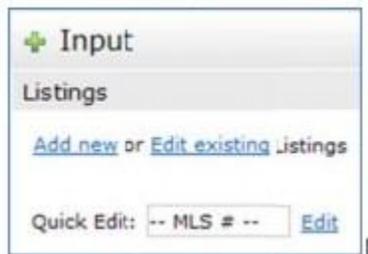


## MARIS Listing Input – Open Houses, Photos, Supplements, Etc. Matrix 5.7

1. Click on the Input tab in the Matrix menu bar  
If you know the specific LMS number, enter it in under the Quick Edit box and select the “Edit” link; otherwise, you can click the “Edit existing Listings” link to search for the listing.



2. To include an Open House or Virtual Tour for the listing:



Click “Open House” or “Virtual Tour Link”

- a. Open House:
  1. Under Open House Type, choose “Public Open House” or “Broker Tour”
  2. Enter in the appropriate Date and Times
  3. Enter in a description, and then click “Submit Listing”
  4. NOTE: If you would like to insert more than one open house for this listing select the More button

A screenshot of the 'Open Houses' form. It has a title 'Open Houses' with a green plus icon. Below is an 'Open House' section with several fields: 'Open House Type' (dropdown menu with 'Public Open House' selected), 'Date' (calendar icon, '11/27/2010'), 'Start Time' (clock icon, '12:00 AM', 'PM' radio button), and 'End Time' (clock icon, '02:00 AM', 'PM' radio button). There is a 'Refreshments' section with a dropdown menu (selected 'Lunch', other options: 'Drinks', 'None', 'Snacks'). A 'Description' text area contains the text: 'This is a test open house. I am placing text in the description field to show what it would actually look like if an agent inserted any text into this area. Thank you for your time.' Below the description is a 'Characters remaining: 819' and a 'Check spelling' link. To the right of the description are 'Delete' and 'More' buttons. At the bottom of the form are 'Cancel Input' and 'Submit listing' buttons.

- b. Virtual Tour link:

1. Type in the full URL for the link, including the <http://>
2. Click “Submit Listing”

### 3. Insert and Manage Photos

- Go into the listing input to edit the listing (See Page 1)
- Click “Manage Photos” under the “Other Options” section
- It’s recommended that you upload photos with a minimum resolution of 640 x 480 pixels for maximum quality.
- Don’t resize high quality photos prior to uploading them into Matrix. When possible, simply upload an image file directly from your camera import. Matrix will automatically size down any pictures scaled in 4:3 aspect ratio, no matter how large the file
- a. Upload New Photos
  1. Click Browse to select photos for upload

2. Use the “Look In” menu to locate and highlight the desired file(s)  
Locate the photo file(s) in question
3. To highlight multiple photos at same time you can either:
  - a. Hold the Ctrl key on your keyboard and selectively click on each desired photo you want to upload
  - b. Hold the Shift key on your keyboard then click the first desired photo you followed by the last desired photo (to highlight a series of consecutive photos)
4. Repeat Steps 1-3 again as necessary if you plan on uploading further batches of photos your listing
5. As each photo slot is uploaded, you have the option of sorting the photo order by clicking and dragging your mouse over any photo and moving to another slot. Clicking on any photog will bring up the full size photo, a place to add or edit

photo descriptions, and the ability to rotate the photograph clockwise or counter-clockwise before saving. On this particular window, make sure to click Save to confirm any changes made.



NOTE: If a photo slot is outlined by a red (dashed) box, it means that the photo was originally uploaded in a resolution lower than 640 x 480. This suggests that your photo may display in a distorted or lower quality than intended.

b. Adding Comment:

1. Click on the desired photo
2. Click the "Enter description" link



3. Type or paste your picture comments
4. Click "Done" to confirm
5. Click "Save" on the toolbar



c. Rotate uploaded photos:

1. Click on the desired photo
2. Click on either of the following two buttons located in the top right-hand corner of the photo window
3. Make sure to click Save to save the notated changes



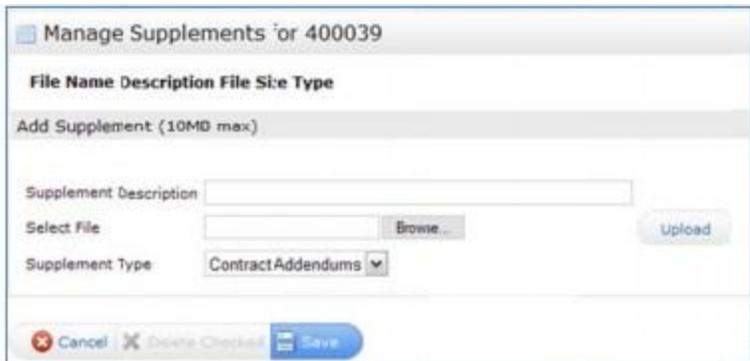
d. If Photos Are Still not Displaying

1. To delete selected photos, simply click on the corresponding checkbox or click the “Check All” checkbox to highlight all photos.
2. Click the “Delete Checked” button at the bottom. Then click “OK” to confirm and make sure to select “Save” to confirm the changes.



4. Managing Supplement:

- Go into the listing input to edit the listing (see Page 1)
- Click “Manage Supplements” under the “Other Options” selection
- Choose the corresponding “Supplement Type” from the drop down menu



- Click “Browse” to upload your document
- Double-click the desired file to upload or press the “Open” button after selection
- When done, click “Save”

\* NOTE #1: Inserting a Supplement Description is optional, although helpful

\* NOTE #2: Not all file types will necessarily be supported. PDF files are recommended.

