

This past spring we announced the deployment of a new Listing Input report that reduced the time and effort it takes you to enter listings into Matrix, by allowing Matrix to create your listing input form.

Follow these simple steps to use this new system for all your listings.

- 1.) Simply enter as much or as little of the listing information as you want and save it as Incoming.
- 2.) Click on your new listing number (*on the "Input succeeded screen" – see below*) to view the listing.



- 3.) Click on the Print button and scroll to the bottom of the list of available reports.
- 4.) Select the new “*Listing Input Form (New ALL Prop Type)” report and click Print to PDF. ***** Note this will only work when selecting one listing to print - if you select more than one, the new report will not be available *****
- 5.) Take the new report to your seller for review and/or modification.
- 6.) Have the report signed/initialed.
- 7.) Go back to Matrix, enter any additional or changed information and save the listing as Active. – **YOU'RE DONE!**

By using this process, Matrix is creating your Listing Input Forms, which eliminates the duplication of reentering listing data from forms that previously had to be created outside of Matrix.

Additionally, you still have the option of going to the forms section of the ct-mls.com website and printing a completely blank form to fill it out by hand and then enter it in Matrix later.