

Matrix Open House

3/4/16

Adding open house info to your listing

1. Click “My Matrix”
2. Choose to show “My Active Listings” from the drop down in the top left corner
3. Choose the listing
4. Click “Edit”
5. Click “Open Houses”
6. Fill in the information to add an open house
7. Click “Submit Listing”

Reports that display Open Hose info

1. Agent Single Line
2. Agent Thumbnail
3. Agent Summary
4. Agent Synopsis
5. Agent Full
6. Agent Complete
7. DMAAR Res Agent Detail

Open House Search

1. Click “Search”
2. Click “More” at the bottom of the list
3. Click on “Open House Search”