

Lake County Association of Realtors®
Matrix Conversion Guide Supplement

Creating a Default Search

Example: Detail Residential search for all Lake County properties

1. Click **Search** tab on the CRMLS Matrix menu bar at top of the webpage.
2. Click on **Detail** under Residential.
3. Enter your search criteria. For this example, we will select all Lake County properties. Go to County and select **Lake**.
4. Scroll down to the menu bar at the bottom of page. **Click on the floppy-drive icon.**
5. On the pop-up menu, select “Set selected criteria as default”
6. Under your name on top right, a yellow bar will briefly appear saying “Default criteria set”.

Note: Quick searches do not have the County field. So you would first need to add County as described below.

Adding a Field to Your Search Page

Example: add the field “County” to the Quick Residential search

1. Click **Search** tab on the CRMLS Matrix menu bar at top of the webpage.
2. Click on **Quick** under Residential.
3. Scroll to bottom of page and click **Add** that follows the text: Additional Fields.
4. In Available Fields, scroll down/click on the word **County** Then click **Add ->** Then **<= Back**
5. Again scroll to bottom of page and below “Additional Fields Add” is the new County Field. Select **Lake**.
6. **Click on the floppy-drive icon.**
7. On the pop-up menu, select “Set selected criteria as default”
8. Under your name on top right, a yellow bar will briefly appear saying “Default criteria set”.

Creating a Market Watch for Lake County

Example: Residential market watch for all Lake County properties by area

1. On CRMLS homepage, go to: **Market Watch** widget.
2. Click drop down, choose **Residential**.
3. Click, **Customize**.
4. Scroll to bottom of page and click **Add** that follows the text: Additional Fields.
5. In Available Fields, scroll down/click on the word **County** Then click **Add ->** Then **<= Back**
6. Again scroll to bottom of page and below “Additional Fields Add” is the new County Field. Select **Lake**.
7. Click **Save**. *Note:* This customizable feature can be done for each listing type.

CRMLS Customer Support

Hours: Mon – Fri: 8:30 am - 9 pm

Sat – Sun: 10 am - 3 pm

Phone: (800) 925-1525

Web: <http://www.crmls.org/support>

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Creating a Favorite Search

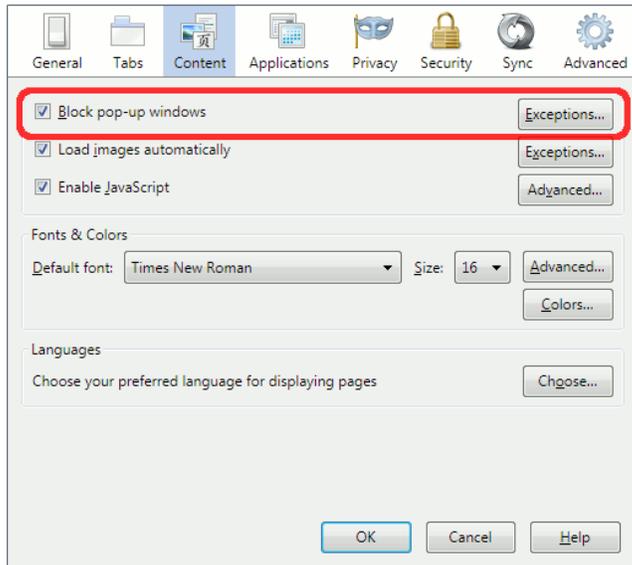
Example: create a Quick Residential search for all active properties in Buckingham

1. Click **Search** tab on the CRMLS Matrix menu bar at top of the webpage.
2. Click on **Quick** under Residential.
3. In Status, click **Active** In the Area menu, type **LCBUK** and then click on **Search**
4. Select the **Save As** button below your search results and select **New Saved Search**
5. In **Search Name**, enter the name you want to call your search, say **Buckingham Properties**
6. Click the checkbox next to **Enable as Favorite Search**. Click **Save**
7. **Buckingham Properties** will now appear in your **Home** tab on the CRMLS Matrix menu bar under Favorite Searches.

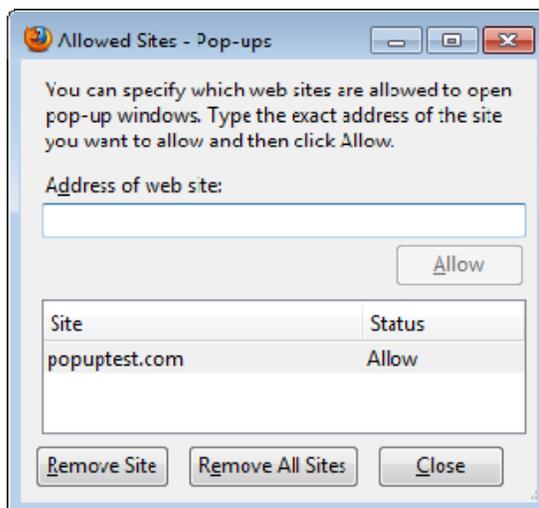
Disabling Pop-up Blockers in Firefox

To access the pop-up blocker settings:

1. Click on Tools then click on Options
2. Select the Content panel



3. Click on **Exceptions** to the right of Block pop-up windows.



4. Add the following websites and click **Allow**:
 - <http://crmls.org> (CRMLS Website)
 - <http://www.mrmlsmatrix.com> (CRMLS Matrix)
 - <http://realist2.firstamres.com> (Realist Tax)

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Accessing CRMLS Matrix

Follow the steps below to access the CRMLS Matrix. **Note: The first time that you log in, you will be taken through a login enrollment process – steps 6 - 8.**

1. Open your web browser and **go to <http://www.crmls.org>**.
2. Click the CRMLS Matrix button.



3. Enter your Discover Username in the User ID field.
4. **If you have recently changed your Discover password**, enter your current password in the Password field.
If you haven't recently changed your Discover password, or are having difficulty logging in, try using “discover” as your password. Once you log in, you will be prompted to change your password.
If you're still having difficulty logging in, **contact the CRMLS support** department.



5. Click Login.
6. **Read and agree** to the Terms of Use and End User License Agreement to continue.
7. **Answer the three secret questions** that will be used to identify you in the event that you forget your password.
8. Follow the prompts on the screen to complete the enrollment process.

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