Matrix Add/Edit offers some enhanced features over Tempo/Fusion

- If you save your listing as “Incomplete” you can upload photos and supplements (formally know as attachments) at any time prior to Activating your Listing.

- You can upload all your photos all at once versus one at a time

- Increased number of characters for general comments – 1,200 versus 800 in Tempo

- Add/Edit from your PC, MAC, or Mobile Device

- Add/Edit with any Internet Browser
MATRIX Add/Edit

Adding a Listing

From the Home Page choose the “Input” Tab

1. Add a new listing.
2. Edit an existing listing
3. Input the MLS # and Edit your listing

Choose the category of listing you wish to input
Choose how to input data

1. Auto Populate from iMapp Tax
2. Directly Input Data
3. Copy from an Existing Listing of your own

Auto Populate from Tax

1. Choose the city/county
2. Enter how you wish to search
3. Select search

Select fill and public data will auto fill into your listing.

Always verify accuracy of tax data
1. Choose Active or Incomplete as Status – Choosing Active Status will allow you to see the mandatory fields as you input your listing
2. Advance to the Listing Information Tab

Saving as an Incomplete Status will allow you to upload all pictures and supplements at any time before activating the listing.

If you choose the Active Status you will not be able to activate your listing until all required data fields are satisfied.

1. Input at least all yellow fields – these are mandatory.
2. Map your property and position on Google Street View
3. Advance to Room Information Tab to add additional data
MATRIX Add/Edit

1. Choose the room type and input required data
2. Choose the “More” Button to add additional rooms
3. Advance to Bath Information Tab

You will not see these fields on Lots/land or multi-family inputs

You can input as many rooms as necessary. It does not matter what order you add a room. All Data will display in the same order on Matrix agent/customer views.
1. Choose the type of bath such as tub, shower, or tub/shower. Choose the # of Full and Half Baths
2. Advance to the Features Tab

1. Select the Data in the yellow fields – these are mandatory fields
2. Non-mandatory data is very useful and should be utilized
3. Advance to the General Information Tab
1. **Select required fields and input required data**
2. **Advance to Remarks Tab**

1. **Input general remarks for the public.** You now have 1,200 characters you can input versus 800 in Tempo.
2. **Input Agent Only Comments** (number of characters increased to 512 from 300 in Tempo/Fusion)
3. **Advance to the Fee Information Tab**
MATRIX Add/Edit

1. Continue to input information - yellow fields are required
2. Advance to Owner Information Tab

1. Input required information
2. Choose type of listing
3. Advance to the Compensation Information Tab
1. Enter required information regarding Compensation
2. Advance to the Showing Instruction Tab

1. Input required showing information.
2. Input LB Serial # – a required field. You can activate the listing without it, but you will receive two warnings from MLS iCheck requesting the Serial #. If you do not input the Serial # within 4 calendar days you will be fined $250 on day 5.
3. Advance to Virtual Tour Information Tab
The final step is to input the Internet Information.

Finally, select the Submit Listing Option if you are ready to Activate your listing.

**IMPORTANT NOTE!!**

If you originally selected the “Incomplete” Status, your listing will be saved as Incomplete and you can input pictures and listing supplements at any time prior to activating your listing.

If you originally selected the “Active” Status, your listing will be saved to Active unless you missed some required fields. You then can input your pictures and listing supplements.

You can go back to Status Tab and change Status.
Matrix will alert you if you have missed required information. If there is missing required information, add that information and then hit “Submit Listing.”

Before you save your listing.

If you save your listing as “Incomplete” you can add your pictures and supplements at any time before activating the listing.

Adding Photos and Supplements
1. Choose the option to Insert Photos;
2. or choose to upload supplements
1. Browse for photos on your computer
2. Required photo size in pixels

1. You can upload photos one at a time or all at once
2. Select the open option on your window to upload photos

Photo Options

- You can reorganize the order of your pictures
- You can add descriptions to your pictures
- You can add more pictures
- You can delete pictures
Next add your listing supplements

1. Name your supplement
2. Find the document on your computer
3. Choose the correct document type
4. Upload the document
MATRIX Add/Edit

1. Select the document
2. Save the document

Almost Done! Now time to Activate your listing!

To save an Incomplete Listing as Active

1. Select Input Tab
2. Type in MLS #

Select Single Family Input form
1. Change Status to Active
2. Submit Listing

Your listing is now Active in Matrix
MATRIX Add/Edit

You can also edit your existing listings from the bottom of the agent long view in Matrix

Choose your listing from the My Listing Widget

In the Agent Long Report go to the bottom of the page to find your editing options

1. Edit your listing
2. Manage Photos
3. Manage Supplements
4. Access Reverse Prospecting