



# **VREB Matrix® Mobile Reference Guide**

<http://matrixmobile.victoriamls.ca>



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## VREB Matrix® Mobile Reference Guide

<http://matrixmobile.victoriamls.ca>

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### Introduction

#### What is Matrix® Mobile?

Matrix® Mobile is a stripped down text-based version of the VREB 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 VREB 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!

#### What does it cost?

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

#### How do I start?

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

<http://matrixmobile.victoriamls.ca>

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

#### Logging into Matrix® Mobile:

1. Type your **REALTOR Link® ID** into the User ID box.
2. Type your **MLS® password** into the Password box (your password is case-sensitive).
3. 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.

matrixmobile

User ID:

Password:

Login

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### Main Menu

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

**Search**

1. [Residential](#)
2. [Commercial](#)
3. [Land](#)
4. [Complete Agent Roster](#)
5. [Complete Office Roster](#)

[Saved Searches \(2\)](#)

[Contacts \(6\)](#)

[Settings](#)

[Logout](#)

**ML# Search**

**Search:** There are five search options—one for each of the three property types (Residential, Commercial and Land), Agent Roster and Office Roster searches.

**Saved Searches:** Any searches you have saved in the regular VREB 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 VREB 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.



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### Search for Property Listings

#### MLS® Number Search

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

**ML# Search**

Type in the MLS® number and click the **Go** button. You can enter more than one MLS® No. by separating them with commas. Alternatively, 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.

#### Address Search

1. From the main menu, click the property type for the address you want to search.

**Search**  
1. [Residential](#)  
2. [Commercial](#)  
3. [Land](#)  
4. [Complete Agent Roster](#)  
5. [Complete Office Roster](#)  
  
[Saved Searches \(2\)](#)  
[Contacts \(6\)](#)  
[Settings](#)  
[Logout](#)  
  
**ML# Search**



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- This will take you to the search screen with all the address fields. Fill out the desired search criteria.

**Search: Residential**

MLS #:

List Price:

Street No:

Street:

Postal Code:

Status:  

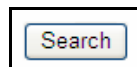
- Current
- Expired
- Pending
- Sold
- Leased
- Inactive
- Cancelled
- Removed

Bedrooms:

Bathrooms:

Total Finished Sq Ft:

- Click on the **Search** button.



**NOTE:** Current Status is selected by default. You may change this by clicking **Current** 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.



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### Search Results

#### 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.

If there are more than 25 results, click on the **Next** and **Previous** links at the top of the screen to navigate the results.

26-50 of 73. [Next](#) [Previous](#)

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

1-6 of 6.

[845 Yates / \\$535,000](#)  
[845 Yates / \\$499,000](#)  
[845 Yates / \\$389,900](#)  
[845 Yates / \\$369,900](#)  
[930 Yates / \\$309,900](#)  
[1188 Yates / \\$269,800](#)

[Revise](#)  
[Email](#)  
[Home](#)

#### Property Full Display

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

The top line indicates total search results and what number you are viewing. Click the **Next** and **Previous** links to navigate among the full displays.

2 of 6. [Next](#) [Previous](#)



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The sample shown below is from Residential. Other fields included (but not shown here) are Listing Agent, Listing Agent Phone, List Office, Taxes, Remarks and Possession.

MLS #: <b>248471</b>
Residential: <b>Current</b>
List Price: <b>\$499,000</b>
List Date: <b>2008/06/23</b>
DOM: <b><u>11</u></b>
Address: <b>845 Yates St # 411</b>
Area: <b>VI Downtown, V8W 4A3</b>
_____:
Owner: <b>S. Toth</b>
Lockbox Location: <b>on rail @ 510</b>
<b>Yates "J"</b>
Directions: <b>Go West On Yates And</b>
<b>It Is In Between Quadra And</b>
<b>Blanshard.</b>
_____:
Class: <b>Condo Apartment</b>
Bedrooms: <b>2</b>
Bathrooms: <b>2</b>
Finished Square Footage: <b><u>1,083</u></b>
Lot Size: <b>1,083</b>
Year Built: <b>2006</b>
Storeys: <b>13</b>
Roof: <b>Torch-on</b>
_____:
Listing Agent: <b><u>LL.B., Strasser B.A.</u></b>
List Agent Phone #: <b>(250) 386-8875</b>
List Office: <b><u>RE/MAX Alliance</u></b>
Taxes: <b>\$2,622 / 2007</b>
PID #: <b><u>026-815-702</u></b>

### 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.

<a href="#">View Photos (9)</a>
<a href="#">View Map</a>
<a href="#">Revise</a>
<a href="#">Email</a>
<a href="#">Add to Cart</a>
<a href="#">Home</a>

