



NorthstarMLS Matrix Mobile Reference Guide

<http://matrixmobile.northstarmls.com>

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1. Introduction

1.1 What is Matrix Mobile?

Matrix Mobile is a stripped down text-based version of the NorthstarMLS Matrix system you are accustomed to using. It is optimized for use and display on Web-enabled mobile devices, such as Palm TREOs, Blackberries, Pocket PCs, and data-capable phones. With Matrix Mobile, you are connected to the live NorthstarMLS database and have access to the same property information you have through regular Matrix on your personal computer. But with Matrix Mobile and your mobile device, you can take it anywhere, including out on the road with your clients as your viewing homes. Search listings, email them to your clients, and call for showing appointments...all from your mobile device!

1.2 What does it cost?

Matrix Mobile is included with your regular NorthstarMLS subscription as a core service. There is no additional cost to you! If you have access to NorthstarMLS Matrix, then you also have access to Matrix Mobile.

1.3 How do I start?

All you need is a mobile device, Internet access for the device, and your membership to NorthstarMLS. To log in, open your device's Web browser and type in the address:

<http://matrixmobile.northstarmls.com>

This will take you to the Matrix Mobile login screen. Once there, we suggest that you bookmark (add as favorite) the site so that you don't have to re-type the Web address every time you want to come back.



User ID:

Password:

To the left is the Matrix Mobile login screen.

- Type your regular NorthstarMLS ID into the User ID box.
- Type your NorthstarMLS password into the Password box (your password is case-sensitive).
- Click the login button. That's all there is to it—you're in!

Troubleshooting: If you can log on to the regular Matrix system but not Matrix Mobile, you are likely not entering your password precisely. Remember that it is case sensitive. Some devices may automatically capitalize the first letter of the password. Check to make sure that feature is disabled on your device. Also make sure that you are pressing the correct keys to enter numbers vs. alpha characters. Some devices require you to first hit a function key before typing numbers.



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2. Main Menu

After logging in, you will come to the Matrix Mobile main menu:

Search

1. [Single-Family](#)
2. [Multi-Family](#)
3. [Lots & Land](#)
4. [Commercial](#)
5. [Cross Property](#)
6. [Agent Roster](#)
7. [Office Roster](#)

[Saved Searches \(14\)](#)

[Contacts \(5\)](#)

[Settings](#)

[Logout](#)

- **Search:** There are seven search options—one for each of the four property types, Cross Property (search across all four property types at once), and agent and office roster searches.
- **Saved Searches:** Any searches you have saved in the regular NorthstarMLS Matrix system are available for you to run in Matrix Mobile. The number in parentheses shows how many searches you have saved.
- **Contacts:** All the Contacts you have set-up in the regular NorthstarMLS Matrix system are available to you in Matrix Mobile. The number in parentheses shows how many Contacts you have saved.

- **Settings:** Use to set preferences for photo and map displays (see section 4.5)
- **Logout:** When you are finished with your session of Matrix Mobile, click this link to logout and ensure the security of your information.

3. Search for Property Listings

3.1 MLS# Search

The quickest way to do an MLS# search is from the main menu screen. Just below the main menu links is a cross property MLS # search box:

MLS# Search

Type in the MLS number and click the “Go” button. Alternately, you may click on a specific property type from the main menu and then fill in the MLS number in the first search field provided.



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3.2 Address Search

From the main menu, click the property type for the address you want to search (or Cross Property if you are not sure which property type it is in).

House #:

Street Name:

Unit #:

ZIP Code:

Status:
Active
Temp Not Avail For Show
Pending
Sold
Comp Sold
Cancelled
Expired

Other Criteria
[More Search Fields](#)
[Clear Search](#)
[Home](#)

This will take you to the first search screen with all the address fields.

- Fill in as many fields as you wish.
- Click the “Search” button.

NOTE: “Active” Status is selected by default. You may change this by clicking “Active” to deselect it, and then click the statuses that you do want to include.

To start over, click the “Clear Search” link at the bottom of the screen.

3.3 Search by Other Criteria

To search by criteria other than just MLS# or address fields, click the “More Search Fields” link at the bottom of the first search screen (see 3.2).

