

Use Photographer Access for Listing Photos in Matrix

Invite a photographer (or other photo contributor) to upload listing photos in Matrix without giving them a full Matrix login. They receive an email with an access code to submit photos for a specific listing.

Invite from the listing

1. Open the listing in Listings Manager (ADD/EDIT) or continue editing after you start a new listing - see Add a New Listing in Matrix (Listings Manager).
2. Save the listing at least once (for example Save as Incomplete). Matrix will not send a photographer invite until the listing has been saved.
3. Open the Photos tab.
4. Select Photographer Access.
5. Enter the photographer's email address.
6. Optional: Leave Generate Photo Description checked if you want AI-generated photo descriptions when they upload.
7. Select Send Invitation. They receive an access code to log in and submit listing photos.

Invite from Listings Manager

1. Open ADD/EDIT ? Listings Manager.
2. Select Photographer Access when you need to manage photographer invites from the manager (use a saved listing).

Tips

- You can still upload photos yourself with Add Photos on the Photos tab.
- The first photo in order is the primary listing photo - rearrange after photos are uploaded if needed.

Source: <https://support.itsosystems.ca/kb/123>