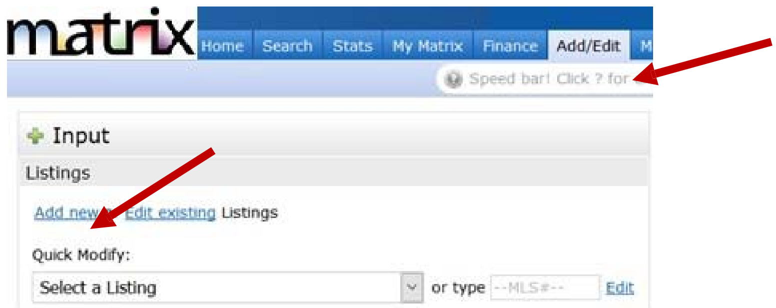
Listing Input (Add/Edit & Copy) Tips

LISTING INPUT

1. Click on the 'Add/Edit' tab in Matrix to begin & then click on 'Add new'

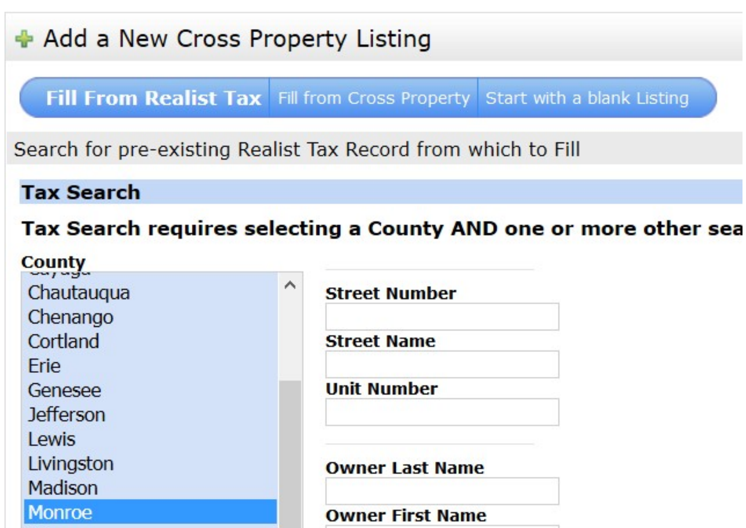


2. Select a Property Type Form

3. AutoFill from Realist or Other Options

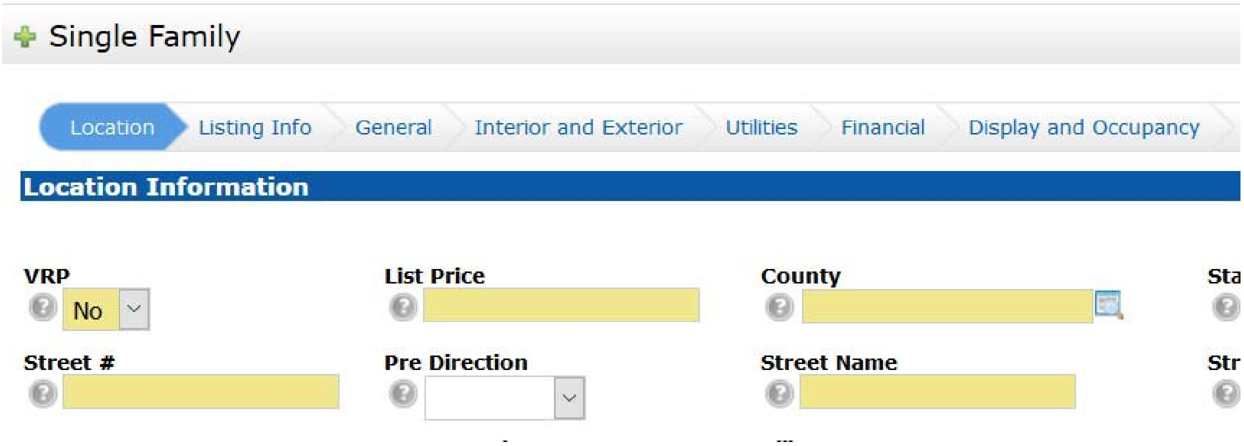
The first screen of Input gives you multiple options when entering a new listing. You can start with filling in information from Realist, fill in information from a previous listing via Cross Property Search or simply start with a blank listing screen. Once you select an option, you can proceed.

