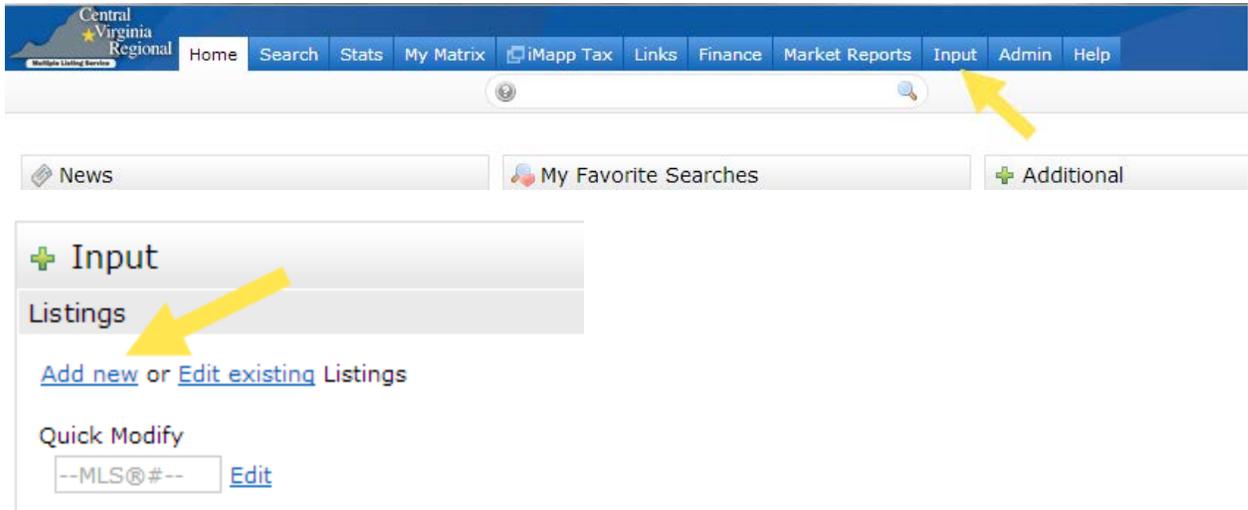


# Entering a Listing into the Matrix System

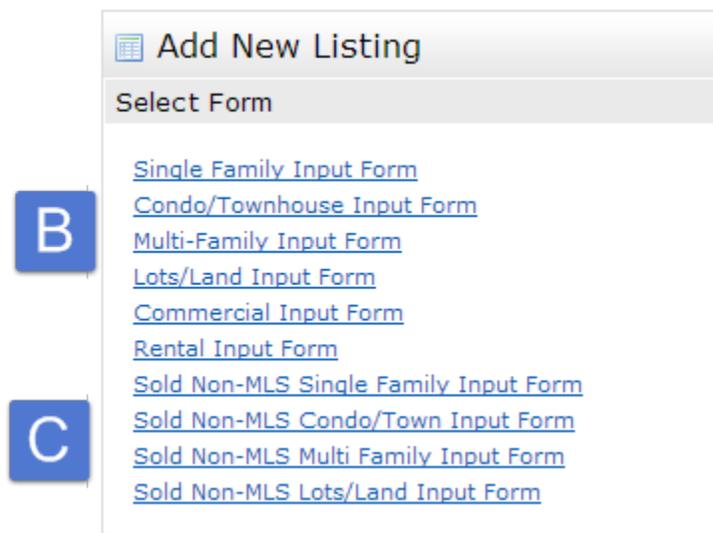
## Inputting a Listing into Matrix

1. Log into Matrix. On the menu across the top, select Input. Under Input click on Add New. This will take you to the Add New Listing screen.



## 2. Add New Listing screen

- a. 10 choices for adding various types of listings will be displayed.
- b. If you are adding an active listing, choose the appropriate property type for your listing from the first six choices listed.
- c. If the listing being added is in sold status and there was no listing agent who is a member of CVRMLS, then choose the appropriate property type from the remaining choices, each of which begins with Sold Non-MLS. An example of a Sold Non-MLS listing would be a For Sale By Owner where you were the buyer agent.



