Stellar MLS

FCAR Est. 1979
FLAGLER COUNTY ASSOCIATION OF REALTORS® INC

NAVICA TO MATRIX

Stellar MLS

FCAR Est. 1979
FLAGLER COUNTY ASSOCIATION OF REALTORS® INC

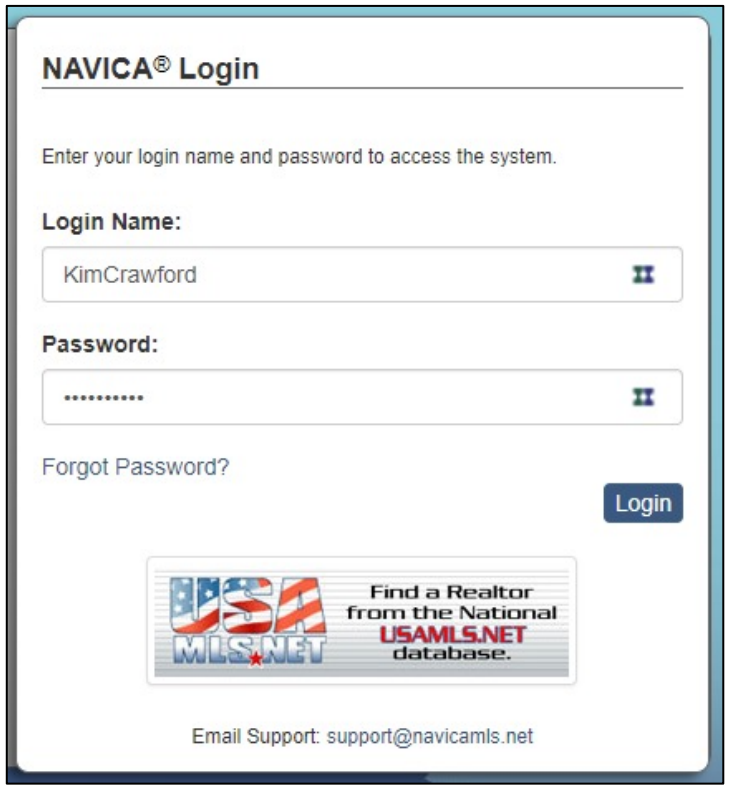
The Basics:

1. Logging in
2. Stellar Central/Accessing Matrix
3. News/Message of the Day
4. Widgets

WHERE TO LOG IN

NAVICA® MLS

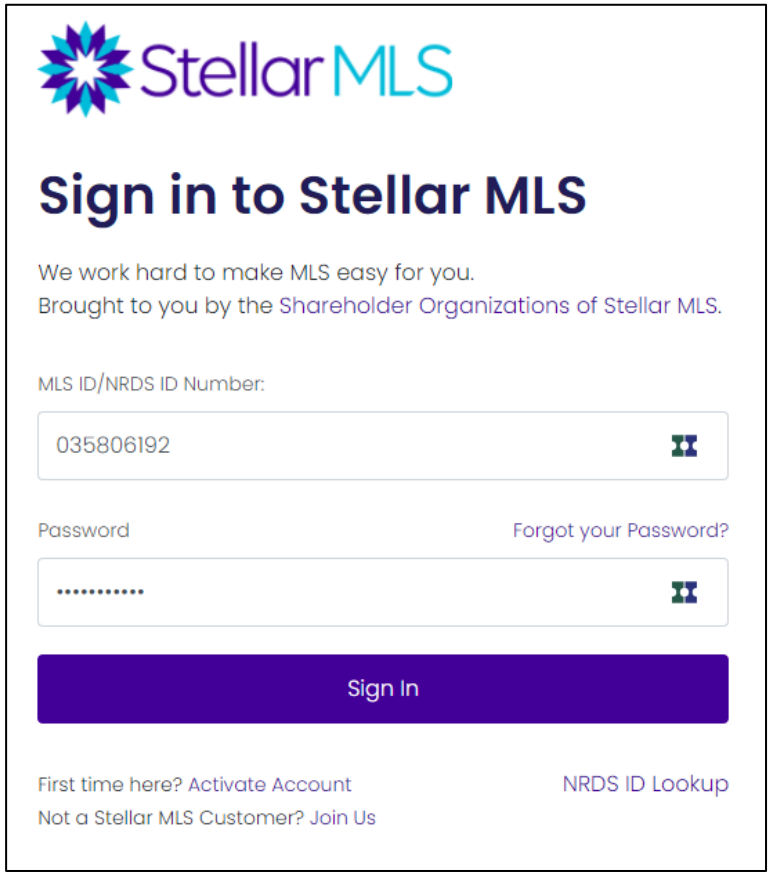
www.navicamls.net



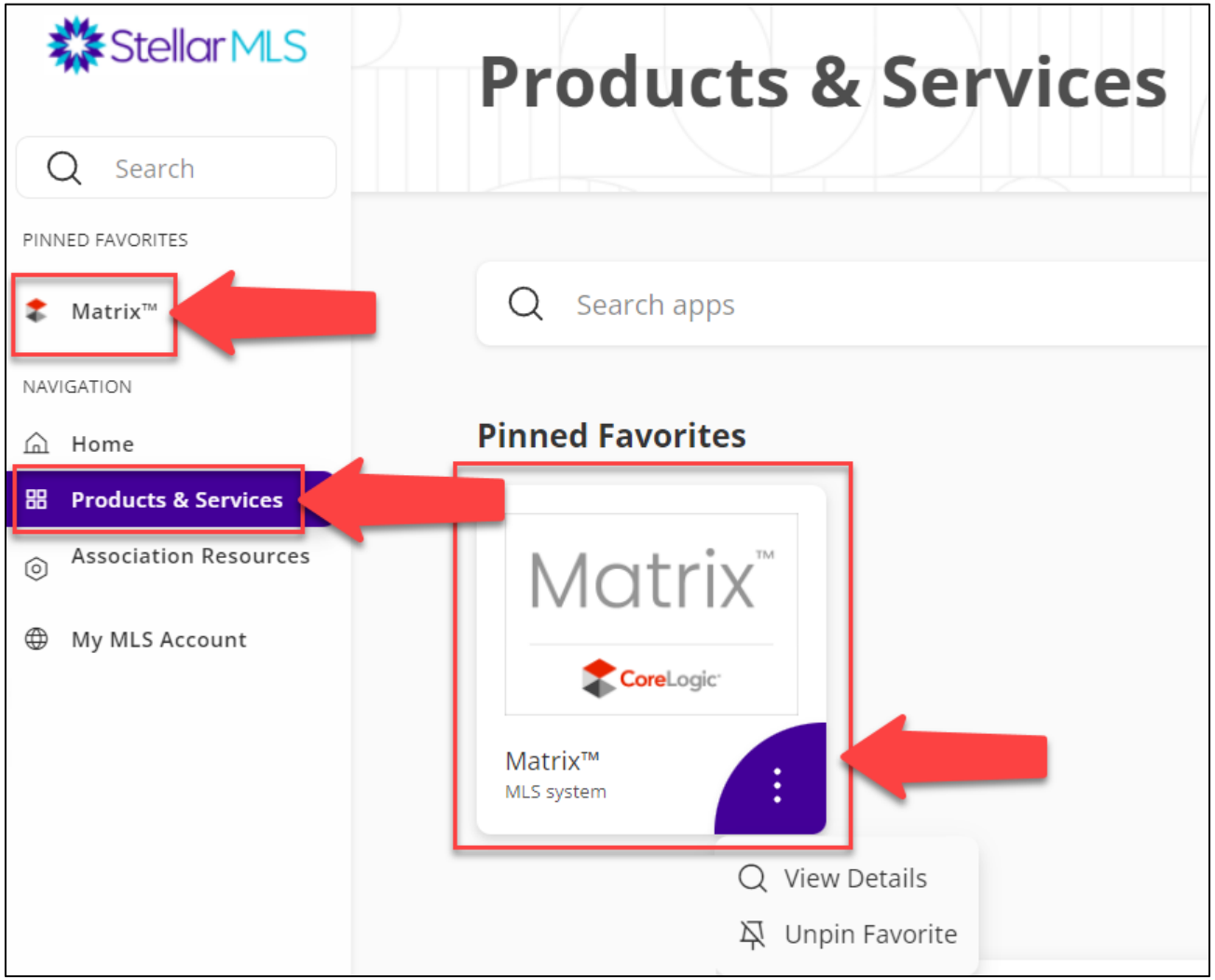
CoreLogic® Matrix™

www.stellarmls.com

Credentials can be saved in your browser in both systems.



ACCESSING YOUR PRODUCTS AND SERVICES

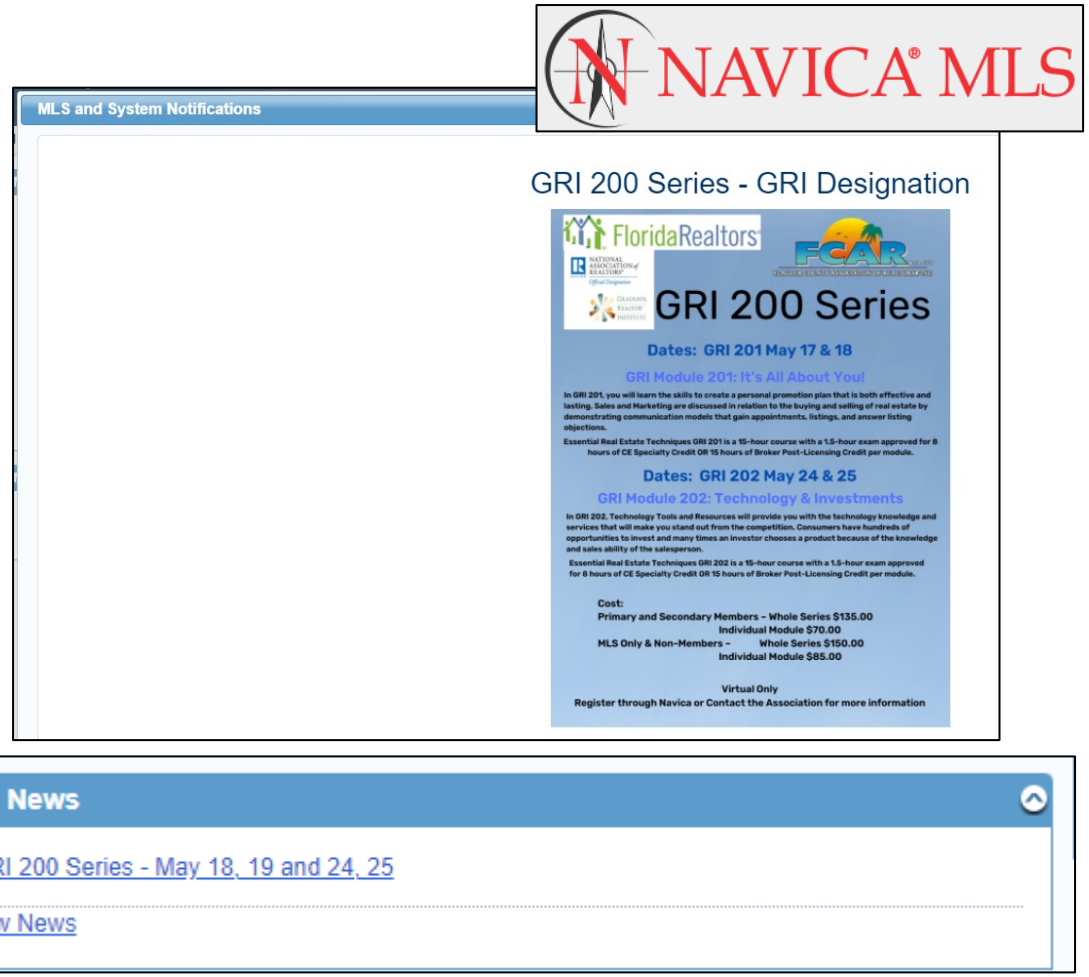


CoreLogic® Matrix™

Access Matrix by clicking on the icon from Pinned Favorites.

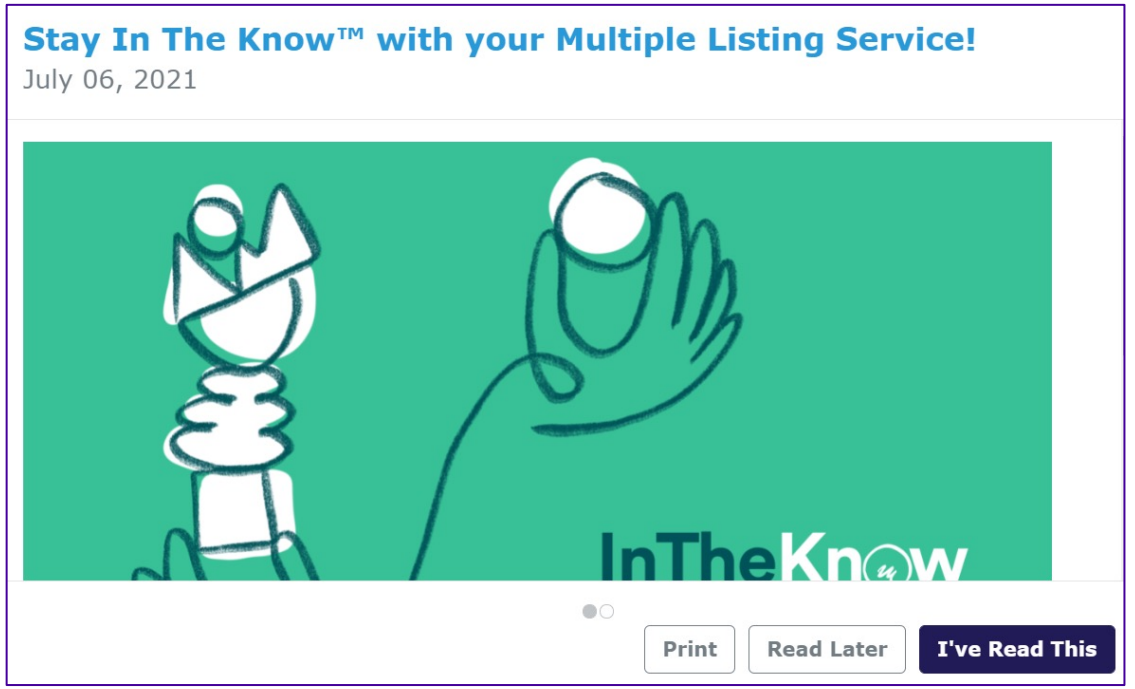
You can also find Matrix in the products and services link in the Navigation bar along with all of your other included Stellar MLS benefits!

NEWS & ALERTS



MLS Messages can be found under the “MLS News” widget.

CoreLogic® Matrix™



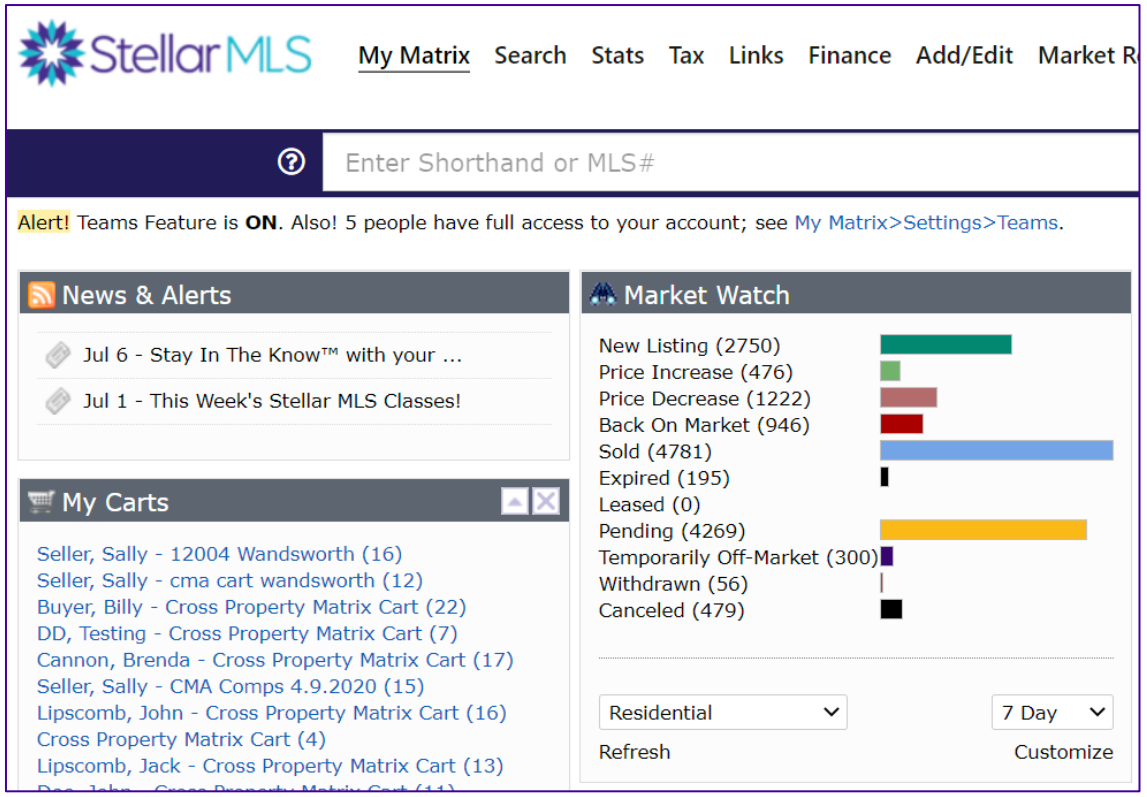
Pop-up message may display when logging in to Matrix, may come from association or Stellar MLS. New items from Stellar also backed up at:

https://www.stellarmls.com/news

DASHBOARD – WIDGETS

NAVICA® MLS

CoreLogic® Matrix™



Widgets can be minimized – some widgets allow customization with the gear icon.

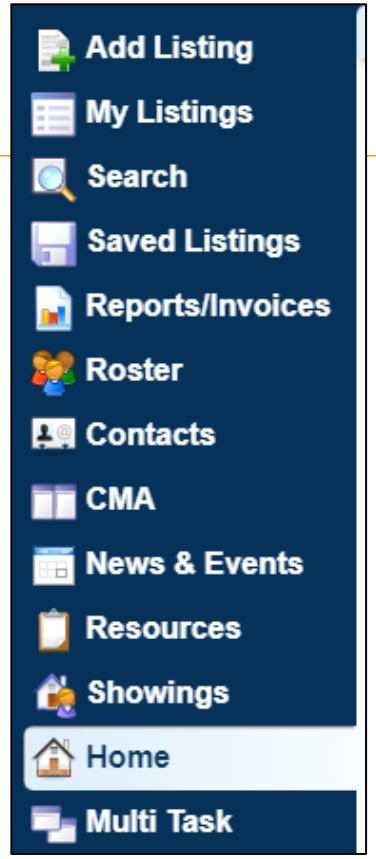
One customizable dashboard comprised of “Widgets” – these can be minimized or closed and added again under the “Additional” widget.

Stellar MLS

FCAR Est. 1979
FLAGLER COUNTY ASSOCIATION OF REALTORS® INC

Navigation

NAVIGATION



NAVICA® MLS

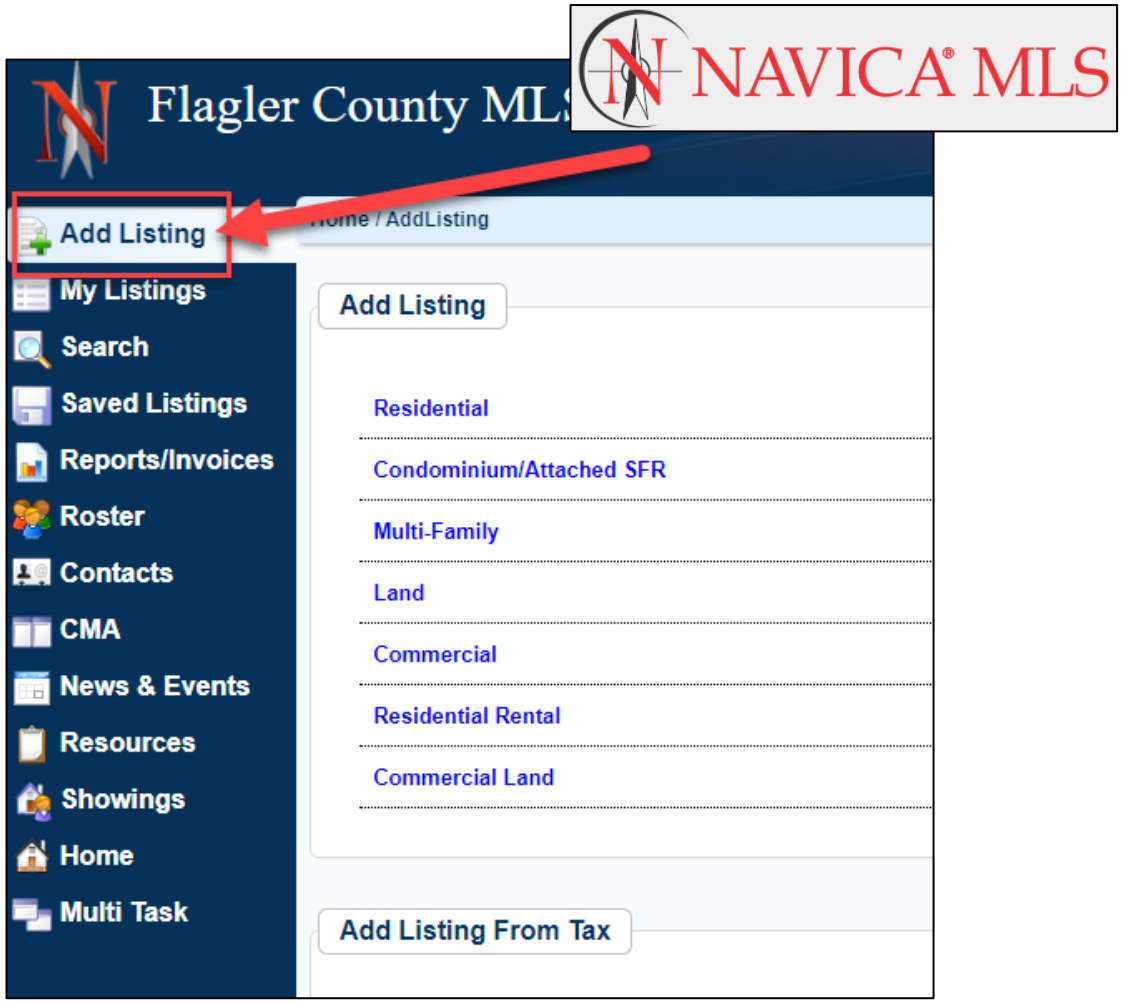
All MENU options are already displayed.

