

Matrix Tips:



1. Add a second or third email to a contact by putting both emails in the email field and separate them by a comma
2. Search free text fields like the remarks field by putting an asterisk "*" before and after the word or words you want to search. If you are searching multiple words, separate them by a comma and then a space and repeat the asterisk word asterisk again e.g. *Pool* , *Deck*
3. Want to exclude listings that have a word in the remarks? Just add an exclamation before the asterisk and it will exclude any listings that match that criteria e.g. Remarks: !*pool* will exclude any listings that have the word pool in the remarks

Courtesy Reminders:



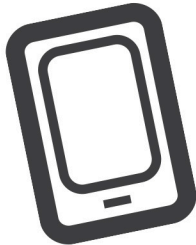
-Be on time for showings

-Follow showing directions



-Remember to turn off the lights and lock the doors when you leave

-Return calls from agents, appraisers, homeowners, mortgage lenders in a timely manner



-Add your name to text messages

-Follow the DMAAR Safety Pledge

