



CRMLS Matrix

New User Guide

Welcome to CRMLS Matrix, your gateway to the power of the MLS!

CRMLS offers a variety of online videos & written training materials to get you up to speed at your pace, on your time. Follow the steps below to learn the basics of CRMLS Matrix.

1) Agent 101 – Essential skills for using CRMLS Matrix.

- *Watch* the [Agent 101 Recorded Webinar](#)
- *Read:*
 - [Map Search](#)
 - [Save & Manage Saved Searches](#)
 - [Turn Saved Searches Into Auto Emails](#)

2) Searching 101 – Learn to search listings in CRMLS Matrix.

- *Watch* the [Searching 101 Recorded Webinar](#)
- *Read:*
 - [Matrix Map Layers](#)
 - [How to Perform a Basic Search](#)
 - [Matrix Hot Sheets](#)

3) Managing Listings in Matrix – How to Add/Edit Listings in CRMLS Matrix.

- *Watch* the [Managing Listings in Matrix Recorded Webinar](#)
- *Read:*
 - [Adding a Listing in Matrix](#)
 - [Adding Photos to a Listing](#)
 - [Matrix Listing Input Forms](#)

4) Promoting Your Personal Brand – Using Matrix to establish your unique brand.

- *Watch* the [Promoting Your Personal Brand Recorded Webinar](#)
- *Read:*
 - [Managing Matrix Headers & Footers](#)
 - [Upload a Matrix Roster Photo](#)



5) Advantages of Your CRMLS Benefits – Make the most of your CRMLS subscription.

- *Watch* the [Advantages of Your CRMLS Benefits Recorded Webinar](#)
- *Read*:
 - [CRMLS Solutions](#)
 - [CRMLS Advantages](#)

Additional Resources

Live Webinars – Webinar training from anywhere with live Q & A.

Live Classroom Training – Have a CRMLS trainer come to your office.

CRMLS Knowledgebase – The CRMLS online index of written/illustrated help topics.