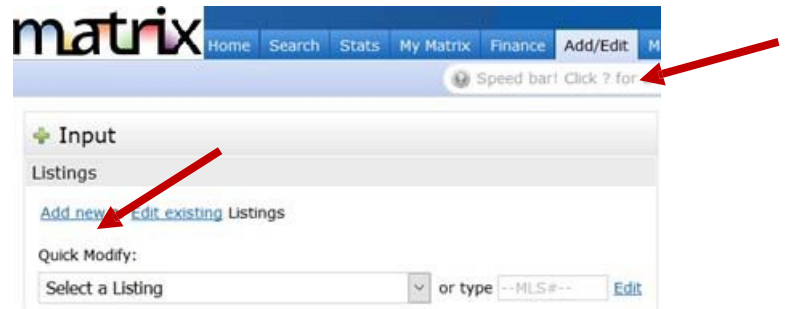


LISTING INPUT

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

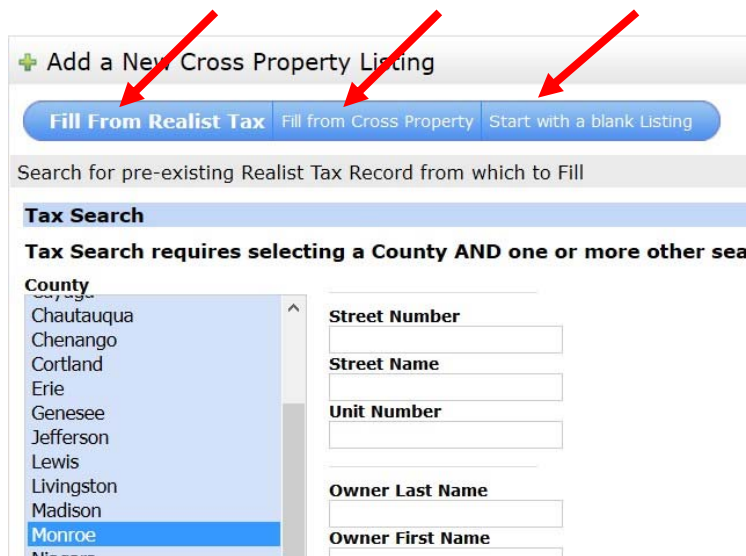


2. **Select a Property Type Form**

3. **AutoFill from Realist or Other Options to Get Started**

The first screen of Input gives you three options when entering a new listing.

1. **Fill from Realist Tax** (imports data public records – saves having to fill in all of the data manually but if needed you can modify the information that populates).
2. **Copy from Existing Listing** (if your listing) via Cross Property Search
3. **Start with a blank listing** (when your property is either not in Realist because we don't have that county or is to be built).



Once you select an option, you can proceed. It is best to start with Realist if the county is in the list.

Select a **County** and enter the address to import data from Realist and then click on **Search**.

Click on **Fill** when the matching property shows on your screen and continue.

4. **Add Edit Tabs**

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

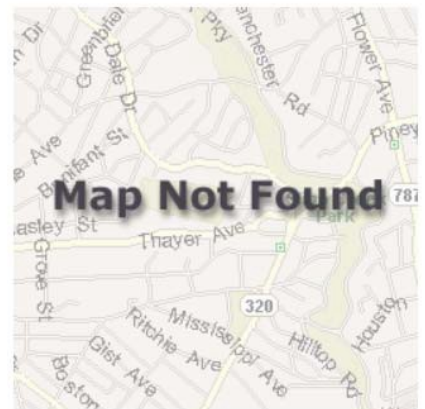


- REQUIRED FIELDS** - The input screens show **all required fields in yellow**. Any field that is not completed will appear with a red icon beside it when you click on **Submit Listing** or **Validate**. If the info entered does not conform to a business rule (expiration date is prior to list date for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

The screenshot shows the 'Location Information' tab with the following fields and their status:

- VRP:** No (dropdown) with a red exclamation point icon.
- List Price:** Empty field with a red exclamation point icon.
- County:** Monroe (dropdown) with a red exclamation point icon.
- Street #:** 123 (text input) with a red exclamation point icon.
- Pre Direction:** Empty dropdown with a red exclamation point icon.
- Street Name:** Circle (text input) with a red exclamation point icon.
- Area:** Henrietta-263200 (text input) with a red exclamation point icon.
- Town or City:** Henrietta (dropdown) with a red exclamation point icon.
- Village:** Not Applicable (dropdown) with a red exclamation point icon.
- Tax Map Number:** Empty field with a red exclamation point icon.
- # of Acres:** 0.3555 (text input) with a red exclamation point icon.

