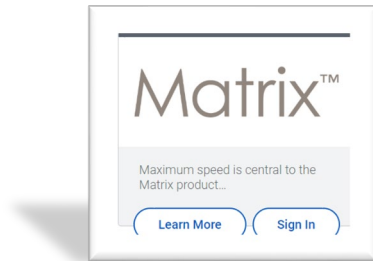


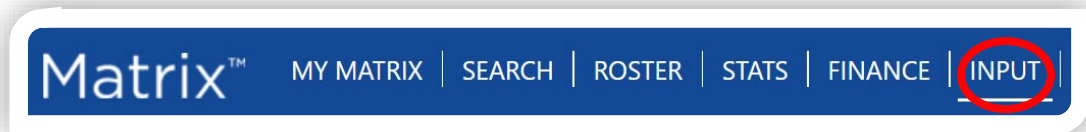
# MARIS

## How to Input a Listing

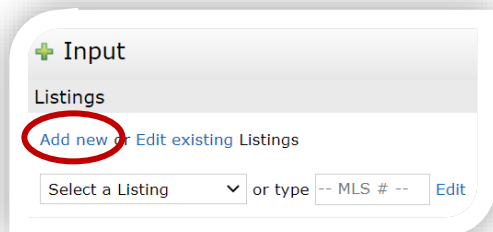
1. Sign into Matrix on [marismls.com/products](https://marismls.com/products)



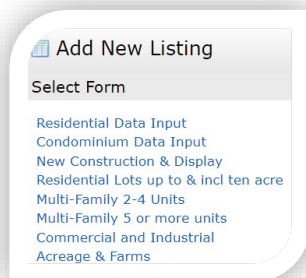
2. Select Input



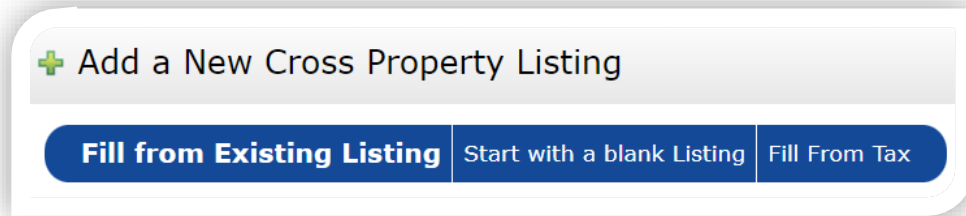
3. Select Add New



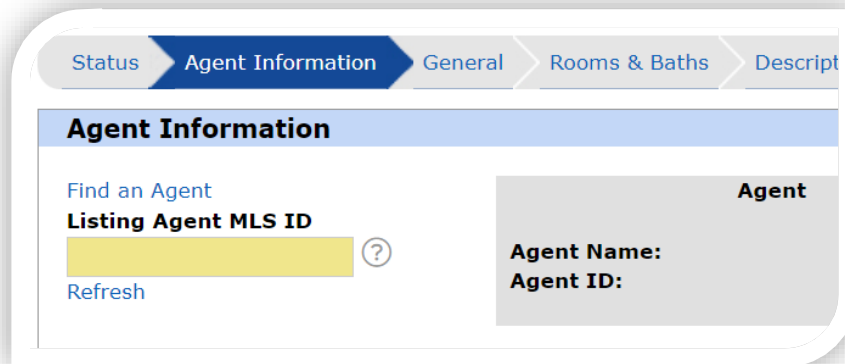
- a. If you receive an error message, you need to be given further listing capabilities, please contact your Managing Broker.
4. Choose your property type



5. Choose between one of the following options



- a. **Fill from Existing Listing**
    - i. Clone one of **your** previously listed properties to fill from.
  - b. **Start with a blank listing**
  - c. **Fill from tax** using the search criteria provided
6. Fill in mandatory data within each tab which are highlighted in yellow and will show according to the status selected



- a. For more information on status, [please view the Status Guide here.](#)
7. Once completed, you may select Validate to scan your listing for missing fields