CoreLogic® Matrix™

StellarMLS MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS

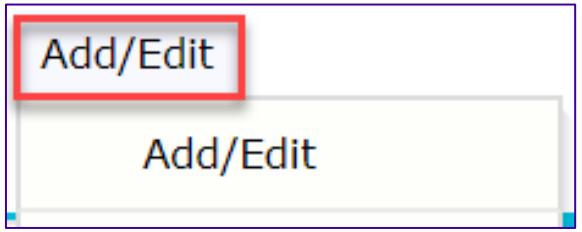
All MENU options are already displayed across the top.

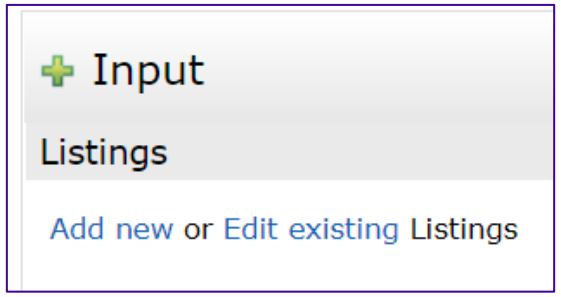
ADDING A NEW LISTING

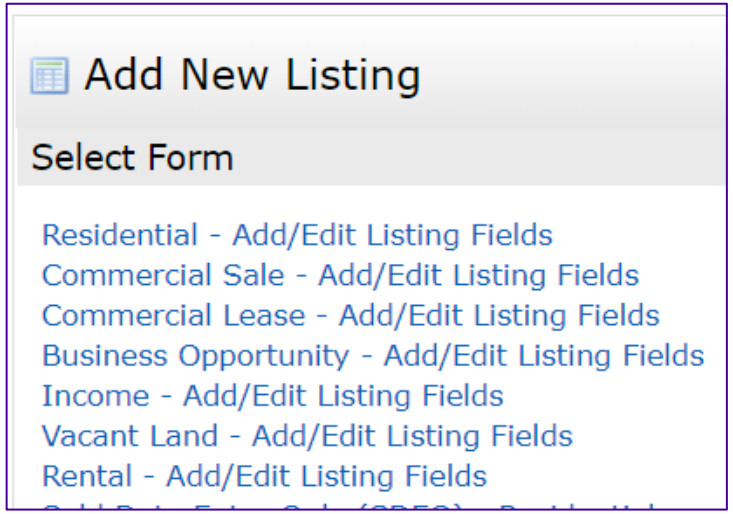


All listing options are under ADD LISTING.

CoreLogic® Matrix™

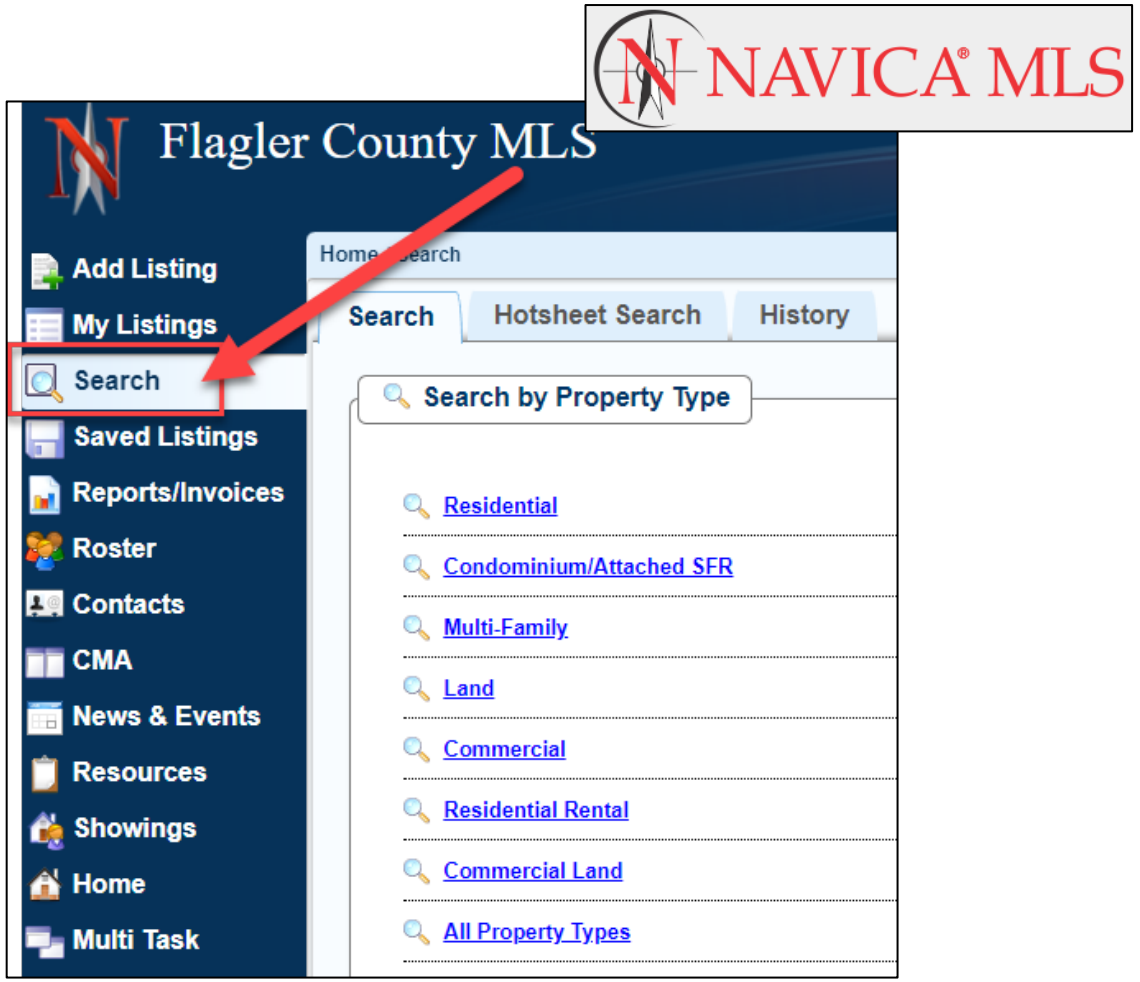




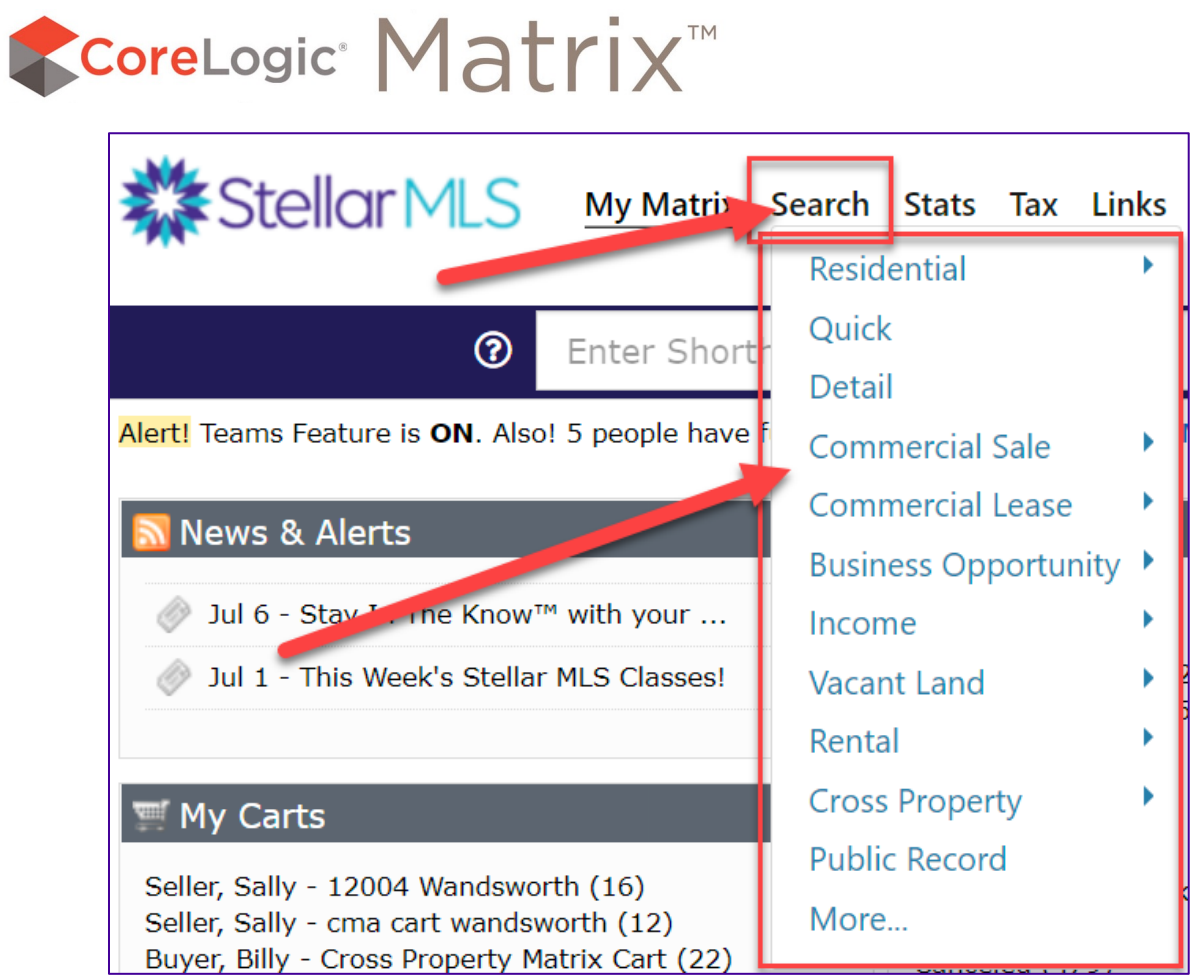


Enter and Edit listings via the Add/Edit tab – listing types will be chosen when a new listing is started.

ACCESSING THE PROPERTY SEARCHES



Click on SEARCH to choose the type of search.

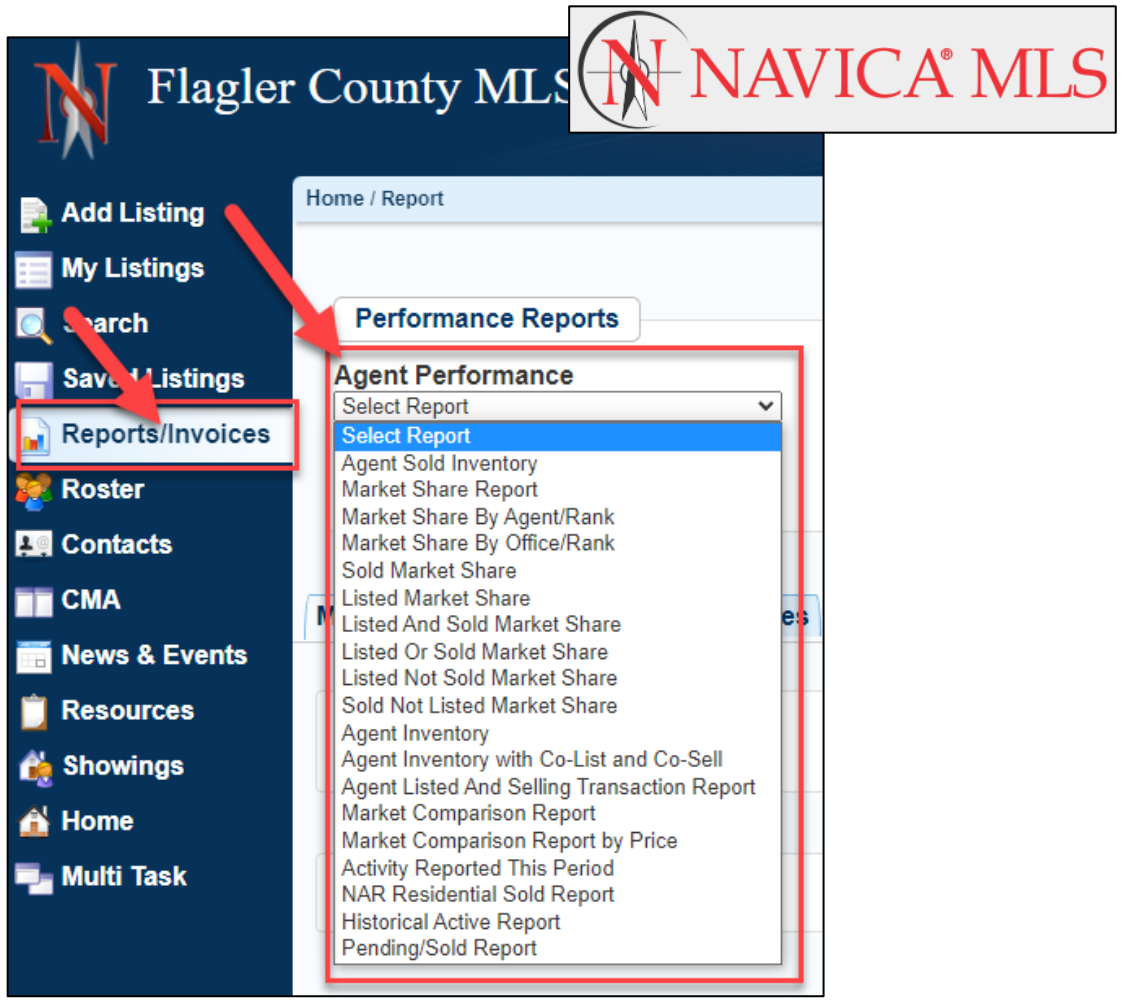


Mouse over SEARCH to select the desired search type.

PROPERTY TYPES - EQUIVALENCY

NAVICA SEARCH CLASS	MATRIX SEARCH TYPE
Residential	
Land/Commercial Land	Vacant Land
Commercial	Commercial Sale
Multi-Family	Income
Residential Rental	Rental
Condominium/Attached SFR	Residential (Choose Townhome, etc.)
Commercial Lease	
Business Opportunity	
All Property Types	Cross Property

STATS/MARKET REPORTS



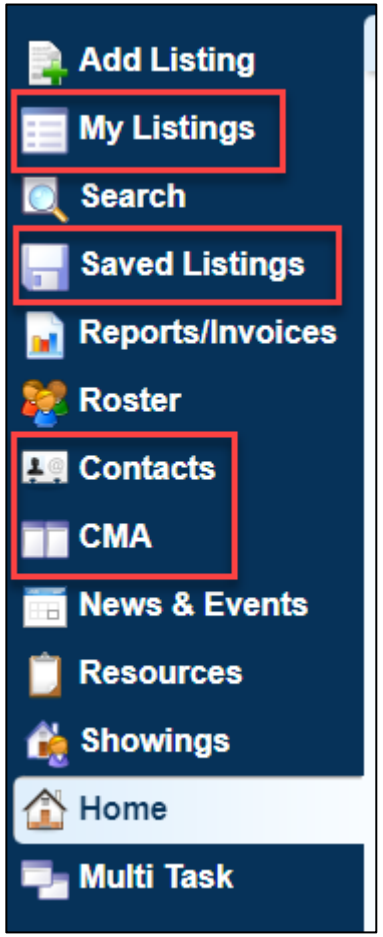
All statistics are found under Reports/Invoices

CoreLogic® Matrix™

Real Estate statistics are found under STATS.

Agent/Office/Production Credit Team reports are found under MARKET REPORTS.

WHERE DOES EVERYTHING GO WHEN SAVED?

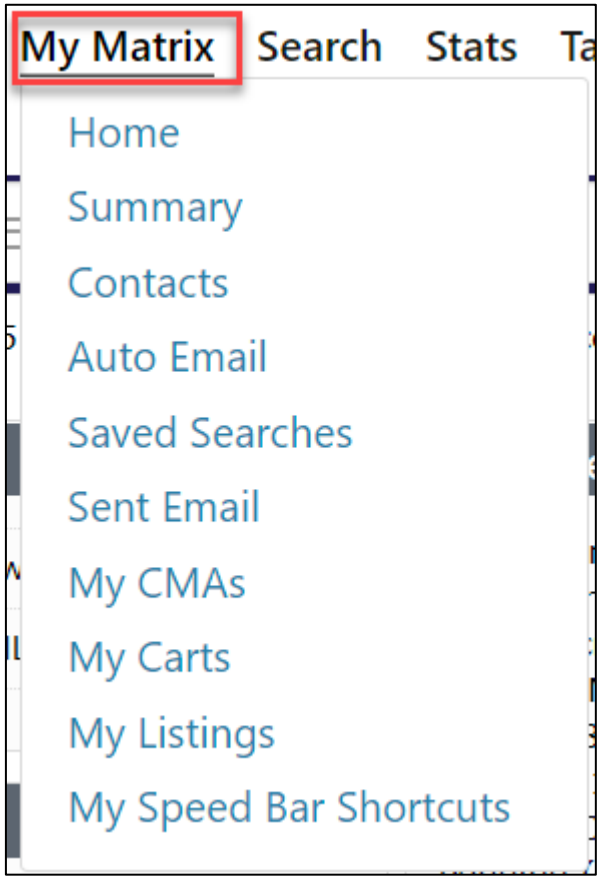


NAVICA® MLS

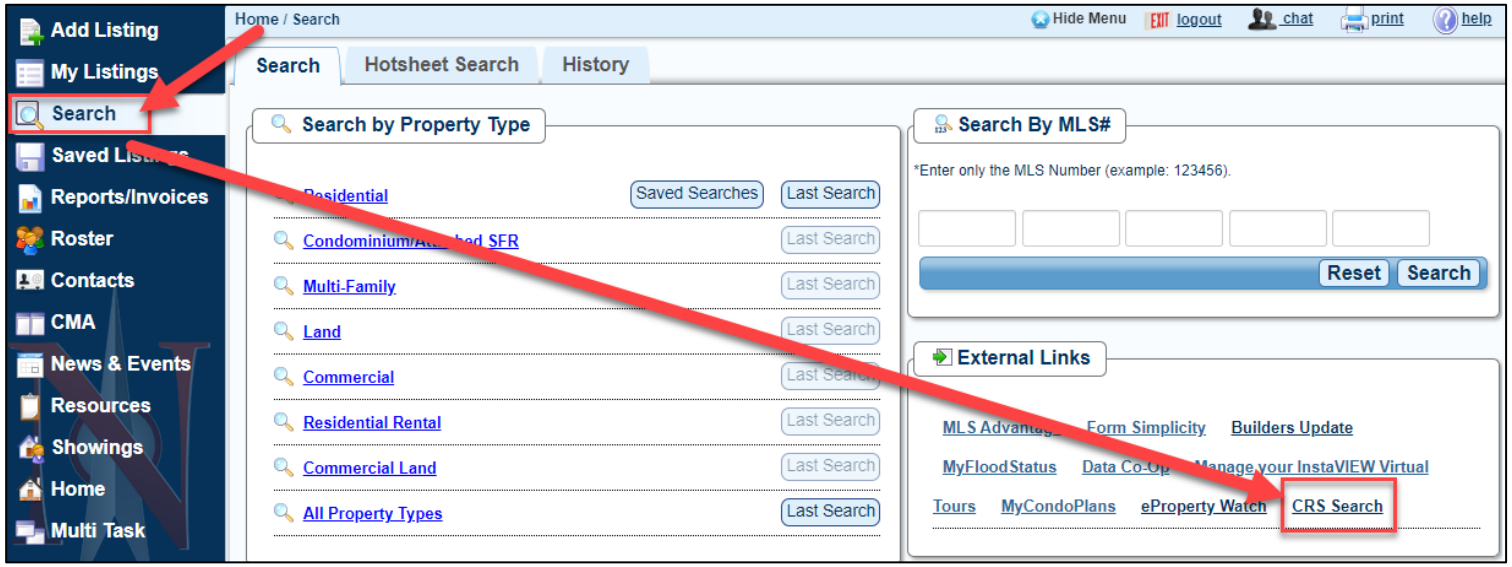
Anything saved lives under the specific tab.