NOTE: Anything you input/select in the first search screen (with the address fields) will be incorporated into your search. If there are selections made there that you do not want, click the “Clear Search” link at the bottom of the screen before proceeding to the “More Search Fields”.

The following page illustrates the “More Search Fields” screen.



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Search: Single-Family		
Municipality Code or Name: <input type="text"/>	Municipality Code or Name	Type the Municipality Code (i.e.: ADRN) or Name (i.e.: Adrian)
School Dist # or Name: <input type="text"/>	School Dist # or Name	Type the School District # (i.e.: 0012) or Name (i.e.: Centennial)
MLS Area # or Name: <input type="text"/>	MLS Area # or Name	Type the Area # (i.e.: 361) or Name (i.e.: Crystal)
Style: <input type="text" value="(SF) One Story"/> <input type="text" value="(SF) One 1/2 Stories"/> <input type="text" value="(SF) Two Stories"/> <input type="text" value="(SF) More Than Two Stories"/> <input type="text" value="(SF) Modified Two Story"/> <input type="text" value="(SF) Three Level Split"/> <input type="text" value="(SF) Split Entry (Bi-Level)"/> <input type="text" value="(SF) Four or More Level Split"/> <input type="text" value="(SF) Other"/> <input type="text" value="(TH) Detached"/> <input type="text" value="(TH) Quad/4 Corners"/> <input type="text" value="(TH) Side x Side"/> <input type="text" value="(CC) High Rise (4+ Levels)"/> <input type="text" value="(CC) Low Rise (3- Levels)"/> <input type="text" value="(CC) Manor/Village"/> <input type="text" value="(CC) Two Unit"/> <input type="text" value="(CC) Converted Mansion"/> <input type="text" value="(TW) Twin Home"/> <input type="text" value="Time Share"/>	Style	Determine and select the style(s) to search for.
List Date (0+ for today's new listings): <input type="text"/>	List Date	Enter the List Date (i.e.: 01/01/2008) or List Date Range (i.e.: 01/01/2008-01/31/2008) to search for. You can also enter a number followed by a '+' or '-' to denote number of days back to search against (i.e.: 4+ = 4 days or older; 2- = 2 days or newer)
Max List Price (or enter range): <input type="text"/>	Max List Price	Enter the maximum list price desired or a price range (ie: 350000-400000)
Minimum Bedrooms: <input type="text"/>	Minimum Bedrooms	Enter the minimum # of bedrooms or type a range (i.e.: 3+ , 3- , 2-3 , etc.)
Minimum Bathrooms: <input type="text"/>	Minimum Bathrooms	Enter the minimum # of bathrooms or type a range (i.e.: 2+ , 2- , 2-3 , etc.)
Status: <input type="text" value="Active"/> <input type="text" value="Temp Not Avail For Show"/> <input type="text" value="Pending"/> <input type="text" value="Sold"/> <input type="text" value="Comp Sold"/> <input type="text" value="Cancelled"/> <input type="text" value="Expired"/>	Status	Determine and select the listing status(es) to search for.
<input type="button" value="Search"/>		



4. Search Results

4.1 Single Line View

Upon clicking the Search button, you will come to the default Single Line view. This will show you up to 25 search results per screen.

1-25 of 114. [Next](#)

[\[Active\] 2408 Morgan Ave N \(\\$68,000\)](#)

[\[Active\] 253 Queen Ave N \(\\$149,900\)](#)

[\[Active\] 2808 Pillsbury Ave \(\\$165,000\)](#)

[\[Active\] 2610 Aldrich Ave S \(\\$214,900\)](#)

If there are more than 25 results, “Next” and “Previous” links at the top of the screen can be clicked to navigate the results.

The Single Line view displays the Status, Address and List (or Sale) Price. The Sort is by List Price.

4.2 Property Full Display

To view the property full display, click the listing from the Single Line view.

