

# GFC CMLS Listing Input Quick Reference Guide



You can input new listings into Matrix by first clicking on the Input tab under the Matrix menu bar.

## To Add or Edit a Listing:

1. Under the Listings section: click either the **"Add New"** or **"Edit Existing"** listings link. If you already know the listing number, enter it under **"Edit"**.
  - a. If you select "Add New" make sure to click on the desired property type you would like to add.
2. Search for the Tax ID Number to start your listing.
  - a. Fill in the Street # and the Street Name, in a multi-word address use the \* as your wild card (ex. Sunrise\* for sunrise hill) and click Search.
3. Click the Fill link to populate the list with the Tax Data
4. If there is no tax data for your address enter the number 9, nine times (999999999) into the Property ID # field and click on Fill. This will create a blank listing record.

Listings

[Add new](#) or [Edit existing](#) Listings

Select a Listing  or type -- MLS # --

[Edit](#)

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Work Area

[You have 23 saved Items in your work area](#)

[Add New listing](#)

Select Form

[Single Family Data Input](#)

[Residential Rental Data Input](#)

[Condominium / Co-op Data Input](#)

[Multi-Family Data Input](#)

[Land Data Input](#)

[Business For Sale Data Input](#)

[Commercial / Industrial Data Input](#)

[Commercial / Industrial Lease Data Input](#)

<b>1</b>	<b>Click to Fill</b>	<b>Prop ID</b>	<b>City</b>	
<a href="#">Fill</a>		350D5B37L24	Norwalk	479 Main Avenue

5. To Input a listing, insert all necessary information on the screen (input forms) and click on each succeeding input tab to move to the next section. Make sure to correctly fill out all tabs.

[Status](#) [General](#) [Agent Information](#) [Features](#) [Description](#) [Rooms and Baths](#) [Additional Information](#) [Remarks](#)

6. Starting with the Status Tab:
  - a. You can choose to start your listing as an Active Listing or as an Incoming Listing.
  - b. If you choose **Active**, the listing will be available for all GFC CMLS users to see after you click submit listing.
  - c. If you choose Incoming, when you submit your listing you will receive a listing number, so you can upload your photos and view your listing for accuracy. Your listing **WILL NOT** be available for other users to see until you change the status to **Active** and click **Submit Listing**.
8. Continue inserting data into each section (tab). When finished with a section, click on the next section's tab at the top of the screen.

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## 9. Rooms and Baths Tab:

Use the "More" button to add additional rooms (15 Max). Use the "Delete" button to remove rooms.

Room Type	Room Length	Room Width	Room Level	Room Features (6 Max)
Bathroom				2 Story Windows
Bedroom				9ft+ Ceilings
Bonus Room				Balcony/Deck
Breezeway				Bay/Bow Window
Den				Beams
Dining Room				Breakfast Bar
Eat in Kitchen				
Exercise Room				
Family Room				
Formal Dining Room				

- Choose a **Room Type** name from the drop down list
- If desired, enter the **Room Length** and **Room Width**
- Choose a **Room Level**, either **Lower**, **Main** or **Upper**
- Choose up to 6 **Room Features** to describe the room

## 10. To Submit Your Listing:

- When you have completed all the sections, choose "Submit Listing"
- When you submit your listing Matrix will check your listing to make sure it follows MLS rules.



- If Matrix finds any issues it will place a Red ! next to the Tab in question.
- Click on the corresponding tab and the field in question will also display a Red !
- When all the fields have been resolved click **Submit Listing** again, your listing will be added to the system.