How to use Add/Edit to start and maintain a listing.

Adding a Listing

Recommendation: Print the listing input form (found under "Resources" -> "CarolinaMLS Forms" in Matrix), fill out the form, then enter the information into Matrix Add/Edit.
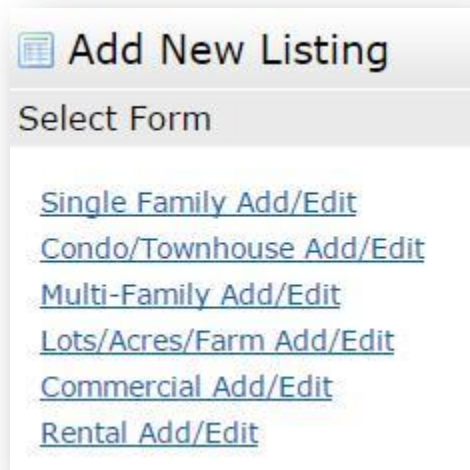
❶ From the Matrix navigation menu, click the "**Add/Edit**" tab.

| Home | Search | Stats | My Matrix | Public Records | Finance | Add/Edit | Resources |

❷ Click the "**Add New**" link.

➕ **Input**

Listings

Add new or Edit existing Listings

❸ Choose the appropriate property type form (**Single Family, Condo/Townhouse, Multi-Family, Lots/Acres/Farm, Commercial, or Rental**)

▦ **Add New Listing**

Select Form

Single Family Add/Edit
Condo/Townhouse Add/Edit
Multi-Family Add/Edit
Lots/Acres/Farm Add/Edit
Commercial Add/Edit
Rental Add/Edit

❹ Choose 1 of 3 options on the blue bar to fill the property form.

- **Fill from existing listing:** Fill the form from an existing listing that you have listed previously under the same office. Search by listing number or search using criteria fields. Run the search to find the preexisting listing and then click "Fill" next to the correct listing.

  Fill from Cross Property | Fill From Realist Tax | Start with a blank Listing

- **Fill from tax:** Fill the form using information such the county, parcel id or street address. Run the search to find the parcel and then click "Fill" next to the correct parcel.

  Fill from Cross Property | **Fill From Realist Tax** | Start with a blank Listing

- **Start with a blank listing:** Fill the blank form starting with the status tab.

  Fill from Cross Property | Fill From Realist Tax | **Start with a blank Listing**

Whichever option you choose, the next step takes you to the input area with seven tabs (**Status, Location Information, Listing Agent Listing Office, Property Information, Rooms, Features, and Remarks**) to complete depending on the property type.

Status | Location Information | Listing Agent and Listing Office | Property Information | Rooms | Features | Remarks

Tip: To see the required fields highlighted in yellow for each tab, click "Active" under the "Status" tab, then proceed to other tabs.

❺ Fill out the fields accordingly under each tab section. Click the **(?)** icon next to the field label for more information about that field.

❻ When you're ready to save/submit your listing:

- To save it as incomplete go to the "**Status**" tab, then click "**Incomplete**" then "**Submit listing**."
  FYI: Incomplete listings are only available to your Firm/Office broker, Firm/Office assistant and you the listing agent.

- To save it as active go to the "**Status**" tab, then click "**Active**" then "**Submit listing**." If you submit a listing as active without the required fields you will see red exclamation marks **(!)** on the tabs where the listing information is either not filled or not formatted properly. You can edit the information for each tab as needed. (FYI - a yellow caution symbol **/!** symbol is just an informational message. This will not stop you from submitting your listing as active.)

Submitting a listing will render an MLS# whether incomplete or active status. The "Input Succeeded" message indicates the listing has been saved (whether incomplete or active). If you don't see this message after submitting your listing, the listing has not been saved.
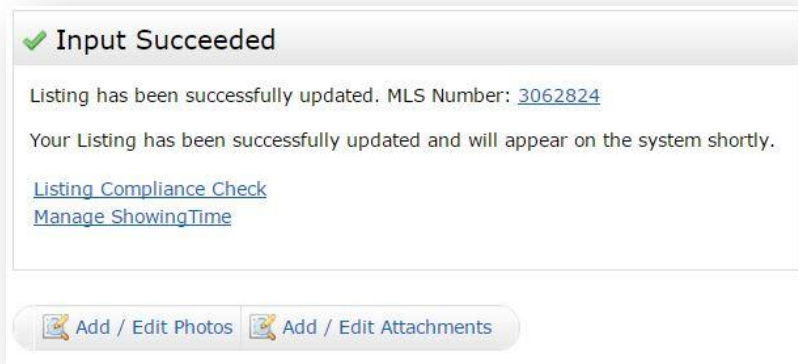
Editing a Listing

❶ From the Matrix Navigation menu, click the "**Add/Edit**" tab.

❷ You can 1) Choose Edit Listing, 2) type in the MLS# in the Quick Modify section or 3) use the Quick Modify drop down. **Recommendation:** You can also select to edit your listings through the "**My Listings**" widget on the home page. Click "**My Editable Listings,**" select the listing then choose "**Edit.**"

❸This will take you to the **Modify Listing** section with the option to go back into the input area by clicking the "*Property type* **add/edit**" link. In the Modify Listings area you can also change the listiing status, add photos, attachments, open houses, set up ShowingTime instructions, and use the listing checker to make sure your listing is in compliance.

FYI: The office brokers-in-charge and the office assistants are the only users who have access to update a listing to "**Withdrawn**" status.