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. You can also revoke a photographer's access or send them the invitation again.

Invite from the listing

1. Open the listing in Listings Manager (ADD/EDIT), or keep editing a new listing you just started. See Add a New Listing in Matrix (Listings Manager).
2. Save the listing at least once. For example, select 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. In the main menu, select ADD/EDIT to open Listings Manager.
2. Select Photographer Access when you need to manage photographer invites from the manager. Use a saved listing.

Revoke a photographer's access

Revoke access when a photographer should no longer upload photos to the listing.

1. In the main menu, select ADD/EDIT to open Listings Manager.
2. Find the listing and select Edit. See Edit an Existing Listing in Matrix (Listings Manager).
3. Open the Photos tab.
4. Select Photographer Access.
5. Under Photographers with Access, find the photographer's email address.
6. Select Revoke Access.
7. Select OK to confirm. To keep their access, select Cancel.

Once you revoke access, the photographer can't upload more photos. Any photos they uploaded that you have not approved yet are deleted. Review their photos before you revoke access.

Re-invite a photographer

1. Open the listing and go to the Photos tab, as in the steps above.
2. Select Photographer Access.
3. Under Photographers with Access, find the photographer’s email address.
4. Select Re-invite Photographer to send them the invitation again.

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 the photos after they are uploaded if needed.

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