



Your Guide to the Next Generation of MLSListings

**My Listings and Matrix Updates
You Need to Know**

What's Happening?

Implementing two all new systems:

- My Listings
- Matrix

The screenshot displays the MLS Listings dashboard interface. At the top, there is a navigation bar with the following items: Dashboard, Search, My Matrix, Directory, Market Reports, Financial, Stats, Suggestion Box, Realist, and Admin. The user is logged in as 'Hello, Theresa' with a 'Logout' option. A search bar contains the text 'Speed bar! Click ? for examples' and a 'Recent Searches' dropdown menu.

The dashboard is organized into several columns of widgets:

- News:** A blue header with the text 'There are no active news postings.'
- Hot Sheets:** A blue header with a 'Cross Property' section and a 'Customize' button set to 'This Session'.
- My Favorite Searches:** A blue header with the text 'You have no favorite searches.'
- Market Watch:** A blue header with a bar chart showing various market metrics: New Listing (101), List Price Increased (10), List Price Decreased (43), Transaction Fell Through (14), Listing Back On Market (6), Active Contingent (55), Pending (50), Changed to Sold (80), Changed to Rented (0), Listing Expired (4), and Listing Canceled (24). Below the chart are dropdown menus for 'Residential' and '24 Hour', and a 'Customize' button.
- My Listings:** A blue header with a list of items: My Active Listings (1), My Pending Listings (2), My Listings with No Photos (1), and My Hit Counters (1).
- My Carts:** A blue header with the text 'You have no Carts.'
- My Stats:** A blue header with the text 'You have no stats links.'
- Recent Portal Visitors:** A blue header with a list of visitors: Dreike, Theresa at 12:59 PM.
- Recent Use Contacts:** A blue header with a list of contacts: Dreike, Theresa.
- External Links:** A blue header with a section for 'My MLS Account Notices' and a weather widget for 'Burlingame, CA' showing '73° of Partly cloudy'.
- Additional:** A blue header with the text 'There are no additional widgets.'

Underlying Changes

- **New Statuses, Property Classes, Property Types**
 - Coming Soon
 - Contingent
 - Pending

 - **Residential:** Single Family Home, Townhouse, Condominium, Farm/Ranch, Manufactured Home, Floating Home
 - **Income/Multi-Unit 2-4:** Duplex, Triplex, Fourplex, Other Multi-Unit
 - **Income/Multi-Unit 5+:** Five or More Units
 - **Residential Lot:** Residential Lot, Residential Development Land, Agriculture/Ranch Land, Other Residential Land
 - **Commercial Land:** Commercial Agricultural Land, Industrial Land, Other Commercial Land
 - **Commercial for Sale:** Commercial Property
 - **Business:** Business for Sale
 - **Commercial Lease:** Commercial Lease
 - **Rental:** House for Rent, Townhouse for Rent, Apartment/Condo for Rent, Other Property Rental

Underlying Changes

- **Change in MLS Number Format**
 - Moving away from the beginning signifying the year of the listing.
 - Search using ML in front of the number.
- **City is now Postal City**
 - No more MLS City
 - at request of MLS Area Task Force


My Listings Highlights

Easier Photo upload process

Marketing & Photos

Be sure to upload a photo within 72 hours of bringing this property to Active. Or take a look at instructions for inserting the my "Seller Prefers No Photo" image here.

To upload images drag and drop or click in the space below.



Click or drop images here to upload

Your Uploaded Photos

Recycle Bin

To use photos click on arrow

My Listings Highlights

File Exclusions Electronically

+ Add New Listing

+ Add New Exclusion

Coming Soon and Comp Only Listings

Listing Details

Please indicate whether this listing will go into the system as Active, Coming Soon, or Comp Only upon completion of this draft.

Listing Status	Active Active Coming Soon Comp Only
List Date *	
List Price *	
Expiration Date *	
Point of Sale Ordinance? *	Select...
City Transfer Tax? *	Select...
Possession Notice	Select...
Acceptable Financing Terms	
Special Listing Conditions *	Select...

