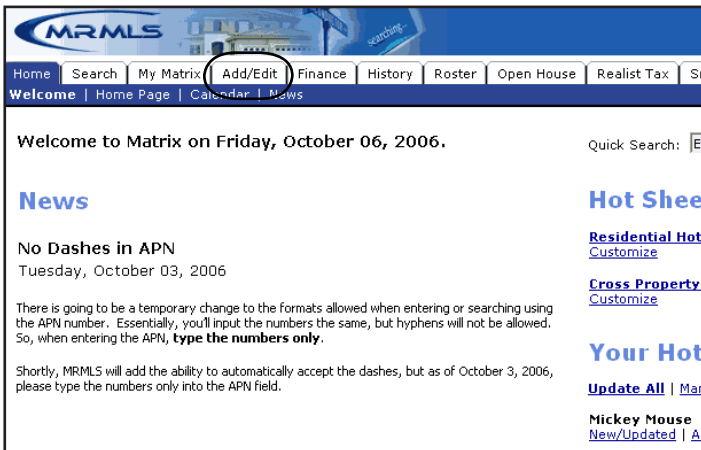


MRMLS Matrix How To Modify a Listing in MRMLS Matrix Quick Reference Guide

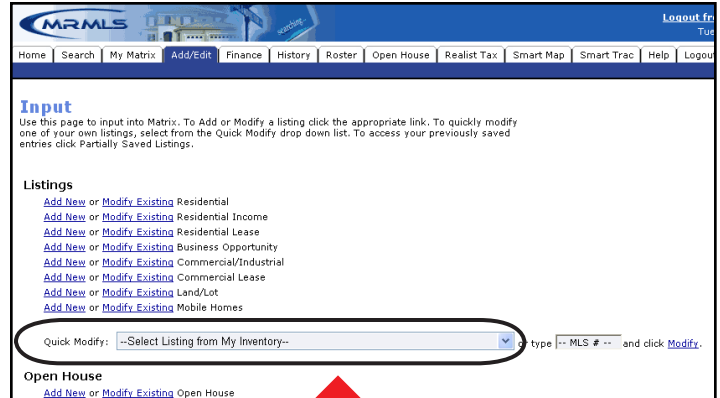
Step 1:

To modify a listing in MRMLS Matrix go to the **"Add/Edit"** tab.



Step 2:

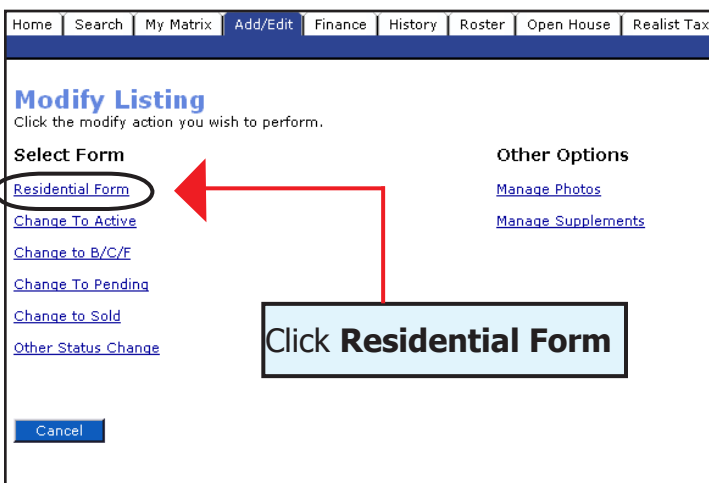
Click the down arrow next to the **Quick Modify** field to view a list of all your active listings. Select a listing from the list.



