

## LISTING INPUT – Click on the Input tab in Matrix to begin

The screenshot shows the 'Input' tab in the HEARTLAND MLS system. The navigation bar includes Home, Search, My Matrix, Finance, Roster, Stats, Realist Tax, Tax, Input, and Help. The user is logged in as Jeff Carson Hello, Jeff. The main content area is divided into three sections: 'Input', 'Rentals', and 'Work Area'. The 'Input' section has a sub-header 'Listings' and a link 'Add new or Edit existing Listing'. Below this is a 'Quick Modify' section with a dropdown menu set to '--Select Listing from My Inventory--', a text input for 'or type -- MLS # --', and an 'Edit' button. The 'Rentals' section has a sub-header 'Rentals' and a link 'Add new or Edit existing Rental'. Below this is another 'Quick Modify' section with a text input for '-- RR # --' and an 'Edit' button. The 'Work Area' section has a sub-header 'Work Area' and a message 'You have 4 saved Items in your work area'.

The first screen of Input, an agent will be able to input a new listing, modify a current listing, or continue to work on listing stored in “Work Area”

The screenshot shows the 'Add New listing' dialog box in the HEARTLAND MLS system. The navigation bar is the same as in the previous screenshot. The dialog box has a sub-header 'Add New listing' and a section 'Select Form'. Below this section is a list of four options: 'Residential Listing', 'Multi-Dwelling Listing', 'Commercial Listing', and 'Lots & Land Listing'. At the bottom of the dialog box is a blue button labeled 'Cancel'.

Inputting a new listing, an agent must first pick the type of property to input.

+ Add a New Cross Property listing

Fill from an existing Listing Start with a blank listing Fill From Realist Tax

MLS Number from which to Fill

Fill From

Search for pre-existing Cross Property listing from which to Fill

Listing	Location	Price
<p><b>Status</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Active</li> <li><input type="radio"/> Auction</li> <li><input type="radio"/> Cancelled</li> <li><input type="radio"/> Contingent</li> <li><input type="radio"/> Expired</li> <li><input type="radio"/> Model</li> <li><input type="radio"/> Pending</li> <li><input type="radio"/> Show For Backups</li> <li><input type="radio"/> Sold</li> <li><input type="radio"/> Temporarily Off Market</li> <li><input type="radio"/> Withdrawn</li> <li><input type="radio"/> Pre MLS</li> </ul> <p><input checked="" type="radio"/> Or <input type="radio"/> Not</p> <p><b>Property Type</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Residential</li> <li><input type="radio"/> Multi-dwelling</li> <li><input type="radio"/> Commercial</li> <li><input type="radio"/> Lots &amp; Land</li> </ul> <p><input checked="" type="radio"/> Or <input type="radio"/> Not</p>	<p><b>Location</b></p> <p>Outline your own search area on map (includes radius and polygon)  <input type="button" value="Map Search"/> No Map Selected</p> <p>Within 0.25 miles of <input type="text"/> <a href="#">My Location</a></p> <p><b>County</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Adair</li> <li><input type="radio"/> Allen</li> <li><input type="radio"/> Anderson</li> <li><input type="radio"/> Andrew</li> <li><input type="radio"/> Atchison</li> <li><input type="radio"/> Atchison, MO</li> </ul> <p><input checked="" type="radio"/> Or <input type="radio"/> Not</p> <p><b>Area</b></p> <p><input type="radio"/> Or <input type="radio"/> Not</p> <p><b>School District</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Adrian</li> <li><input type="radio"/> Albany</li> <li><input type="radio"/> Allen</li> <li><input type="radio"/> Amsterdam</li> <li><input type="radio"/> Appleton City R-II</li> </ul> <p><input checked="" type="radio"/> Or <input type="radio"/> Not</p> <p><b>City / Town</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Abilene</li> <li><input type="radio"/> Adrian</li> <li><input type="radio"/> Agency</li> <li><input type="radio"/> Albany</li> <li><input type="radio"/> Allen</li> <li><input type="radio"/> Allendale</li> </ul> <p><input checked="" type="radio"/> Or <input type="radio"/> Not</p> <p><b>Subdivision</b></p> <p><input type="text"/></p> <p><b>Street Number</b></p> <p><input type="text"/></p> <p><b>Street Name</b></p> <p><input type="text"/></p> <p><b>Zip Code</b></p> <p><input type="text"/></p>	<p><b>Price</b></p> <p><b>List Price (\$1,000's)</b></p> <p><input type="text"/></p> <p><b>Sold Price (\$1,000's)</b></p> <p><input type="text"/></p> <p><b>Days Back</b></p> <p><b>List Days Back</b></p> <p><input type="text"/></p> <p><b>Sold Days Back</b></p> <p><input type="text"/></p> <p><b>Contract Date</b></p> <p><input type="text"/></p> <p><b>Agent Info</b></p> <p><b>List Agent ID</b></p> <p><input type="text"/></p> <p><b>List Office ID</b></p> <p><input type="text"/></p>

