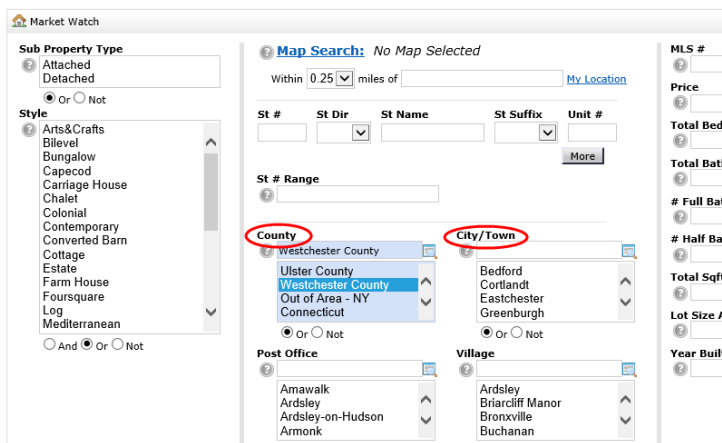**HG**MLS

Contents:

Market Watch

Market Watch allows you to keep track of changes happening in your local Market Area. Initially, your Market Watch will show you changes over our entire MLS area but you can choose to further customize it to a specific area.

Looking at your Market Watch widget on the homepage, choose a property type from the dropdown and then click Customize.

Choose your specific area. For example: If you would like you Market Watch to show you only "Westchester County", or just one specific city, or a combination of counties and cities, select them on your search screen and click SAVE.
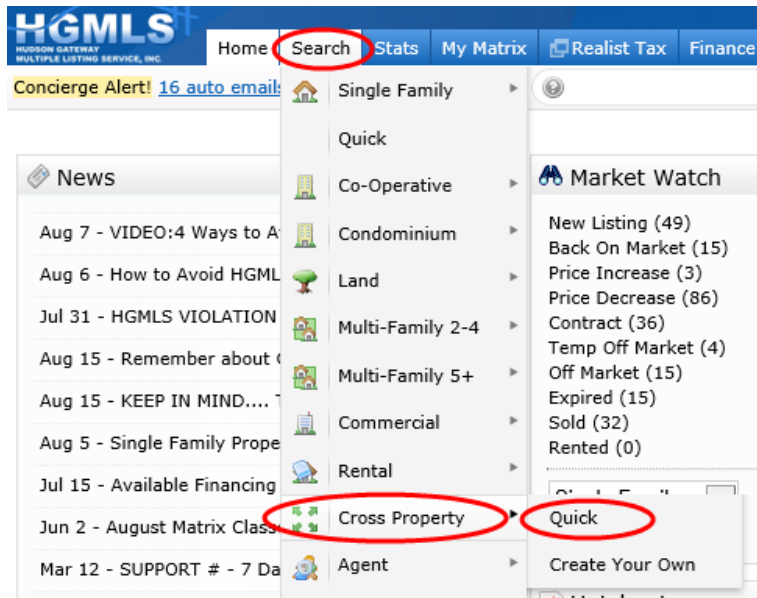

Once you customize your Market Watch it will only display listing changes that have happened in your specified area.
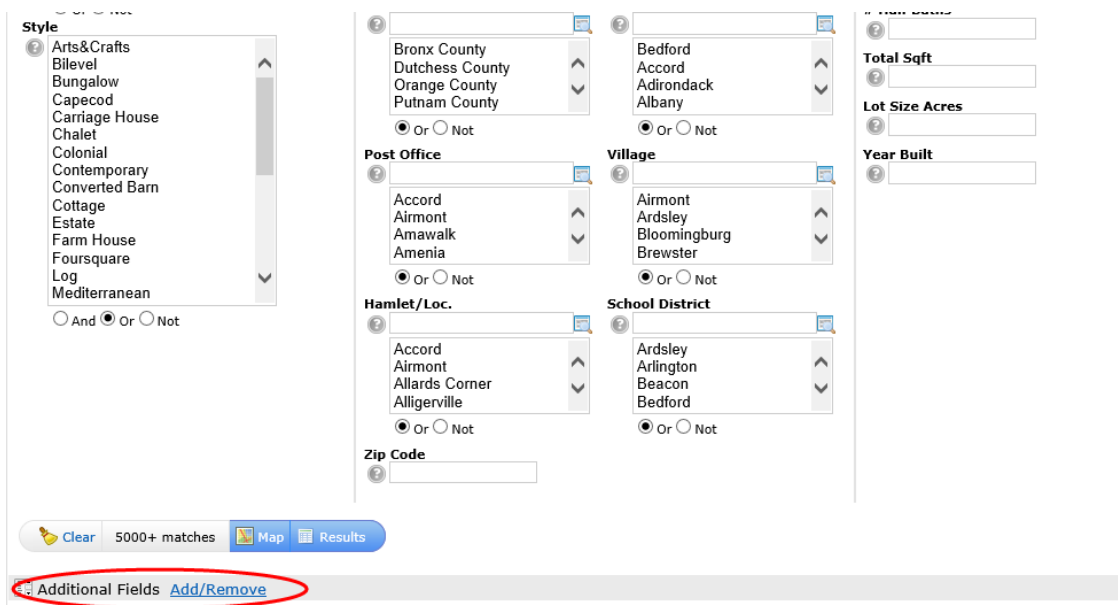
Note- Each Property Type must be customized one at a time.

