

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

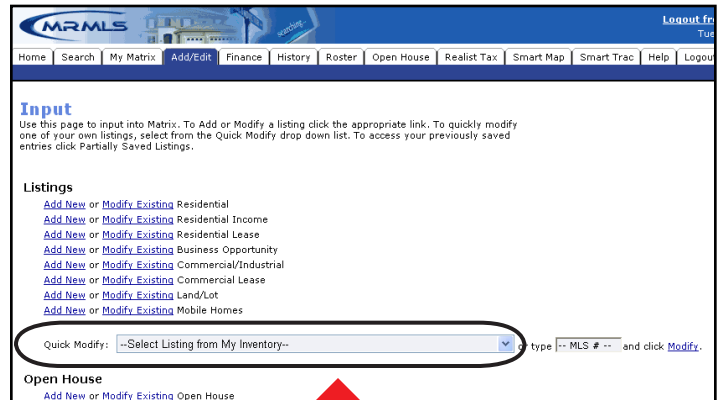
Step 1:

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



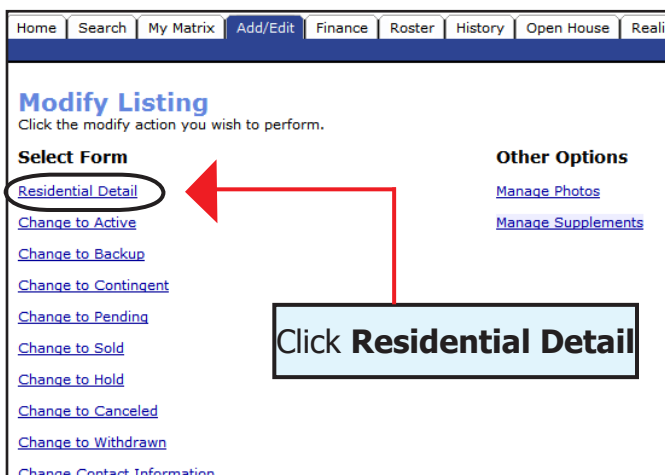
Step 2:

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



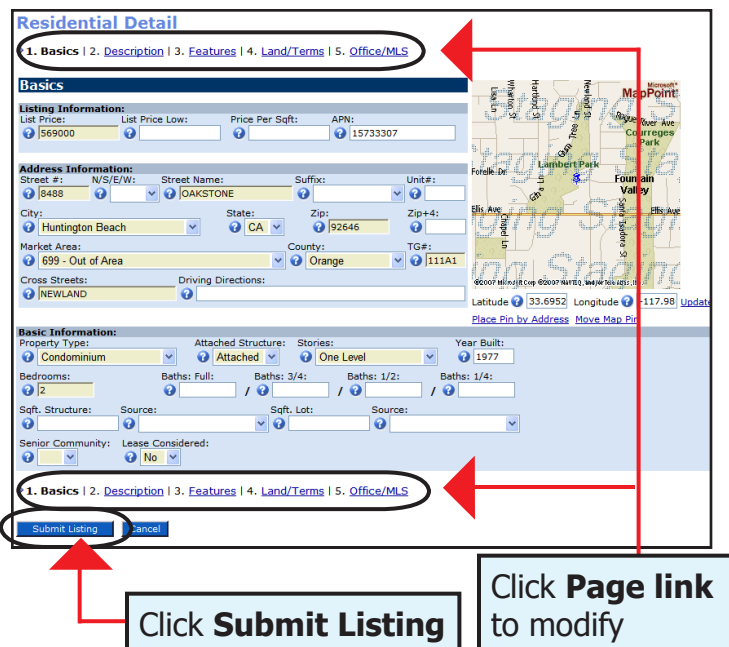
Step 3:

The **Residential Detail** from the Modify Listing Menu will open the 5-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, Description, Features...) Once complete click **Submit Listing**.



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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 Roster History Open House Real

Modify Listing

Click the modify action you wish to perform.

Select Form

- Residential Detail
- Change to Active**
- Change to Backup
- Change to Contingent
- Change to Pending
- Change to Sold
- Change to Hold
- Change to Canceled
- Change to Withdrawn
- Change Contact Information

Other Options

- Manage Photos
- Manage Supplements

Click one to change **Status**

Step 6:

To change a **Status**, MRMLS Matrix will only open the fields required to complete the specific Status change. Enter the required information 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
ML Number: 1424635
Address: 8488 OAKSTONE, Huntington Beach

Status Information
New Status: Closed Sale

Pending Information
Pending Date:

Sold Information
COE/End Date:
Selling Terms: All Inclusive Trust Deed Assumed Cal Vet

Selling Agent Information
Selling Agent Public ID: **Find** Refresh
Co-Agent Public ID: Find Refresh
Selected Co-Agent Information:
Name: Office:

Submit Listing

Click **Find** to search agent roster

Click **Submit Listing**

Step 7:

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

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Modify Listing

Click the modify action you wish to perform.

Select Form

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- Change to Withdrawn
- Change Contact Information

Other Options

- Manage Photos**
- Manage Supplements**

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

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.imrms.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.