- UPDATE THE MAP** - There is a **MAP tab** that allows you to enter the latitude and longitude or move the pin placement manually.
 - When entering a new listing, you may try to click the **Get Lat/Long from Address** link in the Map tab if the property does not appear to have mapped the coordinates (says **Map Not Found**). This is how the system determines latitude and longitude in order to correctly display listings on a map & include them in map searches.
 - If still showing "Map Not Found", then click on **Set Lat/Long manually**. You will enter the address or address nearby if needed, and then click **Locate** to find the location. When you see the parcel, click on **Place new pin** where it should be placed on the map and then **Done**.



Latitude Longitude [Update Map](#)
[Get Lat/Long from address](#) [Set Lat/Long manually](#)
[Choose Google Street View](#)

- GOOGLE STREET VIEW** - Don't forget to **check/correct the Google Street View** for the property to make sure you can see it clearly (ex the big tree is not blocking the structure). 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**.



Select Google Street View

Selected Property Location:
 Latitude: 43.201321
 Longitude: -77.798790

[Reset to the default view for the selected location](#)

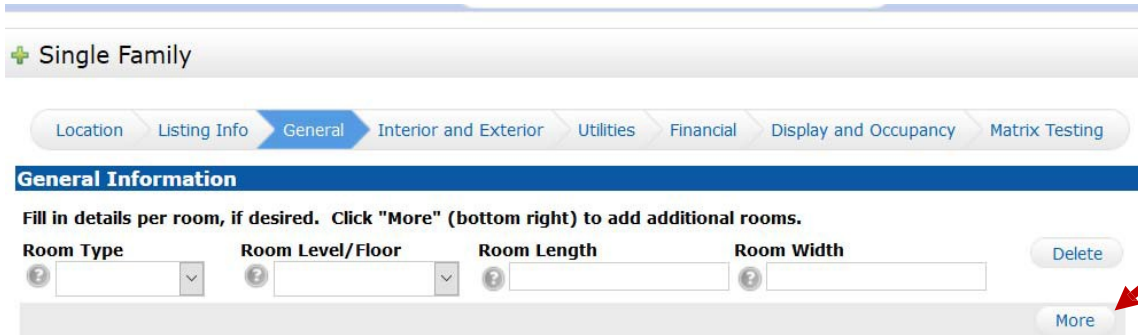
Selection Tips:
 Use the controls to select the view you want, click the OK button.

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** grid.



* Even if you are not entering room dimensions, it is recommended that you enter the room type and level.



- 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 (only if the brokerage has opted in). For Zillow, for UNYREIS members, the brokerage is either opted in or out and that is not handled on this screen and for Zillow, they cannot be opted in or out individually. In addition, if the brokerage is sending listings to Zillow via some other method such as via their franchise/head office, 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 21 days as you collect info. **Note** - A listing must be added into MLS as Active within 24 hours excluding weekends and holidays 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 saved as incomplete, you may add photos and/or supplements (attachments) before making Active.

Don't forget to go back and make the listing Active after adding them.

- **Photos**

- Matrix can hold a maximum of 50 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 of the 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**.

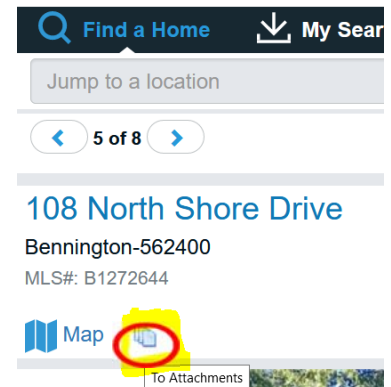
- **Supplements/Attachments**

- Matrix can hold a maximum of 15 per listing
- Each supplement can be up to 10 MB
- Supplements 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 in client facing reports via the Client Portal.

Other Options

[Manage Photos](#)

[Manage Supplements](#)



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.

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 **Fill From Realist**, select the second option which is **Copy From Existing Listing**.
- Enter the **MLS#** and click on **Fill From** or search for the property, select it and then click on **Fill**.
- Tip – if you wish to copy photos from the existing (prior) listing, you must do so before adding any new photos. Once new photos are added, you will no longer have the option of copying them from a prior listing.
 - After clicking on **Add/Edit** or **Edit listing** and entering the listing number, click on **Manage Photos**.
 - Click on **Click here to import photos from another listing**.