



# Managing your Listings

## **MetroTex Association of REALTORS®**

8201 North Stemmons Freeway

Dallas, Texas 75247

214-637-6660

Technical Support: 214-540-2755

[www.DFWRealEstate.com](http://www.DFWRealEstate.com)

[www.MyMetroTex.com/mls-support](http://www.MyMetroTex.com/mls-support)

Revised: 07.17.15 gp





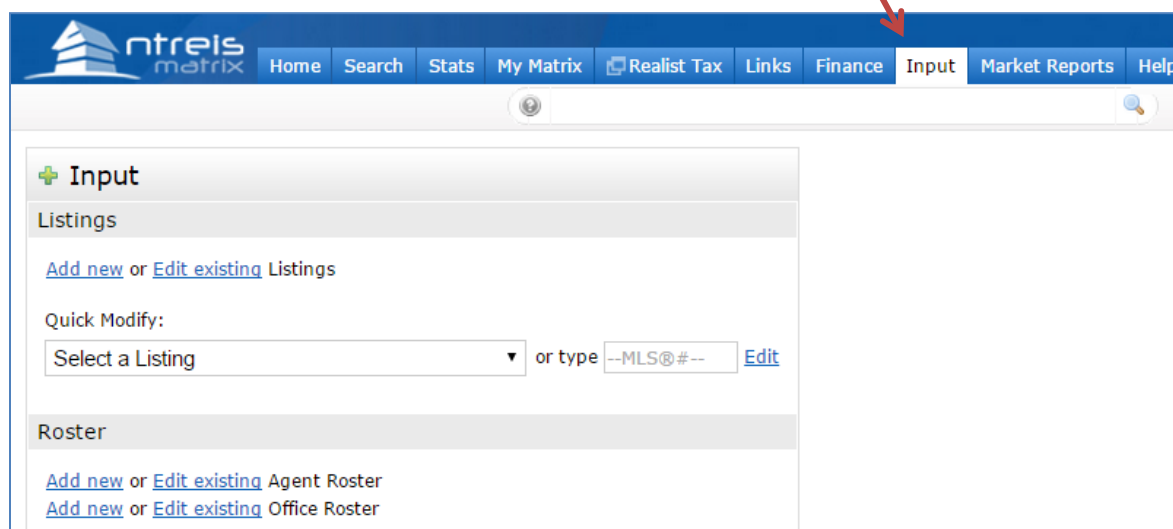
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## Adding / Editing Listings

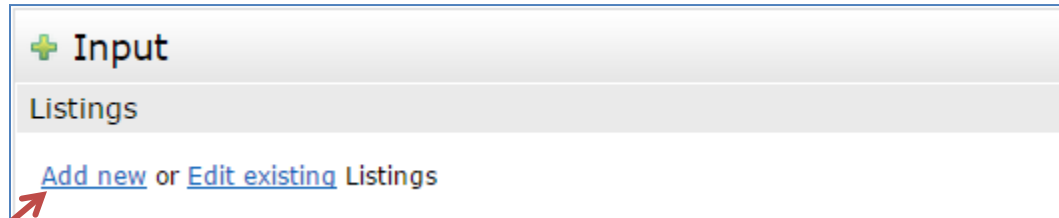
The input tab allows users to add and edit listings.



The screenshot shows the ntreis matrix website interface. The navigation bar at the top includes links for Home, Search, Stats, My Matrix, Realist Tax, Links, Finance, **Input** (highlighted with a red arrow), Market Reports, and Help. Below the navigation bar, the 'Input' section is active, showing options to 'Add new or Edit existing Listings' and a 'Quick Modify' section with a dropdown menu and an 'Edit' button. There is also a 'Roster' section with options to 'Add new or Edit existing Agent Roster' and 'Add new or Edit existing Office Roster'.

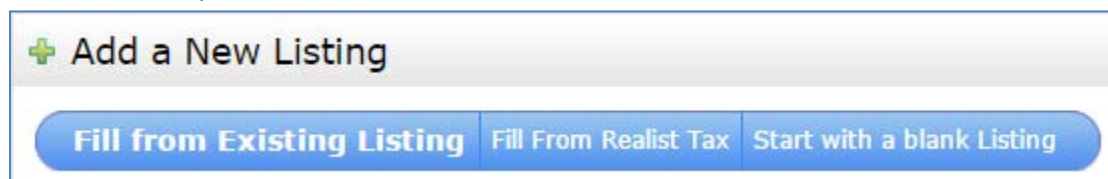
## Adding a New Listing

After selecting Add New:



The screenshot shows the 'Add a New Listing' form. It has a header with a green plus icon and the text 'Add a New Listing'. Below this, there is a section titled 'Listings' with a link that says 'Add new or Edit existing Listings'. A red arrow points to this link.

The listing type must be selected (i.e. Residential, Multi-Family, etc.). Then a listing can be created in one of three ways:



The screenshot shows the 'Add a New Listing' form with three buttons at the bottom: 'Fill from Existing Listing', 'Fill From Realist Tax', and 'Start with a blank Listing'.

**Fill from Existing Listing** – If a listing agent previously listed this property, the old listing can be copied.

**Fill from Realist Tax** – (Also called “Autopopulating”) If the property is in the Realist Tax database, some basic information may be able to be copied from the tax records to the listing.

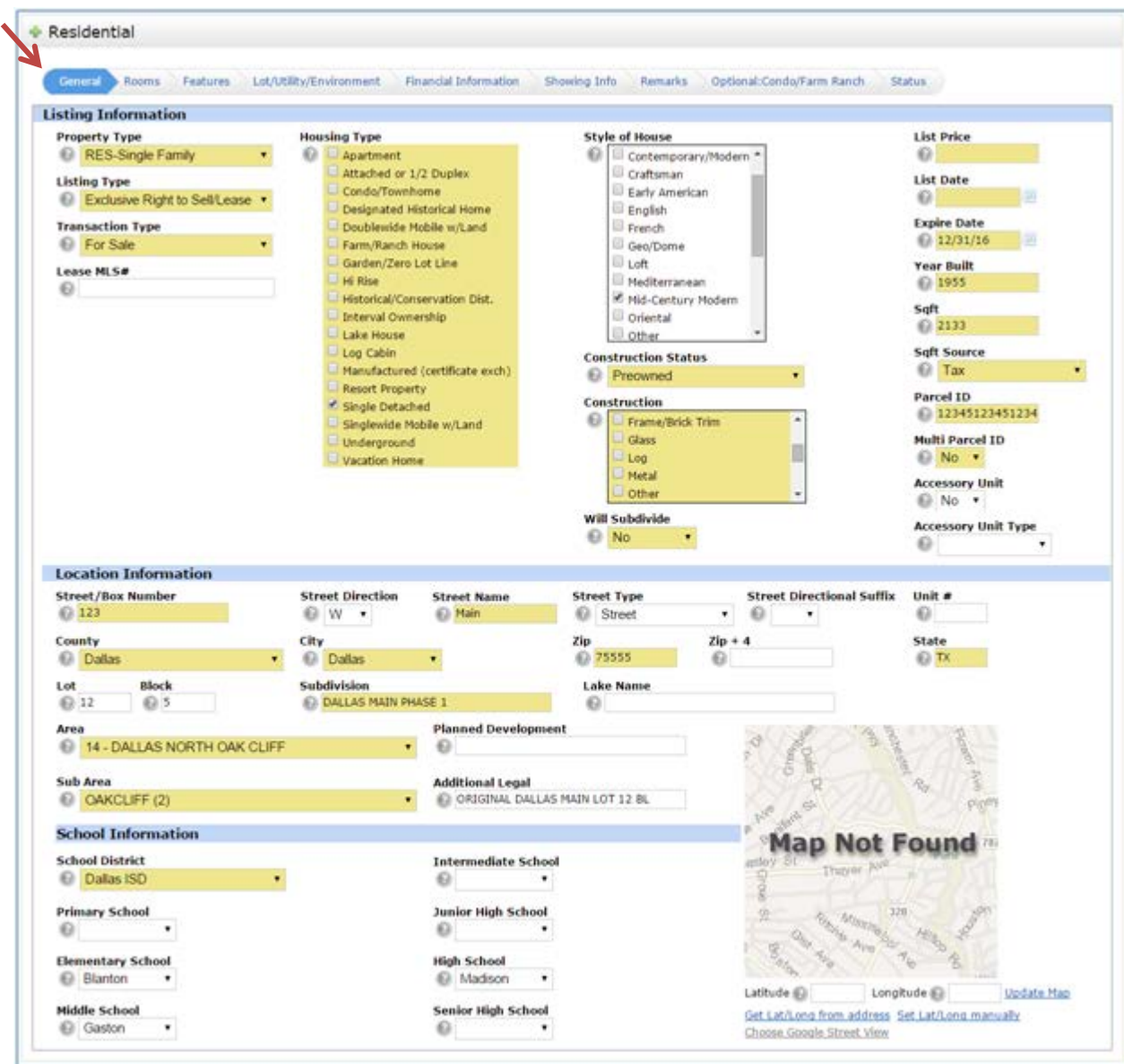
**Start with a blank Listing** – If the listing cannot be copied or populated from Realist, it will have to be entered manually in its entirety.



## Listing Data Entry

Once the listing has been started, the listing's information can be entered on the different tabs of the Data Entry screen.

The first tab is **General**. Basic information about the property is entered here.



**Residential**

General Rooms Features Lot/Utility/Environment Financial Information Showing Info Remarks Optional:Condo/Farm Ranch Status

**Listing Information**

Property Type: RES-Single Family

Listing Type: Exclusive Right to Sell/Lease

Transaction Type: For Sale

Lease MLS#:

**Housing Type**

- ☐ Apartment
- ☐ Attached or 1/2 Duplex
- ☐ Condo/Townhome
- ☐ Designated Historical Home
- ☐ Doublewide Mobile w/Land
- ☐ Farm/Ranch House
- ☐ Garden/Zero Lot Line
- ☐ Hi Rise
- ☐ Historical/Conservation Dist.
- ☐ Interval Ownership
- ☐ Lake House
- ☐ Log Cabin
- ☐ Manufactured (certificate exch)
- ☐ Resort Property
- ☒ Single Detached
- ☐ Singlewide Mobile w/Land
- ☐ Underground
- ☐ Vacation Home

**Style of House**

- ☐ Contemporary/Modern
- ☐ Craftsman
- ☐ Early American
- ☐ English
- ☐ French
- ☐ Geo/Dome
- ☐ Loft
- ☐ Mediterranean
- ☒ Mid-Century Modern
- ☐ Oriental
- ☐ Other

**Construction Status**: Preowned

**Construction**

- ☐ Frame/Brick Trim
- ☐ Glass
- ☐ Log
- ☐ Metal
- ☐ Other

**Will Subdivide**: No

**List Price**:

**List Date**:

**Expire Date**: 12/31/16

**Year Built**: 1955

**Sqft**: 2133

**Sqft Source**: Tax

**Parcel ID**: 12345123451234

**Multi Parcel ID**: No

**Accessory Unit**: No

**Accessory Unit Type**:

**Location Information**

Street/Box Number: 123

Street Direction: W

Street Name: Main

Street Type: Street

Street Directional Suffix:

Unit #:

County: Dallas

City: Dallas

Zip: 75555

Zip + 4:

State: TX

Lot: 12

Block: 5

Subdivision: DALLAS MAIN PHASE 1

Lake Name:

Area: 14 - DALLAS NORTH OAK CLIFF

Planned Development:

Sub Area: OAKCLIFF (2)

Additional Legal: ORIGINAL DALLAS MAIN LOT 12 BL

**School Information**

School District: Dallas ISD

Primary School:

Elementary School: Blanton

Middle School: Gaston

Intermediate School:

Junior High School:

High School: Madison

Senior High School:

**Map Not Found**

Latitude:

Longitude:

[Update Map](#)

[Get Lat/Long from address](#) [Set Lat/Long manually](#)

