b>List Price:</b> \$100,000
	<b>Beds:</b> 1	<b>Year Built:</b> 1960
	<b>Baths:</b> 1/0	<b>Special Sale:</b> Short Sale
	<b>Pool:</b> Private, Community	<b>ADOM:</b> 477
	<b>Property Style:</b> Manufactured Home	<b>CDOM:</b> 477
	<b>Floor #:</b>	
	<b>Lot Features:</b> CoastalConstruction Control Line, In County	
	<b>Total Acreage:</b> 10 to less than 20	<b>Pets:</b> Yes
	<b>Minimum Lease Period:</b> 1 Month	<b>Max Times per Yr:</b> 2
<b>Garage:</b> Yes <b>Attch:</b> Yes <b>Spes:</b> 1	<b>Carport:</b> Yes <b>Spes:</b> 2	
<b>Garage/Parking Features:</b> Assigned Parking, Bath In Garage, Circular Drive, Covered Parking, Garage Door Opener, Guest Parking, None		
<b>New Construction:</b> Yes	<b>Proj Comp Date:</b> 11/30/2017	
<b>Property Condition:</b> Under Construction		
<b>Builder Name:</b> PopEye		
<b>Builder Model:</b> 3-story boat house	<b>Permit Number:</b>	
<b>LP/SqFt:</b> \$2,000.00	<b>SqFt Heated:</b> 50	
	<b>SqFt Total:</b> 100	
One or more photo(s) has been virtually staged. Short Sale. Under Construction. Frational Ownership. Public remarks with system populated required remarks. Check for a space between system pop. remarks and AG provided.		
<b>Land, Site, and Tax Information</b>		

# New MyListings Queries

Under the MyListings widget on the Matrix home page, there will be two new queries displayed for the following:

## My Sold Listings Past 12-Months

This will display listings that have a sold date within the last 365 days, with the status of Sold or Leased, and where you were either the List Agent, Co-List Agent, Selling Agent or Co-Selling Agent.

## My Sold Listings YTD

This will display sold listings that have a sold date on or after January 1 of the current year, with the status of Sold or Leased, where you were either the List Agent, Co-List Agent, Selling Agent, or the Co-Selling Agent.

**My Pending Sales**

- My Expiring Listings (14 days)
- My Listings with No Photos
- My Incomplete Listings
- My Incompletes to be Deleted
- My Temp Off Market Listings
- My Off Market Listings (2 years)
- My Sold Listings (6 Months)
- My Sold Listings (2 years)
- My Hit Counters
- My Office Active Listings
- My Office New Listings This Week
- My Office Off Market Listings (2 Years)
- My Office Pending Listings
- My Office Expiring Listings (14 days)
- My Office Temp Off Market Listings
- My Office Listings with No Photos
- My Office Sold Listings (2 years)**
- My Office Incoming Listings
- My Office Pending Sales
- My Firm Active Listings
- My Firm New Listings This Week
- My Firm Expiring Listings (14 days)
- My Firm Off Market Listings (2 Years)
- My Firm Pending Listings
- My Firm Pending Sales
- My Firm Temp Off Market Listings
- My Firm Sold Listings (2 years)**
- My Current Listings
- My Office Current Listings

[Listings.aspx?c=AAEEAAD\\*\\*\\*\\*\\*AQAAAAAAAAAARQAAAFQAAAAAGAgAAAAQyNTU5BgMAA](#)

Flag field - New ...  My Florida Regional  Matrix

My Matrix
 Tax
Links
Finance
Add/Edit
Market Reports
Admin
Help

Click here to run this as a Full Search

l · None · Page

Prop Type	Status	County	Subdivision Name	Current Price Ad
RLSE	INC	Polk	ISLAND CLUB WEST PH 02	\$999 67
RLSE	INC	Hillsborough	RAVINIA PH 2	\$2,250 70
RLSE	INC			
RESI	INC	Sarasota	ARIELLE ON PALMER RAN	71
RESI	INC	Pinellas	FRANKLIN SQUARE PH III	\$234,900 83
COMM	INC	Orange		\$13 54
RESI	INC	Orange	MEADOW CREEK 44/58	\$254,900 18
RESI	INC	Sarasota	BENEVA RIDGE	\$98,000 40
RLSE	INC	Pasco	SUNCOAST LAKES PH 03	\$1,800 15
RESI	INC	Osceola		\$229,900 18

Edit
 Manage Photos
 Manage Attachments
 Reverse Prospect
 Print



# 4 New Email Troller Messages

## (System Generated Emails)

System generated emails will be sent to you informing you if a customer did NOT disable an auto email or direct email, or marked an auto email or direct email as SPAM.