Select a **County** and enter the address to import data from Realist (always recommended).

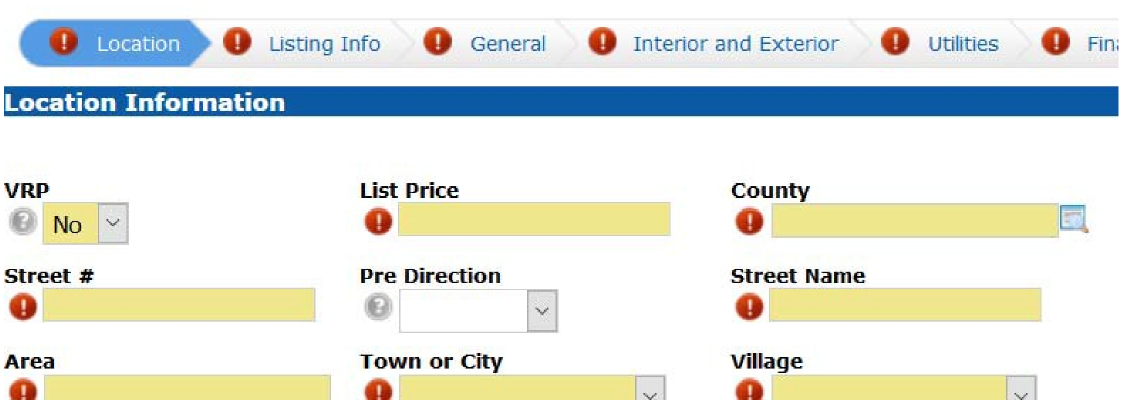


4. Add Edit Tabs

- **SCREEN DISPLAY** – Notice that all sections of the listing have **TABS** at the top for easy access and will eliminate the long form display. Once you have entered the Location info, you will simply click on the second tab for Listing Info. You are free to move throughout the tabs as you wish.

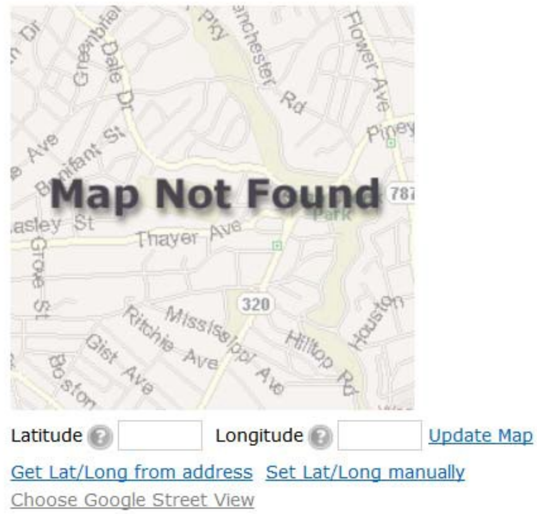


- **REQUIRED FIELDS -** The input screens show **all required fields in yellow**. Any field that is not completed will appear with a Red X beside it when you click on **Submit Listing** or **Validate.** If the info entered does not conform to a business rule (expiration date is prior to list date for example), a red exclamation point will also appear. Each tab header will indicate if there are problems within that tab.

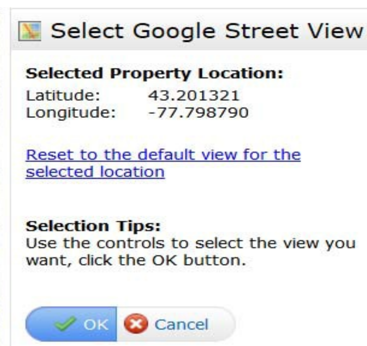


- **UPDATE THE MAP -** Notice that there is a **MAP** on the **LISTING** screen that allows you to enter the latitude and longitude or move the pin placement manually.

  When entering a new listing, please be sure to click the **"Get Lat/Long From Address link"** in the map box on the Location tab. This is how the system determines latitude and longitude in order to correctly display listings on a map and include them in map searches.