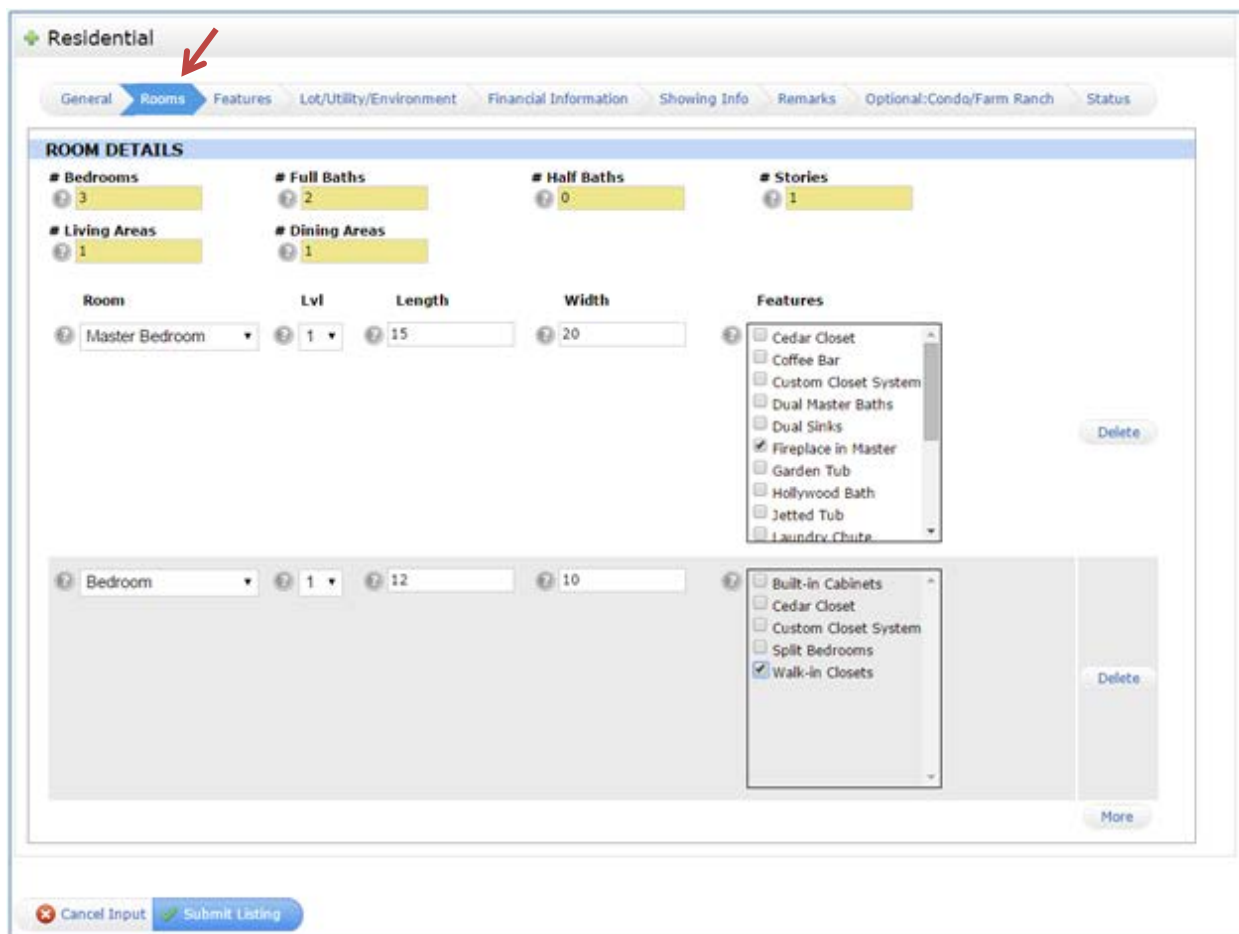
[Choose Google Street View](#)

NOTE: The highlight indicates required fields.



The next tab is **Rooms**.

Selecting **More** after entering a room's measurements creates a line for the next room.



The screenshot shows the 'Residential' listing form with the 'Rooms' tab selected. A red arrow points to the 'Rooms' tab. The form is divided into several sections:

- ROOM DETAILS**
  - # Bedrooms: 3
  - # Full Baths: 2
  - # Half Baths: 0
  - # Stories: 1
  - # Living Areas: 1
  - # Dining Areas: 1
- Room Entry Form**

Room	Lvl	Length	Width	Features
Master Bedroom	1	15	20	<input type="checkbox"/> Cedar Closet <input type="checkbox"/> Coffee Bar <input type="checkbox"/> Custom Closet System <input type="checkbox"/> Dual Master Baths <input type="checkbox"/> Dual Sinks <input checked="" type="checkbox"/> Fireplace in Master <input type="checkbox"/> Garden Tub <input type="checkbox"/> Hollywood Bath <input type="checkbox"/> Jetted Tub <input type="checkbox"/> Laundry Chute
Bedroom	1	12	10	<input type="checkbox"/> Built-in Cabinets <input type="checkbox"/> Cedar Closet <input type="checkbox"/> Custom Closet System <input type="checkbox"/> Split Bedrooms <input checked="" type="checkbox"/> Walk-in Closets

At the bottom of the form, there are two buttons: 'Cancel Input' and 'Submit Listing'.

**Residential**

General Rooms **Features** Lot/Utility/Environment Financial Information Showing Info Remarks Optional:Condo/Farm Ranch Status

### Features

<b>Interior Features</b> <input type="checkbox"/> Bay Windows <input checked="" type="checkbox"/> Built-in Wine Cooler <input type="checkbox"/> Cable TV Available <input type="checkbox"/> Central Vac <input type="checkbox"/> Decorative Lighting <input checked="" type="checkbox"/> Dry Bar <input type="checkbox"/> Electric Shades <input type="checkbox"/> Elevator <input checked="" type="checkbox"/> Flat Screen Wiring <input checked="" type="checkbox"/> High Speed Internet Available	<b>Pool on Property</b> <input checked="" type="radio"/> Yes <b>Pool Features</b> <input type="checkbox"/> Above Ground <input type="checkbox"/> Attached Spa <input type="checkbox"/> Cabana <input type="checkbox"/> Cleaning System <input type="checkbox"/> Custom Cover <input type="checkbox"/> Diving <input type="checkbox"/> Heated <input type="checkbox"/> In Ground Fiberglass	<b># Carport Spaces</b> <input type="text" value="2"/> <b># Garage Spaces</b> <input type="text" value="2"/> <b>Garage Length</b> <input type="text" value="15"/> <b>Garage Width</b> <input type="text" value="20"/> <b>Total Covered Parking</b> <input type="text" value="4"/>	<b>Parking Features</b> <input type="checkbox"/> Fenced Open Lot <input type="checkbox"/> Front <input checked="" type="checkbox"/> Garage <input type="checkbox"/> Garage Conversion <input checked="" type="checkbox"/> Garage Door Opener <input type="checkbox"/> Garage Under Building <input type="checkbox"/> Golf Cart Garage <input type="checkbox"/> Has Sink in Garage <input type="checkbox"/> Individual Carport <input type="checkbox"/> None
<b>Alarm/Security Y/N</b> <input checked="" type="radio"/> Yes <b>Alarm/Security Type</b> <input type="checkbox"/> Burglar <input type="checkbox"/> Carbon Monoxide Detector <input type="checkbox"/> Exterior Security Light(s) <input type="checkbox"/> Fire Sprinkler System <input checked="" type="checkbox"/> Fire/Smoke <input type="checkbox"/> Firewall(s) <input type="checkbox"/> Leased <input type="checkbox"/> Monitored <input type="checkbox"/> Other <input type="checkbox"/> Owned <input type="checkbox"/> Pre-Wired	<b>Handicap Y/N</b> <input type="radio"/> No <b>Handicap Amenities</b> <input type="checkbox"/> Elevator <input type="checkbox"/> Hand Rails <input type="checkbox"/> Lower Fixtures <input type="checkbox"/> Meets ADA Requirement <input type="checkbox"/> Other <input type="checkbox"/> Ramp <input type="checkbox"/> Wheelchair Access <input type="checkbox"/> Wide Doorways	<b># Fireplaces</b> <input type="text" value="1"/> <b>Fireplaces Features</b> <input type="checkbox"/> Blower Fan <input type="checkbox"/> Brick <input type="checkbox"/> Decorative <input checked="" type="checkbox"/> Gas Starter <input type="checkbox"/> Insert <input type="checkbox"/> Masonry Box <input type="checkbox"/> Metal Box <input type="checkbox"/> Other <input checked="" type="checkbox"/> See Through Fireplace <input type="checkbox"/> Stone <input type="checkbox"/> Wood Burning	<b>Common Features</b> <input type="checkbox"/> Boat Ramp <input type="checkbox"/> Campground <input type="checkbox"/> Club House <input type="checkbox"/> Comm. Sprinkler System <input type="checkbox"/> Common Elevator <input type="checkbox"/> Community Dock <input type="checkbox"/> Community Pool <input checked="" type="checkbox"/> Gated Entrance <input type="checkbox"/> Golf <input type="checkbox"/> Greenbelt <input checked="" type="checkbox"/> Guarded Entrance
<b>Roof</b> <input type="checkbox"/> Built-Up <input checked="" type="checkbox"/> Composition <input type="checkbox"/> Concrete <input type="checkbox"/> Fiber Cement <input type="checkbox"/> Metal <input type="checkbox"/> Other <input type="checkbox"/> Overlay <input type="checkbox"/> Shake Metal <input type="checkbox"/> Tar/Gravel <input type="checkbox"/> Tile/Slate	<b>Flooring</b> <input type="checkbox"/> Brick/Adobe <input checked="" type="checkbox"/> Carpet <input checked="" type="checkbox"/> Ceramic Tile <input type="checkbox"/> Concrete <input type="checkbox"/> Laminate <input type="checkbox"/> Marble <input type="checkbox"/> Other <input type="checkbox"/> Parquet <input type="checkbox"/> Slate <input type="checkbox"/> Stone	<b>Foundation</b> <input type="checkbox"/> Basement <input type="checkbox"/> Bois D'Arc Post <input type="checkbox"/> Other <input type="checkbox"/> Pier & Beam <input type="checkbox"/> Piered Beam Slab <input type="checkbox"/> Pillings <input checked="" type="checkbox"/> Slab	<b>Special Notes</b> <input type="checkbox"/> Res. Service Contract <input type="checkbox"/> Right of First Refusal <input type="checkbox"/> Section 8 Qualified <input checked="" type="checkbox"/> Senior/Adult Living Community <input type="checkbox"/> Special Assessments <input type="checkbox"/> Special Contracts/Provisions <input type="checkbox"/> Survey Available <input type="checkbox"/> Utility Easement <input type="checkbox"/> Verify Flood Insurance <input type="checkbox"/> Verify Rollback Tax
<b>Kitchen Equipment</b> <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Oven-Electric <input type="checkbox"/> Oven-Gas <input checked="" type="checkbox"/> Plumbed For Gas in Kitchen <input type="checkbox"/> Range/Oven-Electric <input type="checkbox"/> Range/Oven-Gas <input type="checkbox"/> Refrigerator <input checked="" type="checkbox"/> Vent Mechanism <input type="checkbox"/> Warmer Oven Drawer			

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The next tab is **Lot/Utility/Environment**.

Residential

General

Rooms

Features

**Lot/Utility/Environment**

Financial Information

Showing Info

Remarks

Optional:Condo/Farm Ranch

Status

**Lot Information**

Acres

? 0.33

Lot Dimensions

? 70 x 150

Lot Size/Acreage

? Less Than .5 Acre (not Zero)

Lot Description

?

- ☐ Leasehold
- ☐ Lrg. Backyard Grass
- ☐ No Backyard Grass
- ☐ Park View
- ☐ Partially Cultivated
- ☐ Pasture
- ☐ River Front
- ☐ Some Trees
- ☐ Subdivision
- ☐ Tank/ Pond
- ☐ Taxi-way
- ☐ Undivided
- ☒ Water/Lake View

Exterior Features

?

- ☐ Lighting System
- ☐ Mosquito Mist System
- ☐ Outdoor Fireplace/Pit
- ☒ Outdoor Living Center
- ☒ Patio Covered
- ☐ Patio Open
- ☐ Private Hangar
- ☐ Private Landing Strip
- ☐ Roof Top Deck/Patio
- ☐ RV/ Boat Parking
- ☐ Satellite Dish
- ☐ Separate Entry Quarters
- ☐ Sport Court

Restrictions

?

