

In Matrix, if you wish to **Edit an Active listing** and change a field that is on the data input form, there are several ways to get there. The most important tips are in red.

Note: If you change your mind or picked the wrong form, it is important to click on 'Cancel' to get out of the Edit mode. Otherwise, the listing is 'locked' by you for editing and an admin, list agent and or MLS staff will not be able to edit until you 'unlock' it. To unlock it, go back to the listing, into the edit mode and click 'Cancel' to get out of it.

Here is how to get to edit:

1. From the Home Page, go to **My Matrix, My Active Listings** or from **My Matrix, My Listings**, click on **My Active Listings**. **Once you select one listing, you will have the following options:**
 1. **Edit**
 2. **Manage Photos**
 3. **Manage Supplements (attachments)**
 4. **Share** – here you can generate a link that you can use on your business social media page.
 5. **Reverse Prospect** – generate a list of agents that have a saved prospect that your listing matches their search criteria
 6. **Print**



2. Or from **Add/Edit**, enter the ML# or select your listings from the pull down list.
3. Once you select the listing, click on the listing number and **Edit** and then **there are several forms to choose from. Here is what they all do:**
 - **Single Family (or applicable Property Type) Input Form** - Use this one to change any field on the data input form, including the expiration date to extend the listing.
 - **Price Change** - easy to use for a price change.
 - **Change to Continue to Show Status** - this is only used to change a listing to the '**C**' status.
 - **Change to Under Contract Status** - this is only used to change a listing to the '**U**' status.
 - **Change to Pending Status** - this is only used to change a listing to the '**P**' status.
 - **Change to Closed/Rented Status** - this is only used to change a listing to the '**S-Sold**' status.
 - **Change to Withdrawn Status** - this is only used to change a listing to the '**W**' status.
 - **Change to Expired Status** - this is only used to change a listing to the '**X**' status and **NOT to extend the expiration date. If you enter a future date here and save, the listing will immediately expire in the system.**
 - **Change to Temp Off Market Status** - this is only used to change a listing to the '**T**' status.
 - **Open Houses** - Add/Edit an open house
 - **Manage Photos** - Add/Edit listing photos
 - **Manage Supplements** - Add/Edit Supplements/Attachments

To edit the Selling Agent on a Sold Listing, you will see the following selection under **Edit**:

- **Change to Closed/Rented Status** - where you may edit the comp fields if needed.