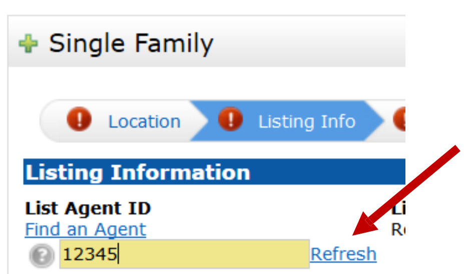


- **GOOGLE STREET VIEW -** Also Don't forget to **check/correct the Google Street View for the property.** Click on the **Choose Google Street View** link and then after the map popup displays, use the Google Map directional arrows to choose the best view of your listing.
  Click **OK**.

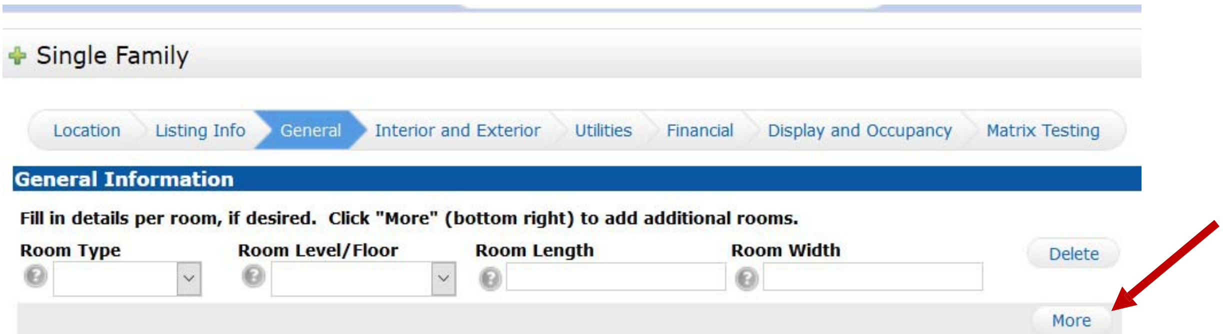


5. **Entering Data**

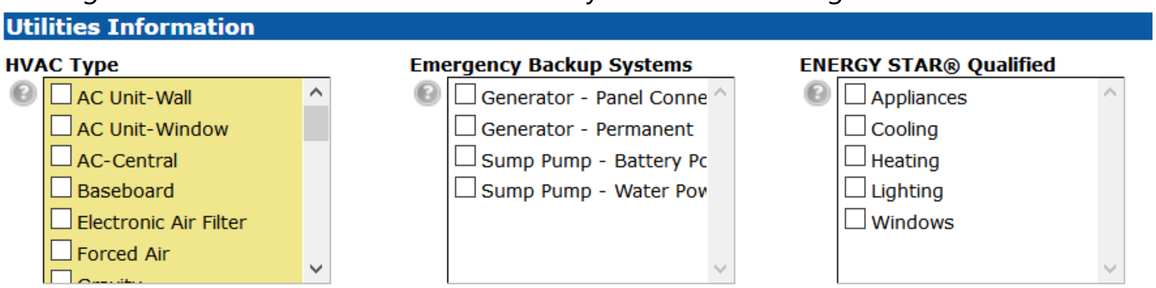
- On the **Listing Info** tab, after entering the List Agent ID, it is necessary to **click on Refresh** to populate the Listing Agent data.



- In the **General** Tab, to enter more than one Room simply click on the **More** button on the right and additional boxes will appear on the General Info **ROOM** screen. Even if you are not entering room dimensions, it is recommended that you enter the room type and level.



- The Table values are the same as Fusion/MLX for the most part and you will select the options by clicking on them. No need to use the CTRL key as when searching.

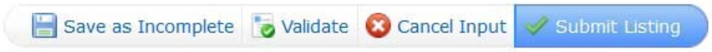


- **Opt-Out Tab**
  Only those with Office Manager access level and above will see the '**Opt-Out'** Tab in the listing during Add/Edit. This section will be used to opt individual listings out of Realtor.com or Zillow if needed (only if the brokerage has opted in to one or both). If the brokerage is not opted in to send listings to Zillow, they cannot be sent from MLS individually. In addition, if the brokerage is sending listings to Zillow via some other method, the Zillow field will NOT be check marked in the MLS on the listing.