11 of 114. [Next](#) [Previous](#)

Address: 202 Cedar Lake Rd S

Muni/Zip: Minneapolis/55405

MLS#: 3512856

List Price: \$259,900

OLP: \$259,900

List Date: 03/14/2008

DOM/CDOM: 20 / 179

Area: 300 - MPLS - Calhoun-Isles

King Map: 106/B2

Status: Active

Built: 1970

TFSqFt: 1454.00

Acres: 0.110

Style: (SF) Two Stories

Bedrooms: 4

Bathrooms: 3

Fireplaces: 0

Garage Cap/Pkg: 2.00/Attached Garage,

No Interior Access to Dwelling

Heat/Fuel: Forced Air/Natural Gas

AirCond: Central

Top line indicates total search results and what number you are viewing. Click “Next” and “Previous” links to navigate among the full displays.

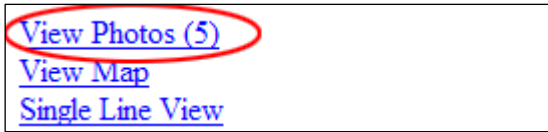
The sample shown at left is from Single Family Residential. Other fields included (but not shown here) are Agent Remarks, Public Remarks, Taxes, Agent/Office information, Appointment Phone Number and Buyer Agent Commission.



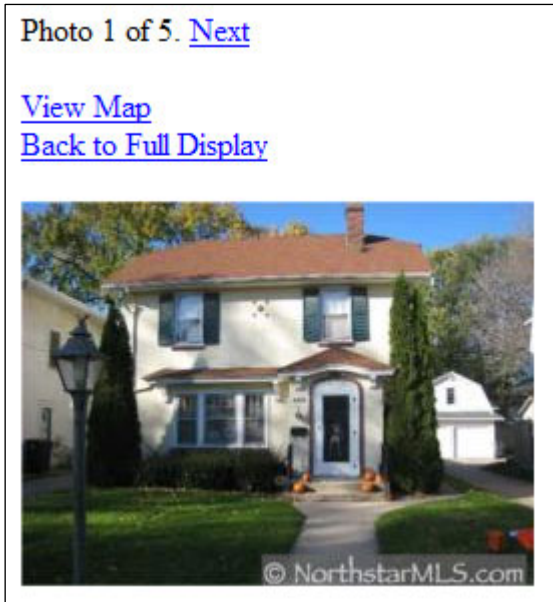
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4.3 View Photos



To view the listing photos, click the “View Photos” link from the menu below the full display. This link shows how many total photos there are.



The first photo you will view is the Primary photo by itself.

Click the “Next” link to view the supplemental photos (up to 5 per screen).

Click “View Map” to see a map of the property’s location.

Click “Back to Full Display” to return to the property details.

4.4 View Map



To view the property map, click the “View Map” link from the menu below the full display.

Click the “View Photos” link to view the property photos.

Click “Back to Full Display” to return to the property details.



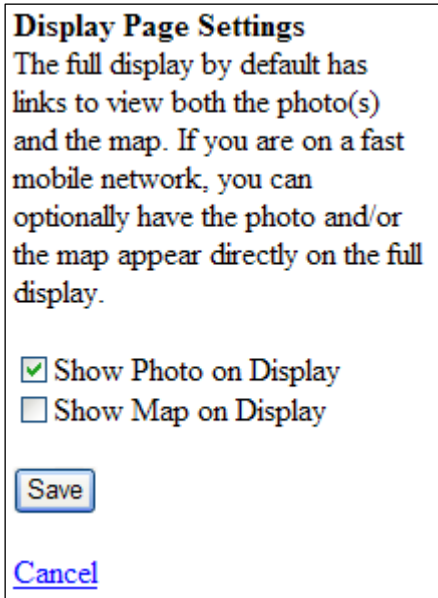
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4.5 Add Primary Photo and/or Map to Default Full Display

When you click a listing from the single line view for the full display, the property details are text-only. You access the photos and map from separate links. The reason for this set-up is that text loads faster than graphics. So when you click a listing, you get the detailed information as quickly as possible. However, you may choose to change that so the primary photo and/or map do show on the main full display.

To do so, click “Settings” from the main menu.



On the “Display Page Settings” screen, click to place a checkmark in the box next to the media you want included on the Full Display by default. If you select photo, it will show the primary photo only on your Full Displays. Supplemental photos still need to be accessed through a separate link.

