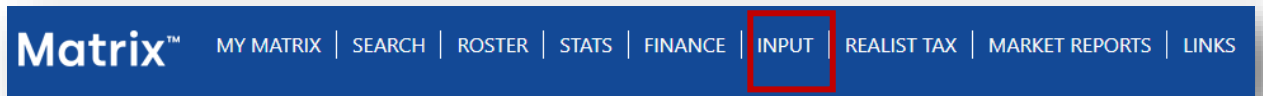


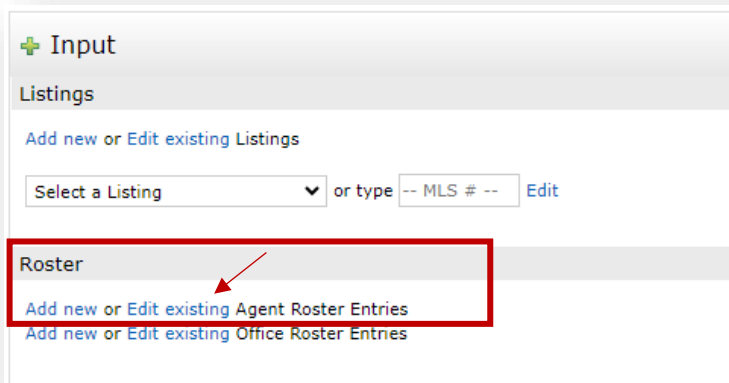
MARIS

Listing Capability Updates

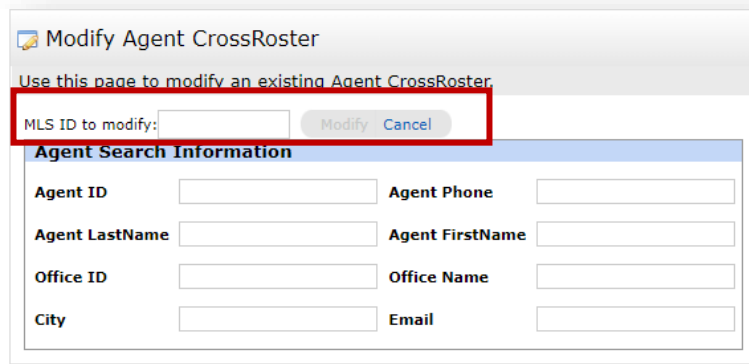
1. In Matrix, click the blue 'Input' tab across the top of the screen.



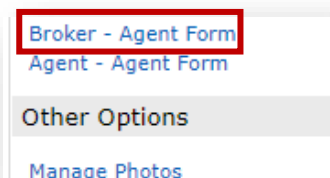
2. Then click the 'Edit Existing' link under the Roster section (located just below the Listing section).



3. The next screen will allow you to enter the Agent Id you want to modify and click the Modify button (search options are available if needed).



4. Select Broker - Agent Form



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5. Select the correct Listing Capability Option in the Matrix User Class pull-down menu.

Moving Agents to a different Matrix User Class

Agent W\ Office Input: Agents in this Matrix User Class are allowed to add and modify their listings and listings of any other Agent within their office.

Agent W\ Input: Agents in this Matrix User Class are allowed to add and modify their listings.

Agent W\ Limited Input: Agents in this Matrix User Class are limited to inserting and modifying photos, supplements, open houses for On Market Listings and modifying remarks fields. Inserting and modifying listings is not allowed.

Agent W\ Minimal Input: Agents in the Matrix User Class are limited to inserting and modifying photos, supplements and open houses for On Market Listings. Inserting and modifying listings is not allowed

Agent W\ No Input: Agents in this Matrix User Class do NOT have input abilities.

Matrix User Class ▼ ?

6. Submit Agent.