

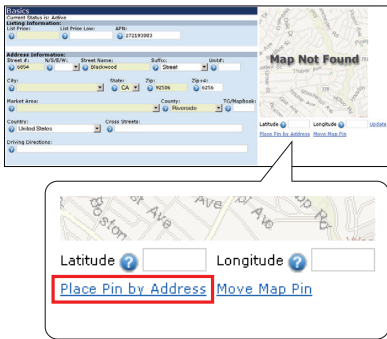
# CRMLSMATRIX

## Quick Reference Guide

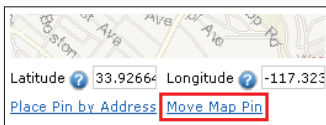
### Placing a Map Pin for Your Listing

Placing a map pin for your listing allows you to indicate the exact location of the property. CRMLS Matrix uses this information for map searches, displays, and reports. To place a map pin, follow the steps below.

1. When entering or updating a listing, click the **Basic** tab. Then click **Place Pin by Address**.
5. Check the placement of the map pin for accuracy.



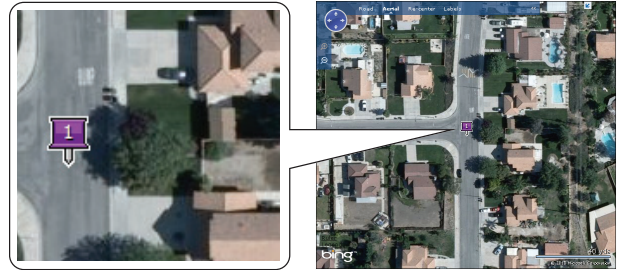
2. Click **Move Map Pin** to fine-tune the placement of the map pin.



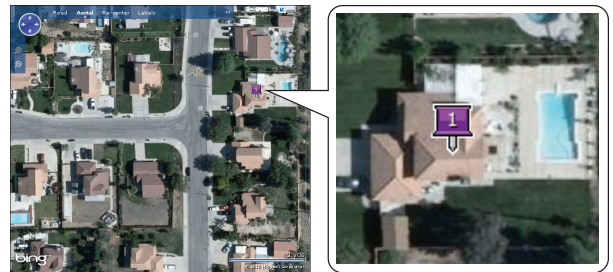
3. Click the magnifying glass to zoom in all the way.



4. Click the **Aerial** button.



6. Do one of the following:
  - If the map pin is not in accurately placed, click the location you would like to move the map pin to.



- If the map pin is in the correct location, continue with step 7.
7. When you're done fine-tuning the placement of the map pin, click the **OK** button to save your changes and return to the Basic listing input screen.