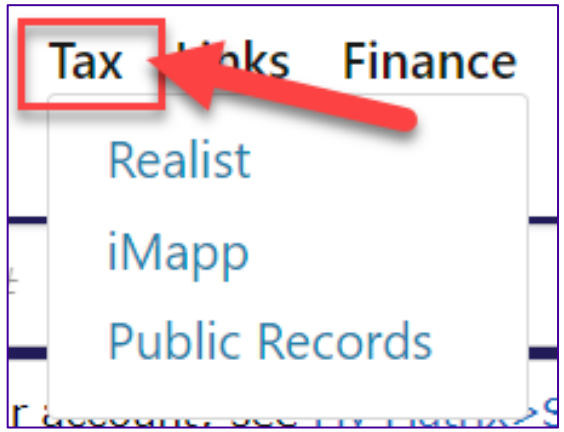
CoreLogic® Matrix™

Anything you CREATE and SAVE goes under the MY MATRIX tab.



TAX TAB



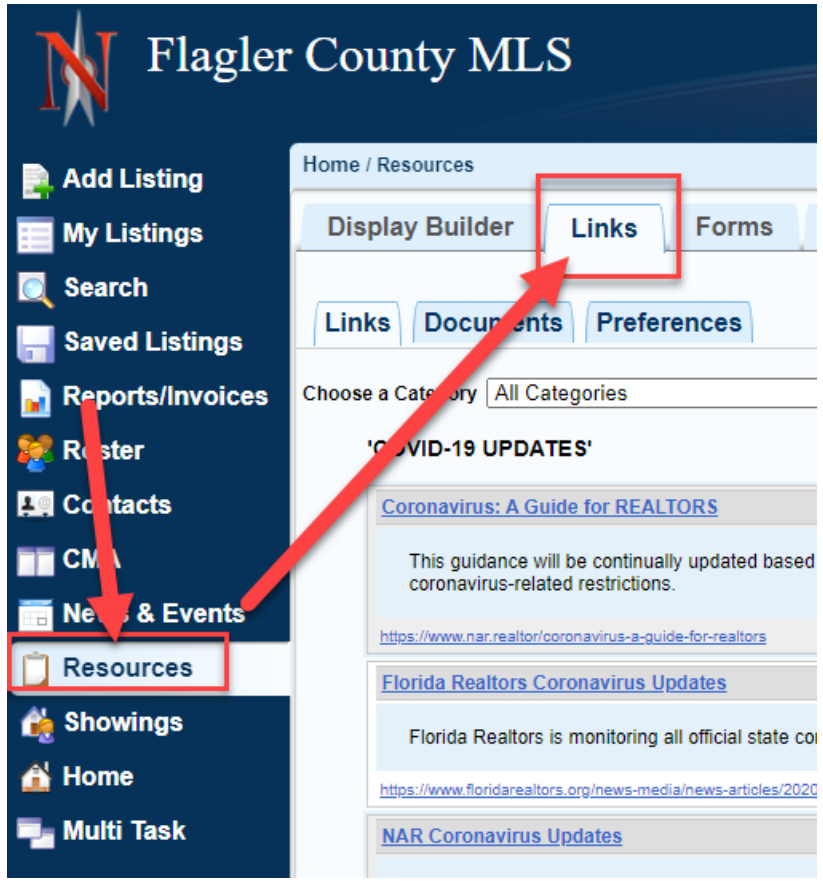


Multiple TAX search options available – Realist, iMapp, and the integrated Matrix Public Records Search

Tax Search is powered by: MLS Tax Suite™ Powered by CRS Data

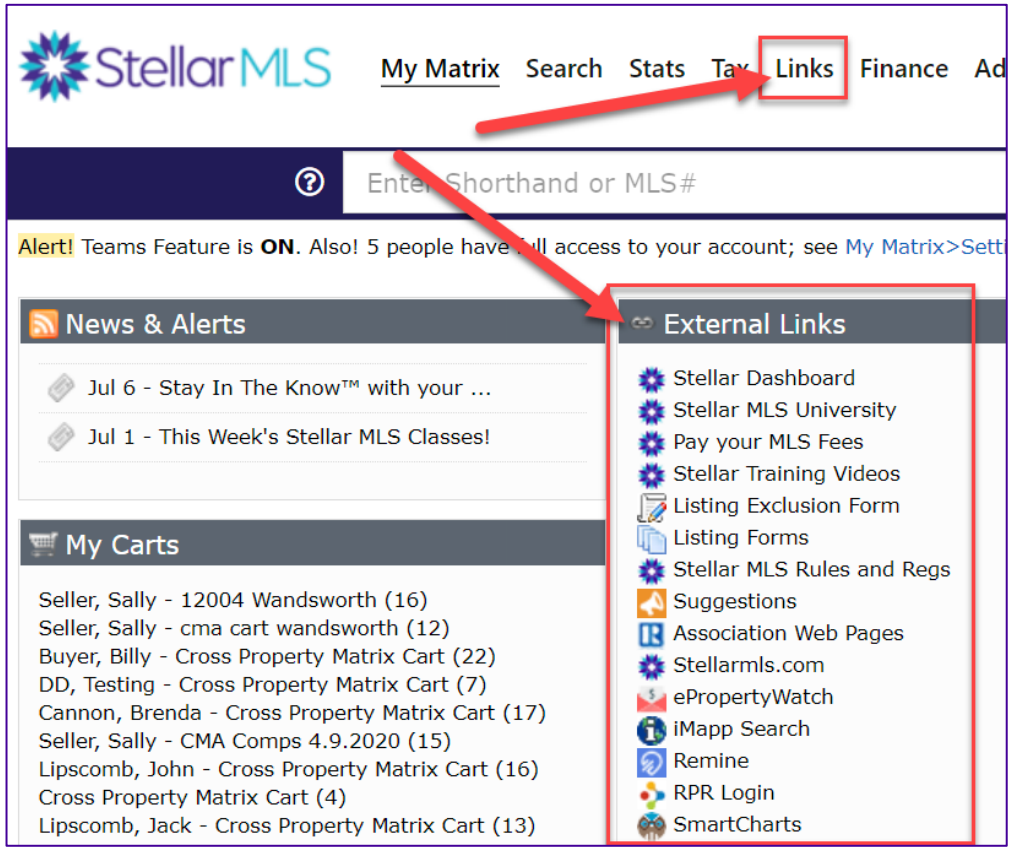
EXTERNAL LINKS AND RESOURCES

NAVICA® MLS



Links can be accessed from Resources.

CoreLogic® Matrix™



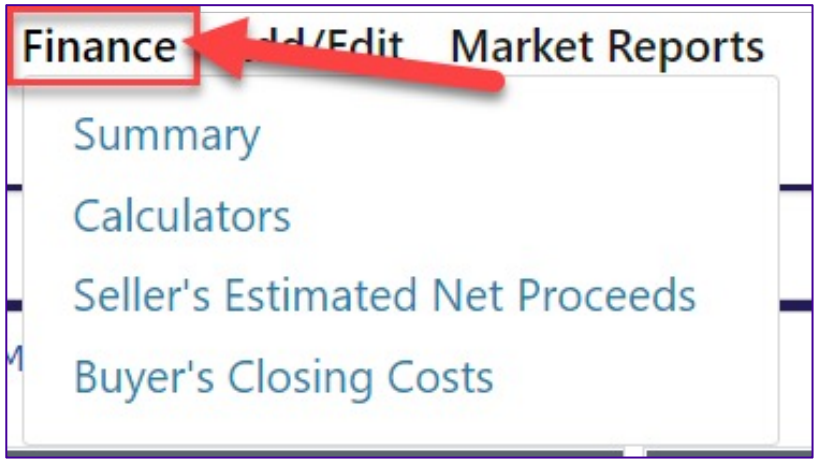
Links can be accessed via the LINKS tab OR the widget.

FINANCE TAB

NAVICA® MLS

Calculators can be accessed via Resources.

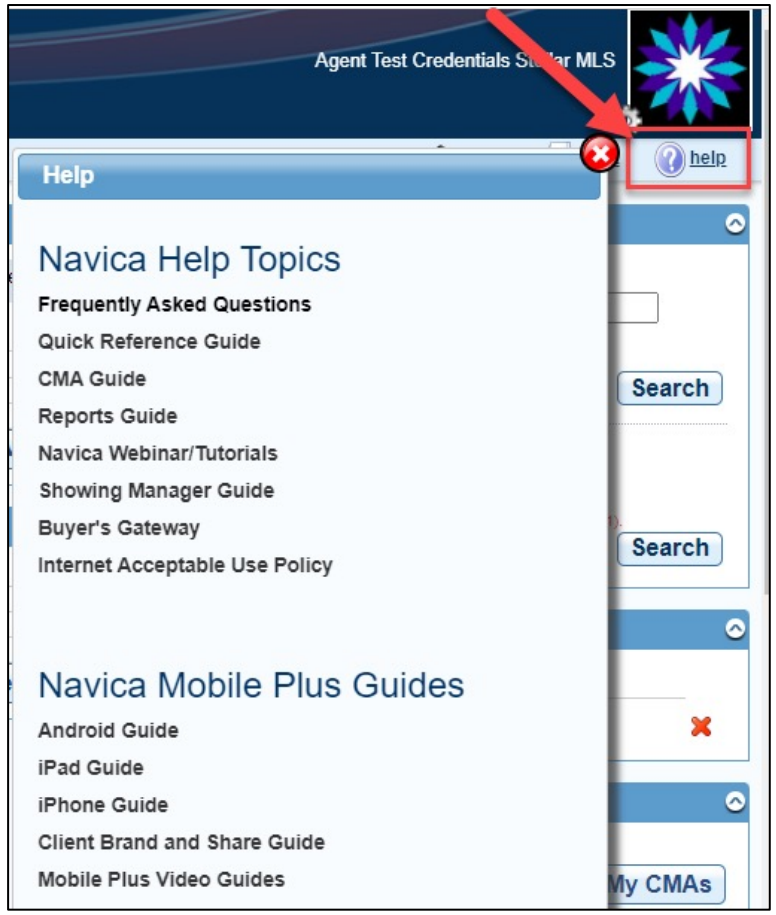
CoreLogic® Matrix™



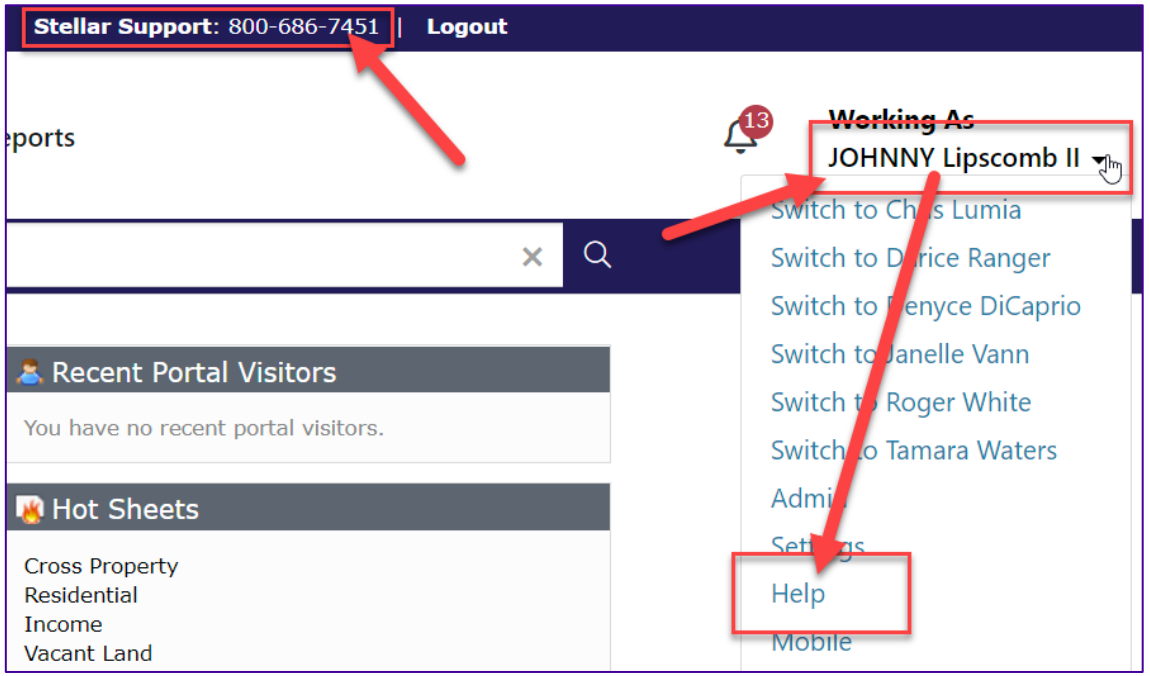
Calculators can be accessed via FINANCE tab.

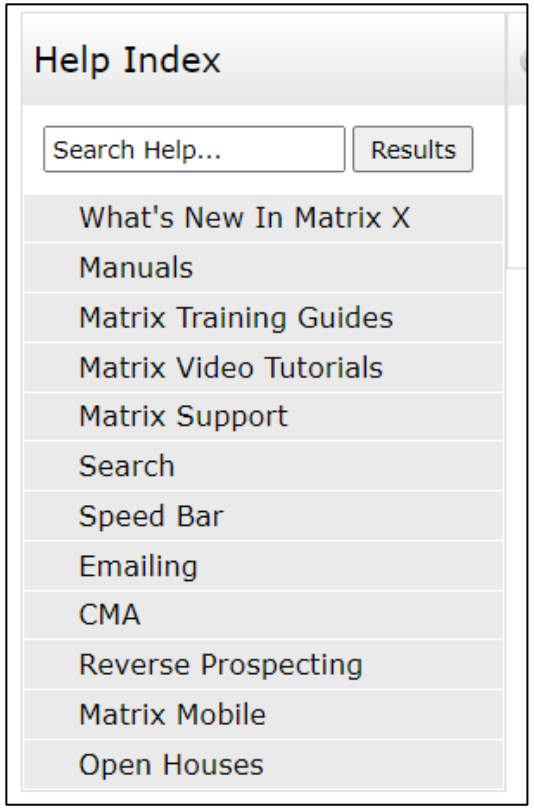
HELP TAB

NAVICA® MLS



CoreLogic® Matrix™





Click on your name at the top right, and then choose the "Help" option from the dropdown.

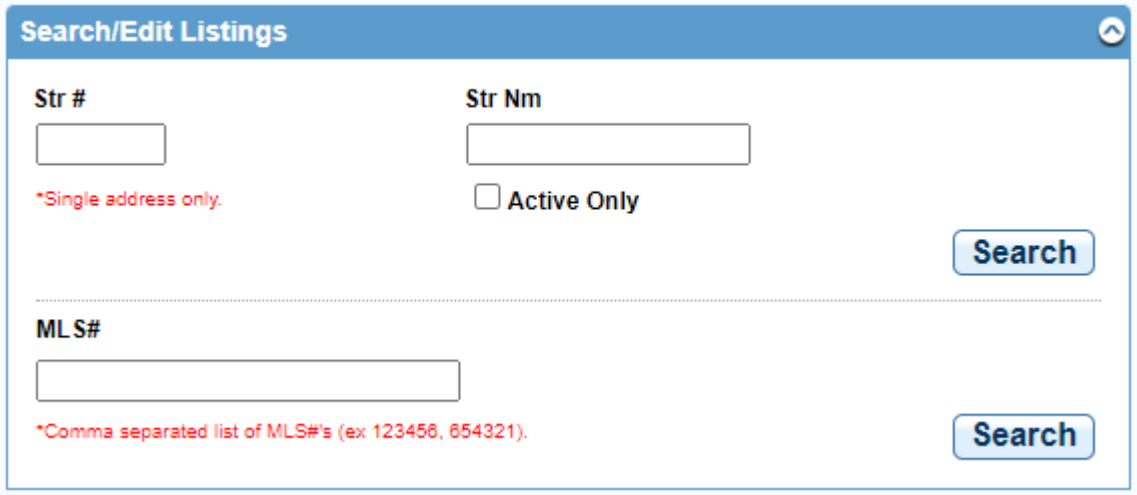
Stellar MLS

FCAR Est. 1979
FLAGLER COUNTY ASSOCIATION OF REALTORS® INC

Searching:

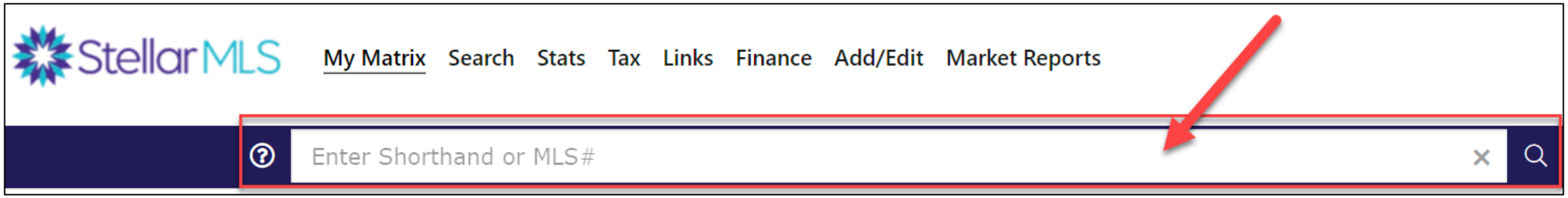
1. Search Widget vs Speed Bar
2. Matches Number
3. Status
4. Search Forms
5. Searching Functionality
6. Map
7. Results
8. Recent Searches Option

SEARCH WIDGET VS. SPEED BAR



NAVICA® MLS

Search by Street #, Street Name, toggle Active properties – OR search by MLS #



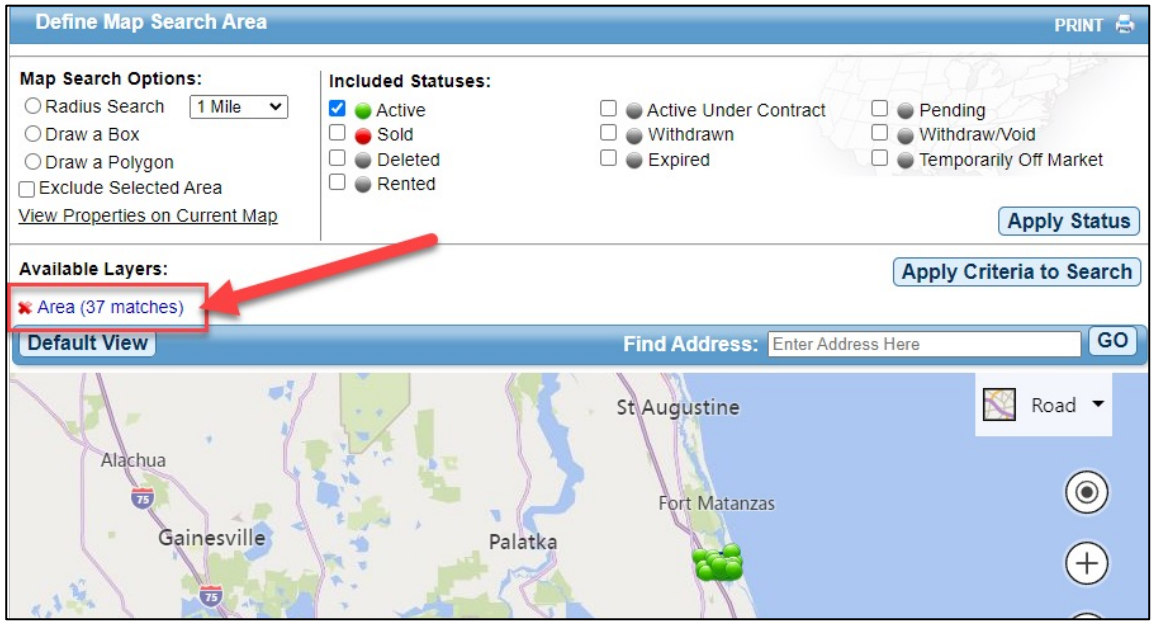
Search by MLS #'s or by address. This will run a cross-property search.

CoreLogic® Matrix™

Note – put a space between different MLS #'s, use only street number and name for address.

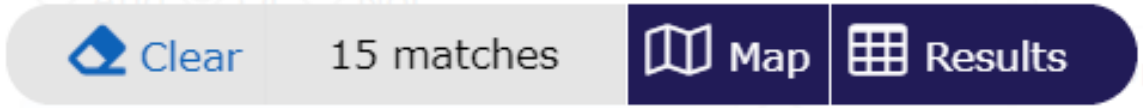
SEARCHING - MATCHES NUMBER

NAVICA® MLS



Matches number only displays on the map (Based on an added shape).

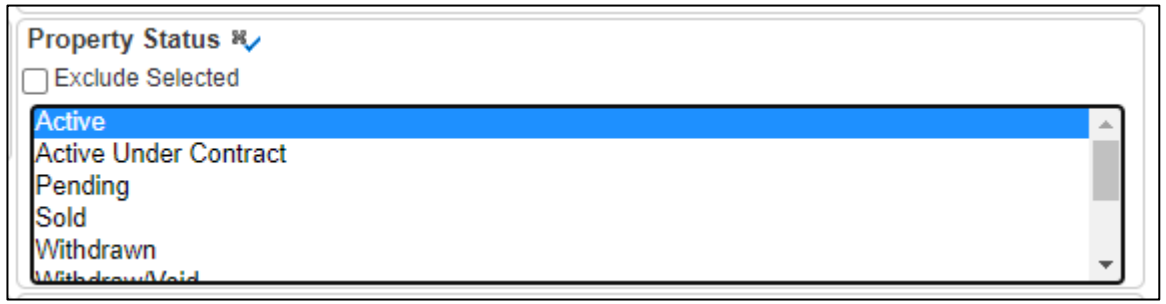
CoreLogic® Matrix™



Matches will be displayed persistently at the bottom of the search, regardless if you are on Criteria or the Map.