## Entering a Listing into the Matrix System

### 3. Add New Listing, Screen 2

+ Add a New Listing

Start New Listing from Tax Record
Start new listing
Copy from existing listing

- a. Three choices will now be displayed
- i. Start A New Listing From Tax Record – this is required if your listing is in one of the 16 jurisdictions for which we have tax records.

**County**

Caroline  
 Charles City Co.  
 Chesterfield  
 Colonial Heights  
 Dinwiddie  
 Goochland  
 Hanover  
 Henrico  
 Hopewell  
 King William

Or  Not

**PID** ?

**Owner First Name** ?

**Owner Last Name** ?

**House Number** ?

**Street Name** ?

**Unit Number** ?

Under Tax Search select the county or city where the property is located, enter information in the search section to find the listing – PID, Street Address, and/or the Owner Name - then click Search. One or more tax records will be displayed.

Start New Listing from Tax Record
Start new listing
Copy from existing listing

Search for pre-existing iMap Tax Data from external source Record

Click to Fill	Tax ID	Owner Name	St #	Dir	Street
<a href="#">Fill</a>	731-755-4838	Smith James Rodney	2616		Quarter
<a href="#">Fill</a>	811-714-0854	Smith James W & Carolyn O	5005		Eastove
<a href="#">Fill</a>	806-737-4186	Smith James E	2817		Lipes
<a href="#">Fill</a>	806-703-0893	Smith James C & Michelle	2000		Lindsey
<a href="#">Fill</a>	803-724-7940	Smith James & Alma G	2400		Gordon
<a href="#">Fill</a>	802-729-3113	Smith James T Jr	2100		Elkridg
<a href="#">Fill</a>	800-733-6437	Smith James F & Aevra	1908		Spring

Find the one for the property you are adding and click the [FILL](#) hyperlink on the row to the far left to populate the listing from the data on that tax record. If no tax record is found, try changing your search criteria, then search again. If you still get no results then use “Start New Listing” and input the tax data manually. **Be sure to verify the accuracy of the tax data brought over.**

## Entering a Listing into the Matrix System

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When you are first taken into the actual listing input screens, you will be taken to the Status tab, where you will see this:

### Status Information

#### Listing Status Options

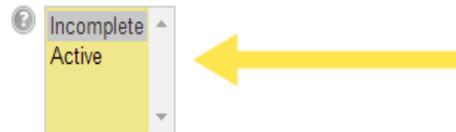
**ACTIVE Listings are entered into the MLS database and the information you have provided will be made available to all MLS users .**

**INCOMPLETE Listings are assigned an MLS# but are not entered into the MLS database and any information you have provided will not be available to MLS users.**

**CVR MLS rules and regulations require that all listings be entered into the MLS system within three (3) days of the date the listing agreement is ratified by the seller. For the purposes of this requirement, Listing are not considered entered into the MLS system until they are saved as ACTIVE.**

**To verify the accuracy of your Listing data and avoid unnecessary violation notices, run the CheckIT function after saving your listing as ACTIVE.**

#### Status



You have a choice to select either Incomplete or Active as your status. If you are entering this listing so that, after you have completed it, you wish other agents to be able to search for and see this listing, you need to select **Active** as the status to use. This does two things. First it highlights all the required fields for the property type you are entering in yellow throughout all the tabs. Secondly, when you submit the listing, the listing's contents are checked to be sure there are no errors – dates typed incorrectly, too many choices selected for a field, that sort of thing. Once you have cleared up any of the issues then the listing will be submitted with an Active status.

By choosing **Incomplete** under the Status tab, when you click on Submit your listing will be issued and MLS number and will be saved as an Incomplete listing. The only people that will be able to see that is yourself and MLS staff. You would use this if you wanted to start a listing now but not submit it as an active listing into the MLS until a later date. Another example of saving a listing as an incomplete listing would be if you were inputting the listing and you had to stop in the middle of doing so. Saving it as an Incomplete would allow you to come back to it later to complete it.

