

MATRIX MLS

Lets' do this!



Timeline

Conversion Timeline

February 22 – March 14 Parallel Period Extended

- Rapattoni and Matrix are both available.
- Add/Editing listings still in Rapattoni through March 13.

Tuesday, March 14 Matrix only

- Rapattoni will go into **Search Only mode on March 13** and will remain available to check your contacts, saved searches, auto-prospects and listings for a week or so.
- **Matrix becomes our main system on March 14**
Listing input and editing will now occur only in Matrix and it will be time to clean up your listings.

What Will Convert?

What has been brought over to Matrix and what has not??

Converted:

- Listings
- Open Houses
- Photos and Attachments
- Basic Listing History
- Agent & Office Roster Data
- Agent Photo for Agent Roster Search
- Contacts & Saved Searches – **Stay tuned for Updates**

What Will Convert?

What has been brought over to Matrix and what has not??

Not Converted:

- CMAs
- Custom Reports
- Custom Grids
- IDX Setup
- Carts
- Personal Information for Reports/Websites
- Email Signature
- Incomplete Listings

What Else to Expect

- **zipForm MLS-Connect** - Will enable users to click on the zipForm icon in a listing to push listing data over to Zip when creating a purchase offer. Save clicks and add applicable listing data to all forms in a transaction.
- **Showing Time** – Stay tuned for training info on how to set up your listings to accept showing requests via Showing Time. Other agents will click the ShowingTime icon from a listing to set up a showing. Watch for details!
- **MLS Touch Mobile App** - MLS-Touch gives you the tools you need to stay connected to critical listing data, tax data, and client activities while you're on the go.

How to Access Matrix

How to Access Matrix

- Using any browser on any device, go to portal.mynysmls.com
- **Username:** Your Rapattoni Agent ID will be prefixed with "OD" in Matrix.
Example: An Agent D of 99 will be OD99 in Matrix
- **Password:** Your password will be 'newmember'. You will be asked to change it upon login as well as answer 3 security questions and accept the EULA.

First Things First/Things to Know

- Before you start using Matrix, update all of your personal/branding information first.
- Email ODBR if you need to change any of your contact info as it appears in your listings or to indicate that you will accept Text Messages from other agents.
- All listings imported from Rapattoni will start with OD. Beginning March 14, new listings will start with R.
- Matrix allows for 50 photos per listing. If you had more than that, they will all come over but when you add new listings in Matrix, the limit will be 50.
- Matrix allows for 1200 characters for Public Remarks and 1000 for Private/Agent Remarks so check to make sure the important info is what is showing in Matrix. You may edit in Rapattoni now to update.

To Do List – Your Website

Contact your technology provider asap if you have a website that has listings in the IDX program from Rapattoni

- Beginning March 13, when Rapattoni goes into Search Only mode, no new listings will appear on websites unless programming to switch databases happens on the back end.
- Most of the technology providers on file with ODBR are already using CoreLogic's Trestle service.
- Detailed instructions on how to proceed on this was emailed to all on **February 6** including vendors on file.
- To set up a new IDX data feed, visit the IDX page that is linked on the Matrix Tips page from the member portal.

To Do List – Auto-Prospects

Auto-Prospecting

- Your contacts should come over very soon. We are waiting for an update from CoreLogic.
- If you use the **Auto-Prospecting** feature in Rapattoni, **you will need to check them and then set them to send in Matrix.**
- We'll have an update on this including a how-to procedure just as soon as the data is in place.

MATRIX MLS

Good luck! Don't worry!

Send your questions/concerns to ODBR
odbr-mls@stny.rr.com

or use this Zoom Link for drop-in hours
for any Q&A on over the
coming weeks!

Watch Matrix News for the latest schedule!