

Setting up MLS Export Format in CRMLS Matrix

- Login to Matrix
- Click **My Matrix tab > Settings**
- Click **Custom Exports**
- Click **Add Export** (or Edit if it already exists)
- Name the export something memorable like "Investment Analysis"
- Select the following columns. They must be in the exact order;
 - Multiple Listing Number
 - Status
 - List Price
 - Street Number
 - Street Name
 - City
 - Zip Code
 - Type
 - Bedrooms
 - Baths Total
 - Square Footage Structure
 - Lot Size
 - Structure Attached?
 - Association Dues 1
 - Association Dues 2
 - Year Built
 - Days on Market
 - SaleType
- Set **Include Column Names** to **Name**
- Select **Comma Separated**
- Enter a description if desired
- Click **Save**