This screen of Input gives you multiple options when entering a new listing. You can start with filling in information from the Realist tax records, fill in information from a previous listing or simply start with a blank listing screen. Once you select an option, you can proceed.

+ Add a New Cross Property listing

Fill from an existing Listing Start with a blank listing **Fill From Realist Tax**

Realist Tax

Search for pre-existing Realist Tax Record from which to Fill

Tax Search

County

- 20005 Atchison
- 20045 Douglas
- 20059 Franklin
- 20091 Johnson KS
- 20103 Leavenworth
- 20107 Linn
- 20121 Miami
- 20177 Shawnee
- 20209 Wyandotte
- 29013 Bates
- 29021 Buchanan
- 29025 Caldwell
- 29037 Cass
- 29047 Clay
- 29049 Clinton
- 29095 Jackson
- 29101 Johnson MO
- 29107 Lafayette
- 29165 Platte
- 29177 Ray

Or  Not

Please note that results are best achieved by using the STREET NUMBER and STREET NAME.

Street Number

Street Name

Street Type

Unit Number

OR

Owner Last Name

Owner First Name

OR

Tax ID

Cancel Search

When filling from Realist, searching for the property will be done from this screen.

HEARTLAND MLS Home Search My Matrix Finance Roster Stats Realist Tax Tax Input Help Logout from Jeff Carson Hello, Jeff · Logout Recent Searches

+ Residential Listing

Status Listing General Office Rooms Additional Financial Remarks

**Initial Status Entry**

Active - This is the default type for a listing  
Auction - This listing is for auction  
Model - This listing is a Model home  
Incoming - This listing will not appear until the future live date  
Pre MLS - This listing is temporarily waived and will appear on the Future On Market Date noted in the system.

**Initial Status**

- Active
- Auction
- Incoming
- Model
- Pre MLS

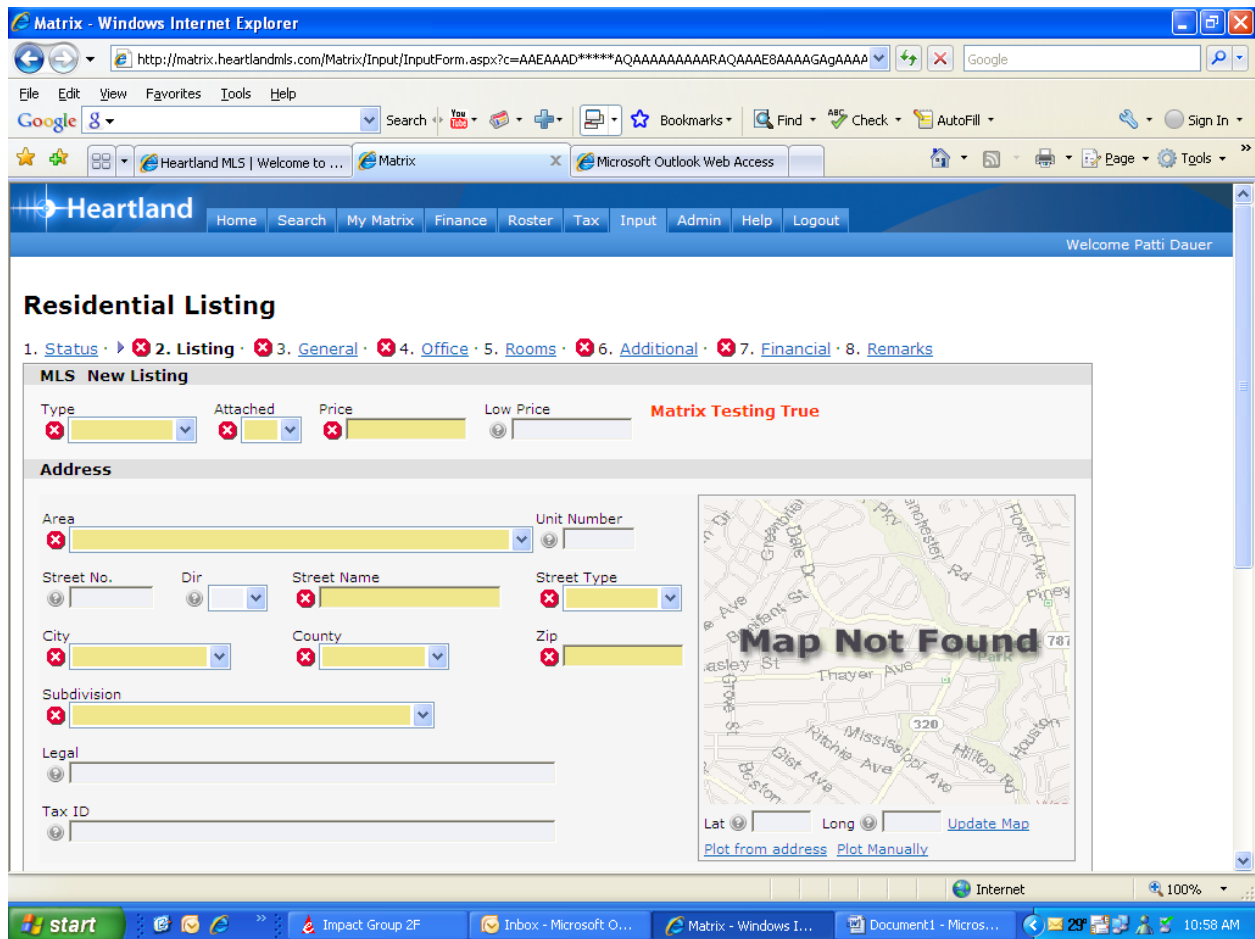
Save to Work Area and Quit Cancel Input Submit listing