### 1.Client Marked as Spam/Junk

#### New Message

English - NEW message

AutoEmail flagged as spam and disabled

Subject

Issue with Matrix Auto Email to - Auto Email (disabled):

Body

An issue was encountered with the Auto Email \_\_\_ you sent from Matrix \_\_\_. Future emails to this recipient will not be delivered because either

The email address is invalid; or \_\_\_ has marked one of your emails as junk/spam; or \_\_\_ has flagged one of your emails as junk/spam or otherwise rejected the message.

Due to compliance with anti-spam policy the Auto Email \_\_\_ has been disabled. If the email address was incorrect then simply correct the email address for this contact in Matrix and re-enable the Auto Email.

If that was not the issue, then \_\_\_ must send an email to \_\_\_ from \_\_\_ if they wish to allow future Matrix emails. You will need to re-enable the Auto Email after they have done so.

#### Old Message

OLD MESSAGE
Client Marked as Spam/Junk:
Body
<b>This is an automatic notification from Matrix.</b>   [IsEmpty({Name})] ? {Address} : {Name}] <b>has marked a previous Matrix email as Junk/Spam.</b> <b>To prevent further spam reports the Auto Email "[Subject]" has been disabled.</b> 

# 4 New Email Troller Messages

(Failed Emails)

## 2. AutoEmail flagged as spam and not disabled

### New Message

English - NEW

+

AutoEmail flagged as spam and not disabled

Subject

Issue with Matrix Auto Email to

Body

Future emails to this recipient will not be delivered because either:  
The email address is invalid; or has marked one of your emails as junk/spam; or  
Their email provider has flagged one of your emails as junk/spam or otherwise rejected the message.  
If the email address was incorrect then simply correcting the address in Matrix will fix the issue. If that was not the issue, then due to compliance with anti-spam policy no further emails will be sent from Matrix to this recipient, but other recipients of the Auto Email will continue to receive emails. If wishes to allow future Matrix emails, they must send an email to from .

### Old Message

OLD MESSAGE

AutoEmail flagged as spam and not disabled

Subject

Client Marked as Spam/Junk: [Address] Auto Email (not disabled): [Subject]

Body

This is an automatic notification from Matrix.<br>[Address] has marked a previous Matrix email as Junk/Spam.<br>They have been removed from the recipient list.<br>The Auto Email "[Subject]" has not been disabled and will continue to notify other recipients.<br>

# 4 New Email Troller Messages

(Failed Emails)

## 3. Direct Email flagged as spam

### New Message

English - NEW MESSAGE
Direct Email flagged as spam
Subject
Issue with Matrix email sent to
Body
<p>This is an automatic notification from Matrix. An issue was encountered with an email you sent from Matrix to ____ . Future emails to this recipient will not be delivered because either: The email address is invalid; or ____ has marked one of your emails as junk/spam; or Their email provider ____ has flagged one of your emails as junk/spam or otherwise rejected the message. If the email address was incorrect then simply correcting the address in Matrix and resending the email will suffice. If that was not the issue, then due to compliance with anti-spam policy it is not possible to email ____ . If wishes to allow future Matrix emails, they must send an email to ____ from ____ .</p>

### Old Message

OLD Direct Email flagged as spam
Subject
Client Marked as Spam/Junk: [IsEmpty({Name}) ? {Address} : ({Name} & " &lt;" & {Address} & ">")].
Body
<p>This is an automatic notification from Matrix.&lt;br&gt;[IsEmpty({Name}) ? {Address} : ({Name} &amp; " &amp;lt;" &amp; {Address} &amp; "&gt;")] has marked one of your emails as Junk/Spam.&lt;br&gt;</p>

# 4 New Email Troller Messages

(Failed Emails)

## 4. Email from Matrix to Agent flagged as spam

### New Message

Subject	Email from Matrix to Agent flagged as spam
Body	Your email address has marked Matrix as Spam/Junk
Body	<p>This is an automatic notification from Matrix.</p> <p>An email sent to your email address ____ has been marked as spam/junk either by you or by your email provider ____ .</p> <p>In order to send and/or receive any Matrix emails in the future please remove Matrix email from your junk/spam list and send an email to ____ .</p>