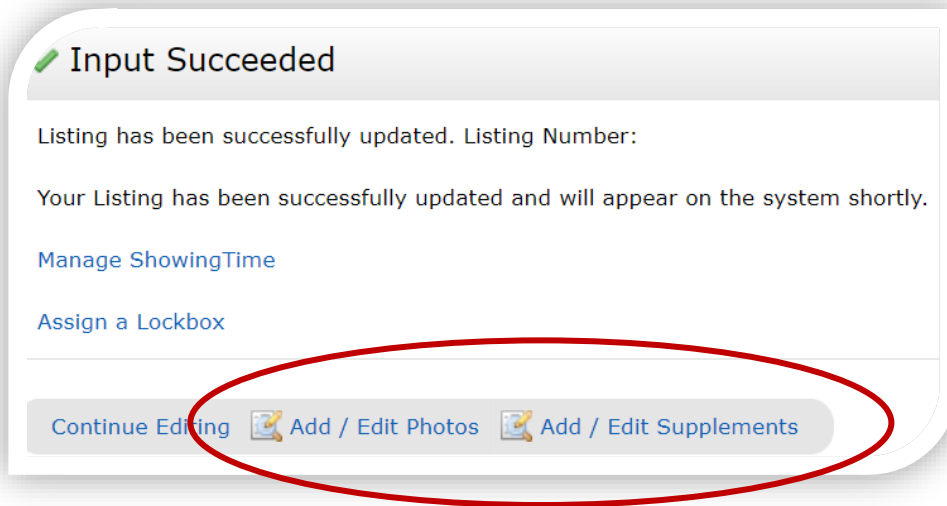
8. Click Submit to complete your listing input, add it to the selected status type, and receive your MLS number.

If you have any questions, please contact [support@marismls.com](mailto:support@marismls.com)

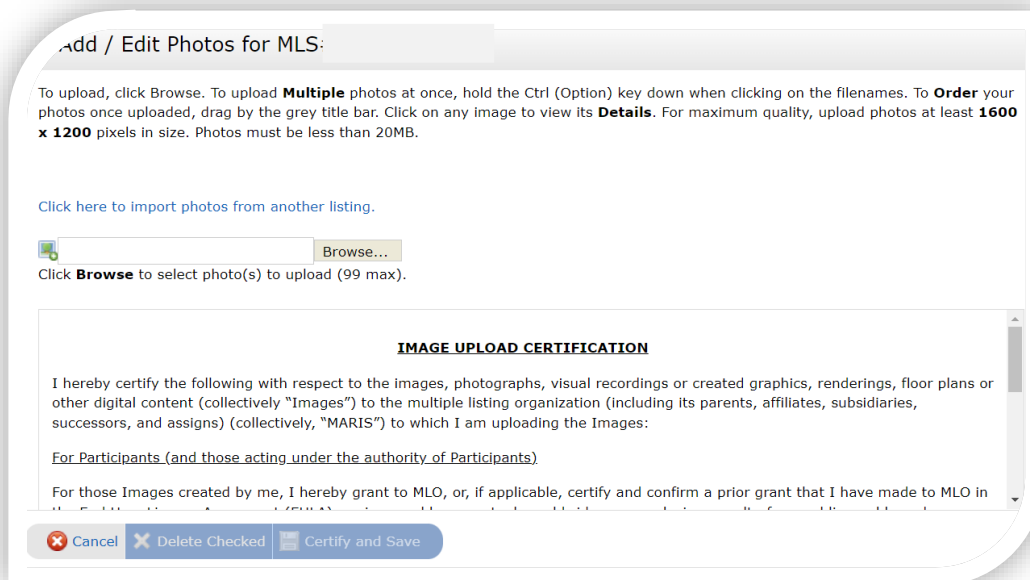
# MARIS

## Add photos and supplements

Once a listing is submitted, the option to add/edit photos and supplements will be displayed.