Select a listing from My Inventory

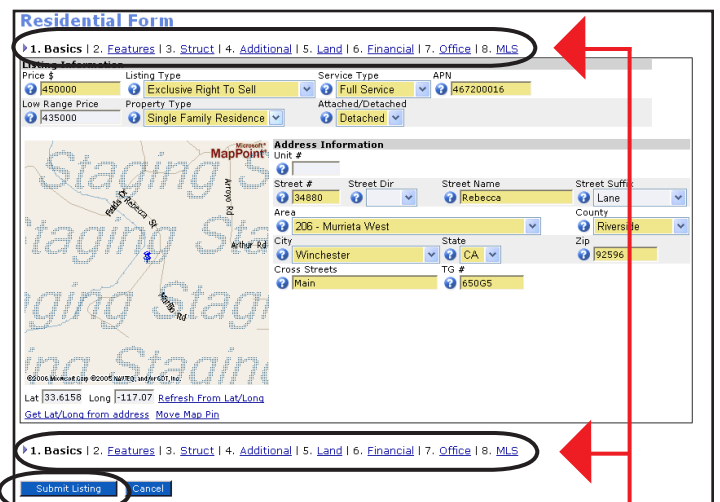
Step 3:

The **Residential Form** from the Modify Listing Menu will open the 8-page listing input screen. Information in this area includes Price, Property Description, Office Comments, Expiration Date and all the other necessary fields needed to complete a listing.



Step 4:

Select the page you would like to modify. (Basics, Features,...) Once complete, click **Submit Listing**.



Click Submit Listing

Click Page link to modify

How To Modify a Listing in MRMLS Matrix

Quick Reference Guide

Step 5:

To modify the **Status** of a listing, click the appropriate **Status** option from the Modify Listing Menu. An Information screen for the Status change will display.

Home | Search | My Matrix | **Add/Edit** | Finance | History | Roster | Open House | Realist Tax

Modify Listing

Click the modify action you wish to perform.

Select Form

- Residential Form
- Change To Active**
- Change to B/C/F
- Change To Pending
- Change to Sold
- Other Status Change

Other Options

- Manage Photos
- Manage Supplements

Cancel

Click one to change **Status**

Step 7:

To **Manage Photos** or **Supplements**, click the appropriate link from the Listing Modify Menu. ****See Quick Reference Guides on How to Upload Photos and How to Upload Supplements.**

Home | Search | My Matrix | **Add/Edit** | Finance | History | Roster | Open House | Realist Tax

Modify Listing

Click the modify action you wish to perform.

Select Form

- Residential Form
- Change To Active
- Change to B/C/F
- Change To Pending
- Change to Sold
- Other Status Change

Other Options

- Manage Photos**
- Manage Supplements**

Cancel

Click **Manage Photos** or **Supplements**

Step 6:

To change a **Status**, MRMLS Matrix will only open the fields required to complete the specific Status change. Enter the required information (highlighted in yellow) and click **Submit Listing**. A **Find** link is available to search the Selling Agent's Public ID and auto-fill when changing the listing to sold.

Change to Sold

Listing Information

Multiple Listing Number: X06100034
Address: 34800 Rebecca Lane, Winchester, CA 9

Status Information

New Status: **Closed Sale**

Pending Information

Pending Date: 10/6/2006

Sold Information

Coe End Date: 10/6/2006

Sold Price: \$500000 | Sold Terms: Standard Sale | Financing Type: A/R, Assumed, Cal Vet, Cash, Contra

Selling Agent Information

Selling Agent Public ID: jbiggs | **Find**

Selected Agent Information

Name: Jeannette Biggs | Office Name: MULTI-REGIONAL MLS | Office ID: MRML

Submit Listing | Cancel

Click **Find** to search agent roster

Click **Submit Listing**

Step 8:

When all changes have been made and the listing has been submitted, MRMLS Matrix confirms the changes are successful. Click the **MLS #** link to view the full report of the listing.

Home | Search | My Matrix | **Add/Edit** | Finance | History | Roster | Open House | Realist Tax | Smart Map | Smart Trac

Listing has been successfully updated. ML Number: **X06100034**

Your Listing has been successfully updated and will appear on the system shortly.

Add / Edit Photos | Add / Edit Supplements

Microsoft .net

If you have any questions, please call the MRMLS Customer Service Department between the hours of 8:30am to 9:00pm. You can also submit a support request online at our Support Request Page or by typing www.imrmls.com/support on you Tarasoft MATRIX v1.6. Copyright © 2006 Tarasoft Corporation.

Congratulations! Your listing changes are now complete. See Quick Reference Guides on How to Upload Photos and supplements.