Previous Step Next Step

Jump to:

- 1 Start a Listing
- 2 Property Overview
- 3 Listing Details
- 4 Interior Features
- 5 Exterior Features
- 6 Community Info
- 7 Marketing & Photos
- 8 For Agents
- 9 Listing Contact Info
- 10 Verify

My Listings Highlights

Tips for Each Field

Jump to:

- 1 Start a Listing
- 2 Property Overview
- 3 Listing Details
- 4 Interior Features**
- 5 Exterior Features
- 6 Community Info
- 7 Marketing & Photos
- 8 For Agents
- 9 Listing Contact Info
- 10 Summary

Interior Features

Fireplace Y/N*

Number of Fireplaces

Fireplace Features*

Gas Burning Ornamental Only Wood Burning

Accessibility Features

Bathroom Features

Communications

- AudioVideo Prewired**
- Cable TV
- DSL
- Fiber Ready
- Intercom
- Networked
- None
- Other

Errors (0)

[Check for Errors](#)

Tips

Communications

A list or description of the Communications features currently available on/in this property such as cable TV, DSL or intercom system.

New Matrix Highlights

New Status – Active Contingent with easier location for date searches

Status

<input type="radio"/> ? Active	List	<input type="text"/>	
<input type="radio"/> Active Contingent	Sale	<input type="text"/>	
<input type="radio"/> Pending	COE	<input type="text"/>	
<input type="radio"/> Sold	Off Mrk	<input type="text"/>	
<input type="radio"/> Withdrawn	Exp	<input type="text"/>	
<input type="radio"/> Expired			
<input type="radio"/> Canceled			

Price

List ?	<input type="text"/>	<input checked="" type="checkbox"/> (000s)
Sale ?	<input type="text"/>	<input checked="" type="checkbox"/> (000s)

New Matrix Highlights

More Property Types in All Classes

New Field in Building Description

Property Type

- Single Family
- Condominium
- Townhouse
- Manufactured Home
- Farm/Ranch
- Floating Home

Building Description

Beds ?

Full Baths ?

Part Baths ?

SqFt ?

Lot Size ? sqft ▾

Age ?

Stories ?

New Matrix Highlights

Property History New Look

MLS #	Change Date	Field Name	Old Value	New Value	Broker Code	List / Sell Office	Change Type
ML81432901	09/10/2014	Status	\$1,198,000	A	CBR.15	Coldwell Banker	New Listing
ML80770530	02/26/2008	Status	AC	S (\$957,000)	NTERO.6	Intero Real Estate Services	Changed to Sold
ML80770530	01/17/2008	Status	A	AC	CBR.78	Coldwell Banker-San Jose-Willow Glen	Active Contingent
ML80770530	01/07/2008	Status	\$969,950	A	CBR.78	Coldwell Banker-San Jose-Willow Glen	New Listing
ML80363612	01/30/2004	Status	AC	S (\$595,000)	APR.6	Alain Pinel Realtors	Changed to Sold
ML80363612	12/15/2003	Status	A	AC	WINSV.4	Windermere S. V. P.	Active Contingent
ML80363612	11/20/2003	Status	\$599,950	A	WINSV.4	Windermere S. V. P.	New Listing
ML80136945	11/01/2001	Status	W	E	C21NV.1	Century 21 North Valley	Listing Expired
ML80136945	07/30/2001	Status	A	W	C21NV.1	Century 21 North Valley	Withdrawn
ML80136945	06/29/2001	Status	\$580,000	A	C21NV.1	Century 21 North Valley	New Listing
ML89831146	10/23/1998	Status	A	C	SCVA.1	Century 21 SCVA	Listing Canceled
ML89831146	10/23/1998	Status	W	A	SCVA.1	Century 21 SCVA	Listing Back On Market
ML89831146	10/14/1998	Status	A	W	SCVA.1	Century 21 SCVA	Withdrawn
ML89831146	10/01/1998	ListPrice	\$480,000	\$460,000	SCVA.1	Century 21 SCVA	List Price Decreased
ML89831146	07/14/1998	Status	\$460,000	A	SCVA.1	Century 21 SCVA	New Listing

New Matrix Highlights

More Personalization Options

Information | Header & Footer | Mobile Header | CMA Cover Sheet | Portal Information | Email Signature