## Photo Uploads



## Supplement Upload

### Manage Supplements for 22042600

**Add Supplement (10MB max)**

Supplement Description

Select File  No file chosen

Supplement Type

## Manage Showingtime

**Upload Photo**

**INCOMING**

**Presented By:**  
Realtor Name

**The instructions for this listing are not complete.**  
We've gone ahead and filled in your notification preferences; please verify these are correct for this listing, make any other changes to the listing, and click 'Save' to complete your instructions.

**Showing Time for the MLS**

Allow Showing Agents to Request Appts Online?  Yes  No

Allow Showing Agents to Request Virtual Appointments?

**Appointment Settings**

Appointment Type:

Is this a listing agent accompanied showing?  Yes  No

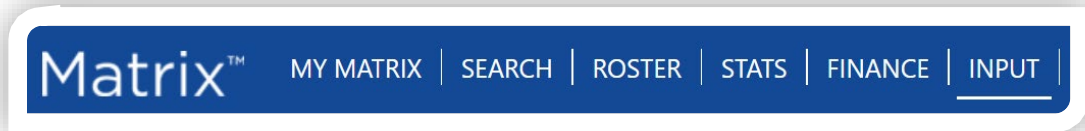
Feedback Template:

**Contacts**

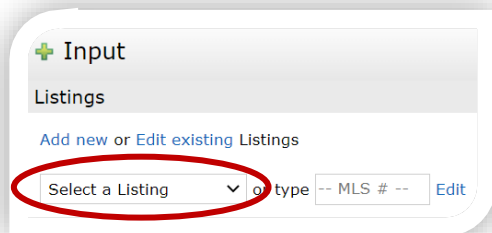
# MARIS

Add an open house 

1. Select Input in Matrix

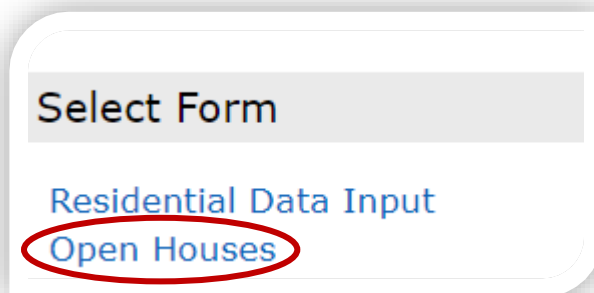


2. Select your listing from the pull-down menu



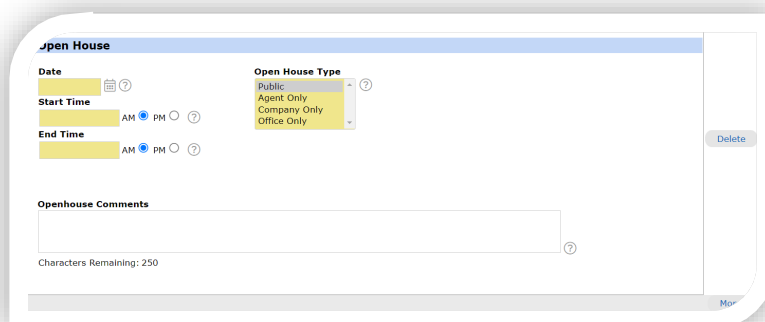
A screenshot of the 'Input' section in the Matrix interface. The section is titled '+ Input' and 'Listings'. Below the title, there is a link 'Add new or Edit existing Listings'. At the bottom, there is a pull-down menu labeled 'Select a Listing' which is circled in red. To the right of the menu is a 'type' field with a value of '-- MLS # --' and an 'Edit' button.

3. Click Open House



A screenshot of the 'Select Form' dialog box. The dialog has a title bar 'Select Form'. Below the title bar, there are two options: 'Residential Data Input' and 'Open Houses'. The 'Open Houses' option is circled in red.

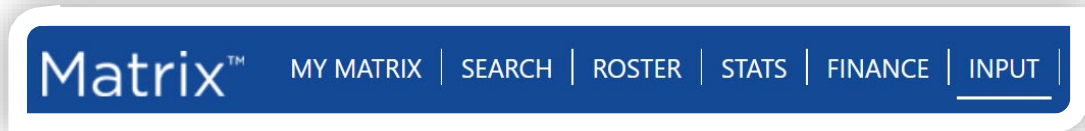
4. Enter Open House Data (yellow highlighted fields are mandatory) and Submit.