This setting will be saved until you decide to come back and change it.



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4.6 Phone Number Links

Wherever a phone number is displayed on Matrix Mobile (such as Agent Phone and Appointment Phone), your mobile device should automatically convert it to a phone number link. Just click the phone number and your device will automatically place the phone call. If you are not getting these links, check your device's documentation to see if you need to enable it.

4.7 View Tax Display

On the Full Display, the Property ID number is linked to the tax record (if the property is in one of the 20 counties where we have public records data. Click the link to open the tax display.

PID#: 013125410116
County: ANOK - Anoka
Address: 2402 N Ferry St, Anoka, MN 55303
Type: 2110
Tax Year: 2007
taxes: \$1,829.27
Assmt: \$36.09
Tax w/Assmt: \$1,865.36
Hmstd: Homestead
Land Value: \$50,000.00
Bldg Value: \$144,300.00
Total Value: \$194,300.00
Last Sale Dt: 01-15-2004
Last Sale Pr: \$178,000.00
Acres: 0.35
Built: 1989

[View Map](#)
[Back to Search Results](#)
[Email](#)
[Home](#)

When you are finished viewing the tax information, click the "Back to Search Results" link to return to the Property Full display.

4.8 View Agent/Office Contact Information

On the Full Display, the Agent and Office names are linked to the roster database. Click a link to get more detailed contact information for the agent or office (phone numbers, email address and mailing address. You may also get this information through a separate agent/office roster search (see section 7).



5. Email Listings

From Matrix Mobile, it's easy to email listings to your clients. You may email either:

1. A single listing; or
2. All listings in your search results.

You may not select a portion of your search results to email—just one or all.

To email a single listing, open the Property Full display for that listing. Click on the “Email” link at the bottom of the screen.

The screenshot shows a form titled "1 Listing Selected" with the following elements:

- From:** (pre-filled)
- Send To:** (text input field)
- Choose Contact:** (blue link)
- Bcc Me:** (checkbox)
- Display:** (dropdown menu showing "Customer Full")
- Subject:** (text input field showing "Listing")
- Send:** (button)
- Back to Search Results:** (blue link)
- Home:** (purple link)

Arrows point from labels on the right to these elements: "Send To" to the text input, "Bcc Me" to the checkbox, "Display" to the dropdown, "Subject" to the subject text input, "Send" to the button, and "Back to Search Results" to the blue link.

Type the recipient's email address into the “Send to” box. Use a comma to separate multiple email addresses. Or click the “Choose Contact” link to access your saved Matrix Contacts.

If you want a copy of the email to go to you, click to place a checkmark in the box next to “Bcc Me.”

Select a display format. These are the same display formats you have to choose from on regular Matrix system.

Type in a subject line for the email.

Click the “Send” button. Your email is sent.

To continue, click either the “Back to Search Results” or “Home” link.

To email all of the listings from your search results, follow the procedure above, except click the “Email” link from the Single Line view instead of the Property Full display.



6. Access Your Saved Matrix Information Using Mobile

6.1 Saved Searches

Any Saved Searches you have on the regular Matrix system are available for you to run at any time using Matrix Mobile.

To run a saved search, click the “Saved Searches” link from the main menu. The number in the link indicates how many searches you have saved.



The first screen contains your **Hot Searches**. You can give up to ten of your saved searches this designation through the regular Matrix system (through the Saved Search’s “Settings” link). These are your most commonly run searches that also appear on the Home page of the regular Matrix system.

Click the search name you want to run, or click the “All Saved Searches” link to select a different saved search.



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Ramsey County Land
Type: **Lots & Land**
Last Run: 1/18/2008 7:28:02 AM

[Run](#)
[Revise](#)

[Hot Searches](#)
[All Saved Searches \(11\)](#)
[Home](#)

To run the search, click the “Run” link.

To first revise the search, click the “Revise” link.

NOTE: You may only revise fields that are available from the Matrix Mobile search screens. Criteria unavailable in Matrix Mobile will remain in your search unchanged. To change or add fields that are not available in Matrix Mobile, you must do so in the regular NorthstarMLS Matrix system.

