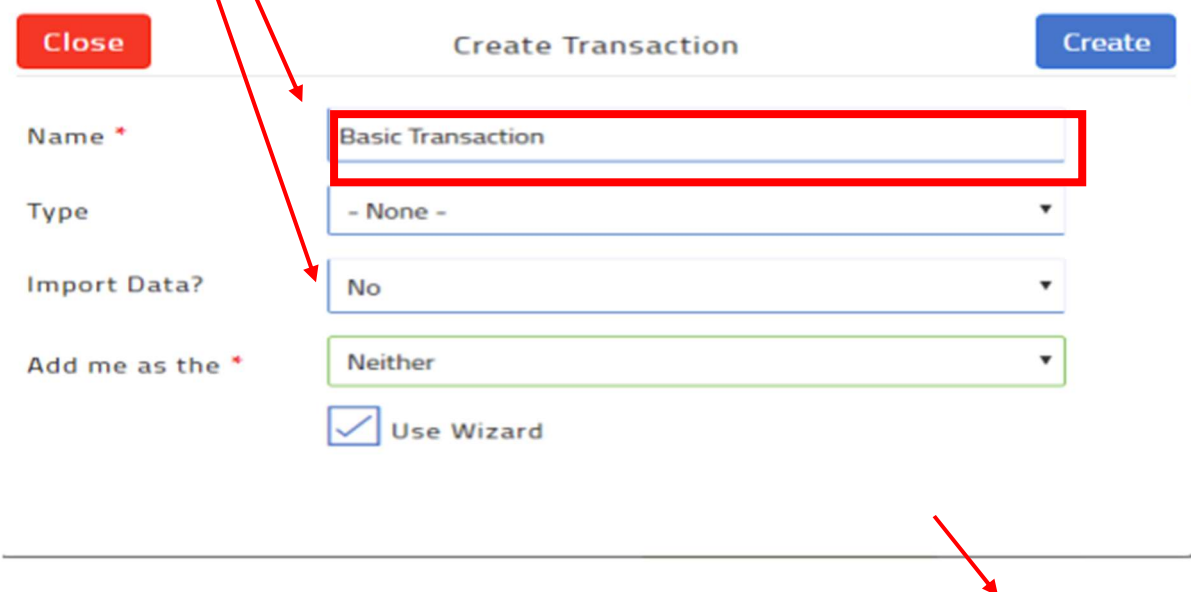


Listing Upload Process: CREATING NEW LISTINGS

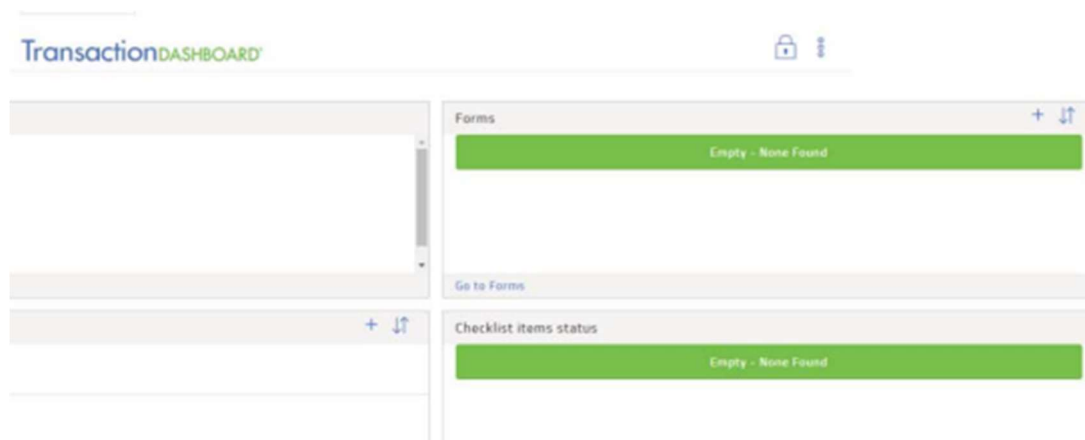
- 1) Create a transaction (name it what you would like to, 'Basic Transaction' is just an example)
 - a. You will choose the option to NOT import data.
 - b. Deselect (remove checkmark from) the 'Use Wizard' option.



The screenshot shows the 'Create Transaction' form. It has a 'Close' button on the top left and a 'Create' button on the top right. The form contains the following fields:

- Name ***: A text input field containing 'Basic Transaction', which is highlighted with a red rectangle. A red arrow points from the instruction '1) Create a transaction' to this field.
- Type**: A dropdown menu with '- None -' selected.
- Import Data?**: A dropdown menu with 'No' selected. A red arrow points from the instruction 'a. You will choose the option to NOT import data.' to this field.
- Add me as the ***: A dropdown menu with 'Neither' selected.
- Use Wizard**: A checkbox that is currently checked. A red arrow points from the instruction 'b. Deselect (remove checkmark from) the 'Use Wizard' option.' to this checkbox.

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



The screenshot shows the 'Transaction DASHBOARD'. On the right side, there is a 'Forms' section with a '+' icon and a 'Go to Forms' button. Below it is a 'Checklist items status' section. Both sections currently show '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.)

Close Add forms to transaction Add

Library forms matching "input"

- Commercial Input Form - (Rev. 02/16)
- Lease Input Form - (Rev. 02/16)
- Multifamily Input Form - (Rev. 02/16)
- Residential Input Form - (Rev. 02/16)
- Vacant Land Input Form - (Rev. 02/16)

1645 NEWPORT PL
Listing #2047700
1645 NEWPORT Place Renner

Forms

- Commercial Input Form - (Rev. 02/16)
Modified: 5/30/16 9:39 AM
- Lease Input Form - (Rev. 02/16)
Modified: 5/30/16 9:39 AM
- Multifamily Input Form - (Rev. 02/16)
Modified: 5/30/16 9:39 AM
- Residential Input Form - (Rev. 02/16)
Modified: 5/30/16 9:39 AM
- Vacant Land Input Form - (Rev. 02/16)
Modified: 5/30/16 9:39 AM

Wizard

- Dashboard
- Property Detail
- Contacts
- Forms
- Documents
- Checklist
- Tasks
- Signings
- History
- Service Orders
- Call Logs

Close Transaction Forms

Auto-populate

- Commercial Input Form - (Rev. 02/16)
5/30/16 9:39 AM
- Lease Input Form - (Rev. 02/16)
5/30/16 9:39 AM
- Multifamily Input Form - (Rev. 02/16)
5/30/16 9:39 AM
- Residential Input Form - (Rev. 02/16)
5/30/16 9:39 AM
- Vacant Land Input Form - (Rev. 02/16)
5/30/16 9:39 AM

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:

PC Version

Matrix Residential Input Form * Denotes required information that must be provided.

MLS # 2047700

Address Information

*Street Number 1645 *Street Name NEWPORT Place Unit # N *Street Suffix

*Area Lot # *City Kenner

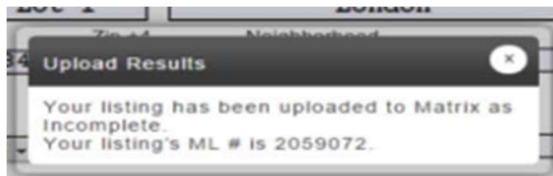
*State LA *City Limit Y/N Zip 70065 Zip +4 Neighborhood Subdivision

*Parish Sub Code *Bounding Streets

Listing Information

*Dwelling Type *Listing Type *List Price 62,000.00 Association

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 accuracy 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.