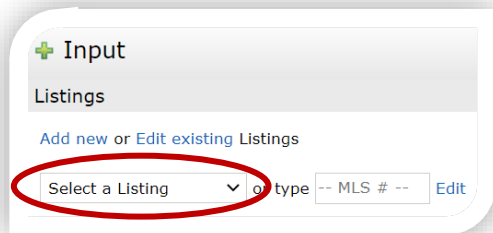
A screenshot of the 'Open House' data entry form. The form has a title bar 'Open House'. Below the title bar, there are several fields: 'Date', 'Start Time', 'End Time', 'Open House Type', and 'Openhouse Comments'. The 'Date', 'Start Time', and 'End Time' fields are highlighted in yellow. The 'Open House Type' field is a dropdown menu with options: 'Public Only', 'Agent Only', 'Company Only', and 'Office Only'. The 'Openhouse Comments' field is a text area with a character count 'Characters Remaining: 250'. There is a 'Delete' button on the right side of the form.

## Add a virtual tour

1. Select Input in Matrix

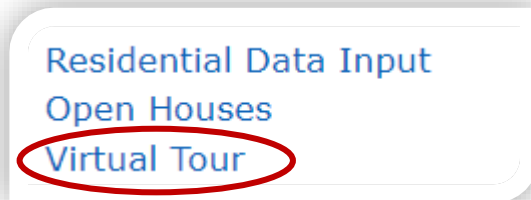


2. Select your listing from the pull-down menu



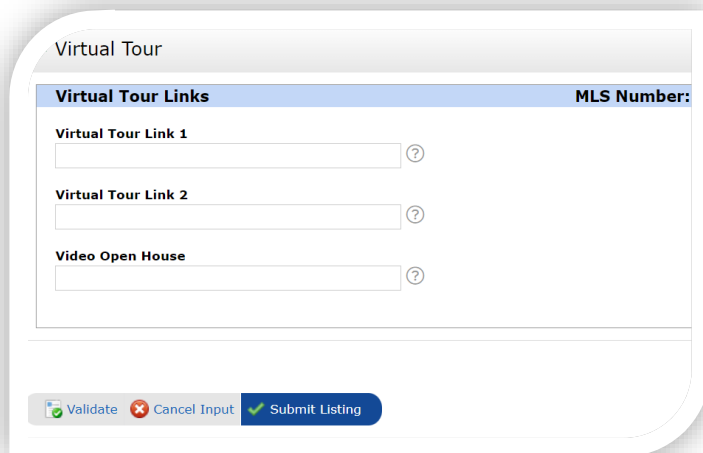
The screenshot shows a form titled '+ Input'. Below the title is a section labeled 'Listings'. There is a link that says 'Add new or Edit existing Listings'. Below that is a pull-down menu with the text 'Select a Listing' and a downward arrow. This menu is circled in red. To the right of the menu is a field labeled 'type' with the value '-- MLS # --' and an 'Edit' button.

3. Select Virtual Tours



The screenshot shows a section titled 'Residential Data Input'. Below the title are three options: 'Open Houses', 'Virtual Tour', and another option that is partially obscured. The 'Virtual Tour' option is circled in red.

4. Add the **unbranded** Link to one of the three options and Submit.



The screenshot shows a form titled 'Virtual Tour'. At the top right of the form is the label 'MLS Number:'. Below this is a table with three rows. The first row is labeled 'Virtual Tour Link 1' and has an input field with a question mark icon. The second row is labeled 'Virtual Tour Link 2' and has an input field with a question mark icon. The third row is labeled 'Video Open House' and has an input field with a question mark icon. At the bottom of the form are three buttons: 'Validate' (with a green checkmark icon), 'Cancel Input' (with a red X icon), and 'Submit Listing' (with a green checkmark icon).

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You can email [listingchanges@marismls.com](mailto:listingchanges@marismls.com) for updates needed to current on-market listings.