- ii. Start New Listing – This option takes you directly into the input screens to start entering the listing.
- iii. Copy From Existing Listing – Use this choice to copy either an on-market or off-market listing that is/was listed by you. An example of a good time to use this function is if you are adding several similar listings into the system one at a time (a new subdivision) or if you had listed a property in the past and are listing it again. To use this function click on **Copy From Existing Listing**. On the next page enter

## Entering a Listing into the Matrix System

the MLS number of the off-market listing in the section titled ML Number From Which To Fill and click Fill From. The system will

ML Number from which to Fill

Fill From

populate your new listing with as much information as it can from the off-market listing and then bring you the input section where you can fill out the remainder of the fields needed. **Be sure to verify this information to ensure it is correct for the current market condition of the property you are listing.**

- b. Once you have chosen one of the above options you will be taken to the actual input screens. **Note:** While on the Status tab screen it is important to read all of the information in red. This information is provided to ensure the correct status is chosen for the listing.

#### 4. Input Form Tabs



Note there are no Previous or Next buttons. To move from tab to tab simply click on the name of the tab to be filled. Our recommendation is to go straight across from left to right so as to not miss any tabs which may contain important fields to be populated. Additionally, the tabs described below are specific to the Single Family category. The other categories may have the same or similar tabs, but the functionality will be the same as these.

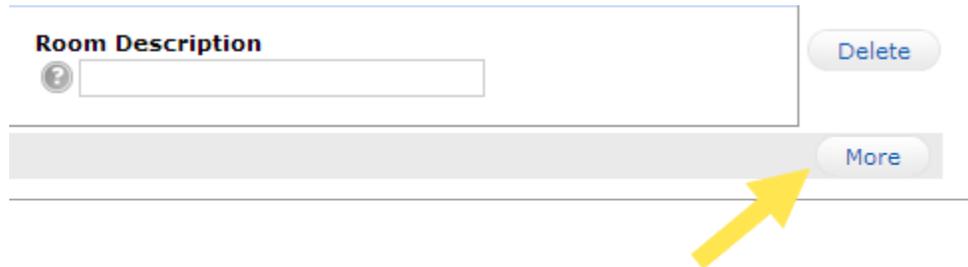
- a. The first tab you will be presented with is the Status tab. This tab has only one selection block called Status. It has two choices – Incomplete and Active.
  - i. Incomplete – select this status if you are inputting the listing for later activation. Note that an Incomplete listing can only be seen by you. Also please note that this status will not show you the required fields in the listing. It will allow you, when you click the “submit listing” button, to save the listing as an Incomplete which you can then come back to Matrix and finish at a later time. An Incomplete listing will only be retained in the Matrix system for 14 days before being automatically deleted.
- b. Active – All required fields will be highlighted in yellow and when the listing is Submitted the listing will be made available to other members in the Matrix system. **We recommend you start AND finish on this tab before submitting the listing to be sure the status selected is the one you want.**
- c. Listing Info – This contains the fields for general information about the listing. It also contains the section where you can set the map that shows where the property is located. Once you have filled out, at a minimum, the required fields on this tab, go to the map and click the link that states *Get Lat/Long from address*. This allows the system to properly map the property.
- d. Room Info – This tab allows you to enter the room information for the listing – the name of the room, length and width, what level it is on, and a brief description of the room. Note that there is only one required field in this section, and that only shows up if you choose the Room Type of Master Bedroom. For that selection the room level is required.



## Entering a Listing into the Matrix System

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If you wish to add more than one room, once you have completed your first room click the “More” tab at the bottom right of the room you just finished. This will add a second Room Information field. You can do this as many times as you have rooms.