Searching for Listings

You can begin searching for properties by hovering over or clicking SEARCH on the top navigation tool bar. Choose which property type you'd like to search under or choose CROSS PROPERTY to search under more than one property type at a time.

Each Property Type has either a QUICK or a DETAILED option. Quick searches have the basic search fields and Detailed searches have more criteria fields. With either search (Quick or Detailed) you can add additional criteria to any search by clicking ADD FIELDS at the bottom of your search screen.
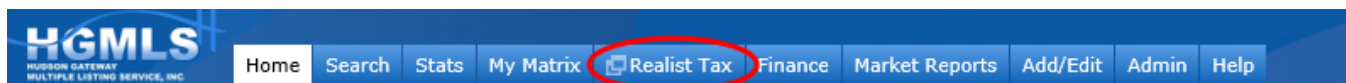
Emailing Listings

Once you have entered your search criteria click RESULTS. The single line results grid will display. Put a check in the box to the left of the listing or listings you'd like to email, and click EMAIL at the bottom of the page under ACTIONS.
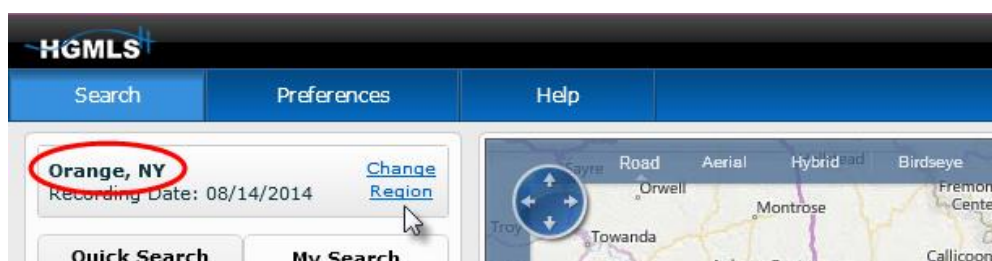

Fill in the email address of the contact you are sending the listings to or- click the "TO:" button to select from your list of Contacts. Enter a Subject in the Subject line and click SEND.

Realist Tax

The Realist Tax program is a resource for getting estimated tax record information. Access Realist by clicking the REALIST TAX tab on the top navigation tool bar.

Note: Realist on a mobile device appears differently than on a PC. Below are the images from a PC. When Realist opens be sure that your preferred county is in the top left corner. Or click CHANGE REGION to choose your county.

Realist (cont.)

Use the QUICK SEARCH to find a tax record for a property. Use minimal criteria (less is more!) Try searching by just street number and street name. If more than one result appears, put a check in the box next to the correct address and click VIEW REPORTS.

Add/Edit Listings

To being entering a listing or to make changes to your listings go to ADD/EDIT on the top navigation tool bar.

To add a new listing click ADD NEW. To edit an existing listing click the dropdown under QUICK MODIFY and select the listing.

Adding Photos and Docs

Once your listing has been entered into Matrix click ADD/EDIT on the top navigation tool bar and choose your listing from the QUICK MODIFY dropdown. This will bring you to the MODIFY LISTING screen. To add photos click on MANAGE PHOTOS and browse your computer for the images. To add documents go to UPLOAD DOCUMENTS.

Once Document Manager opens put a check in the box next to LISTING AGREEMENT, click the dropdown ACTIONS ON SELECTED and choose either UPLOAD (to scan and upload) or CREATE COVERSHEET (to fax the document into the system)

QUESTIONS? Email: Krissy DiFrancesco- MLSTRAINING@HGAR.com

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