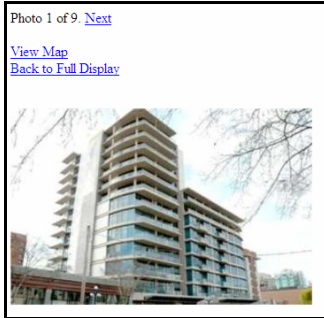


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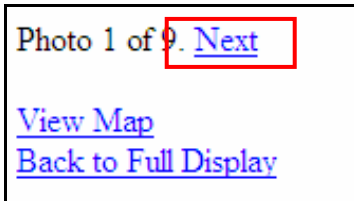
<http://matrixmobile.victoriamls.ca>

---

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

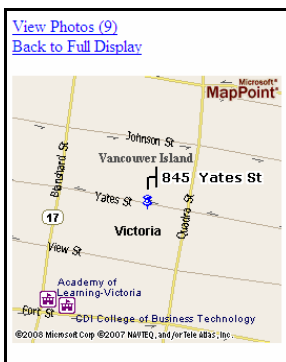


Click the **Next** link to view the supplemental photos (up to 5 per screen).



## View Map

Click on the **View Map** link to see a map of the property's location.



Click on the **Back to Full Display** to return to the property details.



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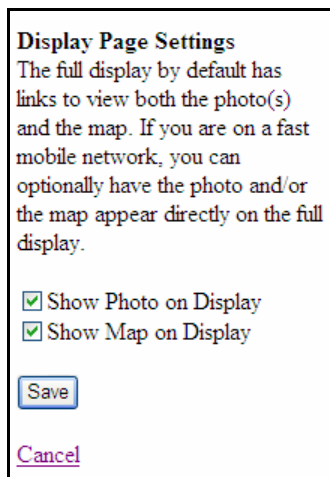
### Add Primary Photo and/or Map to Default Full Display

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 on the **Settings** link 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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### 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 you device's documentation to see if you need to enable it.

### View Tax Display

On the Full Display, the Property ID number is linked to the tax record. Click the link to open the tax display.

Listing Agent: [L.L.B., Strasser  
B.A.](#)  
List Agent Phone #: (250) 386-  
8875  
List Office: [RE/MAX Alliance](#)  
Taxes: \$2,622 / 2007  
[PID #: 026-815-702](#)  
Remarks: **This spacious 2  
bedroom, 2 bath corner  
location features huge windows**

PID #: 026-815-702  
Address: 845-411 Yates St  
Jurisdiction: City of Victoria  
Taxes: \$2,622 / 2007  
Land Value: \$297,000  
Bldg Value: \$98,300  
Total Value: \$395,300  
Acres:  
Use: **Strata-Lot Residence  
(Condominium)**  
Equity: **Registered Owner**  
Tenure: **Crown-Granted**  
Regional District: 03  
School District: 61  
  
[All Listings](#)  
  
[Back to Search Results](#)  
[Home](#)

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



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### 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](#)).

Listing Agent: [L.B., Strasser](#)  
[B.A.](#)  
List Agent Phone #: (250) 386-8875  
List Office: [RE/MAX Alliance](#)  
Taxes: \$2,622 / 200 /  
PID #: [026-815-702](#)  
Remarks: This spacious 2  
bedroom, 2 bath corner  
location features huge windows

Office: [RE/MAX Alliance](#)  
Office ID: 240  
Firm: [RE/MAX Alliance](#)  
Board: [Victoria Real Estate Board](#)  
Address: 770B Hillside Ave  
City: Victoria BC, V8T 1Z6  
Phone #: (250) 386-8875  
Toll Free #: (866) 880-8575  
Fax #: (250) 386-8180  
  
[All Office Agents](#)

### 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 result

**Note:** 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.



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[View Photos \(9\)](#)  
[View Map](#)  
[Revise](#)  
[Email](#)  
[Add to Cart](#)  
[Home](#)

1. 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.

Send To:  
  
[Choose Contact](#)  
 Bcc Me  
Display:  
Single Line - Client  
Subject:  
Listing  
  
[Back to Search Results](#)  
[Home](#)

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

[Choose Contact](#)  
 Bcc Me

3. Type in a **Subject** in the Subject line for the email.

Subject:  
Listing

4. Click the **Send** button. Your email is sent.



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5. To continue, click either the **Back to Search Results** or **Home** link.

<p><a href="#">Back to Search Results</a> <a href="#">Home</a></p>
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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.



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# Access Your Saved Matrix® Information Using Matrix® Mobile

## 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.

Search

1. [Residential](#)
2. [Commercial](#)
3. [Land](#)
4. [Complete Agent Roster](#)
5. [Complete Office Roster](#)

[Saved Searches \(2\)](#)

[Contacts \(6\)](#)

[Settings](#)

[Logout](#)

ML# Search

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.

