

Speed Bar Shortcuts

① Hover over the **Search** menu item and then select **Residential** and **Quick**.

② Enter your search criteria in the appropriate fields. For example, if you wanted to search for all properties in the TerraVista Subdivision in Victoria, you would make sure Victoria is selected in the City or County field. In the subdivision field, you could enter terra*.

③ Click on **Results** to start the search.

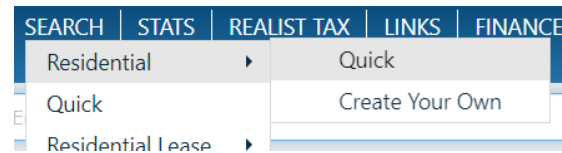
④ Once the results appear on your screen, Click on the **Save** link at the bottom left of the screen.

⑤ Now, click on the New Speed Bar Shortcut link.

⑥ Leave the / and type a name for your speed bar search. In this example, /tv was entered.

⑦ Click on **Save**

To use your speed bar shortcut, to back to your Matrix dashboard, then type **/tv** in the speed bar, then hit **Enter**.



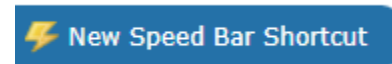
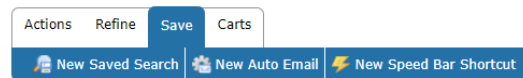
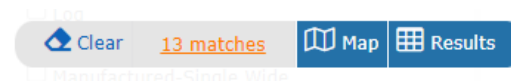
City ☐ Or ☐ Not

County ☐ Or ☐ Not

Subdivision ☐ Or ☐ Not

Zip Code

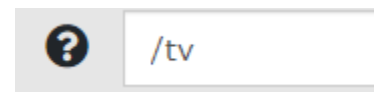
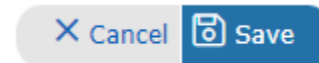
Using Contain is highly recommended when searching Subdivisions.
Example: *River Place*



Speed Bar Shortcut:

Description (optional):

Criteria: Property Type is 'Residential'
Status is one of 'Active', 'Pending Take Backups'
County Or Parish is 'Victoria'
Subdivision NAME is like 'terra*'



Notes

To edit your speed bar searches, go to the top right side of your Matrix screen and hit the down arrow next to Hello [Your Name], then **Settings**. From here you can select the speed bar search you want to edit.

Application:

Here are some examples of speed bar searches:

All houses in Victoria with a pool.
You can use a speed bar search name as /pool.

All property types in Port O'Connor.
In this case, you would perform a cross property search, then select Port O'Connor in the City field.