- ☐ Agricultural
- ☐ Animals
- ☐ Architectural
- ☐ Building
- ☐ Deed
- ☐ Development
- ☐ Easement(s)
- ☐ Health Department
- ☐ Hi Line
- ☐ Inland-Wetland Restr.
- ☐ Lease While on Market
- ☐ Mobile Home
- ☐ No Divide

Easements

?

- ☐ Access
- ☐ Drainage
- ☐ Electric
- ☐ Natural Gas
- ☐ None
- ☐ Other
- ☐ Pipe Line
- ☐ Telephone
- ☐ Utilities
- ☐ Water Lines

Type of Fence

?

- ☐ None
- ☐ Other
- ☐ Partially Fenced
- ☐ Pipe
- ☐ Rail
- ☐ Rock/Stone
- ☐ Slick/Smooth Wire
- ☐ Vinyl
- ☒ Wood

Soil

?

- ☐ Black
- ☐ Clay
- ☐ Fill
- ☐ Limestone
- ☐ Other
- ☐ Rocky/Shale
- ☐ Sandy Loam
- ☐ Unknown

**Utility Information**

Street/Utilities

?

- ☐ Aerobic Septic
- ☐ All Weather Road
- ☐ Alley
- ☐ Asphalt
- ☒ City Sewer
- ☒ City Water
- ☐ Co-op Membership Included
- ☐ Co-op Water
- ☐ Community Mailbox
- ☐ Concrete
- ☐ Curbs

Heating/Cooling

?

- ☐ Additional Water Heater(s)
- ☒ Central Air-Elec
- ☐ Central Air-Gas
- ☐ Central Heat-Elec
- ☒ Central Heat-Gas
- ☐ Electrostatic Air Filter
- ☐ Evaporation
- ☐ Gas Jets
- ☐ Geotherm
- ☐ Heat Pump
- ☐ Humidifier

MUD District

? No

**Environment Information**

Green Features

?

- ☒ Drought Tolerant Plants
- ☐ Energy Recovery Ventilator
- ☐ Enhanced Air Filtration
- ☐ ET Irrigation Control
- ☐ Geo-thermal HVAC
- ☐ Low Flow Commode
- ☐ Low Flow Fixtures
- ☐ Mechanical Fresh Air
- ☐ Rain / Freeze Sensors
- ☐ Rain Water Catchment
- ☐ Recirculating Hot Water

Green Certification

?

- ☒ Energy Star Certified
- ☐ Green Built N. TX
- ☐ HERS 0-85
- ☐ HERS 101+
- ☐ HERS 86-100
- ☐ HERS Rated
- ☐ LEED Certified
- ☐ LEED Gold
- ☐ LEED Platinum
- ☐ LEED Silver
- ☐ NGBP-National Green

Energy Efficiency

?

- ☐ 12 inch+ Attic Insulation
- ☐ 13-15 SEER AC
- ☐ 16+ SEER AC
- ☐ 90% Efficient Furnace
- ☐ Attic Fan
- ☒ Ceiling Fans
- ☐ Dehumidifier
- ☒ Double Pane Windows
- ☐ Electric Water Heater
- ☒ Energy Star Appliances
- ☐ Foam Insulation



The next tab is **Financial Information**.

+ Residential

General Rooms Features Lot/Utility/Environment **Financial Information** Showing Info Remarks Optional:Condo/Farm Ranch Status

### Financial Information

**Proposed Financing**

- ☐ Assumable Loan
- ☐ Bond Money
- ☒ Cash
- ☐ Contact Agent
- ☒ Conventional
- ☐ Conventional Assumable
- ☐ Escalating
- ☐ Federal Land Bank
- ☒ FHA
- ☐ FHA Assumable

**Possession**

- ☐ 30-60 Days
- ☐ 60-90 Days
- ☒ Closing/Funding
- ☐ Lease Outstanding
- ☐ Negotiable
- ☐ Other
- ☐ Specific Date
- ☐ Subject to Lease
- ☐ Upon Completion

**Loan Type**

Treat As Clear

**Payment Type****Payment****Balance**

**Mortgage Interest Rate****Orig Mtg Date****2nd Mortgage**

No

**HOA**

Mandatory

**HOA Billing Freq**

Annual

**HOA Dues**

500.00

**HOA Management Co**

Smith Services

**HOA Includes**

- ☐ All Utilities
- ☐ Back Yard Maintenance
- ☐ Blanket Insurance
- ☐ Electric
- ☐ Exterior Maintenance
- ☒ Front Yard Maintenance
- ☒ Full Use of Facilities

**Possible Short Sale**

No

**Unexempt Taxes**

3259

**Complex Approved For****HOA Managemt Co Phone**

555-555-5555

**Preferred Title Company****Title Co Phone****Title Company Location**

**Lender****Appraiser's Name**



**Residential**

General Rooms Features Lot/Utility/Environment Financial Information **Showing Info** Remarks Optional:Condo/Farm Ranch Status

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### Agent & Office Information

<a href="#">Find an Agent</a> <b>List Agent MLS ID</b> <input type="text"/> 75417 <a href="#">Refresh</a>	<b>Agent Information</b>  Gail Padwick (214) 540-2755  gailp@dfwre.com  (555) 555-5554	<b>Office Information</b>  MetroTex Assoc. of REALTORS STAFFD 8201 North Stemmons Freeway Dallas TX 75247 (214) 637-6660
<a href="#">Find an Agent</a> <b>List Agent 2 MLS ID</b> <input type="text"/> <a href="#">Refresh</a>	<b>Agent Information</b>	<b>Office Information</b>

**Office Supervisor**  
 Cathy Faulkner

---

### Compensation and Showing Information

<b>Variable Fee</b> <input type="text"/> No	<b>Seller Type</b> <input type="text"/> Individual(s)	<b>Occupancy</b> <input type="text"/> Owner	<b>Owner Permission to Video</b> <input type="text"/>
<b>Buyers Agency Commission</b> <input type="text"/> 3%	<b>Owner Name</b> <input type="text"/> Smith, John	<b>Occupant</b> <input type="text"/>	<b>Call for Appt</b> <input type="text"/> CSS
<b>SubAgency Commission</b> <input type="text"/> 0%	<b>Owner Home Phone</b> <input type="text"/>	<b>Occupant Home Phone</b> <input type="text"/>	<b>Appt Phone</b> <input type="text"/>
<b>CBS Code</b> <input type="text"/>	<b>Owner Alt Phone</b> <input type="text"/>	<b>Occupant Alt Phone</b> <input type="text"/>	<b>Appt Phone Ext</b> <input type="text"/>
<b>Keybox Type</b> <input type="text"/> Blue iBox	<b>Show Instr</b> <input type="text"/> One hour notice required for showings.  Characters Remaining: 112 <a href="#">Check Spelling</a>	<b>Showing Instructions Type</b> <input type="text"/> Appointment (Appt Svc only) Appointment Service Call-Key Box Centralized Showing Service	
<b>Keybox #</b> <input type="text"/> 55443322	<b>Secured Showing Instr</b> <input type="text"/>  Characters Remaining: 50 <a href="#">Check Spelling</a>		
<b>Shackle Code</b> <input type="text"/>			
<b>Keybox Combination Code</b> <input type="text"/>			

Residential

General

Rooms

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Lot/Utility/Environment

Financial Information

Showing Info

Remarks

Optional:Condo/Farm Ranch

Status

Remarks

Listsings will Appear on

?

☒ Zillow

?

☒ Members IDX Websites

?

☒ Realtors Property Resource

?

☒ NTREIS Translator

?

☒ REALTOR.com

?

☒ Syndicate Listing

?

☒ TexasRealEstate.com

Allow Address Display

?

Yes

Allow AVM

?

Yes

Allow Comments/Reviews

?

Yes

Allow Internet Display

?

Yes

Public Driving Directions

?

From 35E, exit Commerce. Go Right on Mockingbird, Left on Allison and the house is on the NE corner of Allison and Main.

Characters Remaining: 29

[Check Spelling](#)

Property Description

?

Beautiful 3 Bed, 2 bath in the heart of the city. Hardwood floors and crown molding make this house a must see!

Characters Remaining: 336

[Check Spelling](#)

Excludes

?

Planters and contents of planters in the entryway

Characters Remaining: 61

[Check Spelling](#)

Private Remarks

?

Some large furniture may be negotiable -- please see agent for details.

Characters Remaining: 229

[Check Spelling](#)

Intra Office Remarks

?

Listing Internal File # 2233-SW entered by LS

Characters Remaining: 180

[Check Spelling](#)

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The next tab is **Optional: Condo / Farm Ranch**.

**Residential**

General Rooms Features Lot/Utility/Environment Financial Information Showing Info Remarks **Optional: Condo/Farm Ranch** Status Test

**Condo Information**

Building Number ?  Building Stories ?  Complex Name ?  FHA/VA Approved Complex # ?  Floor Location ?

**Farm & Ranch Information**

# Residences ?  # of Stock Tanks ?  Topography ? ☐ Bottom ☐ Brush ☐ Cedar ☐ Cleared ☐ Flood Plain

# Barns ?  # Ponds ?  Present Use ? ☐ Agriculture ☐ Cattle ☐ Commercial ☐ Dairy ☐ Equine ☐ Exotics ☐ Feed Lot ☐ Fish Farm

# of Wells ?  # Lakes ?  Proposed Use ? ☐ Planned Unit Development ☐ Poultry ☐ Residential Multi-Family ☐ Residential Single ☐ Resort ☐ Sheep/Goats ☐ Swine ☐ Truck Farm

Stalls in Barn 1 ?  Barn 1 Length ?  Barn 1 Width ?  Barn Information ? ☐ Barn(s) ☐ Breeding Barn ☐ Electric to Barn ☐ Equipment Barn ☐ Farrowing Barn ☐ Feeder Pig Barn

Stalls in Barn 2 ?  Barn 2 Length ?  Barn 2 Width ?  Crop/Grasses ? ☐ Bluestem ☐ Buffalo Grass ☐ Coastal Bermuda ☐ Common Bermuda ☐ Emmedo Love Grass ☐ Hardwood Timber

Stalls in Barn 3 ?  Barn 3 Length ?  Barn 3 Width ?  Ranch Type ?  Ranch Name ?  Exterior Buildings ? ☐ Boiler Operation ☐ Bunk House ☐ Mobile ☐ None

Bottom Land Acres ?  Crop Retire Program ?  Road Frontage ?  Road Frontage Desc ? ☐ Private ☐ Road Easement ☐ Sidewalk ☐ State ☐ Storm Sewer ☐ U.S. Highway

Cultivated Acres ?  Land Leased ?  Aerial Photo Available ?  AG Exemption ?  Surface Rights ? ☐ All ☐ Easement ☐ Exist ☐ Mineral Easement ☐ Other

Irrigated Acres ?  Pasture Acres ?  Other Utilities ? ☐ Butane Gas ☐ Cable Available ☐ City Electric ☐ Co-op Electric ☐ Electric ☐ Electric Avail. Off Site ☐ Electric Avail. On Site

Miscellaneous ? ☐ Holding Pen ☐ Hot Walker ☐ Kennels ☐ Loading Chute ☐ Other ☐ Outdoor Arena ☐ Perm. Squeeze Chutes ☐ Walker ☐ Windmill

NOTE: These fields only apply if the property is a Condo or a Farm/Ranch.