**STATUS** –there are new status –

**INCOMING** Status allows you to enter a Future List Date for a listing to go active later. There will be an additional tab for you to enter the future date if you select this status.

**Pre-MLS** Status allows you to enter a “Coming Soon” listing with a “Future on Market Date”. To use this status, an agent must have a “Temporary Property Waiver” on file with Heartland MLS.

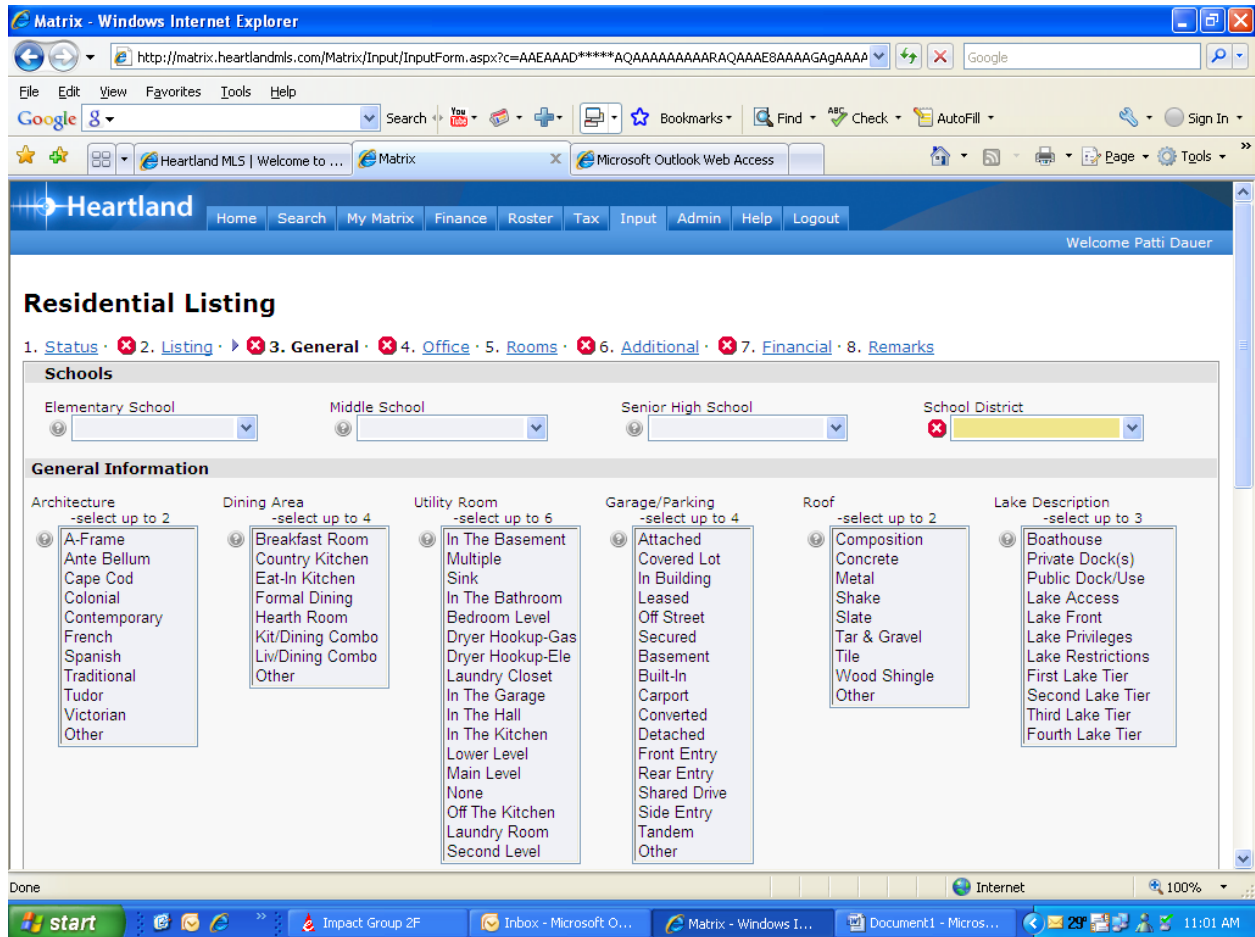
**SCREEN DISPLAY** – Notice that all sections of the listing have **TABS** at the top for easy access and will eliminate the long form display. Once you have selected the status, you will simply click on the second tab for LISTING information. You are free to move throughout the tabs as you wish.