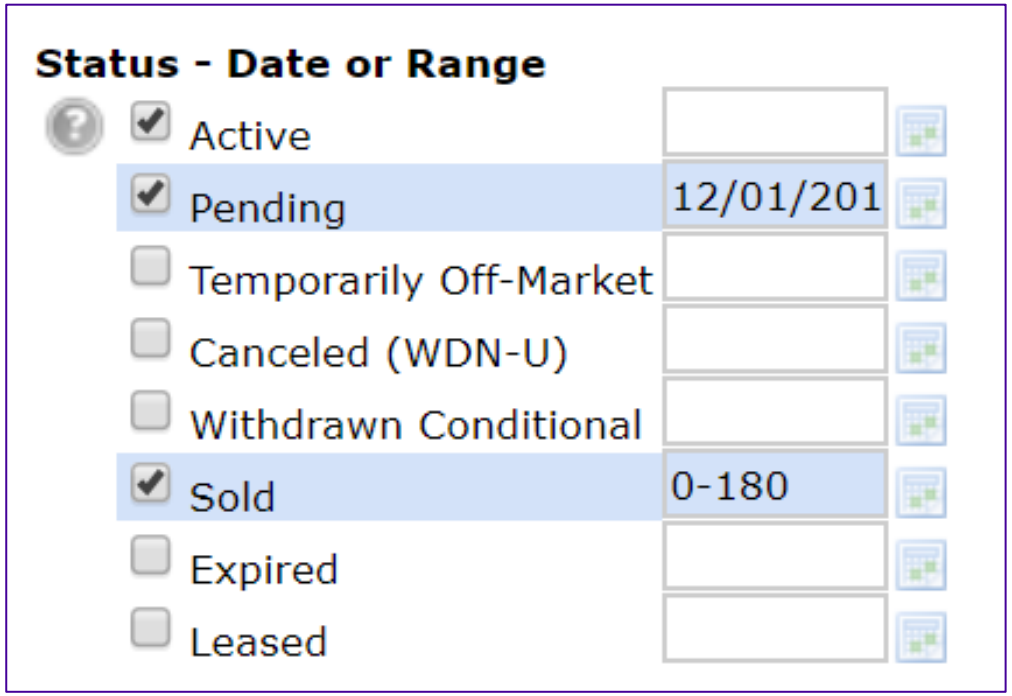
STATUS SEARCH OPTIONS

NAVICA® MLS



Current status(es) can be chosen, but no additional timeframe can be specified.

CoreLogic® Matrix™



Multiple Statuses can be chosen, optionally a date or day range can be used. Click on the calendar for a day range.

DIFFERENT SEARCH FORMS

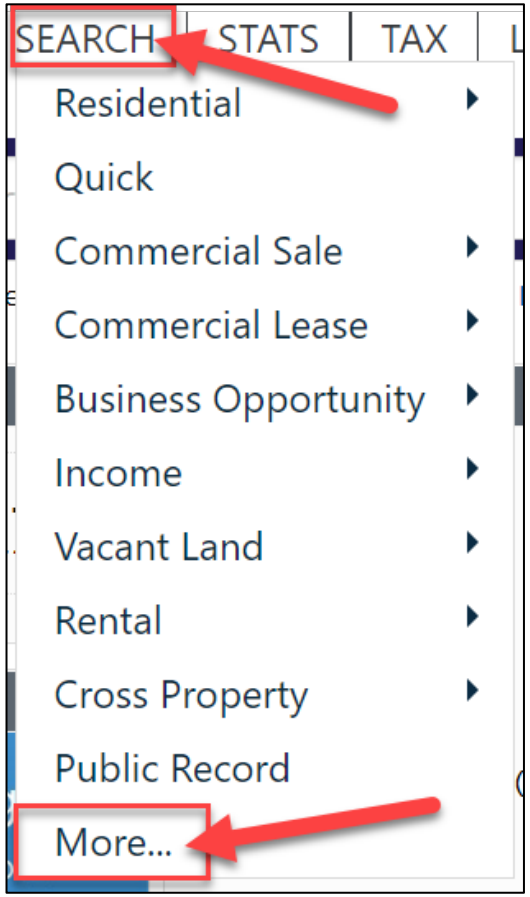
Click on the search tab and choose which class (Type) of search.

CoreLogic® Matrix™

Hover your mouse over the SEARCH menu to see all of the available search types.

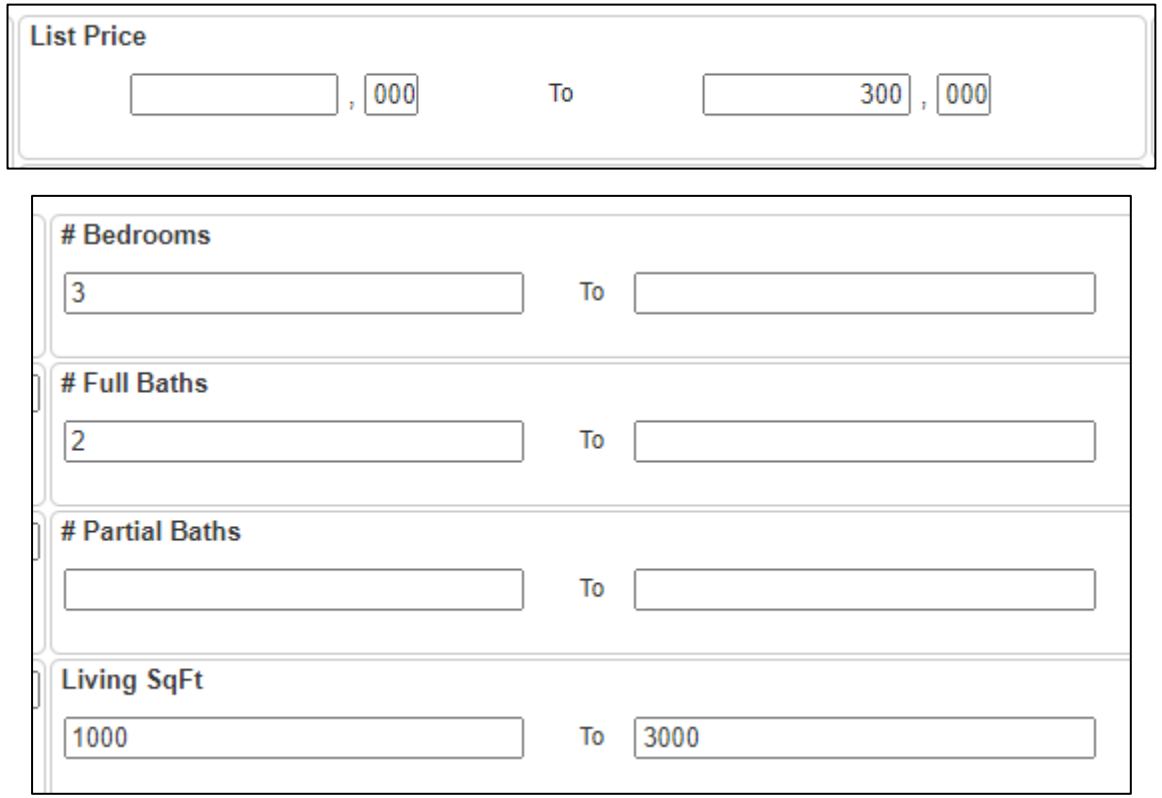
OR you can click on the word SEARCH to open up all available search forms.

NOTE - Additional searches (Agent, Office, Team, Open House, etc.) are under the MORE option at the bottom.



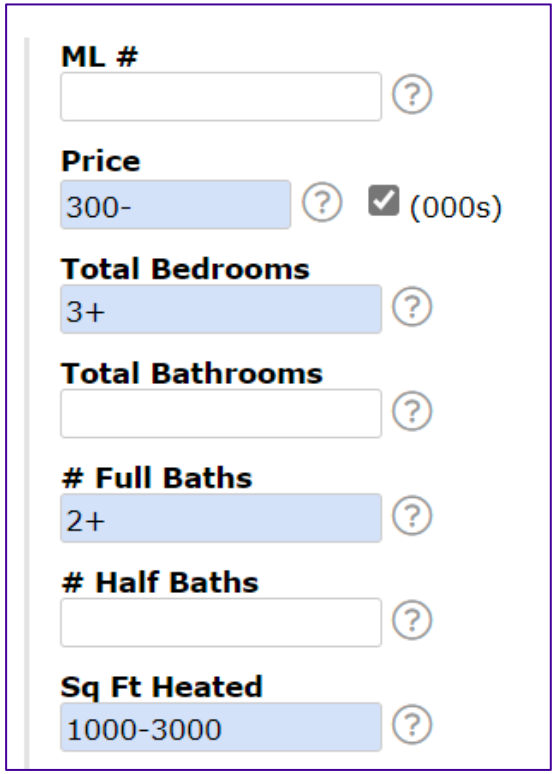
SEARCHES WITH NUMERICAL FIELDS

NAVICA® MLS



Enter minimums and/or maximum amounts.

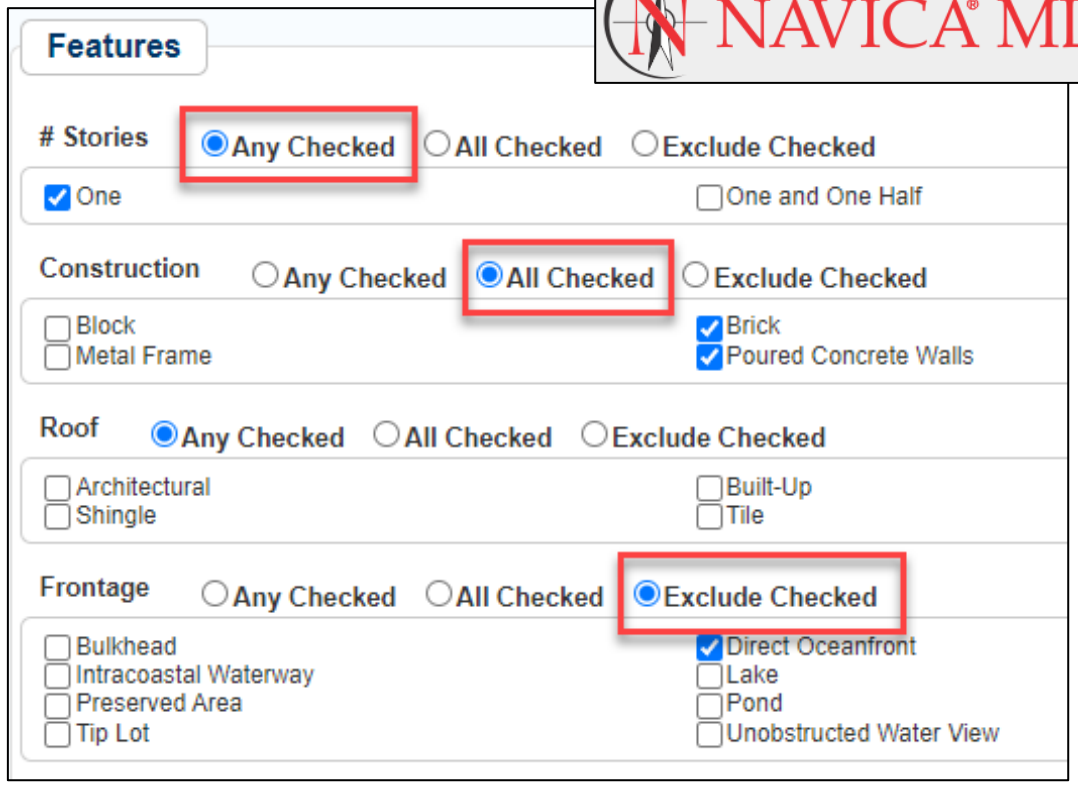
CoreLogic® Matrix™



Numbers are put in a with plus, minus, or dash to show more than, less than, or a range.

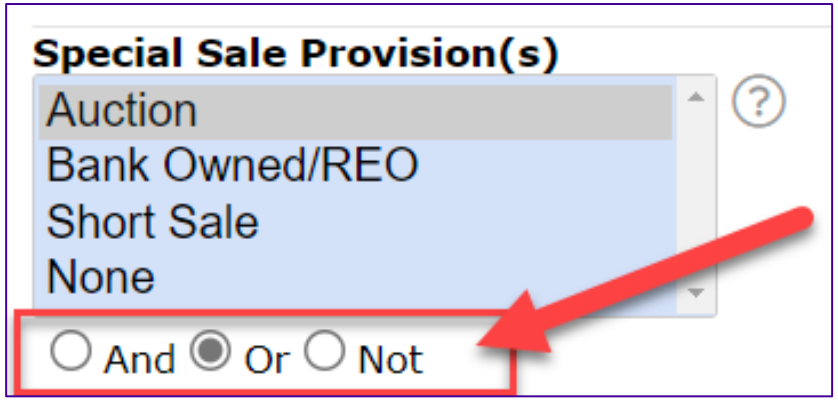
SEARCHES WITH AND/OR/NOT

NAVICA® MLS



Select the desired option in the individual field for
Any Checked = “Or” (Default),
All Checked = “And”
Exclude Checked = “Not”

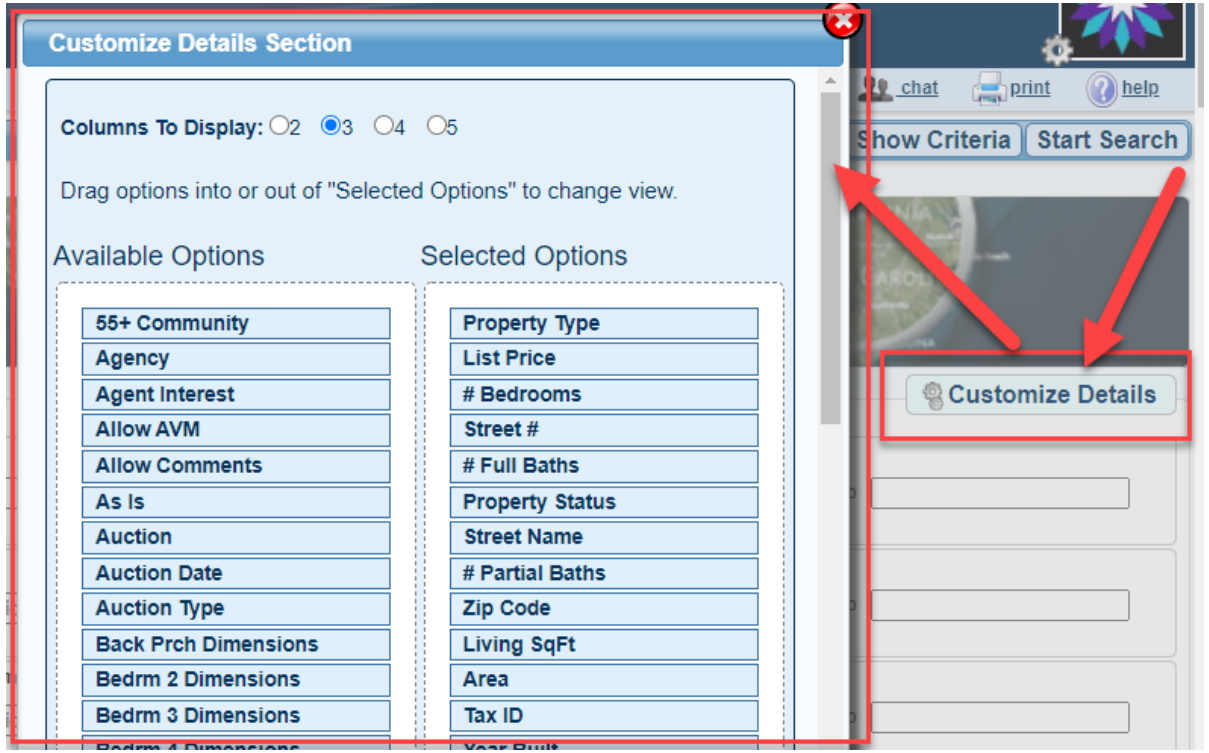
CoreLogic® Matrix™



Choose AND, OR, or NOT from the field.
(Limitation is only being able to use one per field)

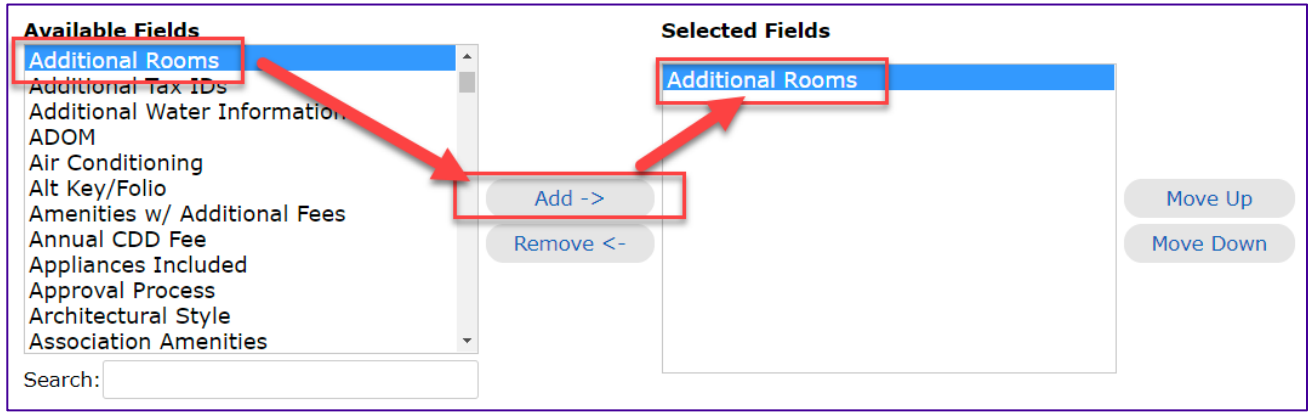
ADDING ADDITIONAL FIELDS

NAVICA® MLS



Click on “Customize Details” and then drag and drop desired fields from “Available Options” to “Selected Options”- Will persist through logout.

CoreLogic® Matrix™

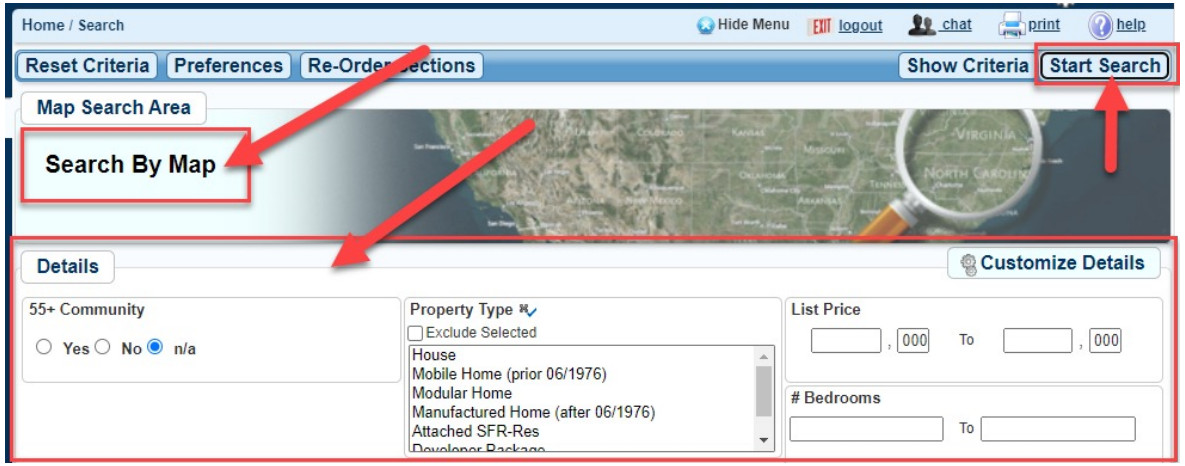


Additional search options can be added at the bottom of the search.

You will not see what options are available under the field until it is added to the search, however the fields will stay after permanently unless removed.

SEARCHING LAYOUT

NAVICA® MLS



Search criteria and the map are independent from one another (Map pops out another window).

Search must be executed by “Start Search”

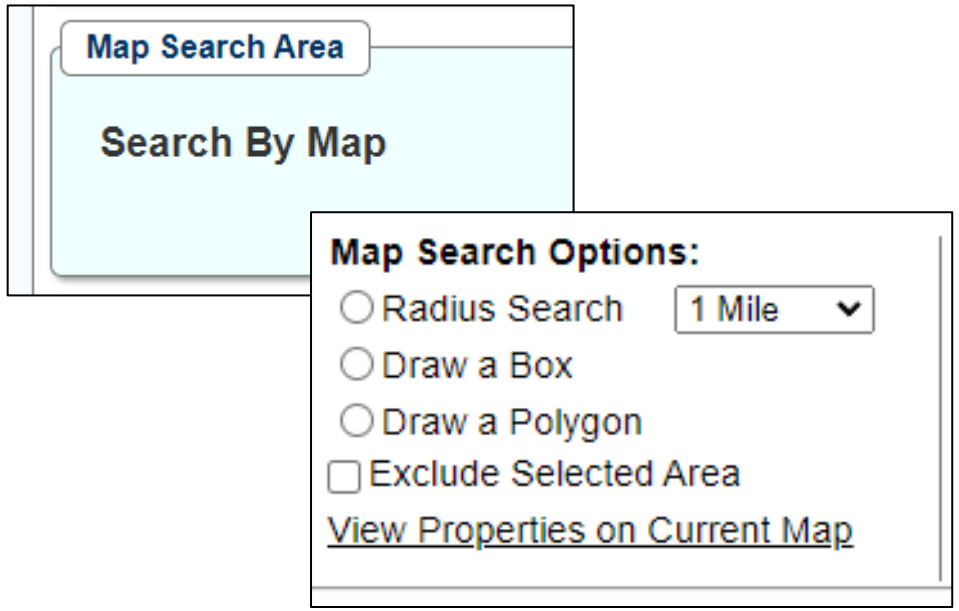
CoreLogic® Matrix™

While the search criteria and the map are found on separate tabs of the search, they can be navigated back and forth freely and easily.