## Saving a Listing

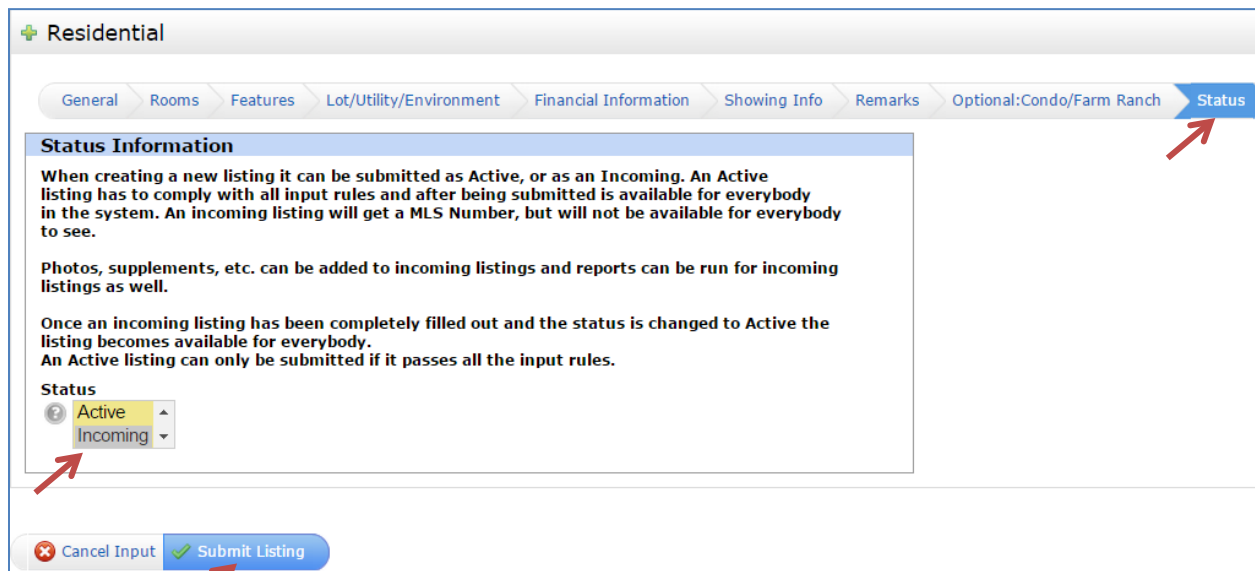
The last tab is Status.

A listing can either be saved as **Active** or **Incoming**.

If the data entry is complete and the listing is ready to be added to the MLS, the listing can be saved as **Active**.

If the listing is not complete and/or ready to be added to the MLS, the listing can be saved as **Incoming**.

From the **Status** tab, **Incoming** and **Submit Listing** saves the listing.



The screenshot shows the 'Residential' listing form with the 'Status' tab selected. The 'Status' tab is highlighted in blue and has a red arrow pointing to it. Below the tabs is a 'Status Information' box containing text about Active and Incoming listings. Below this box is a 'Status' dropdown menu with 'Active' selected and 'Incoming' as an option. A red arrow points to the 'Incoming' option. At the bottom of the form are two buttons: 'Cancel Input' (with a red 'x' icon) and 'Submit Listing' (with a green checkmark icon). A red arrow points to the 'Submit Listing' button.

**Residential**

General Rooms Features Lot/Utility/Environment Financial Information Showing Info Remarks Optional:Condo/Farm Ranch **Status**

**Status Information**

When creating a new listing it can be submitted as Active, or as an Incoming. An Active listing has to comply with all input rules and after being submitted is available for everybody in the system. An incoming listing will get a MLS Number, but will not be available for everybody to see.

Photos, supplements, etc. can be added to incoming listings and reports can be run for incoming listings as well.

Once an incoming listing has been completely filled out and the status is changed to Active the listing becomes available for everybody.

An Active listing can only be submitted if it passes all the input rules.

Status

Active Incoming

Cancel Input Submit Listing



## Checking the Mapping

When entering a listing, some properties will not map correctly.

**Residential**

General Rooms Features Lot/Utility/Environment Financial Information Showing Info Remarks Optional-Condo/Farm Ranch Status

**Listing Information**

Property Type: RES-Single Family  
Listing Type: Exclusive Right to Sell/Lease  
Transaction Type: For Sale  
Lease MLS#:   
Housing Type:   
Style of House:   
List Price:   
List Date:   
Expire Date: 12/31/16  
Year Built: 1955  
Sqft: 2133  
Sqft Source: Tax  
Parcel ID: 12345123451234  
Multi Parcel ID: No  
Accessory Unit: No  
Accessory Unit Type:   
Construction Status: Preowned  
Construction:   
Will Subdivide: No

**Location Information**

Street/Box Number: 123  
County: Dallas  
Lot: 12 Block: 5  
Area: 14 - DALLAS NORTH OAK CLIFF  
Sub Area: OAKCLIFF (2)  
Planned Development:   
Additional Legal: ORIGINAL DALLAS MAIN LOT 12 BL  
Street Direction: W  
Street Name: Main  
Street Type: Street  
Street Directional Suffix:   
Unit #:   
City: Dallas  
Zip: 75555 Zip + 4:   
State: TX  
Lake Name:   
Subdivision: DALLAS MAIN PHASE 1

**School Information**

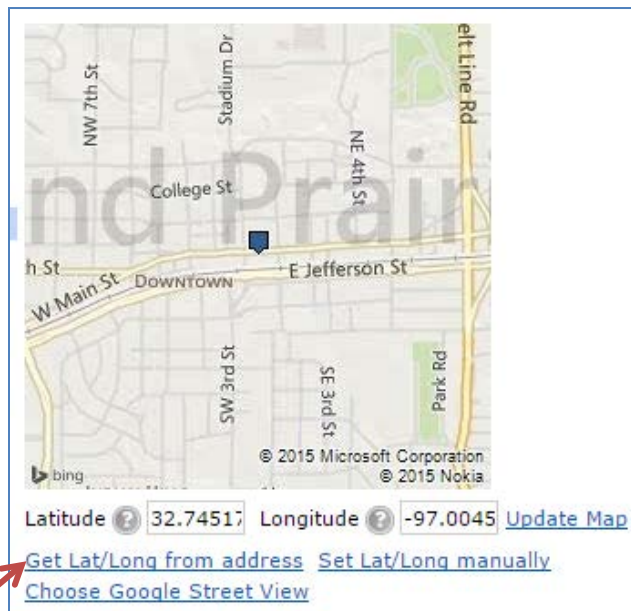
School District: Dallas ISD  
Primary School:   
Elementary School: Blanton  
Middle School: Gaston  
Intermediate School:   
Junior High School:   
High School: Madison  
Senior High School:   
Map Not Found

Latitude: Longitude: [Update Map](#)  
[Get Lat/Long from address](#) [Set Lat/Long manually](#)  
[Choose Google Street View](#)

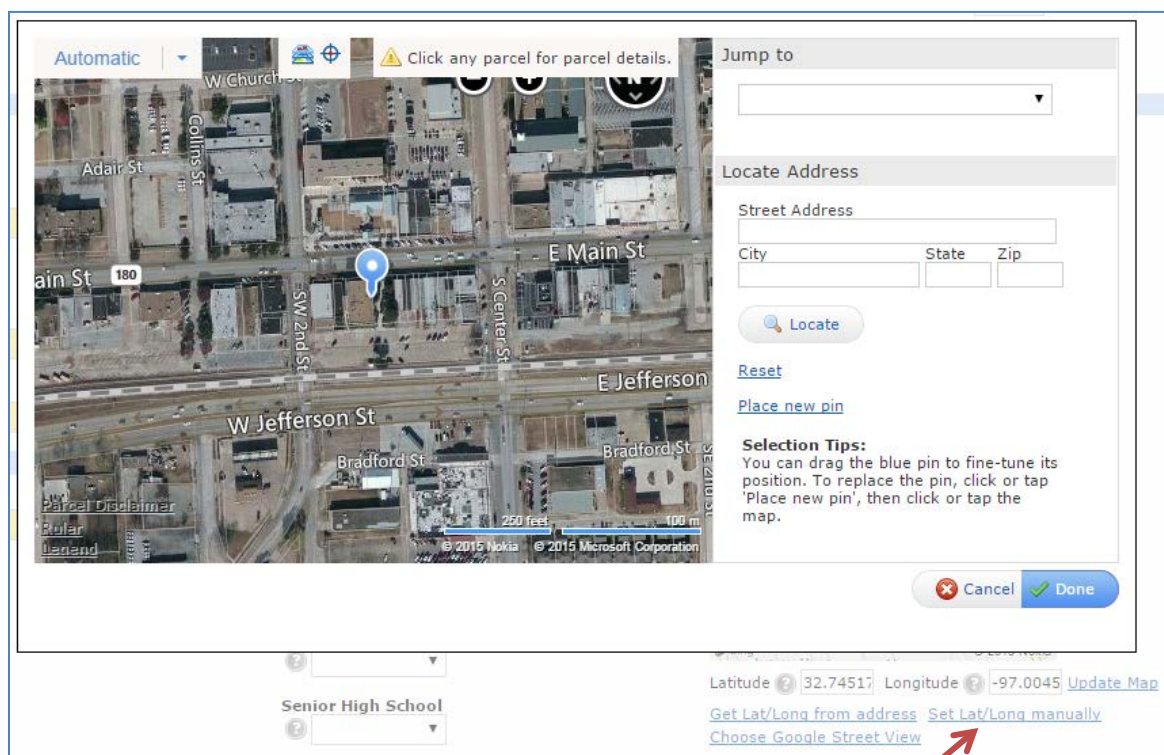




In that situation, selecting **Get Lat/Long from address** will generally refresh the map to the appropriate location.



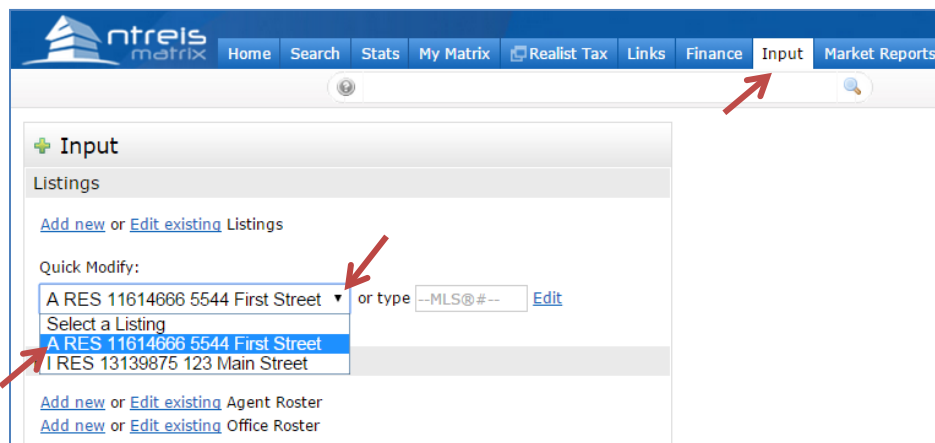
Set **Lat/Long manually** allows the agent to choose where the map pin is placed.



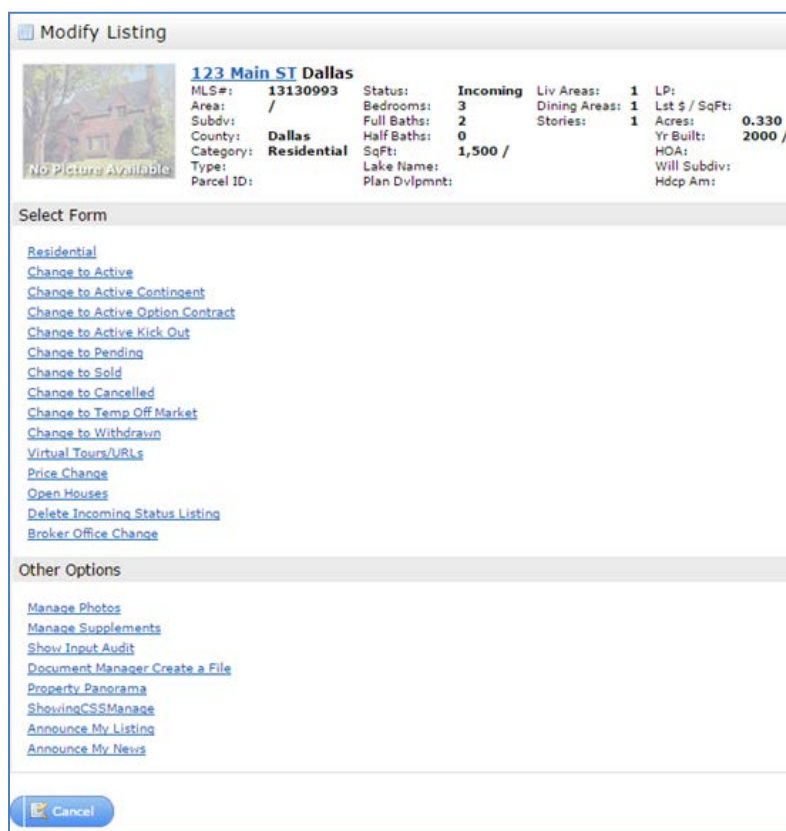


## Modifying a Listing

Once a listing has been saved (Active or Incoming status), the data on the listing can be edited, the listing status can be changed and the photos and documents can be added from the **Modify Listing** menu. From the **Input** Tab, select the down arrow in the **Quick Modify** box, and then select the listing.