The screenshot shows a web form for entering room information. At the top, there is a section titled "Room Description" with a question mark icon and an empty text input field. To the right of this field is a "Delete" button. Below the "Room Description" field is a horizontal bar with a "More" button on the right side. A yellow arrow points to the "More" button.

- e. Bath Info – Information pertaining to the baths in the property being added. Please note that all of the Full and Half Bath fields are required, which means you have to put something in those fields. So if there are no baths on the second level, as an example, you would have to put a zero in both the full and half bath fields for the second level. Also, when you enter a number for a full bath field that is non-zero, the Bath Description field becomes required. You have choices of Tub, Tub and Shower, or Shower.
- f. Features – This tab contains the main features for the listing. Note that some of them are flagged as yellow, which means that they are required and you will have to pick at least one item from that field. Also, there are some Yes / No fields here, such as Pool Y/N and Garage Y/N. Note that if you choose YES for some of these fields then the feature field for that question – Pool for Pool Y/N and Garage for Garage Y/N – will become required. You will not see those fields change to yellow until you move from this tab, and then come back. **We recommend filling out as many fields as possible here, as the more information entered in this section, the better chance another REALTOR® has to find your listing in their searches.**
- g. General Info – General Information about the listing goes here, such as Assessed Land and Improvements, tax year, annual taxes, et cetera.
- h. Remarks – This tab is where you can enter the Remarks and Agent Only Comments for the property. Be sure to check the CVRMLS Rules and Regulations for information that may be prohibited in these fields.
  - i. Remarks – You may enter up to 1,200 characters in this field. Please note that this field is for information about the property only. It is not for Open House information, contact information, or where to go or who to call to schedule a showing or where to submit your contract of purchase. When the listing is sent to websites outside of CVRMLS, if the owner made the choice to do so, this field will be sent with the listing and may be displayed on those sites.
  - ii. Agent Only Comments – You can enter up to 512 characters in this field. Because this field is not sent to publications outside of the MLS and this field can only be viewed by members, use this field to communicate information to agent looking at this listing in the MLS. Few restrictions apply.
- i. Fee Info – Fields for any Fee information are contained in this section.

## Entering a Listing into the Matrix System

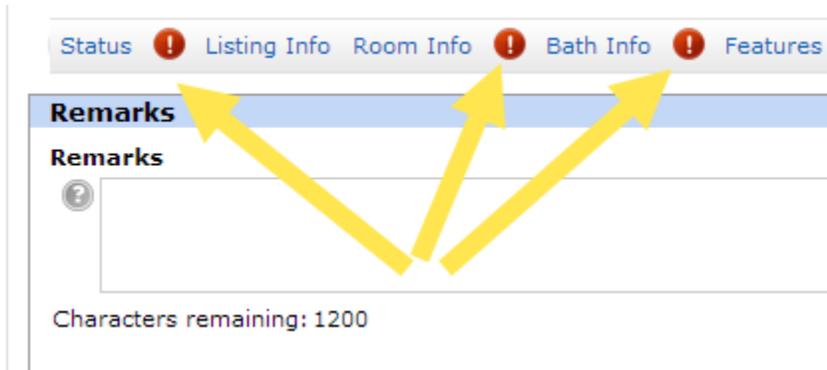
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- j. Owner Info – Owner information goes here. Please note that the owner name is required. Putting in something besides the owner’s name may result in a violation notice being sent from CVRMLS’ compliancy program.
  - k. Agent/Office Info – Your name and office should be pre-populated here for you. If you have a co-listing agent on this property, here is where you would enter their information.
  - l. Compensation Info – This is where you would enter the buyer’s compensation information. At least one type of compensation must be entered.
  - m. Showing Instructions – This is where you would enter the showing instructions for the property. Please note that if you pick instructions that state the listing has a lockbox, then the Supra Serial LB # field will be required after the third day you put the listing into the MLS. If you know the serial number when you put the listing in, we recommend that you enter the serial number at this time. If you don’t then CVRMLS’ compliancy program will send you an email the day after you submit the listing as Active to remind you to put that number into the listing. If you do not it will become an actual violation on the fourth day and a violation notice will be sent to you.
  - n. Virtual Tour Info – This is where you can put up to two links to virtual tours about the property. They should be formatted with the http:// before the actual URL. Note that any URL entered here must be unbranded.
  - o. Internet Display Info – This is the place to put the answer to the four questions your clients were asked if you were using the CVRMLS standard listing agreement. Or, if you are using a different agreement, then these would have been answered on the Addendum for a Non-CVRMLS listing agreement. Select Yes or No for these four fields.
5. Submitting the Listing – Once you have completed all the tabs, you need to submit the listing. There are two different ways to do this.
- a. As An Incomplete – if you have Incomplete selected under the Status tab, then when you click on Submit Listing at the bottom of any of the tabs, the listing will be saved and given an MLS number. Please note that this does not mean it is an active listing even though you have gotten an MLS number for it. Saving the listing as an Incomplete listing will allow you to come back and submit it as an Active listing at a later time. Until that time the only people that can see this incomplete listing is you and your broker. **One of the CVRMLS rules and regulations require a listing be in active status in the MLS within three days of the ratification of the listing agreement. Saving a listing with an Incomplete status will not satisfy this rule. The listing must be in active status in order not to violate this rule.**
  - b. Active - If you have Active selected under the status tab, then when you click on Submit Listing the system will first check the data you put in and flag any errors that it encounters, such as selecting too many elements in a feature field, or inputting a date incorrectly.

