Matrix Input

matrix.swflamls.com

1. **Where can I locate the Profile Sheets?**
   The Profile Sheets are located on the Home Page of Matrix in the External Links widget.

2. **How do I add a new listing in Matrix?**

   i.   In Matrix, on the blue navigation menu, click on "Input".

   ii. Click on "Add New."

   iii. Select the Property Type for the new listing i.e. Residential Listing Input.

   iv. Select the County that the property is located in and input information such as the PID or Owner Last Name in order to search for the property and then click on the "Search" button.

   v.   Click on "Fill" next to the property that you want to list.

   vi. On the Status tab, you will see two statuses, if you plan on filling out all of the listing details and want to make the listing available in the MLS set the status to Active. If you may not have the time to complete the listing input set the Status to Incomplete, this will allow you to save the listing and finish input at a later time.

   vii. Click on the General Tab, all fields that are in bold are required, beneath the map click on "Get Lat/Long from Address". **NOTE**: Matrix does not always set the map pin correctly it is very important to make sure the pin is in the correct location, if it is not, click on "Set Lat/Long Manually". In the window that appears move the pin to the correct location and click on the "Done" button.

   viii. Click through each tab filling out all required fields, when completed click on the "Submit Listing" button.

3. **How can I save a listing that I started to input but do not have time to finish?**
   Click on the Status tab and set the Status to Incomplete and then click the "Submit Listing" button. This saves your listing as an incomplete listing which you can edit and complete at a later time.

4. Where can I find an Incomplete listing in order to edit it and finish it?

Click on Input from the blue navigation menu found at the top of the screen and from the Quick Modify drop down menu select the listing that you want to complete this will take you to a screen where you will want to click on "Listing Input". You will be brought to the listing input screens where you can finish entering the listing data.

5. I clicked Submit Listing and there are red exclamation points on the listing input tabs, what does this mean and what should I do to correct this?

Each tab that has an exclamation point indicates that you have either missed a required field or entered data incorrectly, it is necessary for you to correct this before the listing can be submitted to the MLS. To fix this click on the tab that has the exclamation point, the field that is causing the problem will also have a red exclamation point next to it. Once you have fixed all of the errors, click on the "Submit Listing" button again.

6. How do I copy a listing that is Expired or Terminated?

    i.   In Matrix on the blue navigation menu click on "Input."

    ii.   Click on "Add New."

    iii.   Select the Property Type for the Expired or Terminated listing i.e. Residential Listing Input.

    iv.   Click on the "Fill from Cross Property" button found at the top of the screen

    v.   Below MLS Number from which to Fill, type in the MLS number type in the MLS number of the listing that you want to copy in the box provided and click on the blue "Fill From" button.

    vi.   The listing data will be copied to the new listing except for the List Price, Virtual Tour, Compensation, Listing Date, Expiration Date and Property Remarks. Once you have filled out these fields, change the Status from Incomplete to Active and click on the blue "Submit Listing" button.

7. Can I upload photos to Incomplete listings?

Photos can be uploaded to both live and incomplete listings. To do this, click on Input from the blue navigation menu found at the top of the screen and from the Quick Modify drop down menu select the listing that you want to upload photos to. Click on "Manage Photos", on the following screen click on "Browse" and locate the photos on your computer. You can upload multiple photos at the same time selecting them using your CTRL key and clicking Open. To change the order of the photos, simply drag and drop the photos placing them in the order you want them to appear. Click on the "Certify & Save" button when you are done.

8. **Can I add a description to my photos?**

   When on the Add/Edit Photos screen, after you have uploaded your photos, you can enter a description for a photo by clicking on the icon found on the top right of the photo box. This pops up a window with the photo, directly below the photo, click on "Enter Description". In the empty box provided, type in the photo description, click on "Done" and then click on the "Certify and Save" button.

9. **How do I add documents, such as seller disclosure to my listing?**

   Click on Input from the blue navigation menu found at the top of the screen and from the Quick Modify drop down menu select the listing that you want to upload documents to. Click on "Manage Supplements", on the following screen click on "Browse" and locate the document on your computer, select the document, click on Open. Input a Supplement Description, select a Supplement Type from the drop-down menu and click the "Upload" button. Once you have uploaded your entire documents click on the "Save" button.

10. **How do I schedule open houses?**

    Click on Input from the blue navigation menu found at the top of the screen and from the Quick Modify drop down menu select the listing that you want to schedule the open house for. Click on "Open Houses", on the following screen enter the open house date, from and to time, open house type and remarks then click on the "Submit Listing" button.

Help with Matrix

Help can be found under the Help menu in Matrix. In addition, we are always available for you at the board 239-597-1666 or by email support@nabor.com.