Add a New Listing in Matrix (Listings Manager)

Start a new listing in Matrix from ADD/EDIT (Listings Manager). Choose the property type, optionally fill from a previous listing or MPAC, complete listing data, add photos and documents, then save as incomplete or submit. Required fields (shown in red / with red required counts) must be complete before you can submit. The form is dynamic - choices you make can add or change which fields are mandatory.

Start a listing

1. In the main menu, select ADD/EDIT to open Listings Manager.
2. Select Add, then choose the property type for the listing.
3. On Add Listing, choose how to begin:
   - Fill from Method - enter a street address or Listing ID under Listing Location or Listing ID. Matrix searches existing listings so you can select one; the new listing starts with various fields pre-filled from that previous listing.
   - Fill from MPAC - enter an Address, select Search, then fill from MPAC for basic fields such as address and seller-related data when available.
   - Skip to blank input form - confirm Start Blank Form if prompted, and enter everything manually.
4. Select Continue after choosing a fill match (or start blank as above).
5. On the Editor tab, complete the listing data. Enter all required fields. Each section on the left shows a red count of remaining required fields in that section. Use the Required toggle to show only required fields (or turn it off to see the full form). The form is dynamic - new fields can appear or become required based on other selections. Work through the sections until the red required counts are clear.
6. Open the Photos tab. Select Add Photos to upload images (max 3200 × 2400 pixels). Drag photos to set order - the first photo is the primary listing photo. You can also use Import from another listing when available. To invite someone else to upload photos, use Photographer Access - see Use Photographer Access for Listing Photos in Matrix (the listing must be saved at least once first).
7. Open the Documents tab. Select Add Supplements. Enter a Description, choose a Type, select the file with Choose, then select Upload (10 MB max per file).
8. Select Save as Incomplete to keep a draft. Incomplete listings stay available for 60 days from the last modified date.
9. When all required fields are complete, select Submit to make the listing active in Matrix (and downstream systems when configured).

Tips

- Use Fill from Method with a prior Listing ID when re-listing so you do not retype every field.

- Clear red required counts section by section before you try Submit.

- A property can only have one listing of each listing type at a time. For example, a residential listing and a commercial listing is fine, but two residential for sale listings is not. A duplicate listing is deleted right away. See "When the property has more than one listing" in Report a Listing as Sold (Pending or Closed). For properties that can be sold together or separately, see When Should Properties Be Listed Together or Separately.

- To change an existing listing later, see Edit an Existing Listing in Matrix (Listings Manager).

Source: https://support.itsosystems.ca/kb/121