

Matrix Download Grid Preparation

In order to prepare a 1004MC or import comparable sales you need to prepare a download grid.

Modified: 10/15/2015

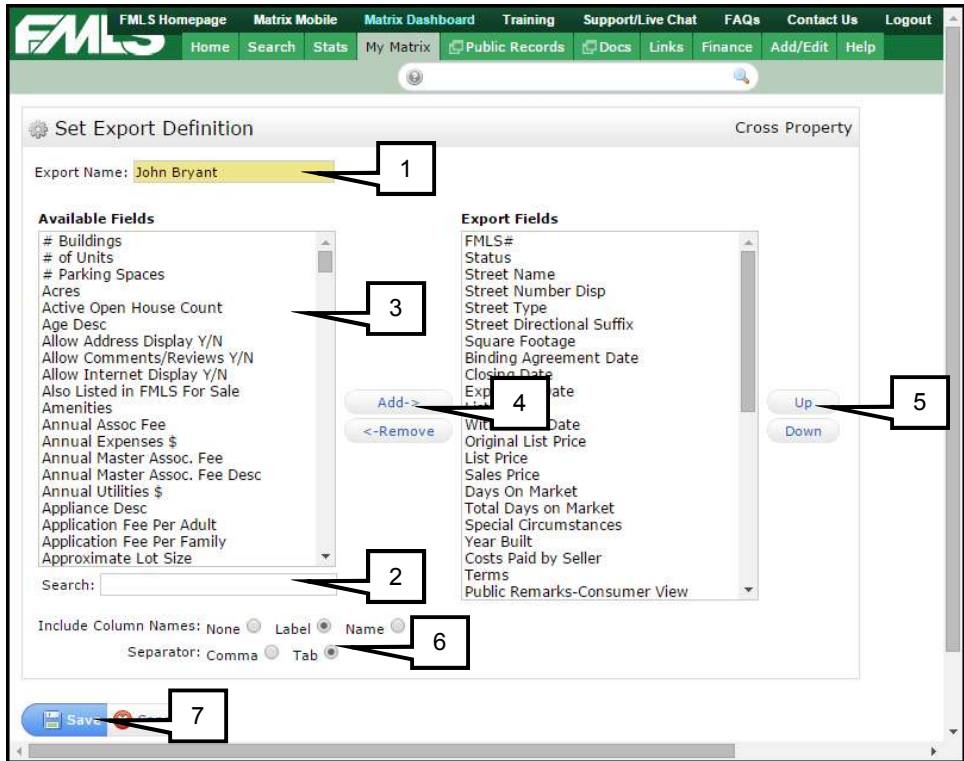
Steps to Create a Custom Export in Matrix

1. Click on My Matrix
2. Click on Settings
3. Click on Custom Exports
4. Click on Add Export
5. Name the Export Template
6. Move Required fields for the left box to the right box (Screenshot 14).

Include these fields in your custom export

- | | |
|----------------------------------|------------------------|
| 1. FMLS# | 28. Heat Type |
| 2. Status | 29. Cooling Desc |
| 3. Street Name | 30. Lower Full Baths |
| 4. Street Number Disp | 31. Lower Half Baths |
| 5. Street Type | 32. Total Full Baths |
| 6. Street Directional Suffix | 33. Total Half Baths |
| 7. Street Direction Prefix | 34. Total Bedrooms |
| 8. Binding Agreement Date | 35. Lower Bedrooms |
| 9. Closing Date | 36. Basement Desc |
| 10. Expiration Date | 37. Parking Desc |
| 11. List Date | 38. City |
| 12. Withdrawn Date | 39. Lot Dimensions |
| 13. Square Footage | 40. Fireplaces # |
| 14. List Price | 41. Exterior |
| 15. Original List Price | 42. Property Category |
| 16. Sales Price | 43. Pool on Property |
| 17. Days On Market | 44. Monthly Assoc Fees |
| 18. Total Days on Market | 45. Unit Number |
| 19. Special Circumstances | 46. Lot Desc |
| 20. Year Built | 47. Energy Features |
| 21. Style | |
| 22. Stories | |
| 23. Costs Paid by Seller | |
| 24. Terms | |
| 25. Public Remarks-Consumer View | |
| 26. Subd/Complex | |
| 27. Zip Code | |

URGENT: When you download a file to the new MLS Analyzer, it must be downloaded to **C:\MLS_Analyzer_6\MLS_Downloads**. You will have to find this folder the first time you download. After the first download, this will be the default download folder.



1. Name the custom download.
2. Type is a portion of the desired field.
3. Select the field.
4. Click on "Add". The field will move to "Selected Columns" box
5. Move the fields on the list up or down. Make sure "FMLS#" is the first field, otherwise, the field order makes no difference.
6. MAKE ABSOLUTELY SURE "Label" and "Tab" are selected.
7. Click on "Save".

Screenshot 14

Notes:

A double-click will also move a single field to the right box.

If you need several fields that are showing you can select the all by holding down the "Control" and clicking on each field. This makes it faster for fields that contain the word "Street" or "Bath".

All fields are useful but some are essential. Leaving out a field may lead to errors later on.

Extra fields will be ignored by MLS Analyzer so if you have doubt about including a field, include it.