### Old Message

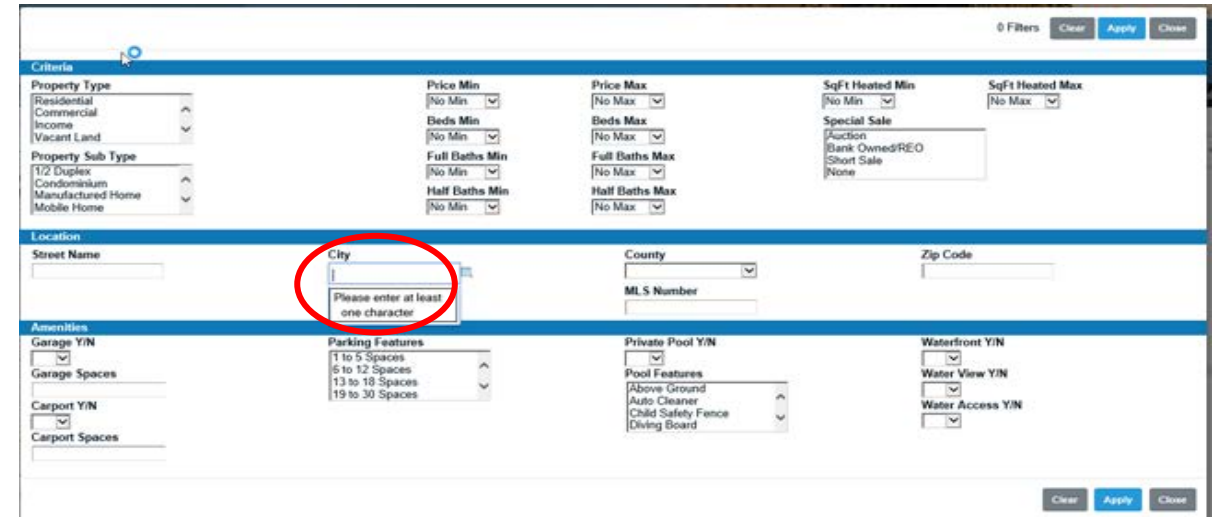
Subject	OLD Email from Matrix to Agent flagged as spam
Body	<p>Address [Address] has been marked as Spam/Junk</p> <p>This is an automatic notification from Matrix.&lt;br&gt;An email sent to your email address [IsEmpty({Name}) ? {Address} : ({Name} &amp; " &amp;lt;" &amp; {Address} &amp; "&gt;")] has been marked as Spam/Junk.&lt;br&gt;</p>

# Customer Portal & Agent Web Page Search Update

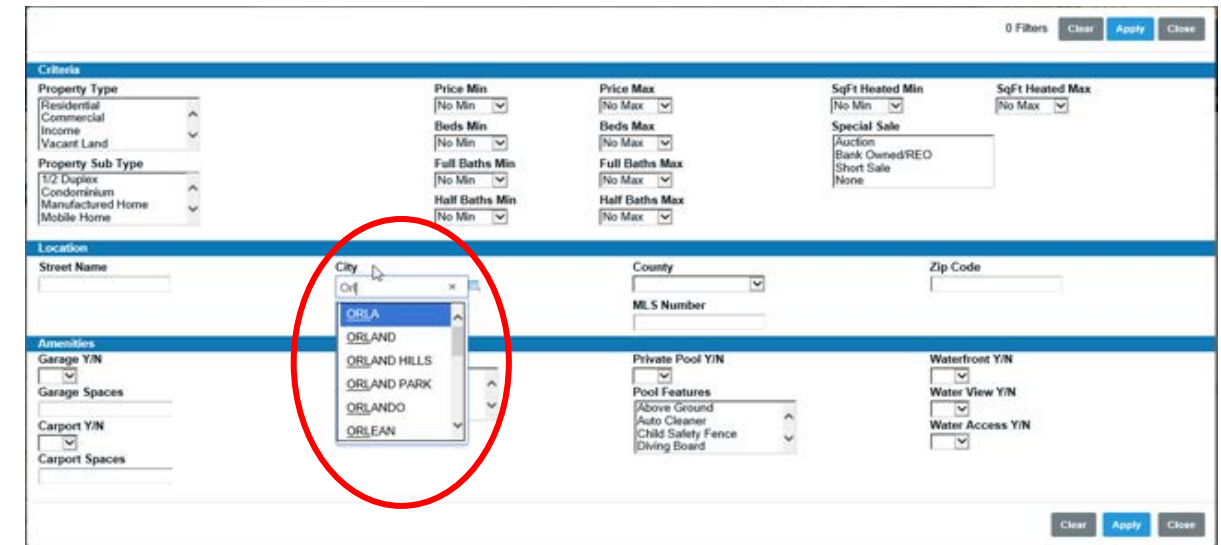
## City Search

Smart Search has been added to the City Text field on Customer Portal and Agent Web page.

Now, when you enter in the first few letters of a city, the city names that correspond with those letters will populate in a list for selection.



This screenshot shows the search criteria form with various filters. The 'City' field in the 'Location' section is highlighted with a red circle. A tooltip is visible over the field, indicating the requirement to enter at least one character. The form includes sections for Criteria, Location, and Amenities, each with multiple input fields and dropdown menus.



This screenshot shows the same search criteria form, but now the 'City' field has a dropdown list of suggestions. The list includes 'Orla', 'Orlando', 'Orlando Hills', 'Orlando Park', and 'Orlean'. The dropdown is highlighted with a red circle, demonstrating the smart search functionality.

# THANK YOU!

If you have any questions not  
addressed here please feel free to email  
us at [support@mfrmls.com](mailto:support@mfrmls.com) or call  
800-686-7451



December 11, 2018