This brings up the **Modify Listing** menu.



**123 Main ST Dallas**

MLS#: 13130993	Status: Incoming	Liv Areas: 1	LP: 1
Area: /	Bedrooms: 3	Dining Areas: 1	Lst \$ / SqFt: 0.330
Subdv: Dallas	Full Baths: 2	Stories: 1	Acres: 2000 /
County: Dallas	Half Baths: 0		Yr Built: 2000 /
Category: Residential	SqFt: 1,500 /		HOA: Will Subdiv: Hdcp Am:
Type: Residential	Lake Name: Plan Dvlpmnt:		
Parcel ID:			

**Select Form**

- [Residential](#)
- [Change to Active](#)
- [Change to Active Contingent](#)
- [Change to Active Option Contract](#)
- [Change to Active Kick Out](#)
- [Change to Pending](#)
- [Change to Sold](#)
- [Change to Cancelled](#)
- [Change to Temp Off Market](#)
- [Change to Withdrawn](#)
- [Virtual Tours/VRLs](#)
- [Price Change](#)
- [Open Houses](#)
- [Delete Incoming Status Listing](#)
- [Broker Office Change](#)

**Other Options**


- [Manage Photos](#)
- [Manage Supplements](#)
- [Show Input Audit](#)
- [Document Manager Create a File](#)
- [Property Panorama](#)
- [ShowingCSManage](#)
- [Announce My Listing](#)
- [Announce My News](#)

[Cancel](#)





## Closing a Listing as Sold



**123 W Main ST Dallas**  
 MLS#: 13197619  
 Area: 14/2  
 Subdv: DALLAS MAIN PHASE 1  
 County: Dallas  
 Category: Residential  
 Type: RES-Single Family  
 Parcel ID: 123451234512345

Select Form

[Residential](#)  
[Change to Active](#)  
[Change to Active Contingent](#)  
[Change to Active Option Contract](#)  
[Change to Active Kick Out](#)  
[Change to Pending](#)  
[Change to Sold](#)

Under **Select Form**, **Change to Sold** is used to close the listing.

+ Change to Sold

**Listing Information**

123 W Main Street, Dallas TX 75555

MLS#: 13197619  
 Status: Sold  
 Status Date: 07/17/2015  
 List Date: 01/01/2015  
 List Price: \$500,000

**Change to Sold**

<b>Sold Price</b> <input type="text" value="489000"/>	<b>Seller Contribution</b> <input type="text" value="1000"/>	<b>Appraiser's Name</b> <input type="text" value="Jane Smith"/>	<b>Sqft</b> <input type="text" value="2133"/>
<b>Sold Date</b> <input type="text" value="07/17/2015"/>	<b>Contract Date</b> <input type="text" value="06/10/2015"/>	<b>Third Party Assistance Program</b> <input type="text" value="No"/>	<b>Sqft Source</b> <input type="text" value="Tax"/>
<b>1st Financing</b> <input type="text" value="FHA"/>	<b>1st Term In Years</b> <input type="text" value="30"/>	<b>1st Loan Amount</b> <input type="text" value="480000"/>	<b>1st Interest Rate</b> <input type="text" value="3.25"/>
<b>2nd Financing</b> <input type="text"/>	<b>2nd Term In Years</b> <input type="text"/>	<b>2nd Loan Amount</b> <input type="text"/>	<b>2nd Interest Rate</b> <input type="text"/>
<b>Mortgage Company</b> <input type="text" value="Smith Mortgage"/>	<b>Closing Title Company</b> <input type="text" value="Jones Title - North Dalla"/>		

[Find an Agent](#)  
**Selling Agent ID**  
 [Refresh](#)

**Selling Agent**  
 Agent Name: Cathy Faulkner Rce

**Selling Office**  
 Office Name: MetroTex Assoc. of REALTORS

All of the required fields are highlighted. **Any property listed in the MLS must be closed with all the required information when it sells/leases.**



## Adding Photos

Other Options

[Manage Photos](#)  
[Manage Supplements](#)

Under **Other Options**, **Manage Photos** opens the photo dialog box. The file is selected from the user's hard drive and uploaded. When all files have been uploaded, select **Save**. The system will accept up to 25 photos with a recommended size of at least 1024 x 768.

Add / Edit Photos for MLS#13130993

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. Users may upload an agent photo by using the Input tab>Edit Existing Agent Roster>Manage Photos. Please note you can have only one photo selected as the Primary. For maximum quality, upload photos at least **1024 x 768** pixels in size. [Click here to import photos from another listing.](#)

Click **Browse** to select photo(s) to upload (25 max).

## Adding Documents / Supplements

Other Options

[Manage Photos](#)  
[Manage Supplements](#)

Under **Other Options**, **Manage Supplements** opens the documents dialog box. The system will accept up to 5 \*.pdf documents with a maximum size of 10MB each. The file is selected from the user's hard drive, renamed (if necessary) and uploaded. When all files have been uploaded, select **Save**.

Manage Supplements for 13130993

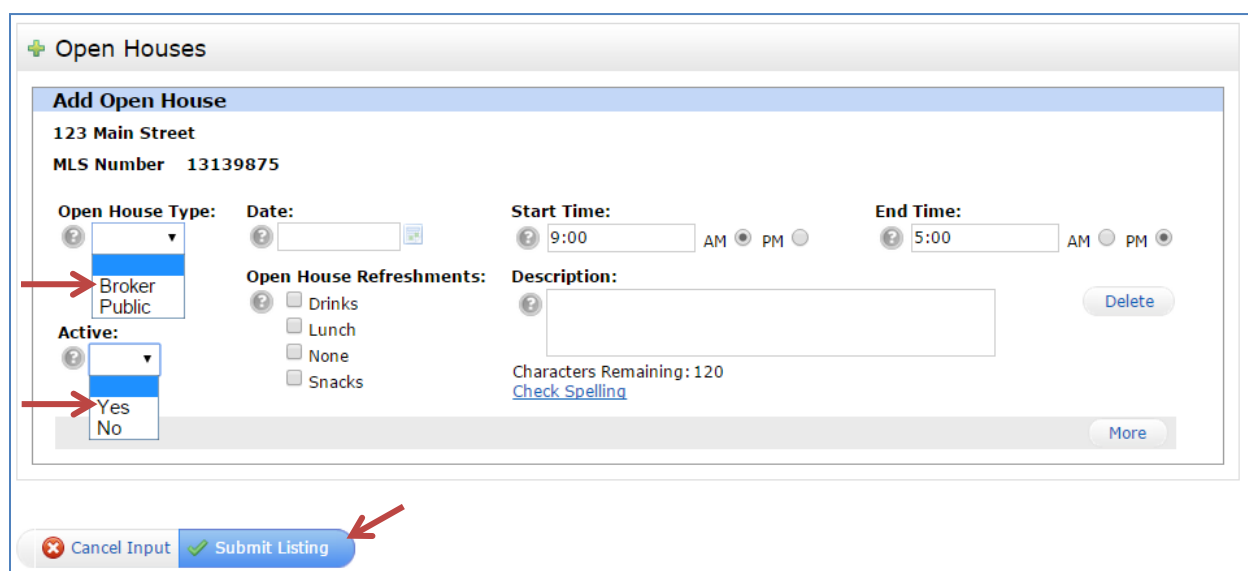
Add Supplement (10MB max)

Supplement Description   
Select File  No file chosen



## Open House / MLS Tours

Once a listing is active in the Matrix, it can be placed on MLS Tour and Open House dates can be added. From the **Modify Listings** menu, **Open Houses** opens the dialog box.



**Open House Type** is either Broker or Public. Broker is the MLS Tour available to brokers and agents only. Public is an open house open to the general public.

The **Date**, **Start Time** and **End Time** must be entered.

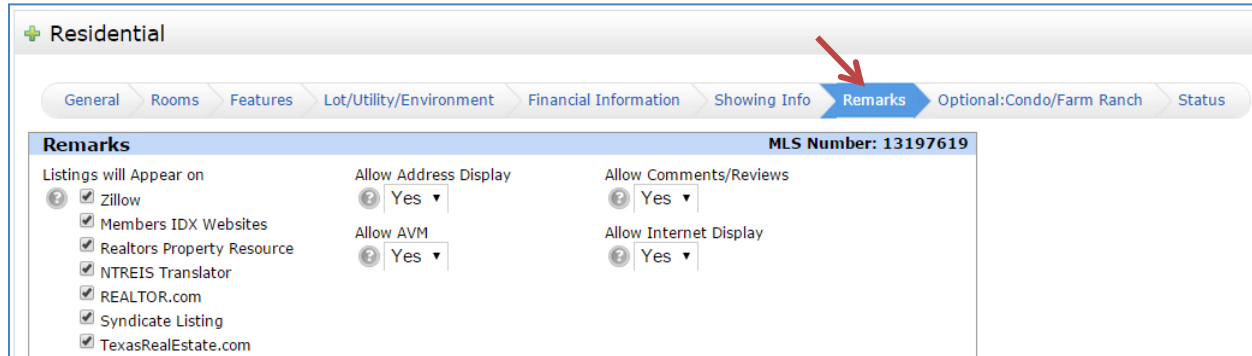
The Open House / MLS Tour must be **Active** to be seen in the MLS.

**Submit Listing** saves this entry.



## Listing Internet Display

When entering a listing, the internet display options are under the **Remarks** tab. Each listing destination can be selected or de-selected on a per-listing basis, but the broker's dashboard settings pre-empt the per-listing settings.



**Residential**

General Rooms Features Lot/Utility/Environment Financial Information Showing Info **Remarks** Optional:Condo/Farm Ranch Status

**Remarks** MLS Number: 13197619

<p>Listings will Appear on</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Zillow</li> <li><input checked="" type="checkbox"/> Members IDX Websites</li> <li><input checked="" type="checkbox"/> Realtors Property Resource</li> <li><input checked="" type="checkbox"/> NTREIS Translator</li> <li><input checked="" type="checkbox"/> REALTOR.com</li> <li><input checked="" type="checkbox"/> Syndicate Listing</li> <li><input checked="" type="checkbox"/> TexasRealEstate.com</li> </ul>	<p>Allow Address Display</p> <p><input type="radio"/> Yes</p> <p>Allow AVM</p> <p><input type="radio"/> Yes</p>	<p>Allow Comments/Reviews</p> <p><input type="radio"/> Yes</p> <p>Allow Internet Display</p> <p><input type="radio"/> Yes</p>
---	---	---

### Zillow

This sends the listing to Zillow.com.

### Members IDX Websites

This sends the listing to the websites of NTREIS MLS members (for example, the website of a buyer's agent who is a MLS member).

### REALTORS® Property Resource

This sends the listing to RPR, a property analysis site provided to REALTORS® by the National Association of REALTORS®.

### NTREIS Translator

This sends the listing to MLS member multi-language websites created by Immobel.

