

Instructions for loading the tour into Matrix MLS

“My Matrix”, “My Listings”, choose Listing

On Listing Screen – click “Edit” (at the bottom)

The screenshot shows the Matrix MLS interface for a listing. At the top, there is a navigation bar with links for Home, Search, Stats, My Matrix, Links, Realist Tax, Finance, Input, and Help. Below this, the user is logged in as 'Steve'. The main content area is titled 'My Listings (6)' and shows a list of listings. The selected listing is displayed in a detailed view. The 'General Information' section includes fields for List Price, MLS#, Address, GEO Area, County, Status Type, List Price/Sqft, Property ID, Furnished, Approx. Living Area, Approx. Total Area, Building Design, Virtual Tour URL, and Listing Broker. The 'Detailed Property Information' section includes Ownership, Lot Size, Cable, Guest House L.A., Guest House Desc, Elementary School, Middle School, High School, Floors, Cool, Kitchen, Pets, Pets - Max. Weight, Pets - Max. Number, Pets - Other Limits, Approx. Lot Size, Gulf Access Type, Windows, Exterior Finish, Community Ty, Floor Plan Type, and Heating. At the bottom of the listing view, there is a row of buttons: Edit, Manage Photos, Manage Supplements, Share, and Reverse Prospect. The 'Edit' button is highlighted with a red arrow.

Next Screen – click “Residential Listing Input” for Virtual Tour (or Mange Photos to add Photos)

The screenshot shows the 'Modify Listing' screen in the Matrix MLS interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Modify Listing' and shows a list of listing details. The 'Residential Listing Input' option is highlighted with a red arrow. Other options include Price Change, Change to Pending, Change to Pending with Contingencies, Change to Closed, Change to Withdrawn, Change to Terminated, Extend Listing, and Open Houses. At the bottom of the screen, there is a 'Cancel' button.

On the next screen add Virtual Tour Link ... (starting with http://.....)
When finished click "Submit Listing" (at the bottom)

SWFLMLS Home Search Stats My Matrix Links Realist Tax Finance Input Help Hello, Steve · Logout Recent Searches

Residential Listing Input

General Rooms & Sizes Features Financial Compensation Listing Office & Agent Remarks

General Property Information **Property Class: Residential** **MLS Number: :**

County ? Lee	Status Type ?	MLS Number: :
PID ?	List Price ?	
Unlisted PID YN ?	Bedrooms ?	
Street # ?	Full Baths ?	
Pre Direction ?	Half Baths ?	
Street Name ?	Approx. Living Area ?	
Street Type ?	Approx. Total Area ?	
Post Direction ?	# Ceiling Fans ?	
Apartment # ?	Furnished ?	
City ?	<input type="checkbox"/> Furnished	
State ?	<input type="checkbox"/> Negotiable	
Zip Code ?	<input type="checkbox"/> Partially Furnished	
GEO Area ?	<input type="checkbox"/> Turnkey	
Zoning Code ?	Cable Available ? Yes	Latitude ? Longitude ?
Development ?	Elevator ?	Get Lat/Long from address Set Lat/Long manually Choose Google Street View
Sub/Condo Name ?	Garage Spaces ?	Measurement Src (Living Area) ?
Subdivision Code ?	Garage Desc ?	<input type="checkbox"/> Architectural Plans
Building Design ?	Carport Spaces ?	<input type="checkbox"/> Condo Documents
Builder Product ?	Carport Desc ?	<input type="checkbox"/> Developer Brochure
Building # ?	Rear Exposure ?	<input type="checkbox"/> Field Measurements
Total Floors ?	Year Built ?	Measurement Src (Total Area) ?
Unit Floor ?	Pets ?	<input type="checkbox"/> Architectural Plans
Units in Building ?	Pet Limit - Max Wt ?	<input type="checkbox"/> Condo Documents
Units in Complex ?	Pet Limit - Max # ?	<input type="checkbox"/> Developer Brochure
Legal Description ?	Pet Limits - Other ?	<input type="checkbox"/> Field Measurements
Characters remaining: 203	Lot Size (acres) ?	Measurement Src (Lot Dimensions) ?
Section ? Township ?	Lot Back ?	<input type="checkbox"/> Architectural Plans
Range ? Legal Unit ?	Lot Frontage ?	<input type="checkbox"/> Condo Documents
Block ? Lot/Unit ?	Lot Left ?	<input type="checkbox"/> Developer Brochure
	Lot Right ?	<input type="checkbox"/> Field Measurements
	Virtual Tour Link ? http://in360.com/999	Measurement Src (Lot Size) ?
	Owner Name ?	<input type="checkbox"/> Architectural Plans
	Ownership Desc ?	<input type="checkbox"/> Condo Documents
	Elementary Sch ?	<input type="checkbox"/> Developer Brochure
	Middle School ?	<input type="checkbox"/> Field Measurements