6. Saving the Listing

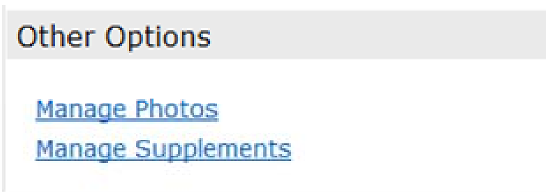
- **Save As Incomplete** - At the bottom of each screen of Listing Input there is "**Save As Incomplete**" button. When you click on this button, Matrix will save all information entered to that point and allow you to access it anytime to finish. It will also append an ML# so now is a good time to go in and add your photos and attachments before making active.
  Note- You may keep a listing in **Incomplete status** for up to 10 days as you collect info. A listing must be added into MLS as Active within 24 hours of ERS being signed.

- **Validate** – click **Validate** at any time while adding the listing on the button bar to ensure all required fields have been filled. Note – if any errors exist (such as empty required fields), they will be indicated by an "alert" icon in the input wizard. To resolve, simply click the offending tab and correct the error.

- **Submit Listing** Once all info is entered for the listing, click on the "**Submit Listing**" to make it active. 

PHOTOS AND SUPPLEMENTS (ATTACHMENTS)

After your listing has been submitted as Active or saved as incomplete, you may add photos and/or supplements (attachments). Don't forget to go back and make the listing Active after adding them.



Photos

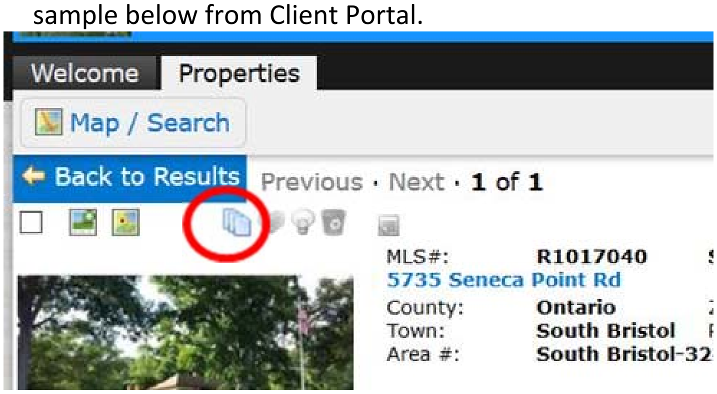
- Matrix can hold a maximum of 36 photos per listing
- For maximum quality, photos should be at least 1024x768 pixels in size
- ***If a photo is uploaded in a different resolution ratio (than 4:3), Matrix will auto-fit by adding padding (white space) to either the top and bottom or the left and right sides of the photo.***

Editing Photos

When editing a listing (in Add/Edit after selecting a listing to Edit), go to the "Manage Photos" screen. Here you may upload multiple photos at once by holding the Ctrl (Option) key down when clicking on the filenames. To **change the order** your photos once uploaded, drag by the grey title bar. There's an option in the bottom left hand corner to add a **Description** when adding/editing a photo. Click on any image to view its **Details**.

Supplements/Attachments

- Matrix can hold a maximum of 15 attachments per listing
- Each attachment can be up to 10 MB
- Listing attachments can be PDF, DOC, or TXT formats
- When you add a supplement/attachment to Matrix for a listing, there is a way to denote that a supplement is 'Public' (scroll down in the list of Supplement types). When you choose any of those, it will show the links to clients via a Customer Full and any other Client Facing report via the Client Portal when sent to members. See sample below from Client Portal.



Both photos and attachments/supplements may be added to your listing in Matrix **BEFORE** you make it active! Just save your listing as Incomplete, add the photos and supplements, and then go back and make Active.

Tip: **It is recommended to add your photos and attachments before making active.** Auto-email will not send a notification when photos are added (if added after the fact) in Matrix. The triggers for an auto-email to be sent to a client are:

- A new listing falls into the search scope of the Auto-Email
- A price change occurs on a listing within the search scope of the Auto-Email
- The status of a listing changes

COPYING LISTINGS IN MATRIX

To copy a Listing in Matrix (when relisting or adding multiple properties in a subdivision for example):

- Go to **Add/Edit**
- Click on **Add/new**
- Select a **Property Type**
- Instead of 'Filling From Realist', select the second option which is '**Fill From Cross Property**'
- Enter the **MLS#** and click on '**Fill From'** or search for the property, select it and then 'Fill From'.