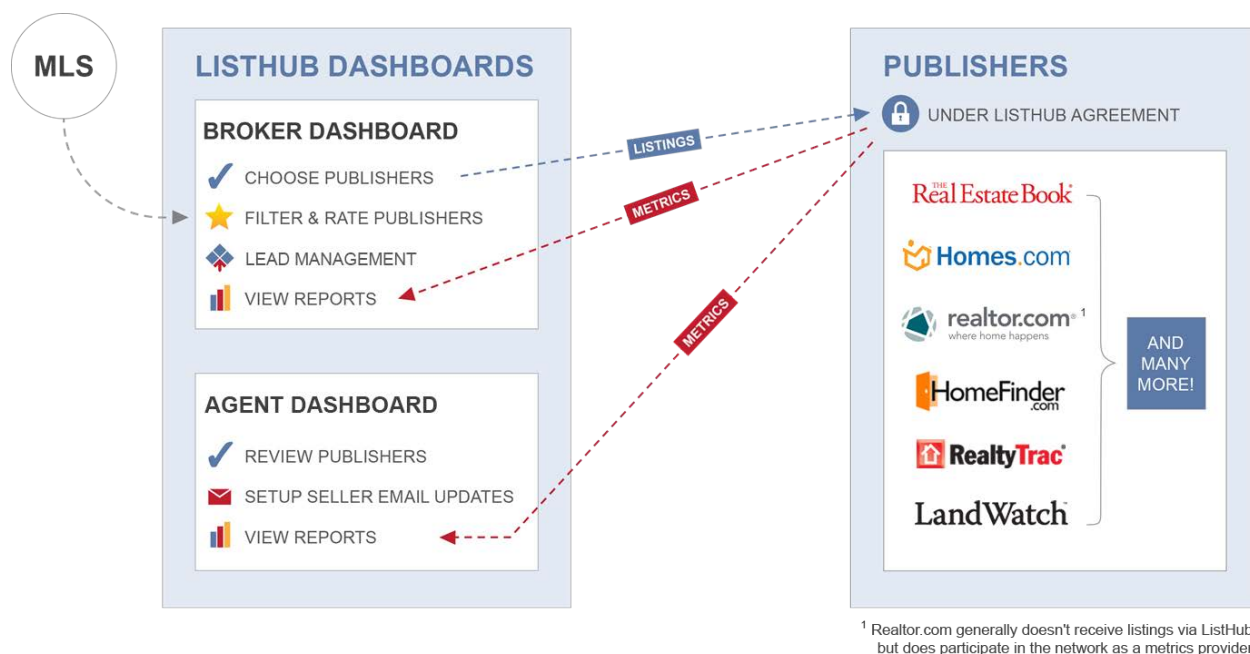
### REALTOR.com

This sends the listing to REALTOR.com.



## Syndicate Listing

NTREIS can submit listings to ListHub for syndication.



Source: <http://www.listhubnews.com/mlsguide/wp-content/uploads/2014/01/HowListHubWorks-BrokersAgents-NoZillow.png>

If the broker has not opted-out of syndication for the brokerage, selecting this box sends the listings to ListHub. ListHub then forwards the listings to the sites that both the broker and the agent have approved. (NOTE: The default setting is all sites approved – all ListHub participating websites are approved until an agent or broker changes the status to blocked.)

An agent must have an active listing in order to register with ListHub and see his/her agent dashboard.

More information on ListHub is available on the MetroTex website: [www.MyMetroTex.com/mls-support](http://www.MyMetroTex.com/mls-support)

## TexasRealEstate.com

This sends the listing to TexasRealEstate.com, the public-facing website for the Texas Association of REALTORS®.



### **Allow Address Display**

Selecting “no” hides the address (street number and name) of the property on websites receiving data feeds from NTREIS MLS.

### **Allow Comments/Reviews**

Selecting “no” prevents the website from collecting or displaying comments or reviews of the listing. (NOTE: If a website publishes comments, it may decide not to display this listing in order to comply.)

### **Allow AVM**

Selecting “no,” prohibits the display of an AVM of the listing adjacent to the listing display. (NOTE: If a website displays AVMs, it may decide not to display this listing in order to comply.)

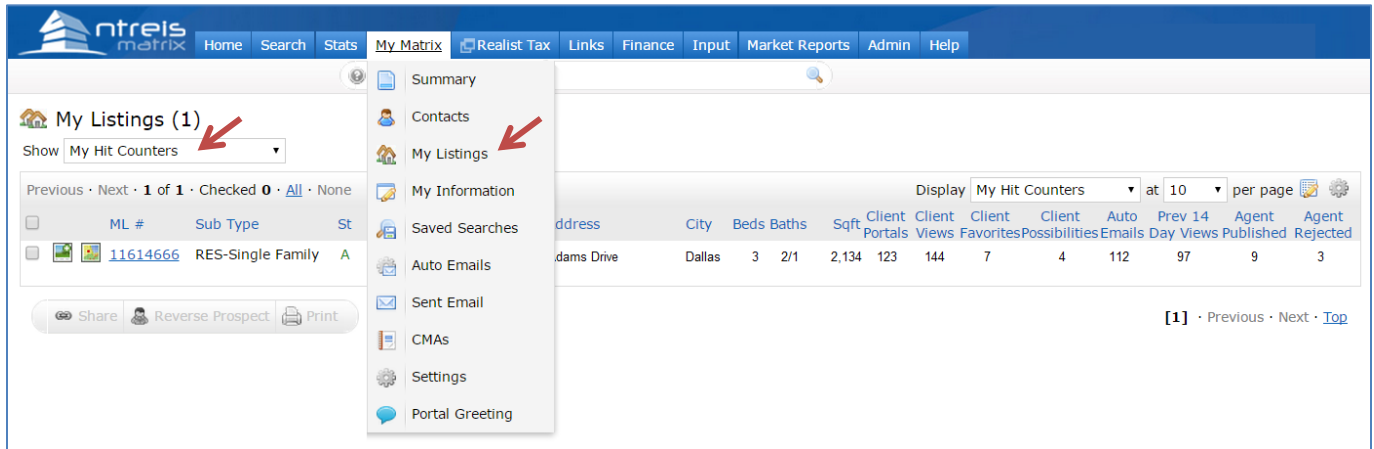
### **Allow Internet Display**

Selecting “no” marks the listing for “no display” in NTREIS MLS data feeds to internet websites that display property listing data.



## Hit Counter

The Hit Counter displays statistics about the exposure of a listing. It can be found under the **My Matrix** tab / **My Listings**. The **Show** down arrow brings up the option of **My Hit Counters**.



Address	City	Beds	Baths	Sqft	Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
...dams Drive	Dallas	3	2/1	2,134	123	144	7	4	112	97	9	3

The statistics on the right of the screen detail the views of the listing from Matrix.

Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
123	144	7	4	112	97	9	3

**Client Portals** is the number of clients to whom the listing has been emailed (either directly or via an auto email).

Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
123	144	7	4	112	97	9	3

**Client Views** is the number of times the emailed clients viewed the listing details.

Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
123	144	7	4	112	97	9	3





**Client Favorites** is the number of times a client designated the listing as a favorite.

Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
123	144	7	4	112	97	9	3

**Client Possibilities** is the number of times a client designated the listing as a possibility.

Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
123	144	7	4	112	97	9	3

**Auto Emails** is the number of clients to whom the listing has been sent via an auto email.

Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
123	144	7	4	112	97	9	3

**Prev 14 Day Views** is the number of times the listing has been viewed via a portal in the past 14 days.

Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
123	144	7	4	112	97	9	3

**Agent Published** is the number of times an agent approved sending this listing to their client (via concierge mode).

Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
123	144	7	4	112	97	9	3

**Agent Rejected** is the number of times an agent rejected sending this listing to their client (via concierge mode).

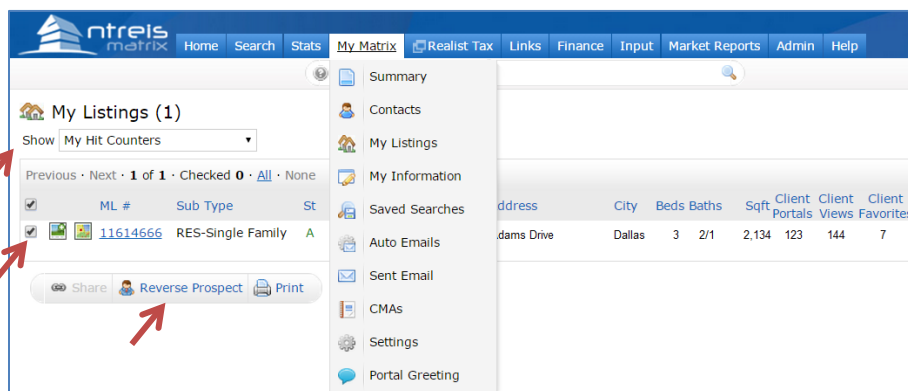
Client Portals	Client Views	Client Favorites	Client Possibilities	Auto Emails	Prev 14 Day Views	Agent Published	Agent Rejected
123	144	7	4	112	97	9	3

## Reverse Prospecting


The Reverse Prospect system displays information about buyer's agents who use the Matrix Auto-Email system. (NOTE: The system only shows agents who have opted-in to participating in Reverse Prospecting.)

The contact information for a specific buyer's agent is displayed to the listing agent whose listing that buyer's agent has sent to their clients. For example, if John Jones sent one of Susan Smith's listings to a client, Susan Smith would be able to see that John Jones sent the listing to a client, but Susan Smith would not be able to see the name or any contact information for the client.

**Reverse Prospecting** can be found under the **My Matrix** tab / **My Listings**. The **Show** down arrow brings up the option of **My Hit Counters**. Once there, a listing is checked and **Reverse Prospect** selected.



This screen displays agents who have emailed this listing to a client from Matrix.



**2232 Addams DR Dallas**  
MLS#: 11614666  
Area: 101/7  
Subdv: VILLA PLAZA  
County: Denton  
Category: Residential  
Type: RES-Single Family  
Parcel ID: 12345678

Status: **Active**  
Bedrooms: 3  
Full Baths: 3  
Half Baths: 0  
SqFt: 3,209 / Appraiser  
Lake Name:  
Plan Dvlpmnt:

LP: \$399,900  
Lst \$ / SqFt: \$124.62  
Acres: 0.179  
Yr Built: 2005 / Preowned

Agent	Ref #	Pre-approved?	Count	Date Sent	Email	Office Name	Phone
Bob Smith	75241		22	04/12/2015	Bob_Smith@gmail.com	Bob Smith Realty	(555) 555-5555
Jane Jones	96898		30	04/15/2015	Jane_Jones@yahoo.com	Jane Jones Real Estate	(555) 555-4001
Deb Case	08137		82	03/27/2015	Deb_Case@gmail.com	Deb Case Realty	(555) 555-2447
Bob Reynolds	06343		132	04/08/2015	Bob_Reynolds@yahoo.com	Bob Reynolds Real Estate	(555) 555-0893
Jane Nguyen	68799		45	03/19/2015	Jane_Nguyen@gmail.com	Jane Nguyen Realty	(555) 554-9339
Deb Williams	29096		106	04/16/2015	Deb_Williams@yahoo.com	Deb Williams Real Estate	(555) 554-7785
Bob Ramos	52376		115	03/20/2015	Bob_Ramos@gmail.com	Bob Ramos Realty	(555) 554-6231
Jane Thomas	26465		185	04/08/2015	Jane_Thomas@yahoo.com	Jane Thomas Real Estate	(555) 554-4677
Deb Adams	95613		204	03/29/2015	Deb_Adams@gmail.com	Deb Adams Realty	(555) 554-3123
Bob Jefferson	32701		1	03/19/2015	Bob_Jefferson@yahoo.com	Bob Jefferson Realty	(555) 554-1569
Jane Reynolds	47507		1	Tuesday	Jane_Reynolds@gmail.com	Jane Reynolds Real Estate	(555) 554-1569

[Return to My Listings](#)



NOTE: This is not all of the agents who have emailed this listing; only agents who have opted in to Reverse Prospecting will be displayed.

The **Agent** is the agent who emailed the listing. Selecting the agent's name opens a dialog box to email the agent.

Agent	Ref #	Pre-approved?	✉	Count	Date Sent	📁	Email
<u>Bob Smith</u>	75241			22	04/12/2015	❤️	Bob_Smith@gmail.com

The **Ref #** is an internal number the system uses to track the client.

Agent	Ref #	Pre-approved?	✉	Count	Date Sent	📁	Email
<u>Bob Smith</u>	75241			22	04/12/2015	❤️	Bob_Smith@gmail.com

**Pre-Approved** will indicate if the agent selected the Pre-Approved option with the client was entered.

Agent	Ref #	Pre-approved?	✉	Count	Date Sent	📁	Email
<u>Bob Smith</u>	75241			22	04/12/2015	❤️	Bob_Smith@gmail.com

An envelope in the **Contacted** field indicates the agent has been emailed from Matrix.

