

LISTING INPUT

1. Click on the '**Add/Edit**' tab in Matrix to begin & then enter a listing number to edit in the 'Quick Modify' section up top and select 'Edit'.

You may also start from the home page under My Active Listings and then select the listing you want to edit and then click on Edit.

The screenshot shows the Matrix website interface. At the top, there is a navigation bar with tabs: Home, Search, Stats, My Matrix, Finance, and Add/Edit. Below this is a 'Speed bar' with a search icon and the text 'Click ? for ex...'. The main content area is titled 'Input' and contains a 'Listings' section with a link 'Add new or Edit existing Listings'. Below that is the 'Quick Modify' section, which includes a dropdown menu labeled 'Select a Listing', a text input field labeled 'or type --MLS#--', and an 'Edit' button. A red arrow points to the 'Edit' button.

2. Select '**Open Houses**' from the list of choices.

The screenshot shows a 'Select Form' dropdown menu. The options listed are: Single Family Input Form, Price Change, Change to Continue to Show Status, Change to Under Contract Status, Change to Pending Status, Change to Closed/Rented Status, Change to Withdrawn Status, Change to Expired Status Only (Do NOT use to extend an Active Listing.), Change to Temp Off Market Status, Open Houses (circled in red), and Update Remarks.

3. Enter all the Open House info for that property. Here are a few tips:
 - a. **Open House Type**
 - **MLS Wide** means that any member of the MLS can tour the house (Broker Open).
 - **Office** would mean only the Listing Office will see tour and can tour the house.
 - **Public** means anybody is welcome.
 - b. **Start Time/Ed Time**
Be sure to toggle the am/pm options in the Start Time and End Time fields.
 - c. **Delete**
To remove an Open House notice, click on Delete and then don't forget to Submit.
Note – you may need to contact the MLS to get the notice to stop showing on the REALTOR Full and other displays.
4. Click on **Submit Listing** to post the Open House.

The screenshot shows three buttons at the bottom of the form: 'Validate' (with a green checkmark icon), 'Cancel Input' (with a red X icon), and 'Submit Listing' (with a green checkmark icon).