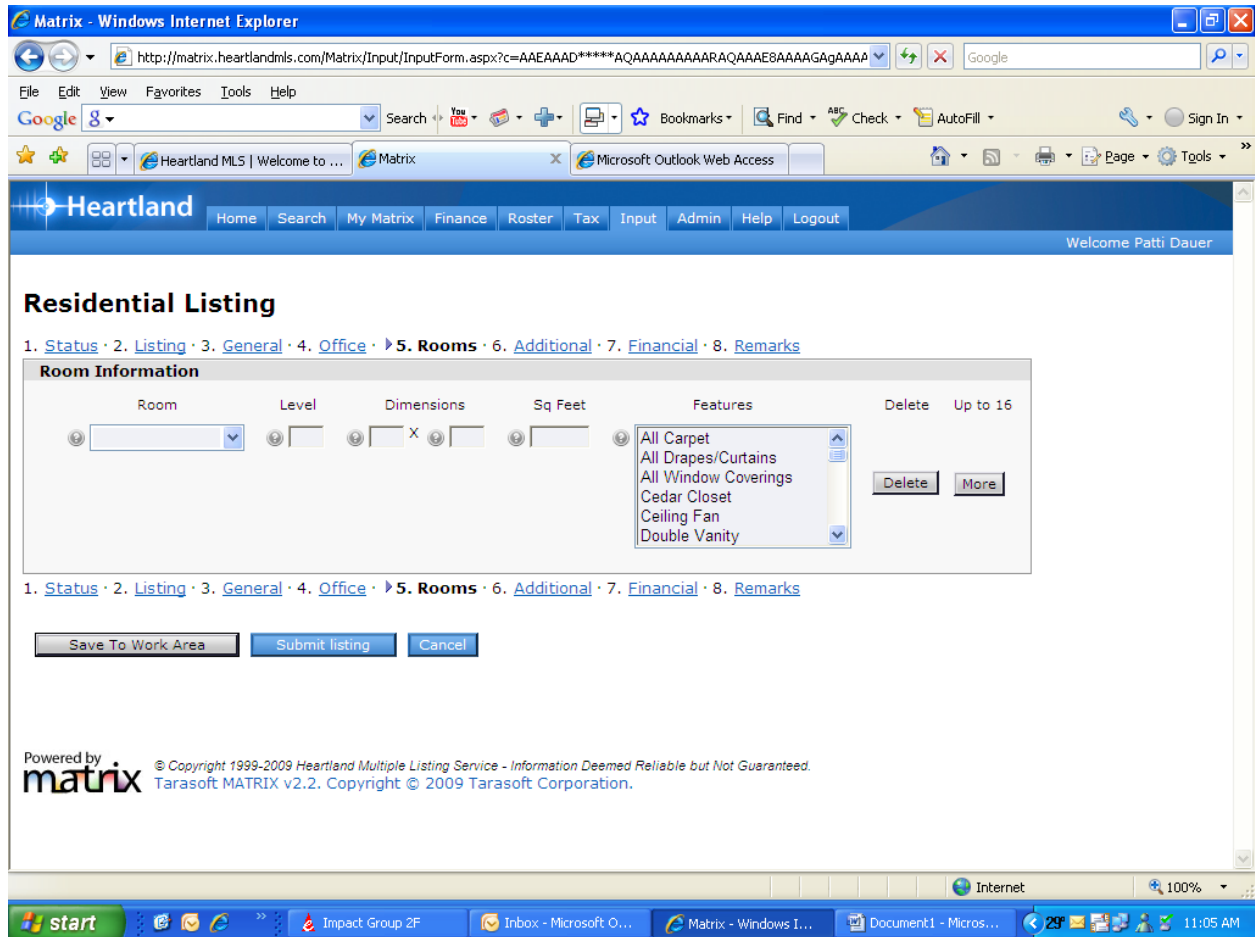
The input screens show all required fields in yellow. Any field that is not completed will appear with a Red X beside it when you click on Submit Listing. If the information entered does not conform to a business rule (expiration date is prior to list date for example) a red X will also appear. Each tab header will indicate if there are problems on the screen.