Agent	Ref #	Pre-approved?	✉	Count	Date Sent	📁	Email
<u>Bob Smith</u>	75241			22	04/12/2015	❤️	Bob_Smith@gmail.com

The **Count** is the number of listings sent to this client in this search or direct email.

Agent	Ref #	Pre-approved?	✉	Count	Date Sent	📁	Email
<u>Bob Smith</u>	75241			22	04/12/2015	❤️	Bob_Smith@gmail.com

The **Date Sent** is the date the agent emailed the client the listing.

Agent	Ref #	Pre-approved?	✉	Count	Date Sent	📁	Email
<u>Bob Smith</u>	75241			22	04/12/2015	❤️	Bob_Smith@gmail.com

The **Prospect Interest Indicator** shows if the customer designated the listing a favorite or a possibility.

Agent	Ref #	Pre-approved?	✉	Count	Date Sent	📁	Email
<u>Bob Smith</u>	75241			22	04/12/2015	❤️	Bob_Smith@gmail.com



## Property Panorama

Once a listing is active in the Matrix, Property Panorama virtual tour can be created. From the **Modify Listings** menu, **Property Panorama** opens the dialog box.


[Members Area](#) > [My Tours](#) > Tour Information

Step 1  
Information

Step 2  
Select Photos

Step 3  
Manage Photos

Step 4  
Options



### Step 1: Information

Input the details of your listing. Address information allows your visitors to see maps, satellite views, school information, and much more.

## Detailed Information

**\* Required Field**

Assigned Agent:

MLS#:

\* Price:

Address:

Suite / Apt / Lot:

\* City:

\* State / Province / Country:

\* Postal code:

\* Bedrooms:

\* Bathrooms:

\* Basement:

\* Listing type:

\* Offering Terms:

Square feet:

Status:

**\* Detailed Overview** **\* Required Field**

(Please, do not use abbreviations in your description!)

**Property Features**

(IE: Washer & Dryer, Fridge, etc.)

Proceed to Step 2



Once the details of the home, the property description and the property features have been verified, photos can be uploaded.

Step 1 Information >> Step 2 Select Photos >> Step 3 Manage Photos >> Step 4 Options



## Step 2: Select Tour Photos

Locate and select All photos for this listing.

[Click here to disable panoramas for this upload](#)

[Click here for assistance in installing the Photo Uploader](#)

You must use your **ORIGINAL PHOTOS** from your digital camera!  
(minimum photo dimensions of 480 wide by 384 height pixels)

**Folders**

- ☒ Desktop
- ☐ Computer
- ☐ Network
- ☐ Lab2-08
- ☐ Libraries

☒ **Prop Panorama :** Search Prop Panoram... X

☒ 

☒ 

☒ 

☒ 

☒ 

☒ 

☐ Files selected to upload: 6 ([clear all](#)) Upload

☒  IMG\_1061.JPG

☒  IMG\_1062.JPG

☒  IMG\_1063.JPG

☒  IMG\_1064.JPG

☒  IMG\_1065.JPG

☒  Sample Photo.jpg

The photo location is determined, the photos are selected and the photos are uploaded.





Property Panorama will stitch together photos taken with 45 seconds of each other with at least 30% overlap. (This may take a few minutes.) The scenes (photos) can be named, described and put in order.

[Members Area](#) > [My Tours](#) > Edit Your Photos

Step 1 Information >> Step 2 Select Photos >> Step 3 Manage Photos >> Step 4 Options

## Step 3: Manage Tour Photos

Use this page to manage and edit all of your Scenes/Images). You have the ability to move, rotate, and edit descriptions of your photos as well as, delete and upload more. For help or suggestions, please contact a customer service representative.

Scene Name : (Maximum characters: 25)

Dramatic Curb Appeal

Make Primary Scene ☐

Delete This Scene



Scene Description: (Maximum characters: 90)

Mature landscaping makes this home a charmer!

Scene

Dramatic Curb Appeal

Stunning Entryway

Modern Kitchen

Spa-Like Master

Decadent Bath

Beatiful Office

Add More Photos

**Save Changes**



The color scheme for the virtual tour is selected.

Step 1  
Information
Step 2  
Select Photos
Step 3  
Manage Photos
Step 4  
Options

## Step 4: Manage Tour Options

This step allows you to select any extra options you wish to add to your tour.

TalkThru  
ON

### Virtual Tour Background

Please choose your Virtual Tour Framing

Default: No Skin

Blue

Brown

Green

Grey

Red

Red, Blue, Orange

### Additional Skin Options

Select the text colors you wish to apply to your tour.  
[Default values are already filled in.]

Titlebar :  000000

Property Info:  000000

Agent Info:  000000

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Page 29





Background music can be selected (optional).

### Virtual Tour Music

Choose the background music that will play during your tour.

Track Name (DURATION)

- no music -



Elephant Ride 1 (0:32)

Elephant Ride 2 (0:32)


Elephant Ride 3 (0:32)

Elevator Bliss 1 (0:13)

**Music Preview**

Volume



☐ Make this my Default Virtual Tour Music

### Online Advertising

Please select the advertising options you wish this tour to be submitted. (optional)

#### REALTOR.com Link

For members who have REALTOR.com Showcase Listing Enhancements or if your office subscribes to REALTOR.com Company Showcase the Featured Tour placement fee is waived. If you utilize only the Basic "free" listing, there will be a placement fee charged to post your tour on REALTOR.com. That additional fee is \$24.95.

☐ Submit Tour to your REALTOR.com Listing

**Listing 11614666 cannot be found on REALTOR.com. Please verify listing on REALTOR.com and check Zip/Postal Code.**

#### Online Video Tours

(Cannot create video. Minimum 3 scene requirement not met)

#### Mobile Media

**Podcast, CD/DVD and MobileMedia/TurboText**

These are now generated automatically when the tours are complete and should appear in the linking page within 36 hours.

All versions of the tour will be generated regardless of YouTube syndication.

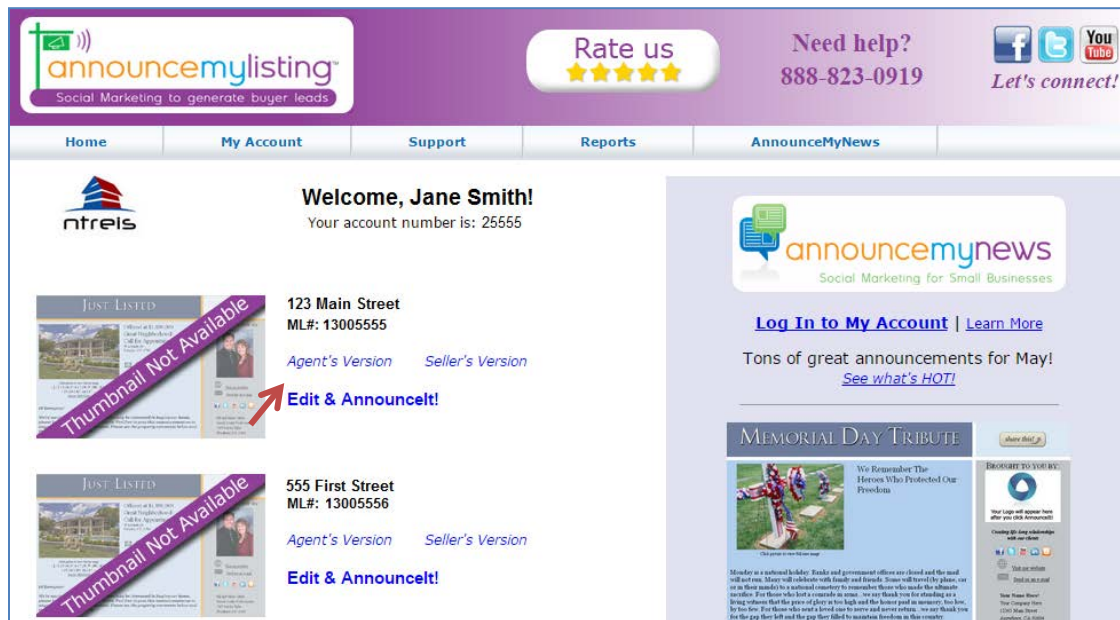


Advertising options can be selected (optional) and then the tour is finalized.



## Announce My Listing

Once a listing is active in the Matrix, an **Announce My Listing** online ad can be created. From the **Modify Listings** menu, **Announce My Listing** opens the dialog box.



The screenshot shows the 'announce my listing' web application interface. At the top, there is a navigation bar with links for Home, My Account, Support, Reports, and AnnounceMyNews. A 'Rate us' section with five stars is visible. A 'Need help?' section provides a phone number (888-823-0919) and social media links for Facebook, Twitter, and YouTube. The main content area is divided into two columns. The left column displays a 'Welcome, Jane Smith!' message with the account number 25555. Below this, there are two listing cards. The first card is for '123 Main Street' with ML# 13005555, showing a 'Just Listed' status and a 'Thumbnail Not Available' message. It includes links for 'Agent's Version', 'Seller's Version', and 'Edit & Announce!'. The second card is for '555 First Street' with ML# 13005556, also showing a 'Just Listed' status and a 'Thumbnail Not Available' message, with similar links. The right column features an 'announcemynews' section with a 'Log In to My Account' link and a 'Learn More' link. Below this, there is a 'MEMORIAL DAY TRIBUTE' section with a 'share this' button and a 'MEMORIAL DAY TRIBUTE' title. The bottom right corner contains a 'MEMORIAL DAY TRIBUTE' section with a 'share this' button and a 'MEMORIAL DAY TRIBUTE' title.



Selecting **Edit & Announcelt!** starts the process. On the first page, the announcement can be named (Optional). Selecting **next** brings up the next step.

### Welcome to the Create Announcement Wizard!

**Welcome**

[Template Options](#)

[Price & Title Lines](#)

[Property Comments](#)

[Client Version](#)

[Agent Version](#)

[Distribution Summary](#)

[Preview Client Version](#)

[Preview Agent Version](#)

Drive traffic to your listing while connecting to buyers' and sellers' social network!

To help you, we have a video tutorial on the top of each page. →

This program is designed to help **YOU** and your **SELLER** share Listing Announcements across a variety of social mediums.

- ✓ post on Facebook, LinkedIn, Twitter & Google+
- ✓ embed in blogs and websites
- ✓ distribute via high quality HTML email
- ✓ buyers connect with you via email and social media
- ✓ listing data automatically syncs with MLS record

**It's fun and easy to do.** Navigate through the Wizard using the **NEXT** or **BACK** buttons. Your work will be saved as you move from step-to-step in this questionnaire.

← Preview your announcement at any time by clicking here.

**Nickname this Announcement** (optional)  
You can name this announcement to help find it later.

123 Main Street

When you are ready to get started, click next.

next
←

Click **NEXT** or **BACK** to save any changes.



Video Tutorial

*Get the most out of your account!*

Join us for beginner or advanced training.


[Training Schedule](#)




The next step is selecting a banner.

## Template Options

Choose your banner type.



☒ **Just Listed**



☐ **For Sale**



☐ **For Rent**




☐ **For Lease**



☐ **Open House**



☐ **New Price**



☐ **Custom Banner**  
(max 30 characters)



Selecting the background color is next.

Choose your template color.



Click **NEXT** or **BACK** to save any changes.

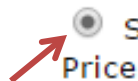


The agent can then choose to **show** or **hide** the price, add a **title** (optional) and add a **virtual tour** link (optional).

## Price, Title Lines, Virtual Tour, and Other Links

Do you want to display the price on this announcement?

**Offered at: \$550,000**



☒ Show Price

☐ Hide

**Title Lines** (Optional):

Title Lines are a great way to market the property and draw attention to the listing. Type in any Title Line you want in the boxes below. Examples:

**Beautiful Tudor Home**  
**MLS# 1234244**

**Fantastic Neighborhood!**  
**Call for Appointment**

Title Line 1:  Max 25 characters

Title Line 2:  Max 25 characters

Virtual Tour URL:

### ***Housing Trends eNewsletter***

**back**

**next**

**Click NEXT or BACK to save any changes.**







The property description from the MLS can be edited at this point.

