

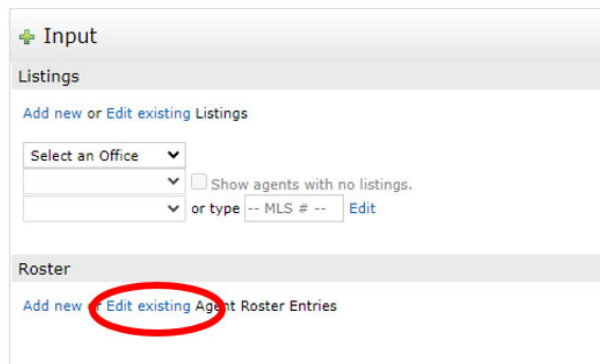
MARIS

How to Update Your Agents' Listing Capabilities

First you will want to open matrix. From there click the input tab.

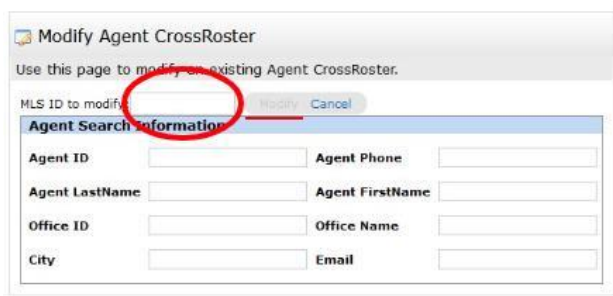


Next you will select edit existing



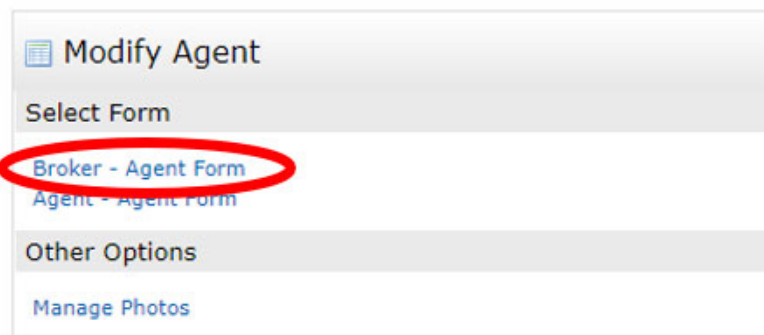
The screenshot shows the 'Input' section of the Matrix system. Under the 'Roster' heading, the link 'Edit existing Agent Roster Entries' is circled in red. Other options include 'Add new' and 'Edit existing Listings'.

From there you will put in your agent's MLS ID and select modify



The screenshot shows the 'Modify Agent CrossRoster' form. The 'MLS ID to modify' field is circled in red. Below the field is a table for 'Agent Search Information' with fields for Agent ID, Agent Phone, Agent LastName, Agent FirstName, Office ID, Office Name, City, and Email.

Next, you will select Broker- Agent form.



The screenshot shows the 'Modify Agent' form. Under the 'Select Form' section, the option 'Broker - Agent Form' is circled in red. Other options include 'Agent - Agent Form' and 'Manage Photos'.

Select the listing capabilities that you would like your agent to have

Matrix User Class

▼ ⓘ

- AOI - Agent W\ Office Input
- AI - Agent W\ Input
- ALI - Agent W\ Limited Input
- AMI - Agent W\ Minimal Input
- ANI - Agent W\ No Input

Then click submit agent at the bottom of the page