

Header and Footer Template

The Matrix system allows you to create a custom Header and Footer as well as pick from available templates. These Header and Footers will appear when you print reports in HTML, and when you send an email. Taking advantage of this feature is suggested as it is a free advertisement for yourself to your clients.

To use one of the Header and Footer Templates follow the steps below:



1. Select one of the 7 templates available
2. Click **Set My Information** at the bottom
3. Enter the **Details** of the information that will appear on your Header/Footer
4. If you would like to add your agent photo, click **Browse** to locate the file to upload. Keep in mind the optimal image size is 66 x 79 pixels.

Details

Fill in your details below that you wish to be displayed in your header/footer. Some of the fields may appear on both the header and footer. [Click here to prefill your details based on your agent roster information.](#) Click the Preview button to see what your information will look like in the future.

First Name:	<input type="text" value="Jane"/>
Last Name:	<input type="text" value="Smith"/>
Public Email Address:	<input type="text" value="jsmith@abc Realty"/>
Title of Employment:	<input type="text" value="Realtor"/>
Cell Phone Number:	<input type="text" value="123-456-789d0"/>
Agency/Office:	<input type="text" value="ABCD Realty"/>
Office Phone Number:	<input type="text" value="123-456-7890"/>
Office Fax Number:	<input type="text" value="123-456-7891"/>
Office Website:	<input type="text" value="www.abcd Realty.com"/>
Tag Line: (i.e., Slogan)	<input type="text"/>
Display Agent Photo? (Y/N)	<input checked="" type="checkbox"/>
DRE#	<input type="text" value="00012345"/>

Your Photo

To upload your photo, click the Browse button and choose the image file to upload. Optimal Image Size: **66 x 79** pixels.

Your Photo file location:

5. Then click **Save**

Need help getting started? [Click Here.](#)

Note: Headers and Footers do not show on the Matrix Advance CMA reports or PDF reports.