Listing Upload Process: CREATING NEW LISTINGS
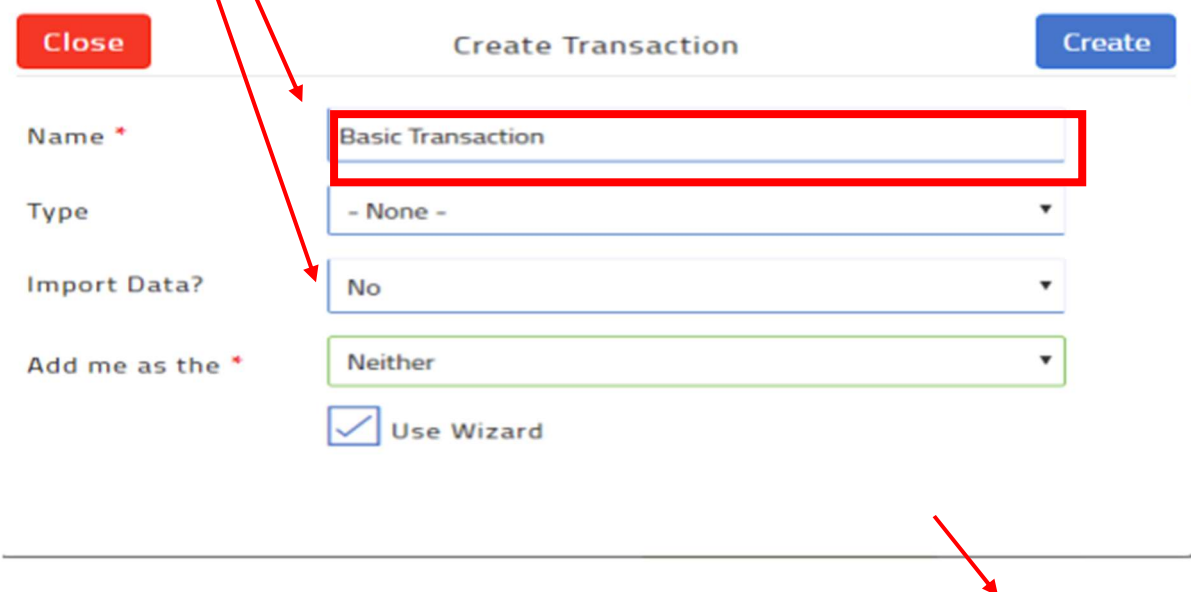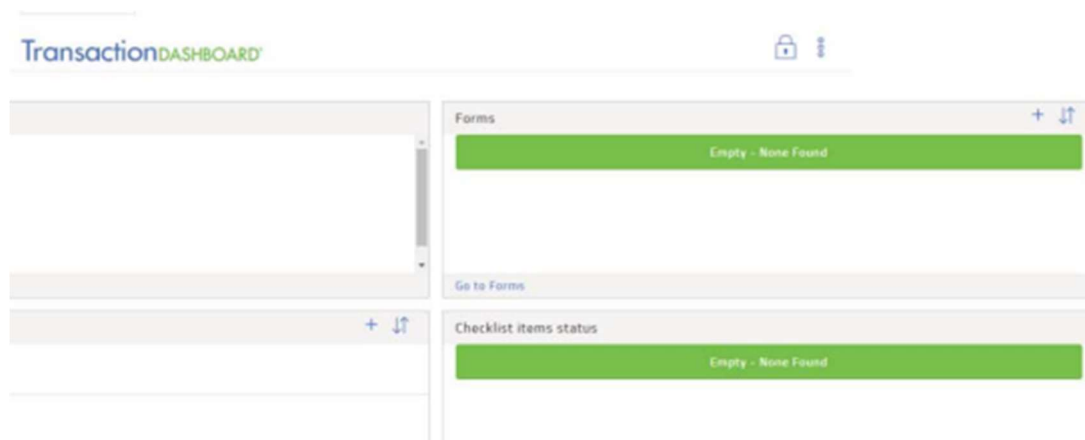
1) Create a transaction (name it what you would like to, 'Basic Transaction' is just an example
   a. You will choose the option to NOT import data.
   b. Deselect (remove checkmark from) the 'Use Wizard' option.

Close	Create Transaction	Create
Name *	Basic Transaction	
Type	- None - ▼	
Import Data?	No ▼	
Add me as the *	Neither ▼	
	☑ Use Wizard	

Once the transaction is created, you will add the listing forms by selecting the + beside 'Forms'

TransactionDASHBOARD

Forms	+ ↕
Empty - None Found	

Go to Forms

	+ ↕

Checklist items status
Empty - None Found

At this point, you will search for the correct form to use. Select the radial dial of the correct form and then select 'Add'. (Note, below is an example. Each association will have different options.)

At this point, you will need to open the Residential data listing form to fully complete the remaining information needed.

Once you have completed all required data fields, click on the "Upload Listing" button:

At this point, you will receive confirmation that your listing has been uploaded to Matrix as **'Incomplete'.**
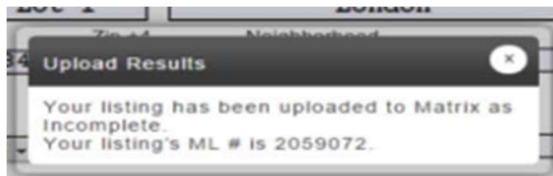
From here, in Matrix access your incomplete listing and after reviewing for full accurracy hit the "submit button to switch it to "active" status. If it is not ready to go "active" you can save it as incomplete

REMINDER: Make sure you add all required photos and applicable supplements.