Criteria + Map = Results

MAP SEARCH TOOLS

NAVICA® MLS



Map shapes must be redrawn if they need to be resized.

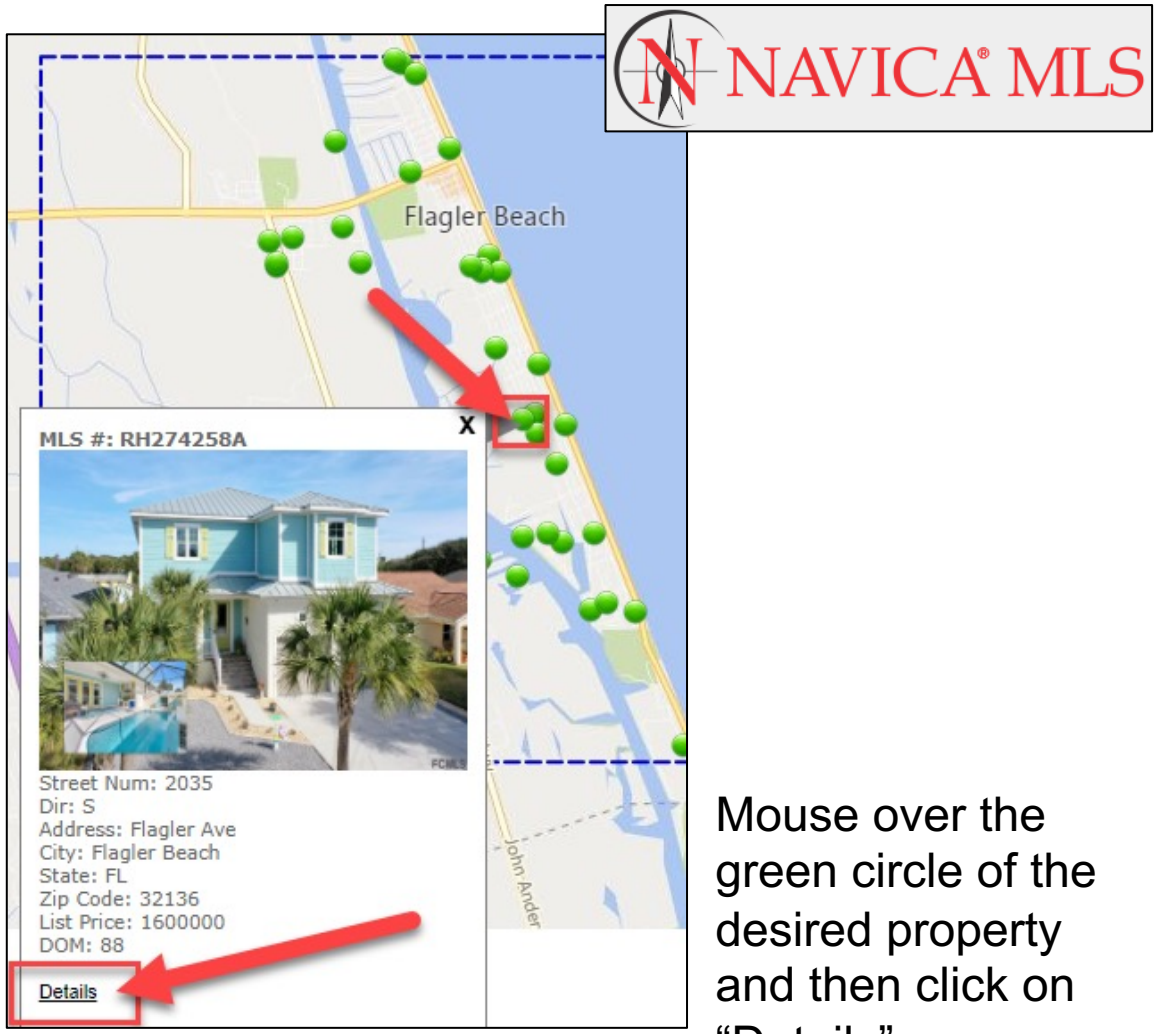
CoreLogic® Matrix™

Map Tools in Matrix (In Order)

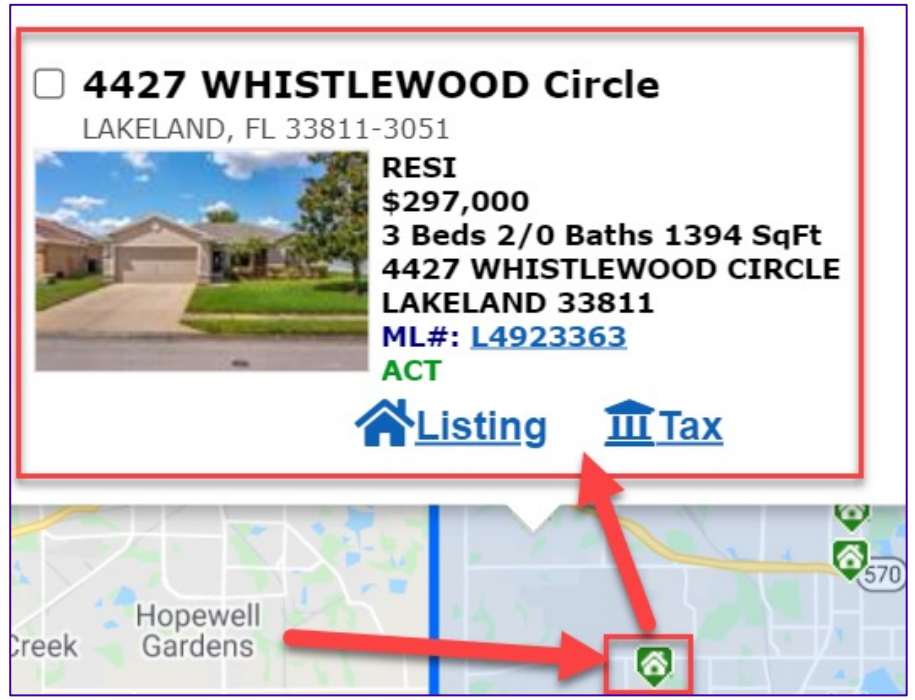
1. Radius Tool
2. Rectangle Tool
3. Polygon Tool
4. Freehand Polygon Tool
5. Eraser
6. Layers
7. Re-Center the map on results
8. Bonus – Select Layer as Shape (If a layer has been added to the map) - See below.

Note – Map Shapes can be resized on the fly.

MAP – OPENING A LISTING



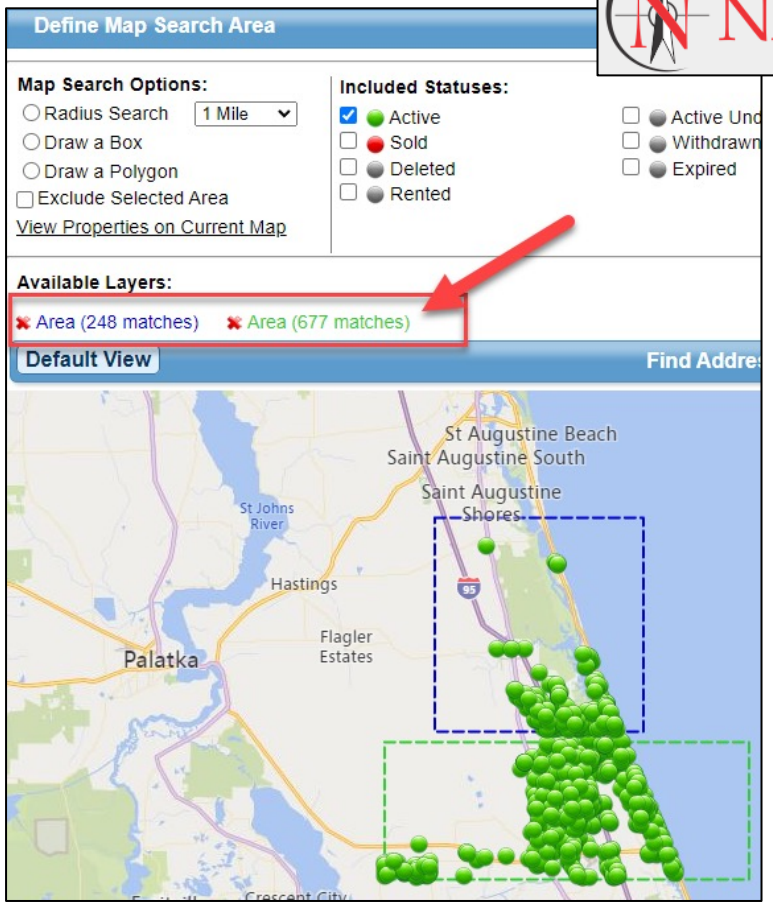
Mouse over the green circle of the desired property and then click on “Details”



Click on the individual property to bring up a preview window – click on the links to open the up the 360 Listing View or Tax View.

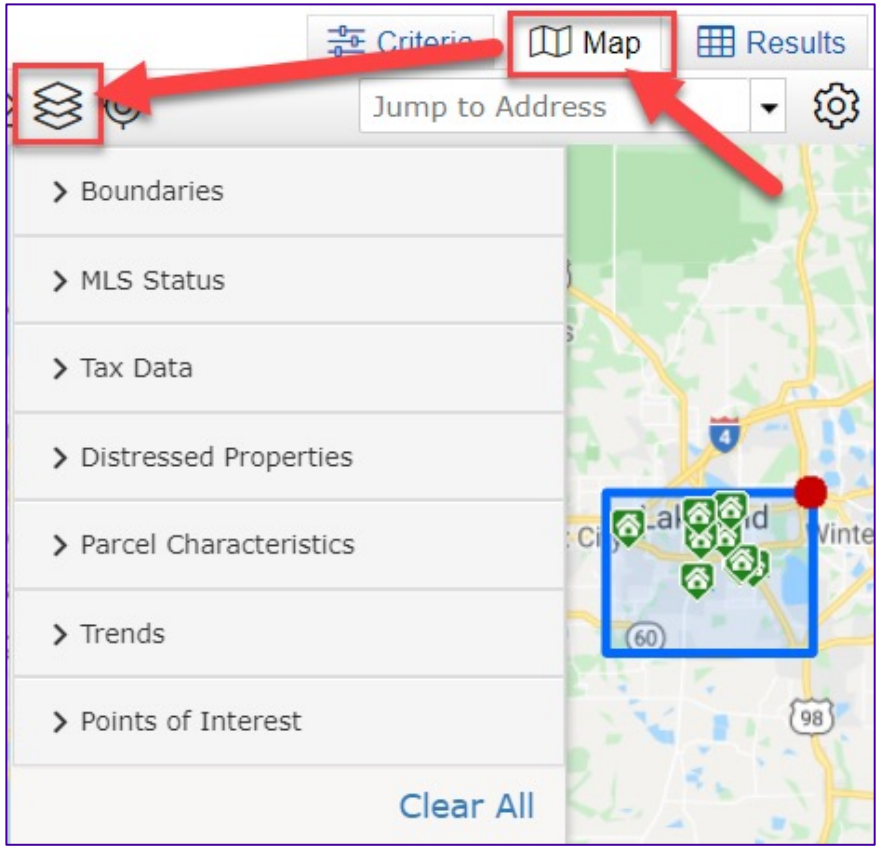
MAP OVERLAYS

NAVICA® MLS



The only layers appear to be based upon added map shapes.

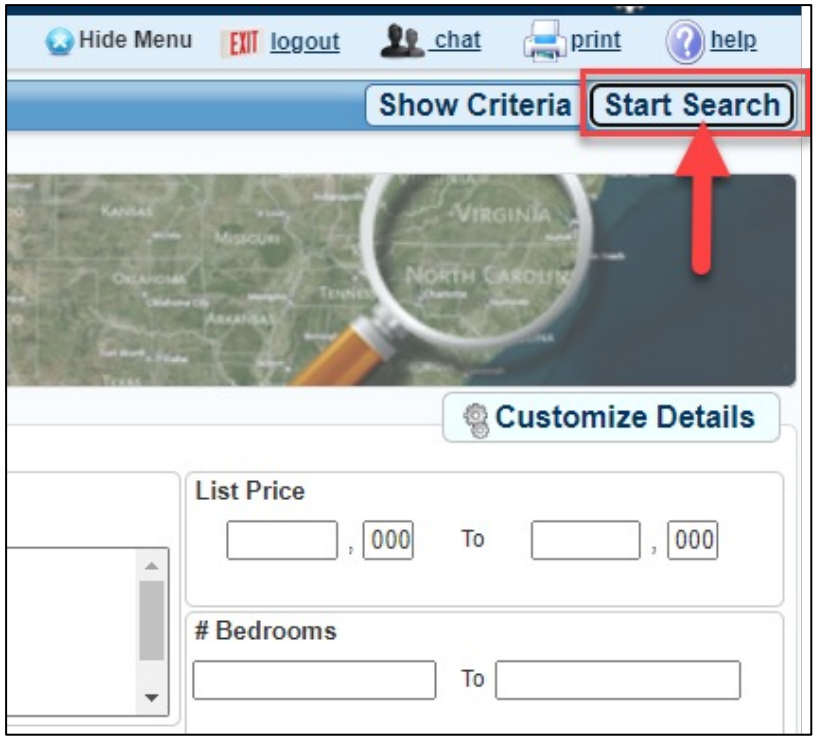
CoreLogic® Matrix™



From the map search, click on the layer icon, then toggle on the desired layer(s).

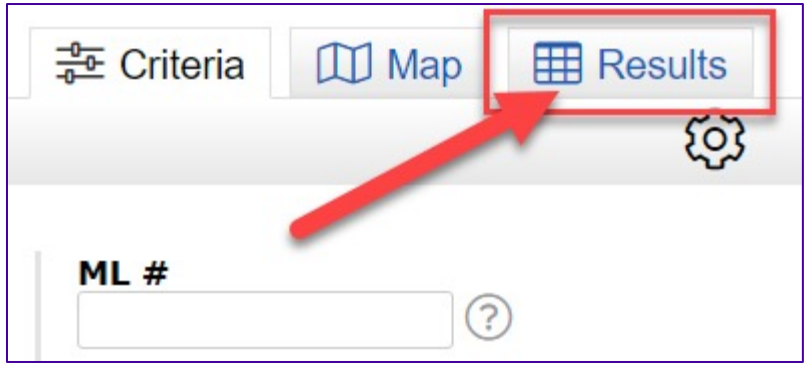
ACCESSING RESULTS

NAVICA® MLS



Once the criteria/map criteria has been entered, click on START SEARCH at the top right.

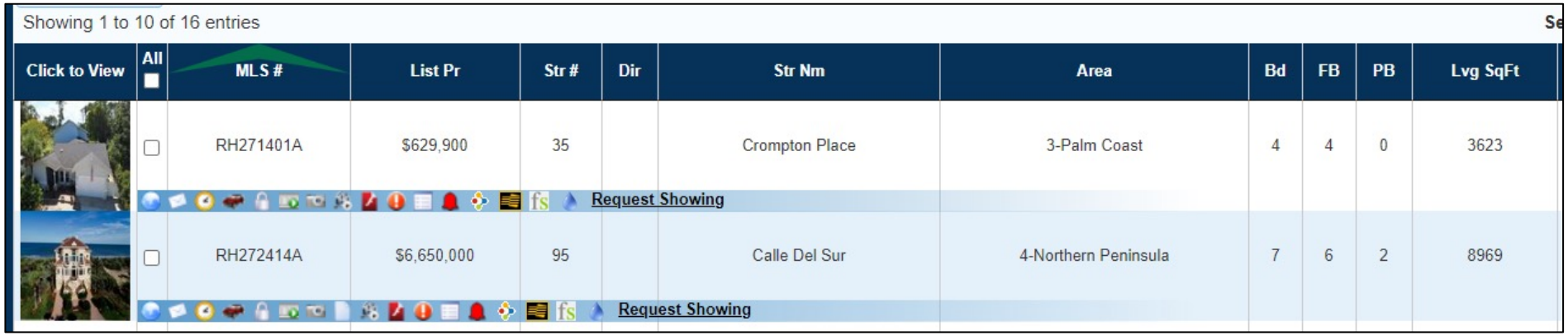
CoreLogic® Matrix™



Access the Results Display via the top right or from the bottom of a search.

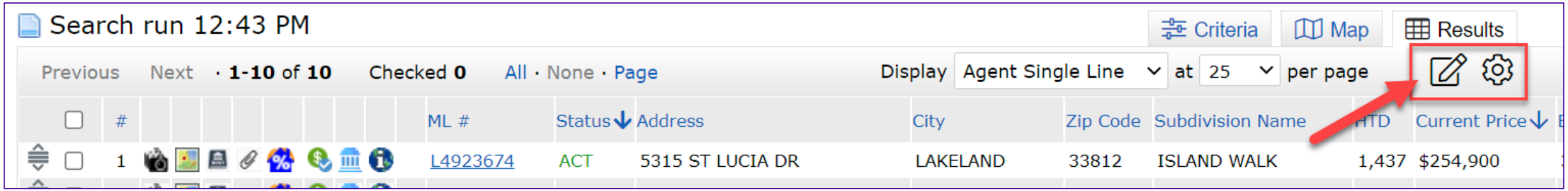
THE RESULTS DISPLAY

NAVICA® MLS



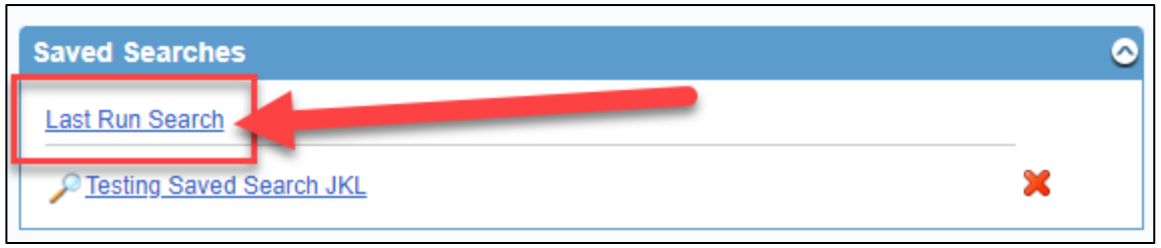
Results display cannot be customized.

CoreLogic® Matrix™



Results Display can be customized with the Manage Display Icon and defaulted with the Gear Icon.

RECENT SEARCHES



Last Search can be run by the Saved Searches widget OR by opening up Search and clicking on Last Search.

Recent Searches is located at the top right – this keeps track of the last 50 searches the agent has done in Matrix for the last 7 days.

Note – The agent must view the “Results” of the search in order for the search to be temporarily saved under Recent Searches.

Note – If the search is run again in the future it will show the current results for that set of criteria.

Stellar MLS

FCAR Est. 1979
FLAGLER COUNTY ASSOCIATION OF REALTORS® INC

Working with Listings:

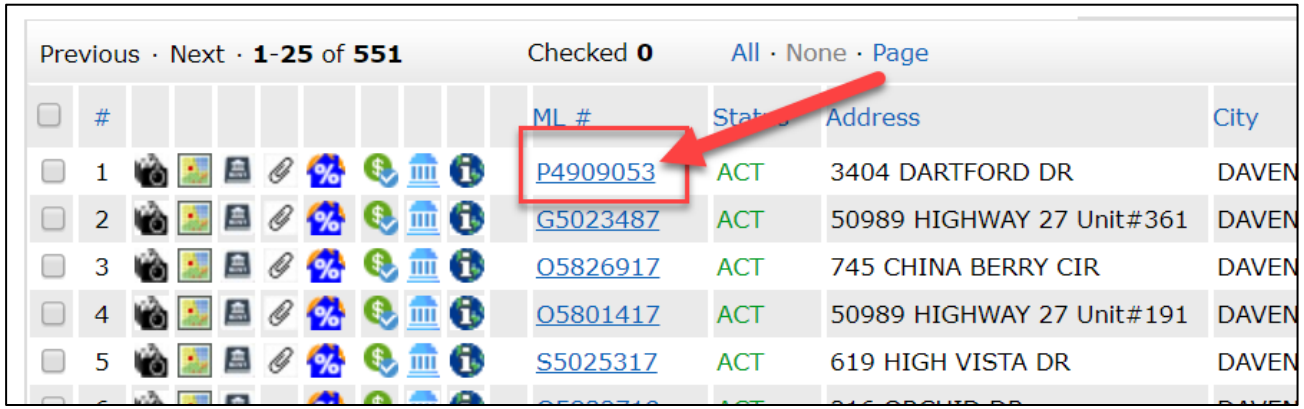
1. Viewing a Listing/Displays
2. Listing Tools/Actions
3. Saving a Search
4. Auto Emails
5. CMA Options

VIEWING A LISTING

NAVICA® MLS

Click anywhere on the row to open the listing.