Notice that there is a **MAP** on the **LISTING** screen that you can click either "PLOT FROM ADDRESS" (address fields on screen that have been completed) or "PLOT MANUALLY" that allows you to enter the latitude and longitude or move the pin placement manually.

**When entering a new listing, please be sure to click the Plot From Address link in the map box on the listing tab. This is how the system determines latitude and longitude in order to correctly display listings on a map and include them in map searches**



The Table values are still the same and you will select the options using the **CTRL** key if more than one value needs to be selected for one field. Each field does note the maximum items that can be selected.



To enter more than one Room simply click on the More button on the right and additional boxes will appear on the **ROOM** screen.

You will notice at the bottom of each screen of Listing Input there is a button – **“SAVE TO WORK AREA”** that is equivalent to the Listing in Progress function of the MLSWeb system. When you click on this button, Matrix will save all information entered to that point and allow you to access it anytime to finish. You may also have MULTIPLE listings saved to the work area for each agent ID in Matrix. The MLSWeb allowed only one listing in progress per agent so this allows more flexibility.

Once all information is entered for a new listing, click on the **“SUBMIT LISTING”** button to generate a listing number.

## MODIFY LISTING AND PHOTO UPLOAD SCREEN

The screenshot shows the 'Modify Cross Property' screen in the Matrix application. The page title is 'Modify Cross Property' and it includes a sub-header: 'Use this page to modify an existing record.' Below this is a form with 'MLS Number to modify:' and 'Modify' and 'Cancel' buttons. A 'Revise Search' button is also present. A table of property listings is displayed, with columns for 'Click to Edit', 'MLS No.', 'S', 'Address', 'Subdivision', 'Area', 'Price', 'Type', 'Bd', 'Bth', 'Plan', and 'L Ofc'. Each row in the table has links for 'Data', 'Photo', and 'Sup'.

Click to Edit	MLS No.	S	Address	Subdivision	Area	Price	Type	Bd	Bth	Plan	L Ofc
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000000	A	Glendale		err	\$10,000,000	Single				
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000001	A			err						
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000002		Re Sister Circle	NKC Development	103	\$100,000	Single	4	2.0	Earth Contact	PCD 01
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000003	X			err						
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000004	A	48 N 169 Street	Sub Dev	103	\$55,000	Single	3	1.2	1.5 Stories	PCD 01
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000005	X	James Res Street	Washington Township	108	\$55,993	Single	1	2.0	Loft, Raised 1.5 S	PRU 32
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000006	X	Test		err					Coop	
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000007	X	Burton St Res Way	Sugar Creek	104	\$456	Single	2	1.1	2 Stories, Raised	RPH
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000009	A	123456 S Oxford Avenue	Ballew	102	\$8,000,000	Rooming Hc				RMX 20
<a href="#">Data</a> · <a href="#">Photo</a> · <a href="#">Sup</a>	2000011	X	Seventh Street	Subdiv Name	107	\$778,899	Apartment				RAN 28