6.2 Contacts

Any Contacts you have on the regular Matrix system are available to you on Matrix Mobile. You may also add, edit and delete Contacts using Matrix Mobile.

To open your Contacts list, click the “Contacts” link on the main menu. The number in the link indicates how many contacts you have saved.

Search

1. [Single-Family](#)
2. [Multi-Family](#)
3. [Lots & Land](#)
4. [Commercial](#)
5. [Cross Property](#)
6. [Agent Roster](#)
7. [Office Roster](#)

[Saved Searches \(14\)](#)

[Contacts \(5\)](#)

[Settings](#)

[Logout](#)

Contacts List

[Adams, Mary](#)
[Johnson, Robert](#)
[Pierce, Alan](#)
[Smith, Karen](#)

[Add Contact](#)
[Home](#)

6.2.1 Add a Contact

1. Click the “Add Contact” link on the Contacts List screen.
2. Fill in as many of the fields as you want. First Name, Last Name and Email Address are required.
3. Click the “Add button to save the Contact.



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6.2.2 Edit a Contact

1. From the Contacts list, click the name of the Contact you want to edit.

1 of 4. [Next](#)

Name: Mary Adams
Email: mary@adams.com

[Edit Contact](#)
[Delete Contact](#)

[Add Contact](#)
[Single Line View](#)
[Home](#)

2. Click the “Edit Contact” link.

3. Make your changes.

4. Click the “Save” button.

6.2.3 Delete a Contact

1. From the Contacts list, click the name of the Contact you want to delete.

2. Click the “Delete Contact” link.

3. You will be asked to confirm that you want to delete the Contact.

4. Click the “Delete” button.

6.2.4 Email a Contact

To email listings to a client, see section 5.

To send just a regular email message without listings, click the name of the contact from the Contacts List. The Contact’s email address is displayed and linked. Click that link. Your mobile device will open it’s email program with your client’s email address in the “To” section.



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6.3 Listing Carts

The Cart is used to save/bookmark listings across any property type for future reference. Any Carts where you have placed listings on the regular Matrix system are available to you on Matrix Mobile. This is particularly handy if you want to search and narrow listings at the office, then place them in the Cart for easy access on the road using Matrix Mobile.

Each property type (and cross property) has its own Cart.

To access your Cart:

1. Make your property type selection from the main menu.
2. Scroll to the bottom of the search screen to find the "View Cart" link. The number in the link indicates how many listings you have in your Cart. Click the link.
3. This will take you to the Single Line view for all of the listings in your Cart.

To add listings to your Cart:

1. Click the listing from the Single Line view to open the Property Full display.
2. Click the "Add to Cart" link at the bottom of the screen.

To remove listings from your Cart:

1. To remove a single listing from the Cart, click the listing from the Single Line view to open the Property Full display. Click the "Remove from Cart" link at the bottom of the screen.
2. If you want to completely empty the Cart, click the "Empty Cart" link at the bottom of the screen.



7. Agent/Office Search

7.1 Agent Search

To search the Agent roster, select “Agent Roster” from the main menu.

Search: Agent Roster

Last Name:

First Name:

Agent ID#:

Office Name:

Office ID#:

[Clear Search](#)

[Home](#)

1. Fill in whichever fields you want to search on.
2. Click the “Search” button.
3. This will take you to the Single Line view which shows agent name and office name.
4. Click an agent’s name for the detail view.
5. Select the email address to open your mobile device’s email program and send the agent an email.
6. The roster also has a Cart. Click the “Add to Cart” link at the bottom of the display for quicker access to that agent’s information another time.

7.2 Office Search

To search the Office roster, select “Office Roster” from the main menu. Follow the same steps above as for the Agent Search.

8. Technical Support

For technical support for Matrix Mobile, contact the NorthstarMLS Help Desk at 651-251-5456 or mlshelp@northstarmls.com. Support hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. Central Time.

PLEASE NOTE: Help Desk staff can provide general support for using Matrix Mobile. They **do not support** specific mobile devices. For help with your mobile device, please contact your mobile carrier’s support line.