CoreLogic® Matrix™



Click on MLS # to open the listing - (Default display is the 360 View)

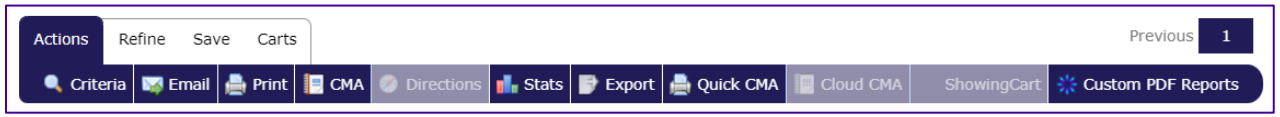
LISTING TOOLS/ACTIONS

NAVICA® MLS

Listing actions and tools are above the listing as well – listing tools are also found in the results display.

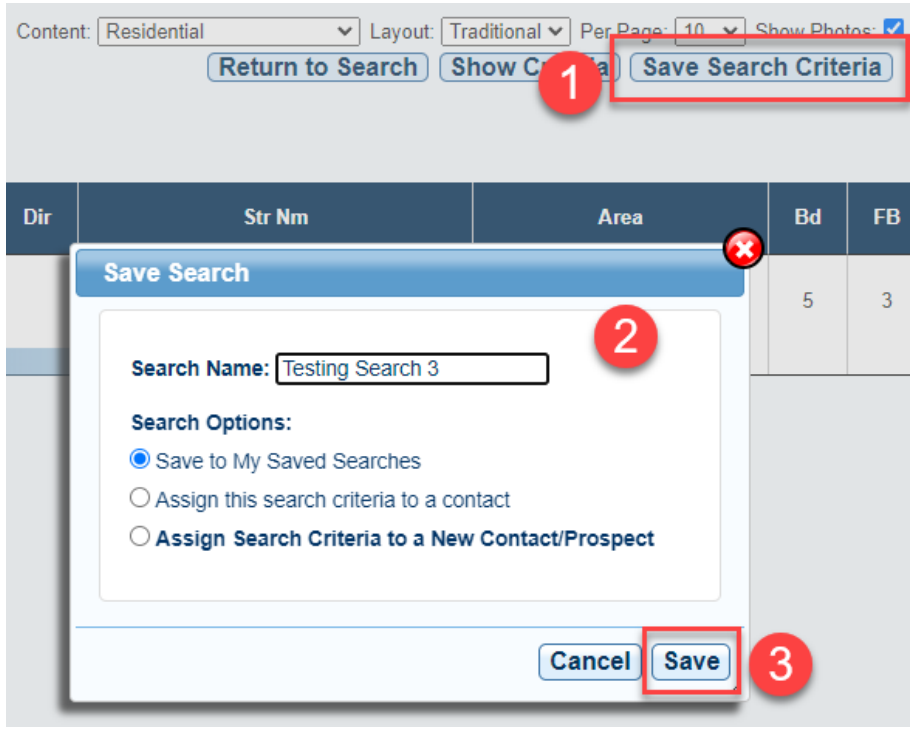
CoreLogic® Matrix™

Listing tools are across the top. The ACTION bar is down below the results/listing.



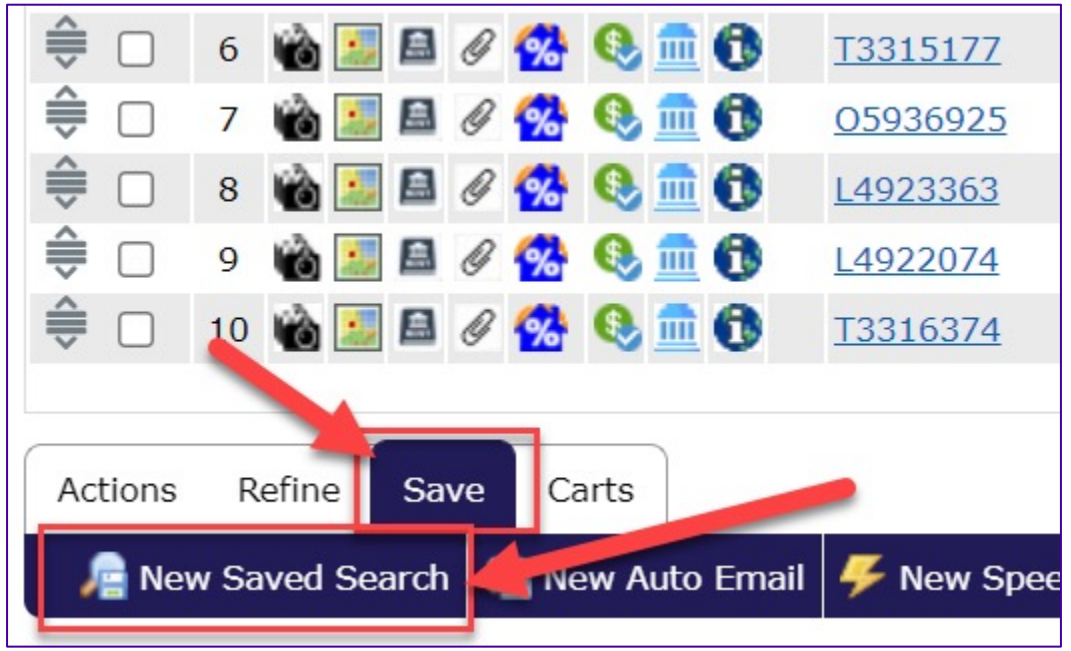
HOW TO SAVE A SEARCH

NAVICA® MLS



Click on the “Save Search Criteria” button at the top, give the search a name, choose the appropriate search option, and then click on SAVE.

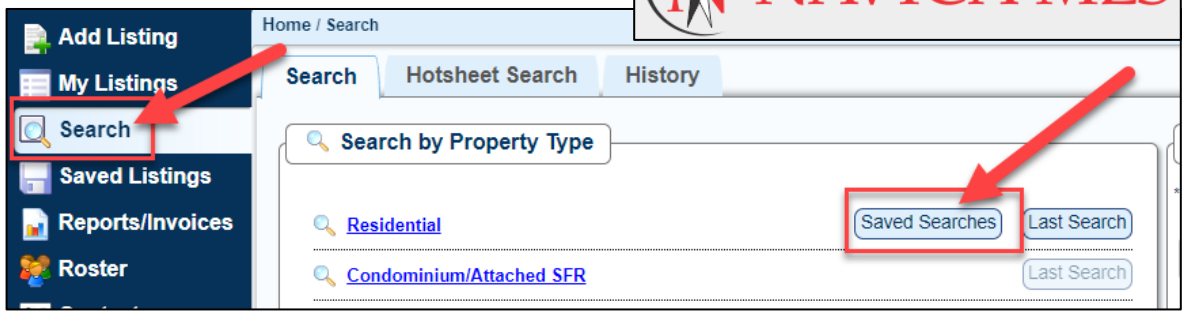
CoreLogic® Matrix™

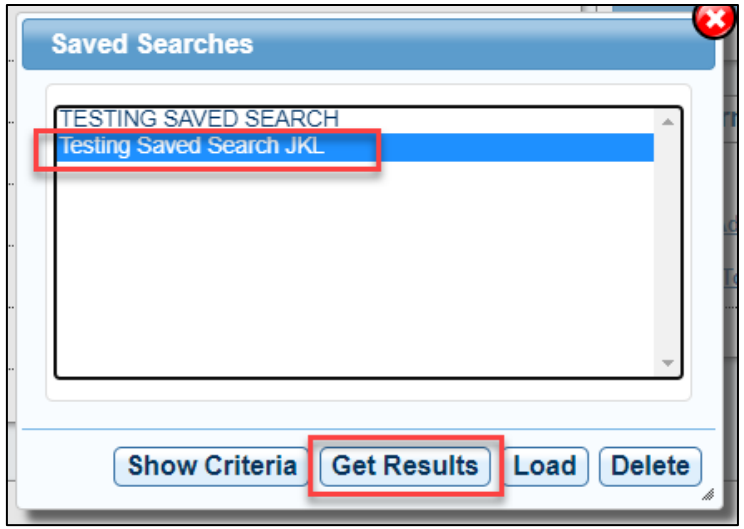


Click on the SAVE tab at the bottom of your results and then NEW SAVED SEARCH.

HOW TO RUN A SAVED SEARCH

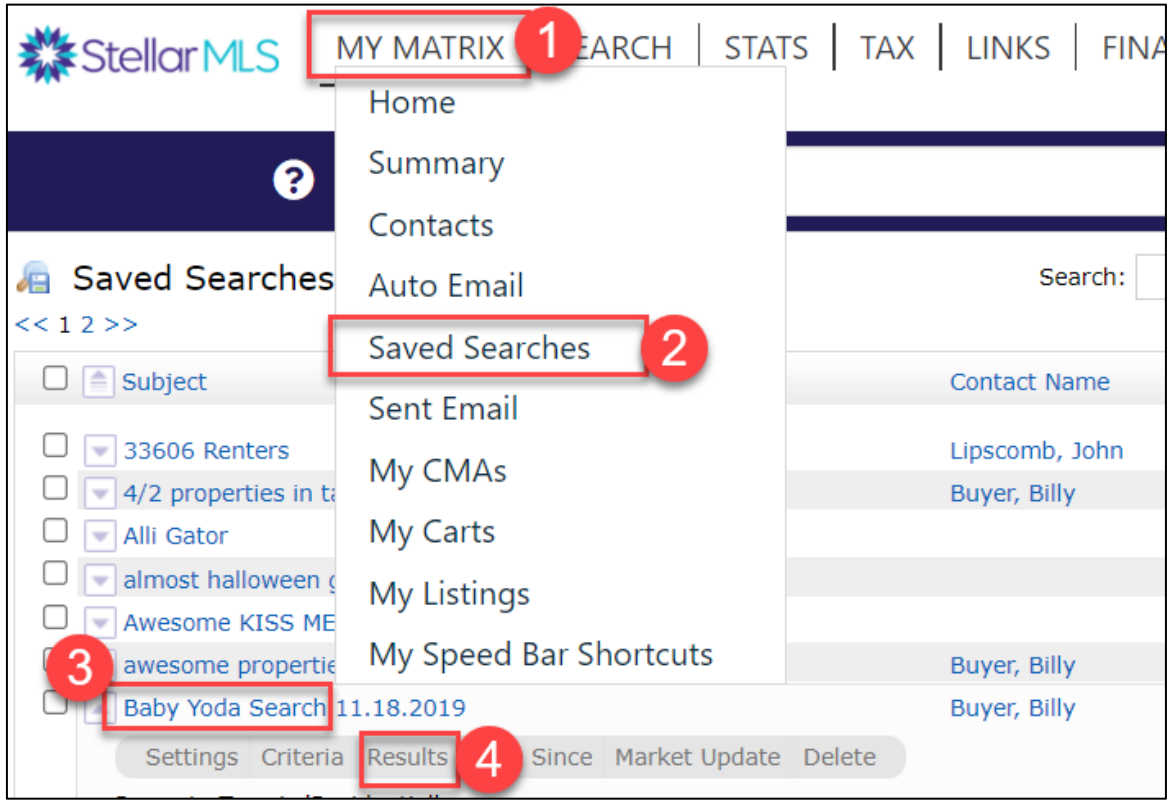
NAVICA® MLS





Click on search > Click on the Saved Searches button next to the Property Type > Click on the name of the Search > Get Results

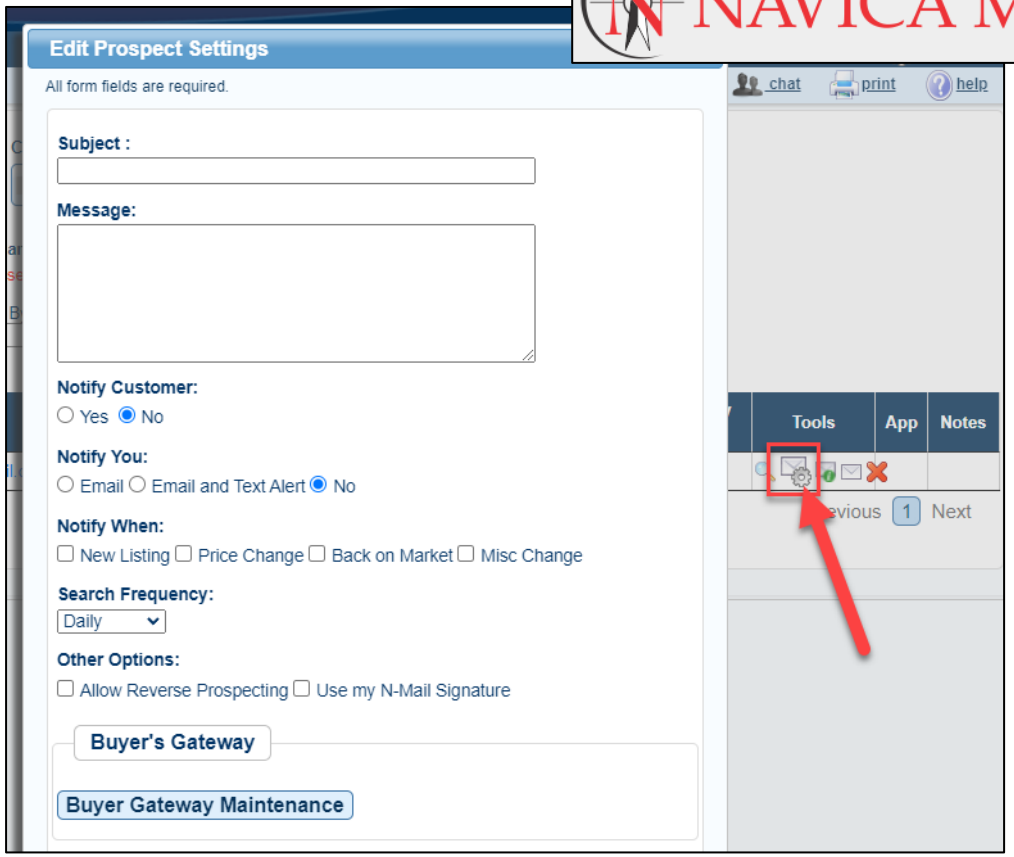
CoreLogic® Matrix™



My Matrix > Saved Searches > Click on the name of the Saved Search > Results

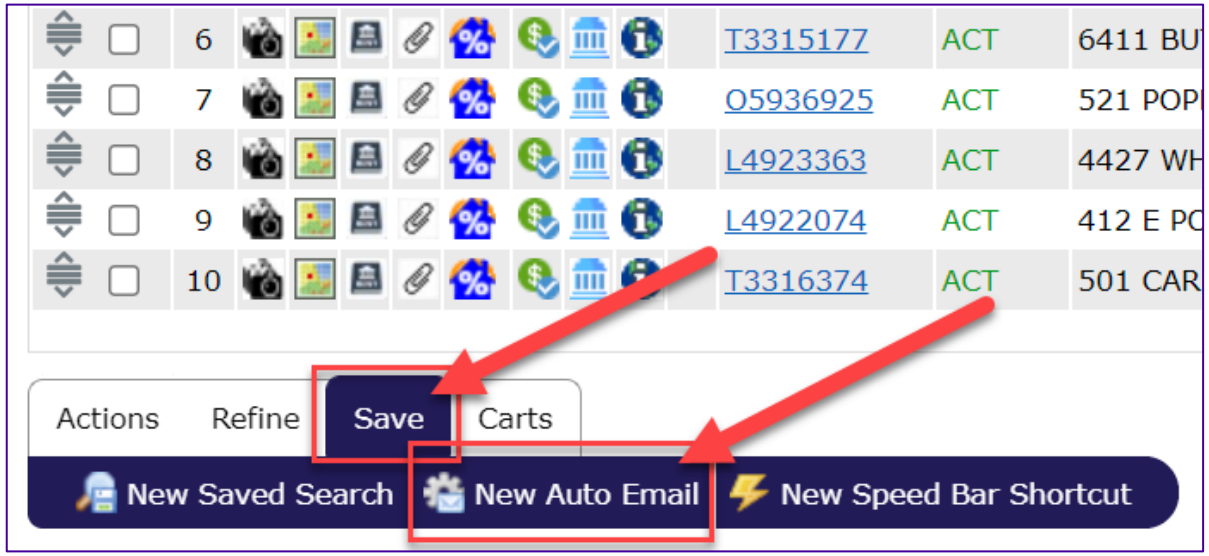
AUTO EMAILS

NAVICA® MLS



Customer must be converted to a prospect and have a search saved and then configured to the Buyer's Gateway.

CoreLogic® Matrix™

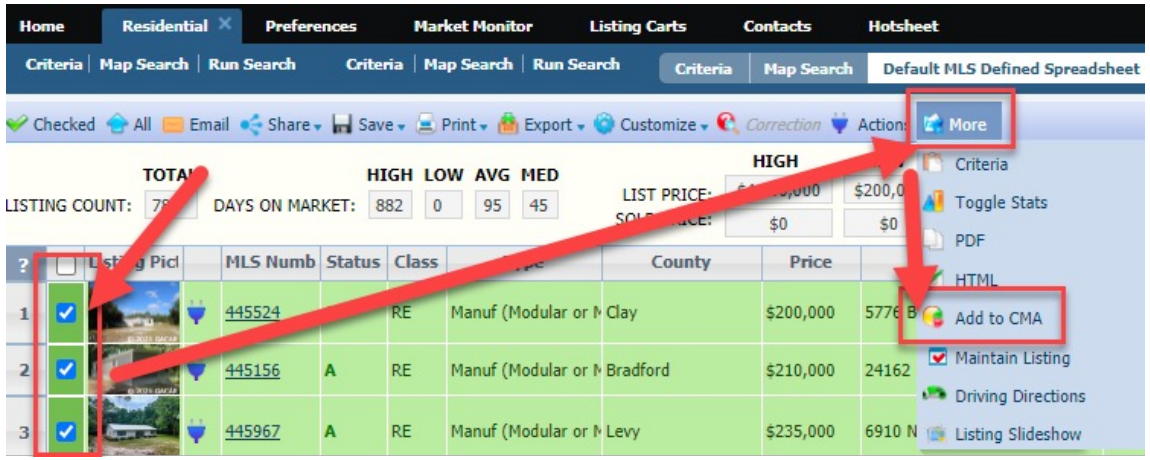


From the results screen, click on SAVE and then choose the NEW AUTO EMAIL option. This will open up the settings for the auto email.

Contacts can be added on the fly if necessary.

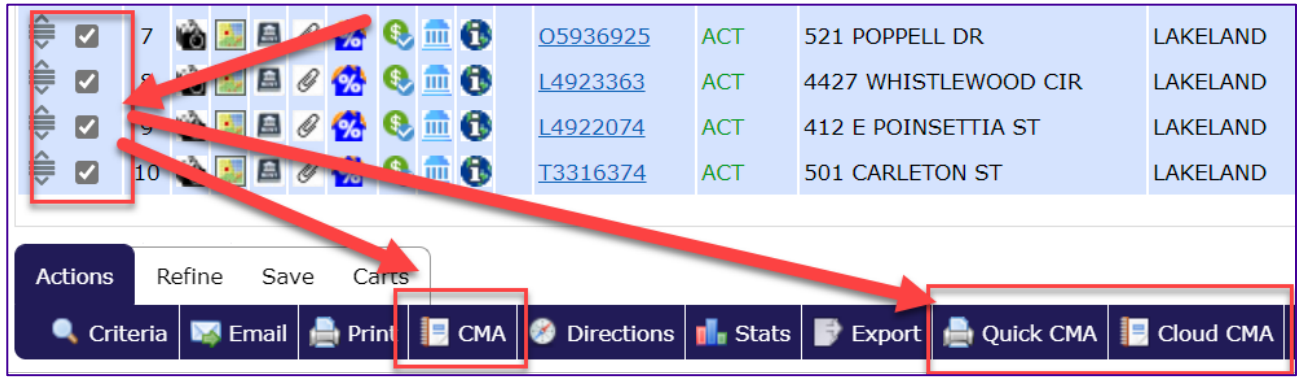
CMA OPTIONS

NAVICA® MLS



Select comparables from results, click on MORE, and then choose ADD TO CMA.

CoreLogic® Matrix™



Start with a normal search, then select comparables from results and choose the appropriate CMA option.