**Property Comments**

**Video Tutorial**



**Embed YouTube videos or Maps**



[Click here for full size viewing](#)

Choose to display or hide property comments. ☒ Show Comments ☐ Hide Comments

You can edit the Property Comments below and save your changes when you click [NEXT](#).

To reset the original MLS Property Remarks, [click here](#).  
NOTE: This will erase any changes you made to the text.

Source

Styles
Normal
Font
Size

Completely remodeled home on a huge lot - this home is a dream come true! With mature landscaping in a huge backyard, this oasis includes a pool and 10-person hot tub!

Ever detail has been carefully considered -- the kitchen is amazing! It has commercial-grade appliances and even a trash compact and a pot filler!

back

next

Click NEXT or BACK to save any changes.





This step creates an email clients can send to their contacts.

**Client Version (Step 1 of 2)**  
**Write Client Letter**

**Connect to Your Client's Contacts**  
Drive traffic to your listing while introducing YOU as the Agent of Choice.

This version of the Announcement is forwarded by your client to their friends and family via email and on social networking sites like Facebook.

**If you want to skip this step and NOT send a Client Version [click here](#).**

**Client Letter to Their Friends**  
This is the section of the Announcement where your client can write their own personal letter to their friends and family. This letter will appear **ONLY** on the "Client Version" which your clients will send.

We pre-filled a default letter for you, but you can edit it below.

Source
Undo
Redo
Find
Print
Link
Image
Table
ABC
ABC

**B** *I* U  $x_2$   $x^2$ 
Numbered List
Bulleted List
Decrease Indent
Increase Indent
Quote
Unquote
Align Left
Align Center
Align Right
Justify
Link
Unlink

Styles
Format
Font
Size
Color
Background Color
Table
Image
Link

Hi Everyone!

We're moving! If you know anyone who may be interested in buying our home, please have them contact my Agent, Barb Bach at 214.534.2846. Feel free to pass this announcement on to anyone you think may be interested. Please see the property comments below and the pictures for more details.

Thank you!

☐ Let my client edit this letter    ☒ Lock the text

Click **NEXT** or **BACK** to save any changes.



When the client's email address is entered, the system will generate an email to the client to walk him/her through emailing the listing to contacts and posting the listing to social media.

## Client Version (Step 2 of 2)

### Send to My Client

**Congratulations!**  
Your announcement is complete and ready to send to your client.

**You must enter a client email address below if you want your client to email their announcement to their contacts.**

Client's email address:

Do you want this e-mail address to appear on the announcement?

☐ Show email address ☒ Hide email address

Additional client's email address:

Do you want this e-mail address to appear on the announcement?

☐ Show email address ☒ Hide email address

**THIS IS FOR WEBMAIL USERS ONLY**

If you use web-based email systems like Gmail, Yahoo, AOL or Outlook Web  
[Then please click here.](#)

If you use an email program like Outlook, then please click the **NEXT** button.

**You will send the email to your client when you click NEXT.**

back

next



The next step creates an agent version of the letter.

## Agent Version

**Connect to Your Past Clients, Prospects, and Social Contacts**  
Drive traffic to your listing while reconnecting with your sphere.



This version is designed to help you promote your listing to your contacts. Send this version from YOU to your past clients, prospects, and peers in the industry.

**If you want to skip this step and NOT send an Agent Version [click here](#).**

### Your Comments on the Announcement

The text below will appear on your version of the Announcement!

Source

Styles

Normal

Font

14

This one will go quickly -- **completely remodeled** and priced to sell! Bring your buyers because this one shows beautifully!

back


next



From here, the agent **can preview the announcement** and share it on social media, create **embeddable** versions and share the announcement **via HTML email**.

**Distribute the Agent Version**

### Share on Social Media

[Preview the announcement.](#) Then click the  button.

### Embed in blogs, websites, and Contact Management Systems

You can embed the announcement in any website or program that allows embedded HTML code.

**STEP 1: Choose width**

☒ 1000 pixels  
Actual size of the announcement

☐ 500 pixels  
Half size of the announcement

☐ 200 pixels  
Thumbnail size

**STEP 2: Copy this code and paste it into the destination site.**


```
<div align="center"><a href="http://www.announcementmove.com/announcement.php?id=19002143&code=so14zn1KB" target="_blank"></a></div>
```

### Share via HTML Email

We will send the HTML email version of the announcement to your inbox for distribution. From your inbox, you can forward the announcement to your contacts using your own contact management system or email program.

This is what the email will look like (image is reduced in size).

**JUST LISTED**




Click photos to view full size images  
112114181617181913811112  
113114115116117118119120  
photos.dfwlisting.com

This one will go quickly -- **completely remodeled and priced to sell!** Bring your buyers because this one shows beautifully!

**Completely remodeled home on a huge lot - this home is a dream come true!** With mature landscaping in a **huge backyard**, this oasis includes a pool and **10-person hot tub!**


Every detail has been carefully considered -- the kitchen is amazing! It has **commercial-grade appliances** and even a trash compact and a **patio!**

**BROUGHT TO YOU BY:**



Visit me online  
Send me an e-mail

Barbara Buck  
MetroTex Assoc. of REALTORS®  
4300 North Stemmons Freeway  
Dallas, TX 75247  
Phone (214) 637-6660  
Cell (214) 576-2860



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**The announcement email will be sent to your inbox when you click NEXT.**


back


next





Here is a sample of a resulting announcement

JUST LISTED





Completely Remodeled in a Great School District!  
NTREIS TEST ONLY, TX 75228

Click picture to view full size image

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12  
13 | 14 | 15 | 16 | 17 | 18 | 19 | 20

[pause slideshow](#)

Hi Everyone!

We're moving! If you know anyone who may be interested in buying our home, please have them contact my Agent, Barb Bach Feel free to pass this announcement on to anyone you think may be interested. Please see the property comments below and the pictures for more details.


Thank you!


---


**Completely remodeled** home on a huge lot - this home is a dream come true! With mature landscaping in a **huge backyard**, this oasis includes a pool and **10-person hot tub!**

Ever detail has been carefully considered -- the kitchen is amazing! It has **commercial-grade appliances** and even a trash compact and a **pot filler!**

BROUGHT TO YOU BY:






[Visit my website](#)


[Send me an e-mail](#)

Barbara Bach  
MetroTex Assoc. of REALTORS  
8201 North Stemmons Freeway  
Dallas, TX 75247

Phone (214) 637-6660

:

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## Keyboxes on Listings

On the bottom right of the Agent Full Report, an agent can assign a keybox on his/her own listing.

Owner Name:	<b>TESTINA TEST</b>
Seller Type:	<b>Individual(s)</b>
Occupancy:	<b>Owner</b>
	

Clicking the plus sign brings up a dialog window.

Assign Supra KeyBox

Listing Details


MLS#: 11614666	KeyBox Serial#:	Log on to SupraWEB
Address: 5544 First Street		Print Page

KeyBox Serial Number:

Shackle Code:

Save

Once a keybox is assigned to a listing, other agents will be able to click on the **View Supra Keybox Settings** icon and see the hours of operation for the keybox.


Owner Name:	<b>TESTINA TEST</b>
Seller Type:	<b>Individual(s)</b>
Occupancy:	<b>Owner</b>
	




The hours of operation for the keybox:

Listing Details		
<b>MLS#:</b> 13005555 <b>Address:</b> 123 Main Dallas, TX 75555	<b>KeyBox Serial#:</b> 55443322	<a href="#">Log on to SupraWEB</a> <a href="#">Print Page</a>
KeyBox Settings		
<b>KeyBox Type:</b> iBox <b>CBS Code Required:</b> No <b>Feedback:</b> No <b>Timed Access:</b> Yes	<b>KeyBox Access Hours</b> <b>Mon - Fri:</b> 7:00 AM - 9:00 PM <b>Sat:</b> 7:00 AM - 9:00 PM <b>Sun:</b> 7:00 AM - 9:00 PM	

The listing agent will have more options.

<b>Owner Name:</b> <b>Seller Type:</b> <b>Occupancy:</b> 	<b>TESTINA TEST</b> <b>Individual(s)</b> <b>Owner</b>
---	---


In addition to seeing the keybox hours, the listing agent can also see a list of agents who have opened the box.

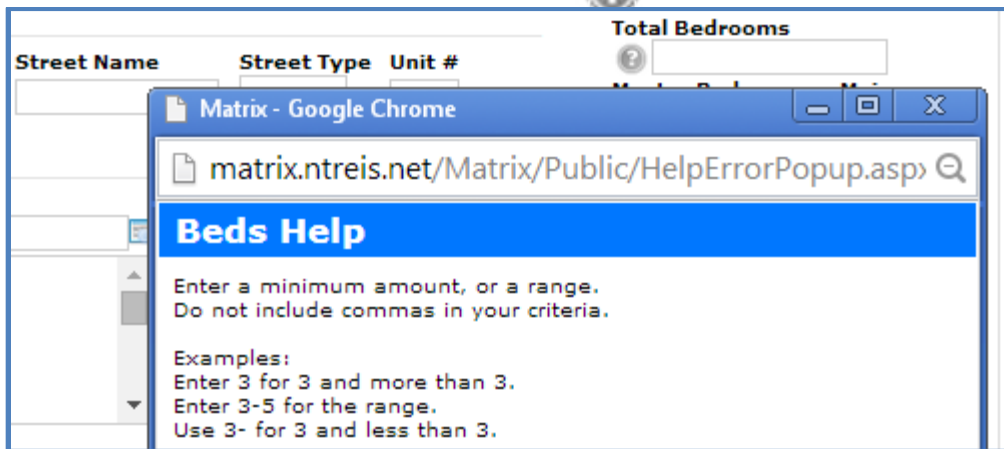
		<b>SupraWEB</b> Management Website			
<b>Supra Showing Activity Report</b>					
<div style="display: flex; justify-content: space-between;"> <div> <b>MLS#:</b> 13005555  <b>Address:</b> 123 Main            Dallas, TX 75555         </div> <div> <b>KeyBox Serial#:</b> 55443322         </div> <div style="text-align: right;"> <a href="#">Log on to SupraWEB</a>  <a href="#">Print Page</a> </div> </div>					
<b>Date</b>	<b>Key Serial</b>	<b>Keyholder</b>	<b>Keyholder Phone</b>	<b>Office</b>	<b>Office Phone</b>
5/27/2015 2:06:00 PM	12505	Grace Smith	(972) 555-5555	Sunshine Real Estate	(972) 444-5555
5/24/2015 1:37:00 PM	15111	Tom Jones	(214) 555-5555	Lake Vista Properties	(214) 444-5555
Total Transactions: 9 <span style="float: right;"><a href="#">▲ Back to Top</a></span>					
<small>* The information in this report shows the past 90 days of showing activity for keys that have performed an eSync with the Supra system.            For a complete history of keybox activity you may also read a keybox with your key.</small>					
<small>Contact Supra Support Toll-Free at 877-699-6787 between 5:00 AM and 7:00 PM, Pacific Time            © 2011 UTC Fire &amp; Security. All rights reserved  <a href="#">Privacy Policy</a> - <a href="#">Website Terms &amp; Conditions</a></small>					



## Additional Resources

### Matrix Help

Throughout the system, the question mark icon  indicates available help screens.



### MetroTex Online Support

Find a wealth of information at the MetroTex Matrix Support page.

[www.MyMetroTex.com/mls-support](http://www.MyMetroTex.com/mls-support)

The site includes:

- ☐ **The NTREIS Matrix User Manual**
  - Download the latest version of the User Manual anytime.
- ☐ **Video Instruction**
  - Designed to be brief and informative for busy agents, these training videos include concise overviews of different parts of the system and MetroTex Matrix Minute clips for one-minute explanations of frequently used functions.
- ☐ **MLS Product Support**
  - Find information about all the products MetroTex supports including user manuals, tutorials and helpdesk contact information.

### NTREIS After-Hours Support

Answerlink (Matrix) National Helpdesk: 888-440-3687

Monday - Friday | 7:00 AM - 12:00 AM

Saturday - Sunday | 10:00 AM - 10:00 PM