Matrix® Searching Tips

The Matrix® system is an EXACT search system. This means that use of certain searching symbols are required to perform searches that are “like” search.

**Numerical fields: Price fields**
Enter a specific amount, a range or use the +, -, to indicate greater than or less than values.
Do not include commas in your criteria.

Examples:
Enter 100 for exactly 100,000.
Enter 100-200 for the range of 100,000-200,000.
Use 100+ for more than 100,000.
Use 100- for less than 100,000.

**Date Fields:**
For a single date, enter in the mm/dd/yyyy format.
Use a hyphen to specify a range of dates.
*Enter a whole number of days for a day’s back search (2 days back should be entered as 0-2).*
Use the +, - to indicate greater or less than values.

Examples:
7/31/2008 – Searches for exactly that date only.
7/31/2008-9/15/2008 – Searches for the specific date range.
7/31/2008+ - Searches for that date and forward.
7/31/2008- - Searches for that date or before.

*The option bolded above that also allows you to use a date field for a Days Back search and actually enter a number of days back to search. So as you can see, these fields have a two sided purpose for those who prefer to enter 0-30 in for the last 30 days instead of entering a full date range for that time period.*

**PLEASE NOTE:**
Any other field that is numerical including Bedrooms, Baths, Garage number, etc will also use these options so you can search for exact numbers, ranges or use of the + and -.

All these help options can also be found on the actual search screen by clicking on the Help bubble in front of the field name.

**SEARCHING SYMBOLS FOR WORD FIELDS**
Since Matrix® is an exact search system (searches for the exact value entered in field including words); there are a couple other search symbols that must be used if you need to search in a field form something that starts with a certain value.

**Example 1:**
You are searching for the street name of Foxridge.

To insure you find all options no matter how it was input (Foxridge, Fox Ridge, etc) you will need to use the Wildcard (*) searching symbol:

Street Name: Fox*

Also – It is wise if searching for a numbered street to also include an * after the number in the Street Name field since the address could have been entered with a “TH” or “RD” after the number. Entering only the number in this field will find only those listings with exactly that value. (Example 63* will also find those properties entered as 63rd)

**Example 2:**
If you want to search for a word or phrase in the Remarks section then you will enter it like this:

*foreclosure*

This will search for this word in the remarks since it could be virtually anywhere in that free form text field and there will be words in front and behind of it.

**NOTE:** You can also search for multiple words/phrases by separating each one with a comma. You can enter each word/phrase with the * in front and behind and separate each of those with commas (*short sale*, *foreclosure*, *bank owned*).

**Exclusion Search:**
You can also exclude a word or phrase from a search by using the! symbol.

**Example 3:**
If you want to exclude a word/phrase from the Remarks section you will enter it like this:

*!foreclosure*

The asterisks must still be used so the system knows to search for that word/phrase and then exclude it from the search results that are displayed.

**NOTE:** Once again, multiple words/phrases can be used in the exclusion search as well: *!foreclosure*, *!short sale*, *!bank owned*

**TAX SEARCH TIPS**

The use of the Asterisk (*) is crucial when searching for tax records. Each county that provides us with data may enter the information differently so searching for partial names is the key to a successful search.

**Example 1 – Address Search:**
Enter the house number in the Street Number field. Enter the name of the street in the Street Name field and make sure to use an * after the name. If it is a numbered street (75th, 63rd), just type in the
number and place an * at the end (75* or 63*). This will ensure that you find the address whether or not the “th” or “rd” has been added to this field. Also place the * after a named street (Meadow*) so it will find the property even if there is additional text in the field such as “Meadow Lane.”

**Example 2 – Owner Name Search:**
When searching for the owner’s name in the tax records, you must enter the last name with * behind it, hit the Space bar and type in as much of the first name as you know and place an * at the end of the first name as well. All counties format the owner field as (last name, space or comma, first name.)

Smith* La* - This will search for all Smith’s that the first name begins with “La”, Larry, Lawrence, Laura, etc.