Create a Firm Inventory

Example: Residential

Create a Custom Display:

1. Click **My Matrix** tab on the CRMLS Matrix menu bar at top of the webpage.
2. Click on **Settings**
3. Click on **Custom Settings**
4. On the drop down box, titled: Table Type; choose **listing**
5. On the drop down box, titled: Table; choose **Residential**
6. Click **Add**
7. Create a display name. Example: **Residential Firm Inventory**
8. Under Available Residential Columns, hold down your control key to select multiple options to be present in your report. ***Example****: Status, Multiple Listing Number, Street Address, Street Number, Status, List Price*
9. Click **Add** which will be added to your Selected Columns
10. Scroll down to the bottom of the page and click **Save**
11. Under Manage Custom Displays, click **Done**

Generate Firm Inventory Report:

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.

   Under Status, choose: Active, Backup, Pending Sale, Expired

   Under Listing Agent ID: put in your MLS user ID. Example: LCJANEDOE

   Note: *This can be customized to fit your needs. You can also run a firm inventory for the office, by using the Office Code Example: LCOFFICE, under Listing Office ID.*
4. Click **Search**
5. Choose **Check All**
6. On the drop down box, titled: **Display**; choose your firm inventory report that you previously saved. *Example: Residential Firm Inventory*
7. The information will then be displayed; choose **Check All**
8. On the bottom of the page, click **Report**
9. Click on the report of your choice**.** *Example:* ***Agent 1 Line***
10. Click **Print/View**
11. **Print Report** by clicking the **printer icon** in upper left corner, or **save** the report by clicking the **floppy disk icon**