This section stores the personal information you want to use in Matrix. For your convenience, some values are pulled directly from your MLS roster; call your MLS if you want to update those values as they are the values used in many Pro and IDX applications. Otherwise, you may use the Override checkbox to insert a different value which is only used in Matrix applications. For each of the fields below you can either use the value from your roster entry, if there is one, or enter a value manually. **It is recommended that you use the roster value whenever one is available.**

First Name:	Theresa	Override?
Last Name:	Dreike	<input type="checkbox"/>
Lic#	81231249	<input type="checkbox"/>
Public Contact Number:	<input type="text"/>	<input type="checkbox"/>
Public Email Address:	tdreike@mlslistings.com	<input type="checkbox"/>
Office Website:	www.mlslistings.com	<input type="checkbox"/>
Title of Employment:	<input type="text"/>	
Cell Phone Number:	<input type="text"/>	
Fax Number:	<input type="text"/>	
Agency/Office:	MLSListings, Inc.	<input type="checkbox"/>
Direct Office Contact Number:	<input type="text"/>	
Office Phone Number:	(408) 874-0200	<input type="checkbox"/>
Office Email Address:	<input type="text"/>	
Office Fax Number:	(408) 341-8900	<input type="checkbox"/>
Office Mailing Address:	<input type="text"/>	
Office Site:	<input type="text"/>	
Office City Location:	<input type="text"/>	
Office State Location:	<input type="text"/>	
Office Zip Code:	<input type="text"/>	
Tag Line: (i.e., Slogan)	<input type="text"/>	

New Matrix Highlights

Completely Updated Client Portal

The screenshot shows the Matrix Client Portal interface. At the top, there is a navigation bar with 'Welcome', 'Properties', and 'Help'. Below this is a search bar and a 'Jump to a location' field. A dropdown menu shows 'Email from Mar 12 2013'. On the right, there are icons for 'Display', '3' (notifications), '2' (favorites), and '1' (recent). The main area is a map showing a residential neighborhood with various streets like Enfield Rd, Bonnie Rd, and Mopac Blvd. A callout box for '2515 ENFIELD RD' provides details: MLS#: 6169226, Status: A, Price: \$499,000, SqFt: 1,656, Beds: 2 (2 0), Bath: 2 (1 1). A callout at the bottom left explains that clicking the bucket icon adds a listing to that bucket. A callout at the bottom center explains the 'Split Map / Listing grid' view. A callout at the top right explains that the view dropdown contains 'Auto Emails, Direct Emails, Listing Notes and All'. A callout at the top right explains that users can switch between portal displays and map views, and the portal remembers the last used display. At the bottom, there is a table of listings.

Received	Chg Type	MLS #	S	Address	Bds	Fb	Hb	St	Gar	Yr	Blt	Sqft	Acres	Price	Type
03/12/2013		6169226	A	2515 ENFIELD RD	2	1	1	1	0	1942	1,656	0.234		\$499,000	RES
03/12/2013		5710983	A	2517 ENFIELD RD	3	2	0	1	0	1941	1,563	0.244		\$499,000	RES
03/12/2013	New	9873633	A	3309 BONNIE RD	3	1	0	1	0	1948	1,512	0.149		\$525,000	RES
03/12/2013	New	4424447	A	1612 WETHERSFIELD RD	3	3	0	1	0	1936	1,508	0.136		\$549,000	RES
03/12/2013	Price Decrease	2304851	A	1506 PECOS ST	4	2	1	2	0	1950	2,123	0.167		\$660,000	RES

New Matrix Highlights

- **Contacts**
 - Moving over from Old Matrix by Nov. 13
- **Saved Searches**
 - 90% will move over from Old Matrix by Nov. 13

Timeline

Date	Milestone
Thurs., Nov. 13, 2014	New Matrix Officially Available.
Nov. 13 – Dec. 8, 2014	Verification Period. Use this time to verify that your information is correct in new Matrix
Wed., Dec. 9, 2014	New Matrix becomes your primary system. Old Matrix will be available for verification only.
Wed., Dec. 9, 2014	New My Listings comes online and becomes primary system to enter and manage listings.
Tues., Feb. 3, 2015	Old Matrix is retired.

Questions?

For more information:

<http://portal.mlslistings.com/next-generation-of-mlslistings/>