**Note: CVRMLS recommends starting and stopping your listing input on the Status tab. This will allow you to check the status you will be submitting on this listing to be sure it is the one that you wish to use.**



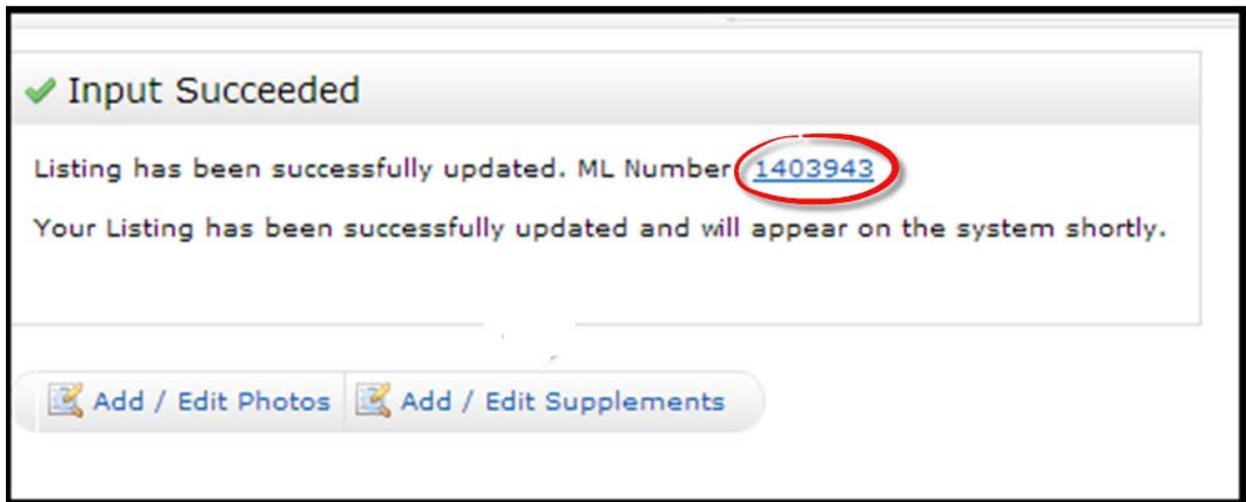
## Entering a Listing into the Matrix System



The screenshot shows a navigation bar with tabs: Status, Listing Info, Room Info, Bath Info, and Features. Each tab has a red circle with a white exclamation mark to its left. Below the tabs is a 'Remarks' section with a text input field. Three yellow arrows point from the 'Remarks' field to the 'Status', 'Room Info', and 'Bath Info' tabs. Below the input field, it says 'Characters remaining: 1200'.