Stellar MLS

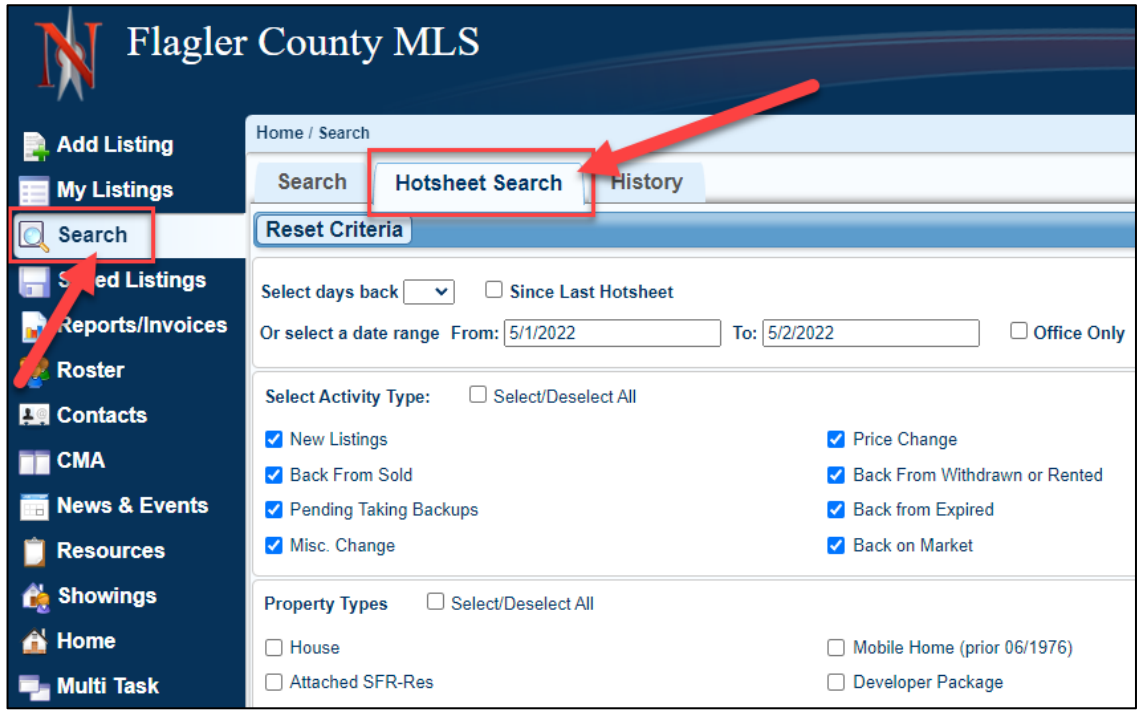
FCAR Est. 1979
FLAGLER COUNTY ASSOCIATION OF REALTORS® INC

Popular Options:

1. Hot Sheets
2. Market Watch
3. Listing Carts
4. Multi Task

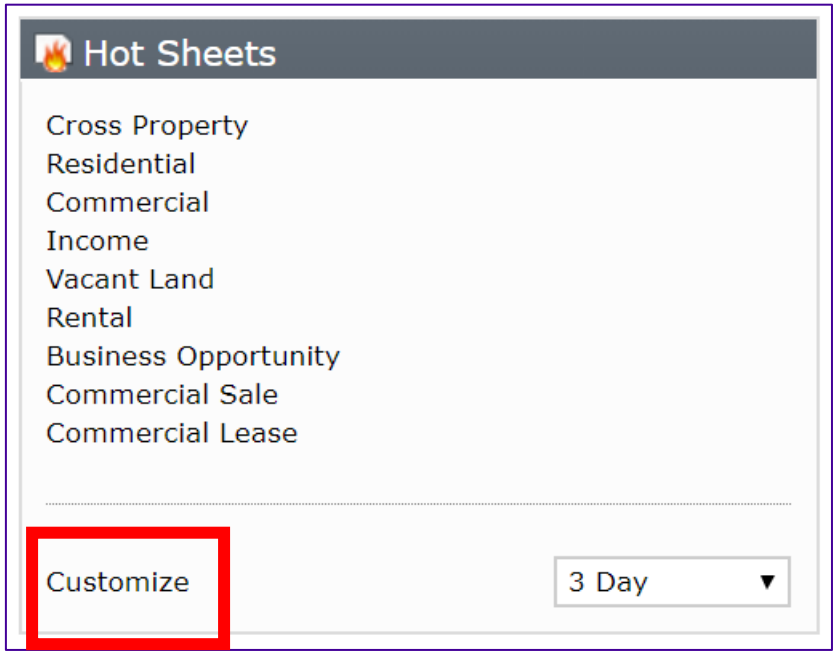
HOT SHEETS

NAVICA® MLS



Hotsheets are an option under search.

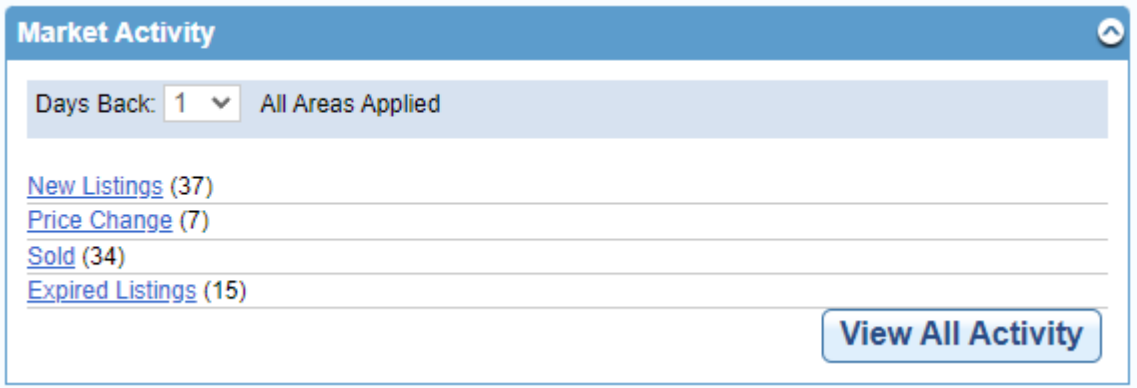
CoreLogic® Matrix™



Hot Sheets are independent from Searching and can be customized or created from the widget on the home page. Click on “Customize” to start.

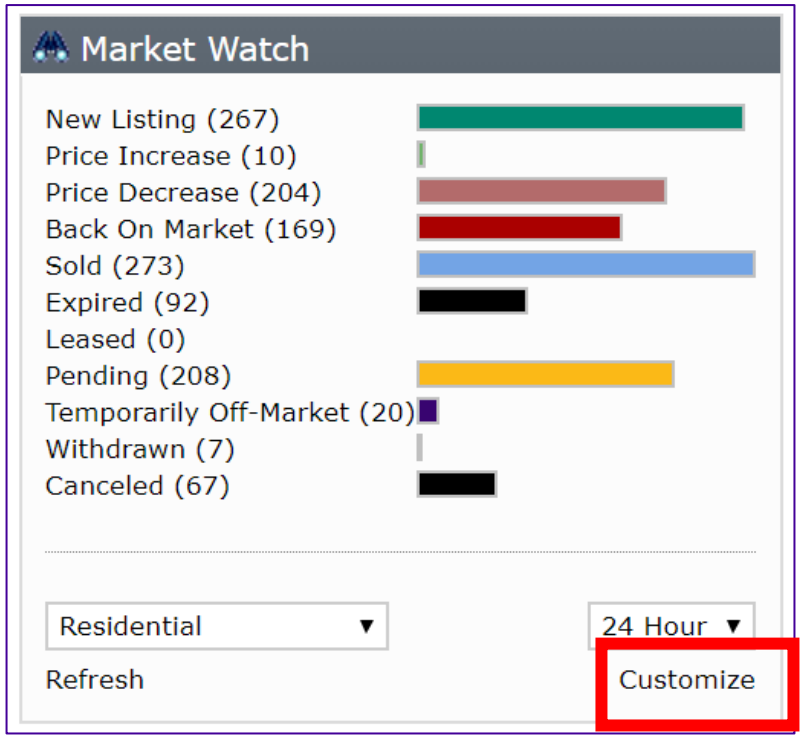
MARKET ACTIVITY = MARKET WATCH

NAVICA® MLS



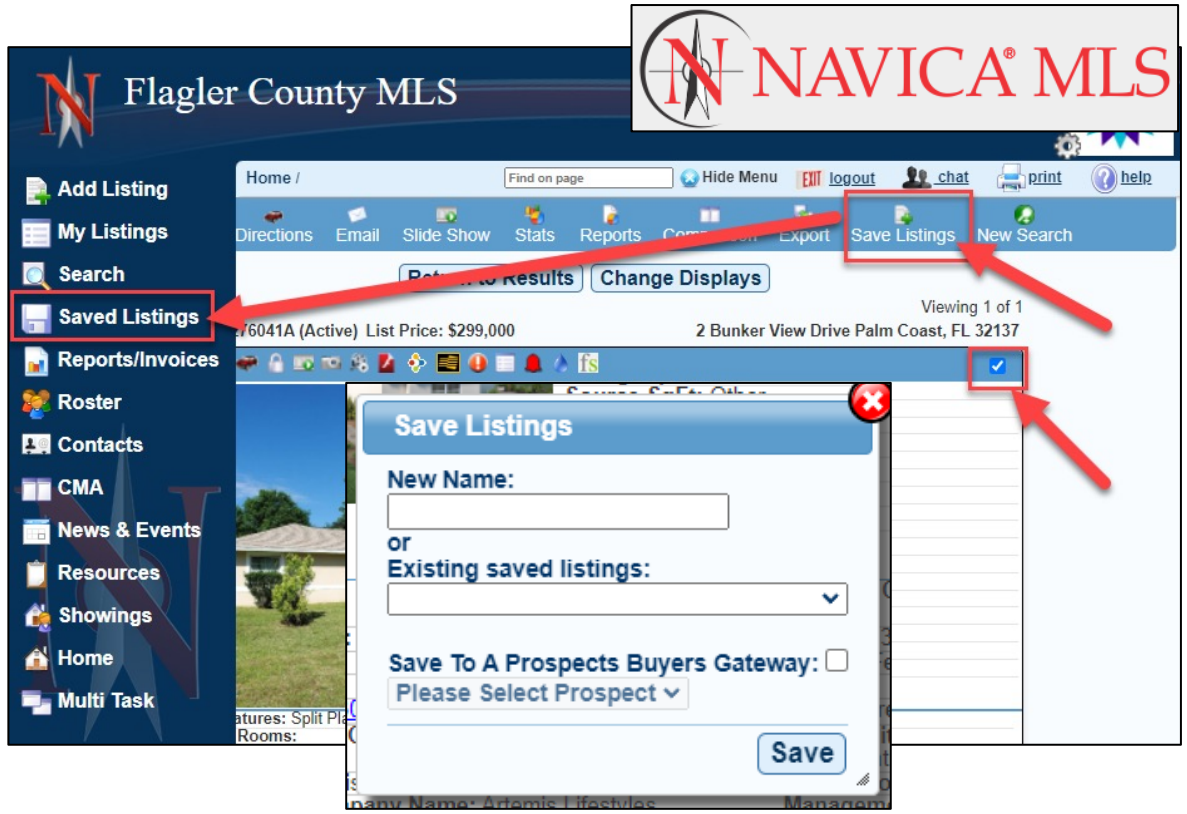
Market Activity Widget is defaulted to the FCAR area.

CoreLogic® Matrix™



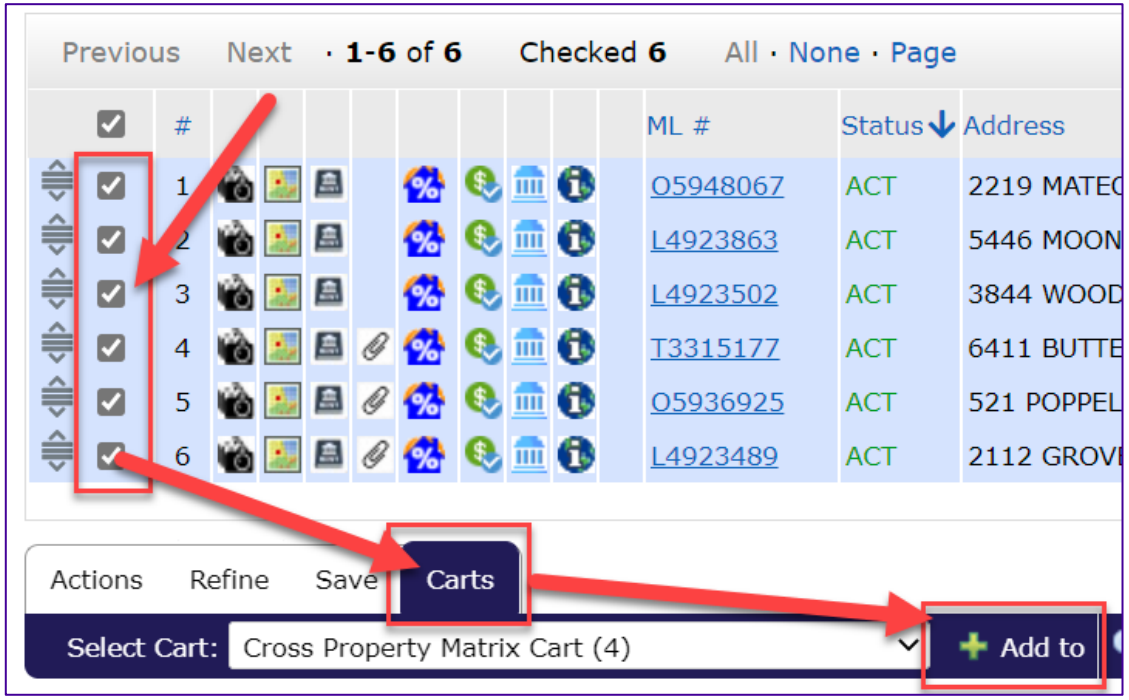
The Market Watch can be customized or created from the widget on the home page. Click on “Customize” to start. NOTE - By default, the market is set to the entire MLS coverage area.

SAVED LISTINGS = LISTING CARTS



Select the desired listings you want to keep an eye on, click on the “Save Listings” button above. Give the Saved Listings a name and Access via the “Saved Listings” button in the main menu

CoreLogic® Matrix™

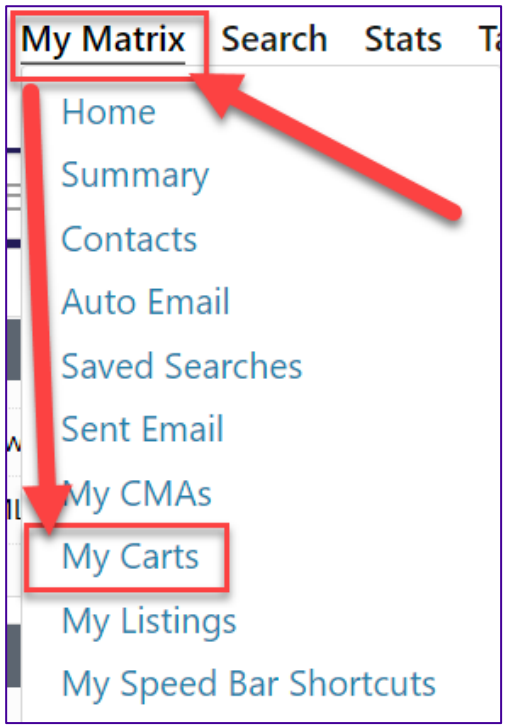


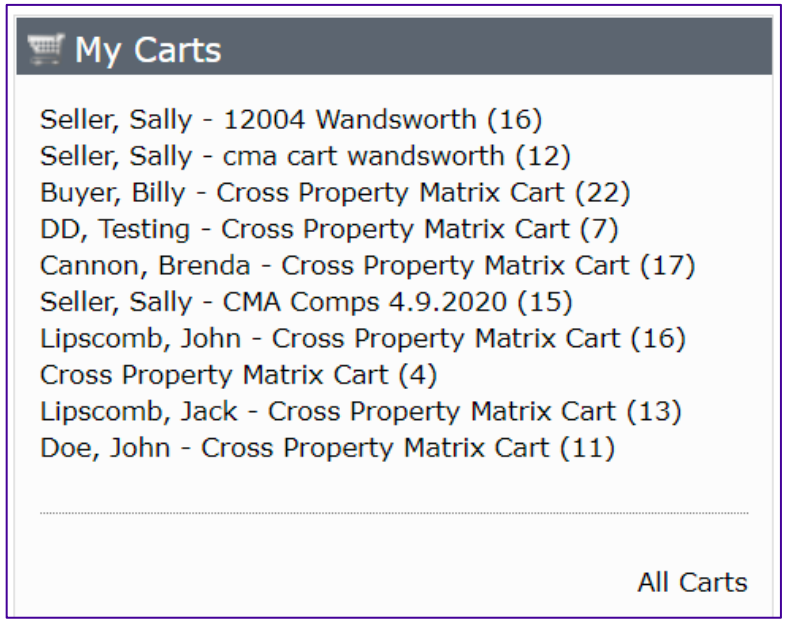
A cart is automatically created for every contact in your list. Select the desired listings you want to keep an eye on, and then select the desired contact to add them to their cart.

HOW TO ACCESS LISTING CARTS

Access Saved Listings and then click on the name of the Saved Items – you can then view the listings from there.

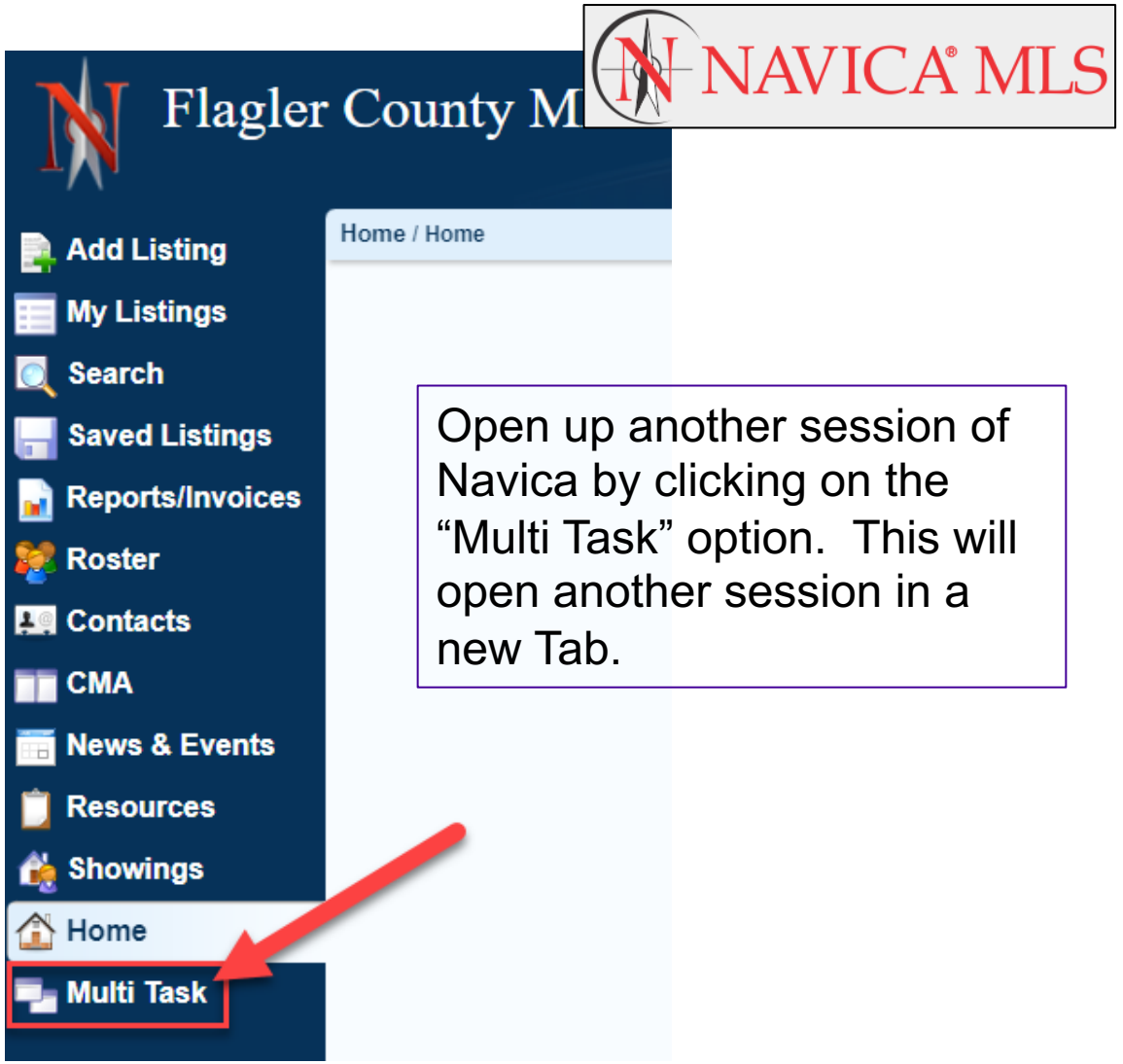
CoreLogic® Matrix™



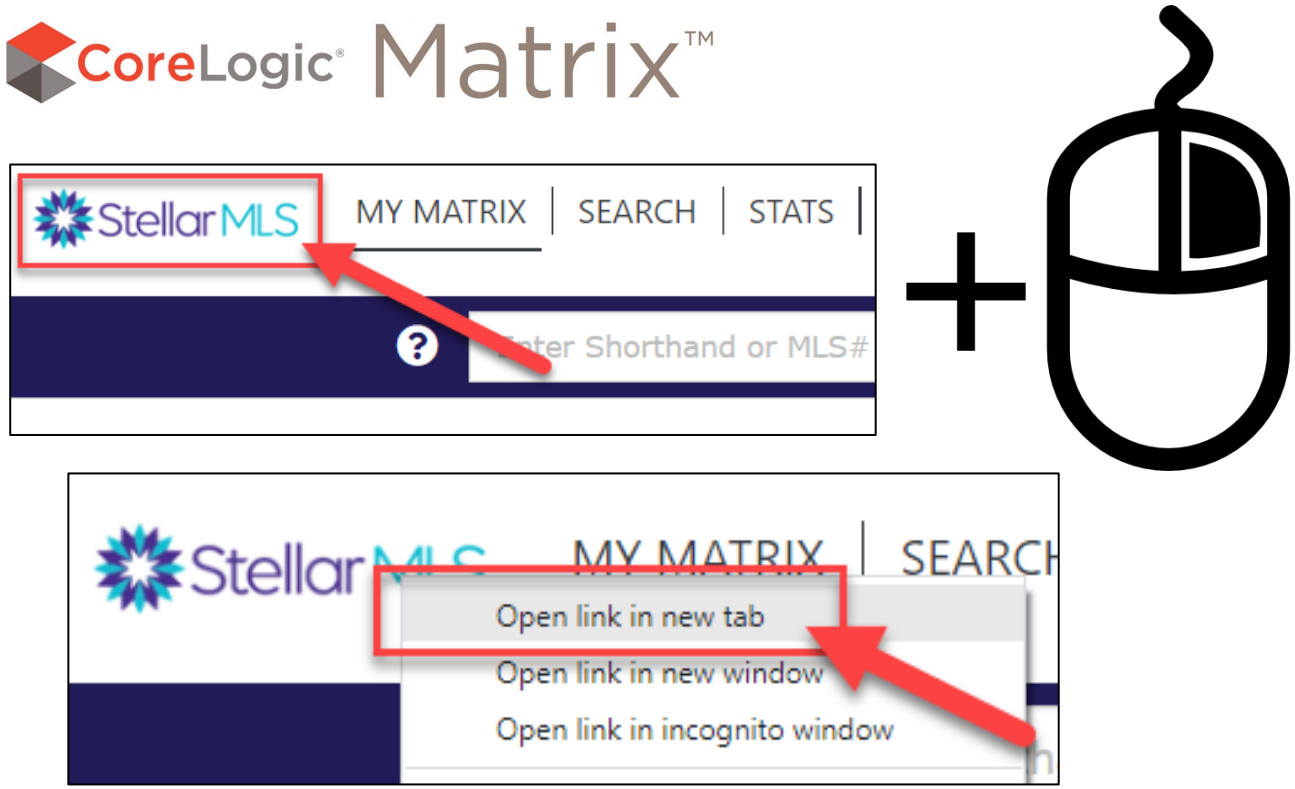


Carts can be accessed from the MY MATRIX tab, the MY CARTS widget, or from an individual contact.

