



MODIFYING A LISTING IN THE CRISNETMLS MATRIX PLATFORM

Follow the steps below to modify a listing in CRISNetMLS Matrix Platform.

1. Click the Add/Edit tab, and then select the listing you want to modify in the Quick Modify drop-down menu.

+ Input
 Listing
[Add new](#) or [Edit existing](#) Residential
[Add new](#) or [Edit existing](#) Residential Income
[Add new](#) or [Edit existing](#) Residential Lease
[Add new](#) or [Edit existing](#) Land/Lot
[Add new](#) or [Edit existing](#) Mobile Homes
 Quick Modify:
 --Select Listing from My Inventory-- or type -- MLS # -- [Edit](#)

2. Select the property you wish to edit/update by clicking on it.

Quick Modify:
 --Select Listing from My Inventory-- or type -- MLS # -- [Edit](#)
 --Select Listing from My Inventory--
 Residential
 FXX13028875 Pending Sale 19 Green Street, Reseda, CALIFORNIA 91335
 XX13041146 Pending Sale 24 Clover Street, Reseda, CALIFORNIA 91335
 Residential Income
 XX13023271 Active 4 Heart Way, Chatsworth, CALIFORNIA 91311
 Quick Modify:
 [Edit](#)

NOTE: NEVER return to the Work Area in the Add/Edit function to edit/update listings that have been successfully submitted to the CRISNetMLS Matrix platform. The Work Area link is a storage place for INCOMPLETE items that you are working on. Once a listing has been entered into CRISNetMLS Matrix the ONLY way to edit/update an item is to return to the EDIT function.

By editing/updating a listing from the Work Area you will create a duplicate listing, which is a violation.

3. When prompted, click on the Detail or Status link on the Modify Listing screen.

Note: When changing information to any part of the body or language of the Listing, you would click on the Residential Detail link which will take you back to the original listing Basic page, you can then move from tab to tab to update the listing.

Any changes to the Status can be done by click on the status change you are making. You will be taken to a default screen for that status and then will complete the required information and enter "Submit Listing" when done.

4. If in the Residential Detail modify, makes changes to the listing as necessary. When done, click Submit Listing to save/update your changes.

5. If in the Status modify, select the status you are changing to and enter all required information as indicated. The selection will default to the appropriate status update screen. Click Submit Listing to save/update any changes.
6. When you see the Listing Input Succeeded screen, the listing has successfully been updated in the CRISNetMLS Matrix platform.

For complete details on how to modify a listing in the CRISNet Matrix platform, refer to SRAR.COM, Click on MLS tab, Click on Matrix information, click on Training and Training Manuals link. Go to Listing Management Training Manual.