

My Listings in Matrix

Use My Listings in Matrix to review the listings you own and open tools to edit, share, or print them.

Review your listings

1. Open My Matrix > My Listings in Matrix.
2. Use the Show dropdown to pick a view (for example My Active Listings, My Hit Counters, or incomplete/expiring views).
3. Review the list of listings for that view. Columns depend on the view and your Display format.

Listing actions

1. Select the checkbox next to one or more listings.
2. Use the button bar: Edit, Manage Photos, Manage Supplements, Share, Reverse Prospect, or Print (availability can depend on listing status).

For reverse prospecting steps, see Reverse Prospecting in Matrix.

Tips

- You must check at least one listing before most button-bar tools will run.
- Follow advertising rules when using Share links.

Source: <https://support.itsosystems.ca/kb/108>