The system will flag these errors by first putting a red circle with a white exclamation mark in it to the left of the tab where the field in error is located. Click on the tab and you will see the field, or fields, that have the error because that same red circle will appear next to the field that has the error. At this point you can click that red circle to see what the error is. Make the corrections as needed.

6. Receiving an ML number – Whether you save the listing as Incomplete or Active, when you have completely finished you will be presented with an ML number. This is the unique number that identifies the listing in the MLS.



The screenshot shows a confirmation message with a green checkmark icon and the text 'Input Succeeded'. Below this, it says 'Listing has been successfully updated. ML Number 1403943'. The number '1403943' is circled in red. Below the message, there are two buttons: 'Add / Edit Photos' and 'Add / Edit Supplements'.

7. CheckIT – CheckIT is a function available through our compliancy program. Once you have an active listing you can run CheckIT against the listing. This will show you any potential rule violations on the listing, giving you a chance to correct it before it becomes an actual violation. You can find the CheckIT link in two places. When you submit your listing as an active listing the link will be on the page where the MLS number is given to you. You can also go to My Listings, select My Editable Listings in the drop down at the top left, then tag the listing to edit it. When you click Edit on the bottom menu you'll be taken to the Modify Listing page. You will find the CheckIT link under the Other Options section at the bottom of the page. Please note that CheckIT **will not** work on an Incomplete listing. If you try to run CheckIT against an incomplete listing you will see the message displayed at the top of the next page. If you see the message and you did not want to save it as an Incomplete listing, but rather as an active one, go back in, edit your Incomplete listing (My Matrix,

## Entering a Listing into the Matrix System

Listing # 1422666 was not found in Data Checker. Please try again later.

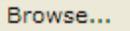
Close Window

My Listings, My Incomplete Listings), select Active under the Status tab, and submit your listing again.

8. Adding Photos and Supplements – Once you have an MLS number you can add up to 24 photographs to the listing and any supplements to your listing. If your listing is in Incomplete status then only you, your broker, and CVRMLS staff will see those until you make the listing Active. If the listing is Active when you add the photographs and/or supplements, then those will show up on the Active listing within twenty minutes of those being added to the listing.

### Add / Edit Photos for MLS#1422666

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. For maximum quality, upload photos at least **1024 x 768** pixels in size.

Click **Browse** to select photo(s) to upload (24 max).

To select the photographs you wish to upload to the listing, click on Browse. You can then upload the photographs one at a time, or you can select up to 24 and then upload them all at once by selecting them and clicking Open. Your screen in Matrix should look something like this once you have uploaded the photographs:

From here you can reorganize your photographs by left clicking the grey bar across the top of the photograph and drag it to the position you wish it to be when shown. You can add descriptions to your photo by clicking on the photo you want to add a description on. When you do, a larger

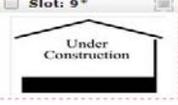
### Add / Edit Photos for MLS#1422666

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. For maximum quality, upload photos at least **1024 x 768** pixels in size.  
Note: The photos below, outlined in red, are lower than this recommended minimum.



Uploaded 11 of 11 photos. Click **Browse** to upload more photos (13 max).

Check All

## Entering a Listing into the Matrix System

photograph will appear.



To start to add the description, click on Enter Description. That hyperlink will disappear and a text box will appear:



Enter the description for the photograph. When you are done you can run the spell checker against it if you wish. Then, to save it, click Done, then Save.

Do this for any of the photographs you wish to update. When you have finished rearranging and adding descriptions to your photographs, the last thing you need to do is to actually save those to your listing. To do that click the Save button at the bottom of the Add/Edit Photos screen. This will then save the photographs to your listing.



## Entering a Listing into the Matrix System

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At this point you are finished! We recommend you print out a copy of your listing on the Agent Complete report and review it to be sure the information you entered is correct.