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 VREB Matrix® system.

## 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.



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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.

### Add a Contact

1. Click the **Add Contact** link on the **Contacts List** screen

**Contacts List**

[Client, Donna](#)  
[Doe, Jane](#)  
[Smith, John](#)  
[Wright, Ridley](#)  
[Add Contact](#)  
[Home](#)

2. Fill in as many of the fields as you want. **First Name**, **Last Name** and **Email Address** are required.

**Personal Information**

Title:

First Name:

Last Name:

Middle Name:

Suffix:

Additional Name:

Email Address:

Web Site:

3. Click the **Add** button located at the bottom of the page to save the Contact.



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### Edit a Contact

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

**Contacts List**

[Christopherson, Christopher](#)

[Client, Donna](#)

[Doe, Jane](#)

[Smith, John](#)

[Wright, Ridley](#)

[Add Contact](#)

[Home](#)

2. Click the **Edit Contact** link.

1 of 5: [Next](#)

**Name:** Mr. Christopher Christopherson  
**Email:** [chrischris@shaw.ca](mailto:chrischris@shaw.ca)

[Edit Contact](#)

[Delete Contact](#)

[Add Contact](#)

[Single Line View](#)

[Home](#)

3. Make your changes.

**Business Information**

Company Name:

Department:

Office:

Profession:

Phone:

Fax:



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4. Click the **Save** button located at the bottom of the page.



### Delete a Contact

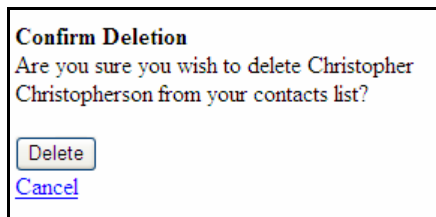
1. From the Contacts list, click the name of the **Contact** you want to delete.



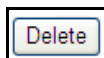
2. Click the **Delete Contact** link.



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



4. Click the **Delete** button.





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### 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 its email program with your client's email address in the **To:** section.



## Agent/Office Search

### Agent Search

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

**Search**

- 1. [Residential](#)
- 2. [Commercial](#)
- 3. [Land](#)
- 4. [Complete Agent Roster](#)
- 5. [Complete Office Roster](#)

[Saved Searches \(2\)](#)  
[Contacts \(6\)](#)  
[Settings](#)  
[Logout](#)

**ML# Search**

1. Fill in whichever fields you want to search on.

**Search: Complete Agent Roster**

Agent Class:

Last Name:

First Name:

Agent ID:

Brokerage Name:

Brokerage ID:

[Clear Search](#)  
[Home](#)



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2. Click the **Search** button.
3. This will take you to the Single Line view which shows agent name and office name.

1-11 of 11.

[Smith, Cheryl - DFH Real Estate - West Shore](#)  
[Smith, David - Royal Lepage Salt Spring Realty](#)  
[Smith, Earl - Earl H Smith Real Estate Co](#)  
[Smith, Gerry - Royal LePage Coast Capital - Chatterton](#)  
[Smith, Graham - Boorman's - Real Estate](#)  
[Smith, James - Pemberton Holmes - Cloverdale](#)  
[Smith, John - DFH Real Estate Ltd.](#)  
[Smith, Marijane - Newport Realty](#)  
[Smith, Sandra - Royal Lepage Salt Spring Realty](#)  
[Smith, Shelley - Pemberton Holmes - Cloverdale](#)  
[Smith, Vic - Sutton Group - Westcan Rlty](#)

[Revise](#)  
[Home](#)

4. Click an agent's name for the detail view.

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

Agent ID: 2093  
Name: **John Smith**  
Board: [Victoria Real Estate Board](#)  
Phone #: (250) 477-7291  
Email: [jws@johnsmithpolo1.com](mailto:jws@johnsmithpolo1.com)  
Office: [DFH Real Estate Ltd.](#)  
Address: 3914 Shelbourne St  
City: Victoria BC, V8P 4J1

[Single Line View](#)  
[Revise](#)  
[Home](#)

5. Select the email address to open your mobile device's email program and send the agent an email.



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### Office Search

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

**Search**

- [1. Residential](#)
- [2. Commercial](#)
- [3. Land](#)
- [4. Complete Agent Roster](#)
- [5. Complete Office Roster](#)

[Saved Searches \(2\)](#)

[Contacts \(6\)](#)

[Settings](#)

[Logout](#)

**ML# Search**



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### Technical Support

For technical support for Matrix® Mobile, contact the Victoria Real Estate Board at (250) 385-7766 or [systems@vreb.org](mailto:systems@vreb.org). Support hours are Monday-Friday, 8:00 a.m. to 4:30 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.