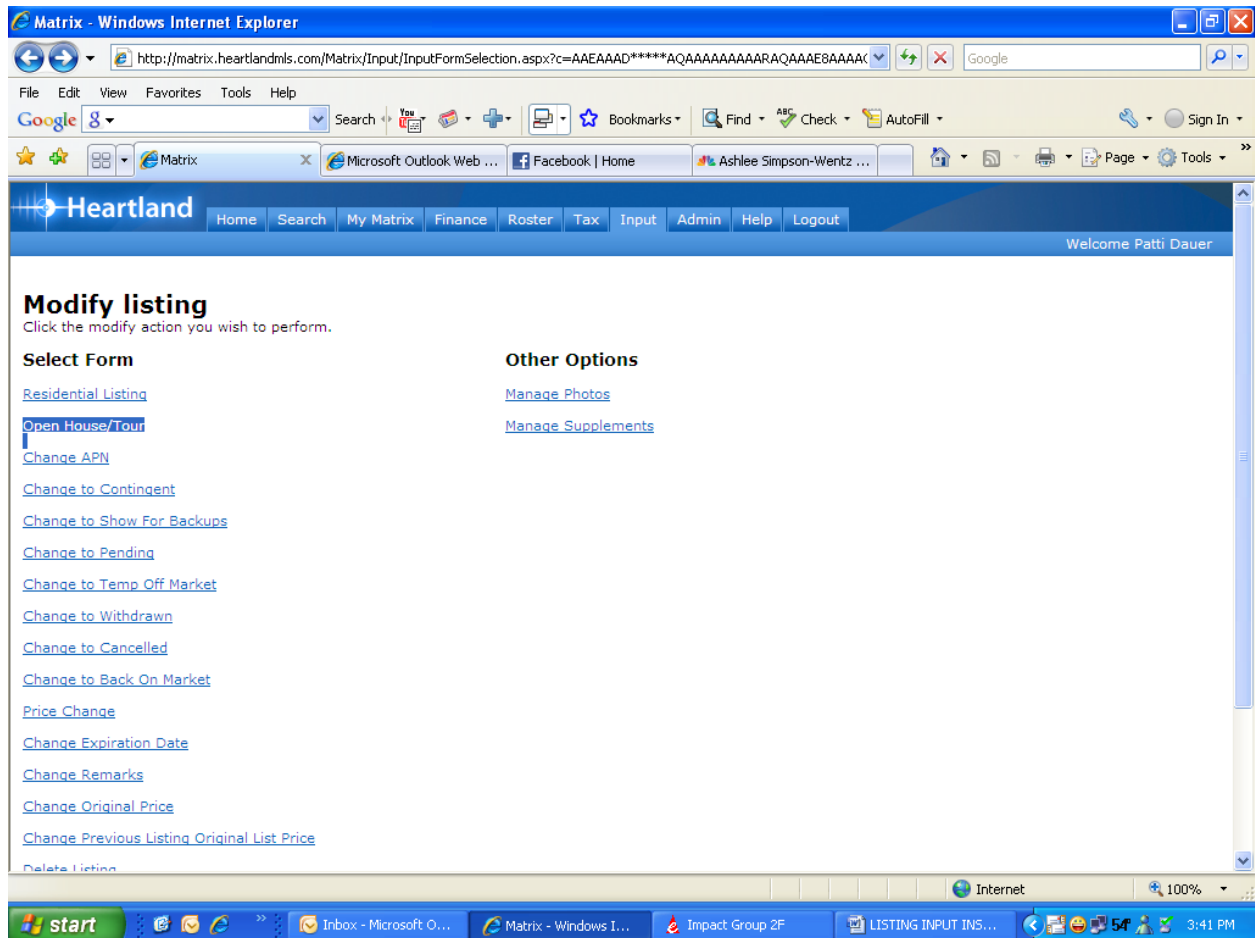
When you need to modify a listing, you will access this screen. There are links in front of each listing for: **DATA** – Modify fields on the listing or make status changes, etc.

**PHOTO** – Upload up to 25 photos per listing (see instruction document for uploading photos)

**SUP** – Add documents (supplements) directly to the listing since Matrix has document storage. There is a limit of 10 separate documents per listing but no limit on individual file size of the documents. When you click on the **SUP** link, simply click on the **BROWSE** button to find the document you wish to upload that is housed on your computer or network, select the file and click on **OPEN**. You will then click on **Upload** to attach the document to the listing. You can enter a description for each documents and then you will then click on **Save**.



If you click on the **DATA** link, you will get the following options:



You can change information in the data fields, make a status change, and manage photos and supplements from this page. Just click on the link for the action you want to perform. **The 2<sup>nd</sup> option on this list allows you to add a listing to a broker tour or enter open house information.**