MULTI TASKING IN MATRIX



Open up another session of Navica by clicking on the "Multi Task" option. This will open another session in a new Tab.



Right click on the Stellar MLS logo at the top right and choose "Open link in a new tab" for and additional session of Matrix. This can be done multiple times.

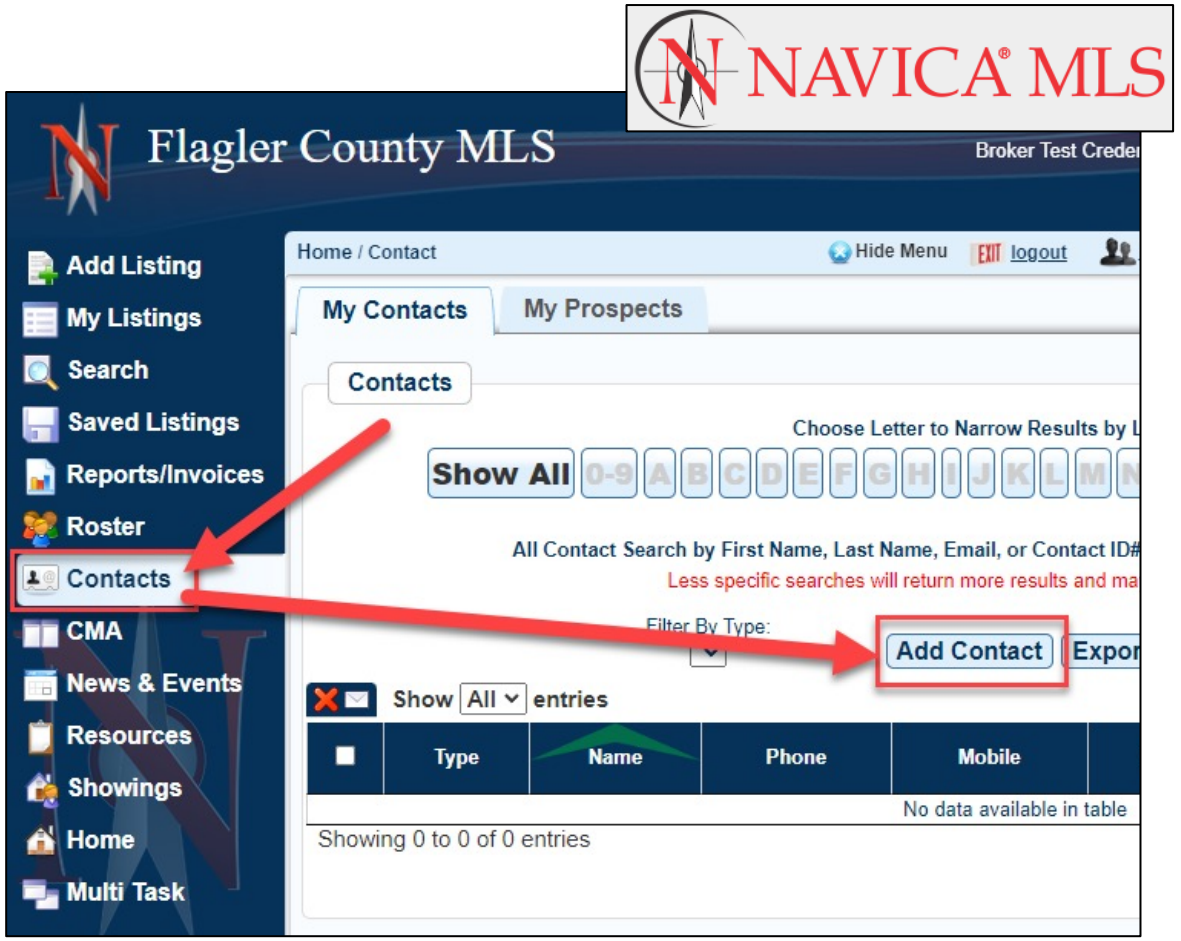
Stellar MLS

FCAR Est. 1979
FLAGLER COUNTY ASSOCIATION OF REALTORS® INC

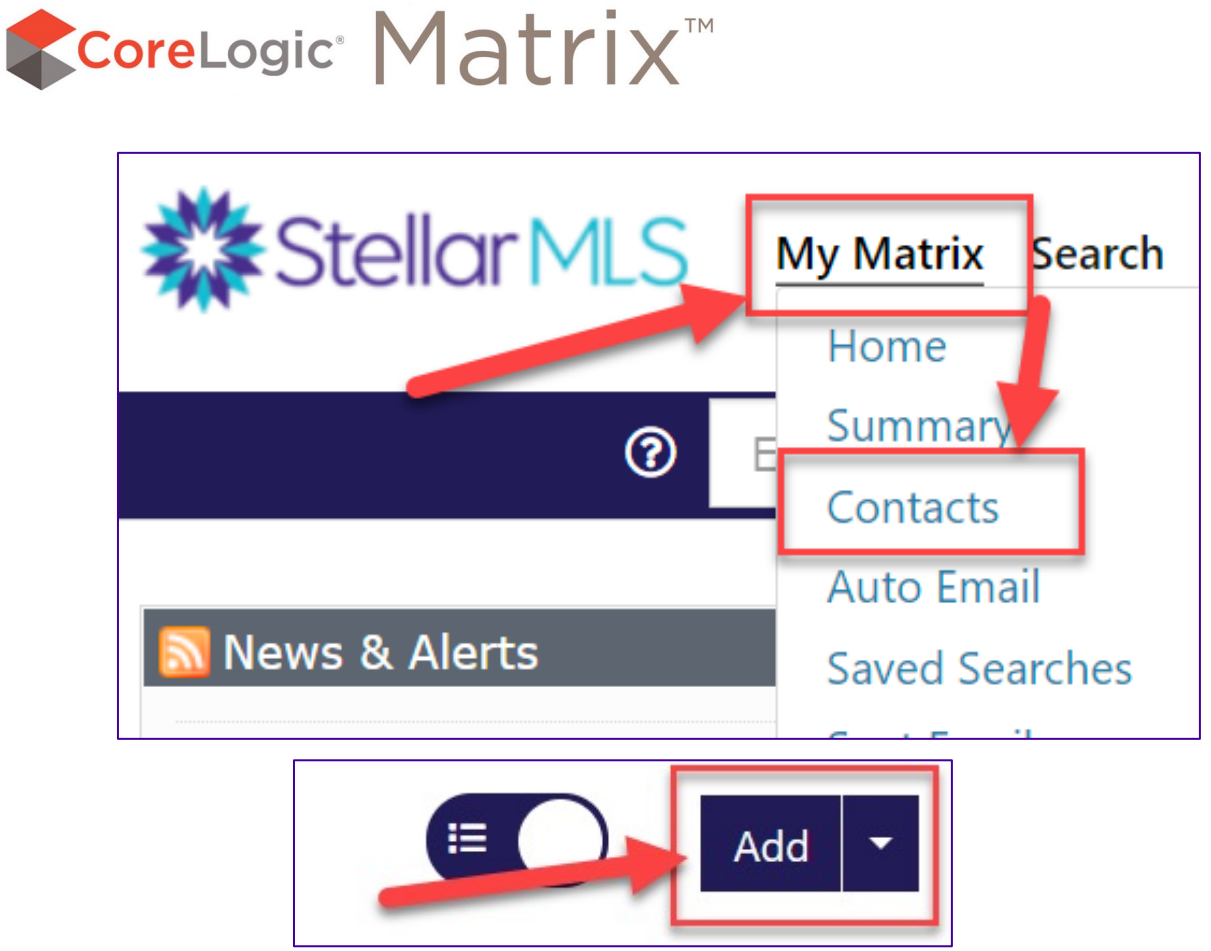
YOUR Matrix:

1. Adding Contacts
2. Agent Branding
3. My Matrix

ADDING A CONTACT



Your Navica contacts will automatically be migrated to the Matrix System. Customers can be added as Contacts OR Prospects.

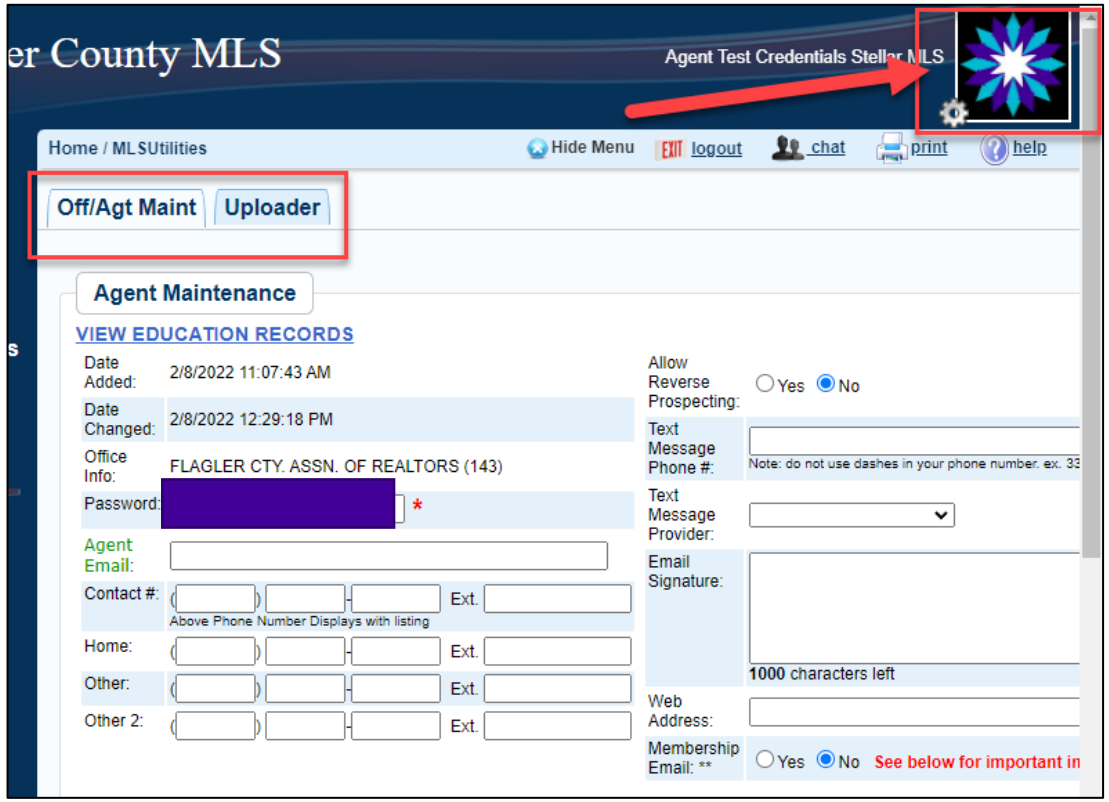


To add a new contact, access the contacts option under MY MATRIX and then click ADD. Contacts are in one universal list.

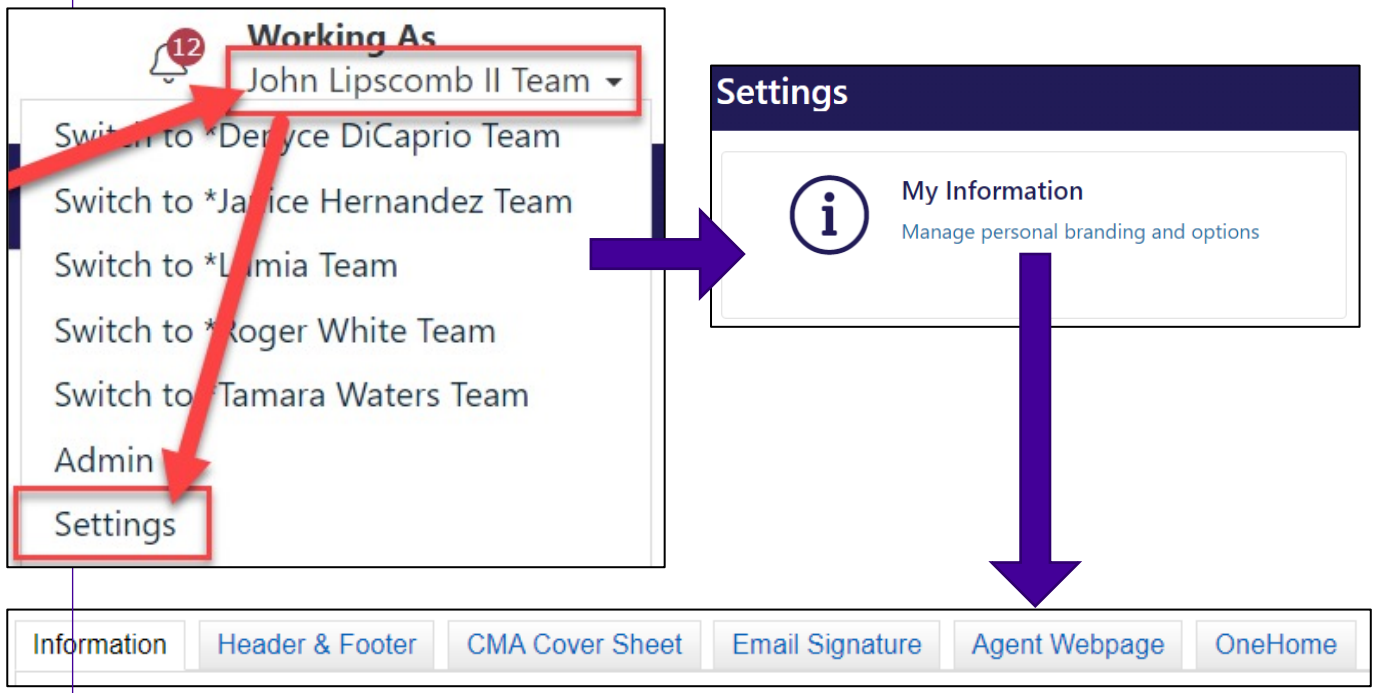
SELF BRANDING

NAVICA® MLS

CoreLogic® Matrix™



Click on the gear at the top right to access branding info.

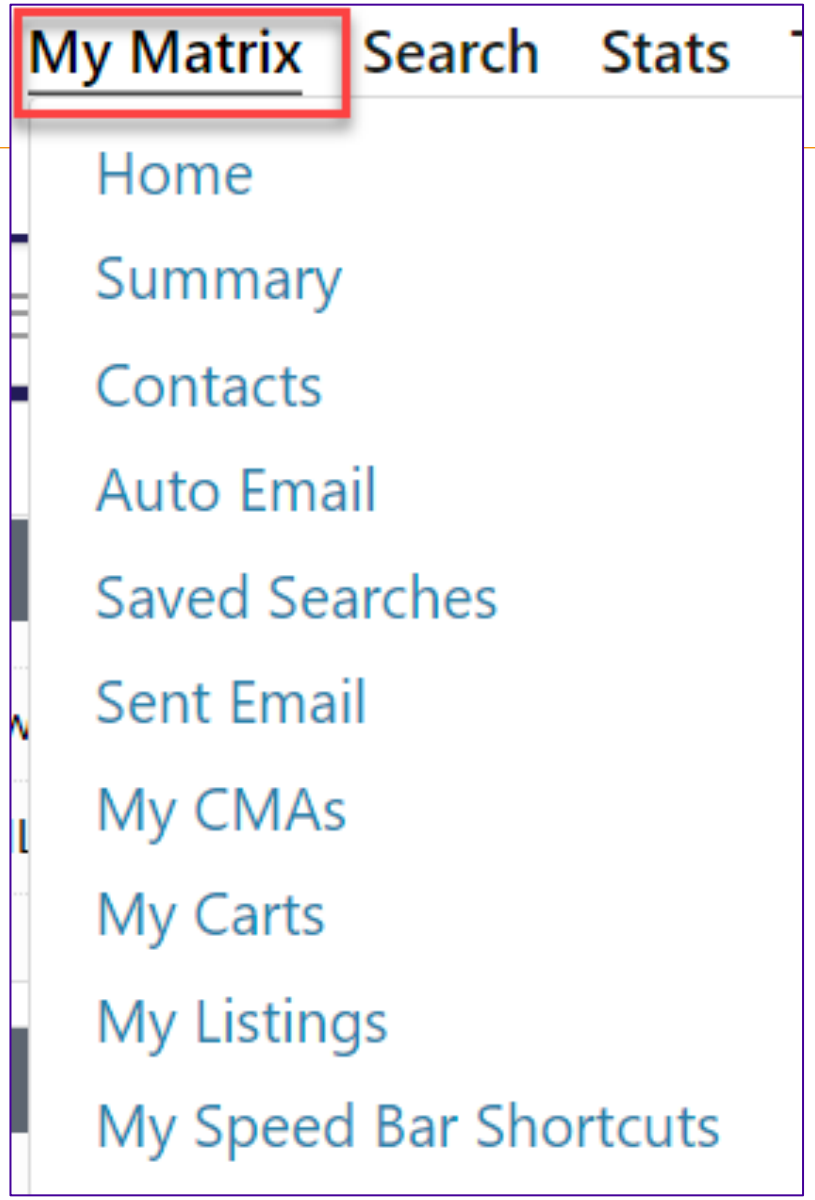


Click on name>settings>my information.
NOTE – Agent info is populated based on what FCAR has in their database. Any updates made here simply update what consumers see.

MY MATRIX

CoreLogic® Matrix™

EVERYTHING that is saved or that belongs to you ends up under the MY MATRIX tab.



Stellar MLS

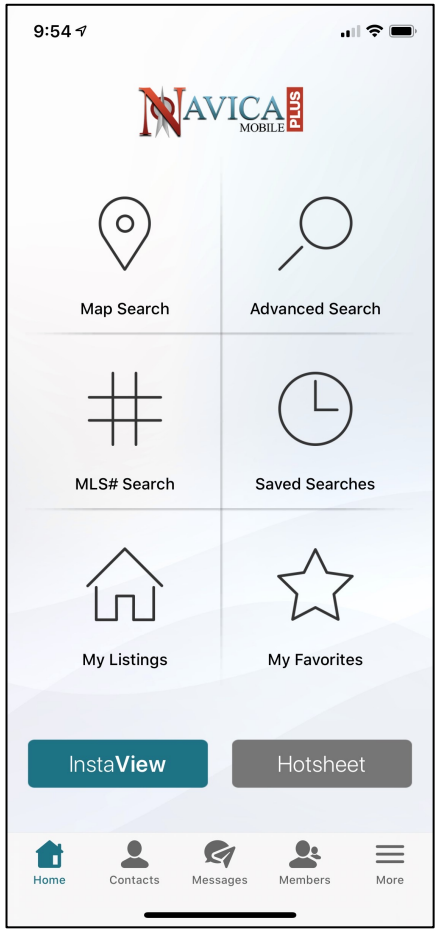
FCAR Est. 1979
FLAGLER COUNTY ASSOCIATION OF REALTORS® INC

MOBILE APPS

NAVICA MOBILE PLUS = MLS-TOUCH APP

NAVICA MLS

CoreLogic® Matrix™



GLOSSARY

NAVICA® MLS	CoreLogic® Matrix™
PB = Partial Bath	Half Bath
LO	Listing Office
LA	Listing Agent
Living SqFt	Square Foot Heated
Buyer’s Gateway	OneHome Portal