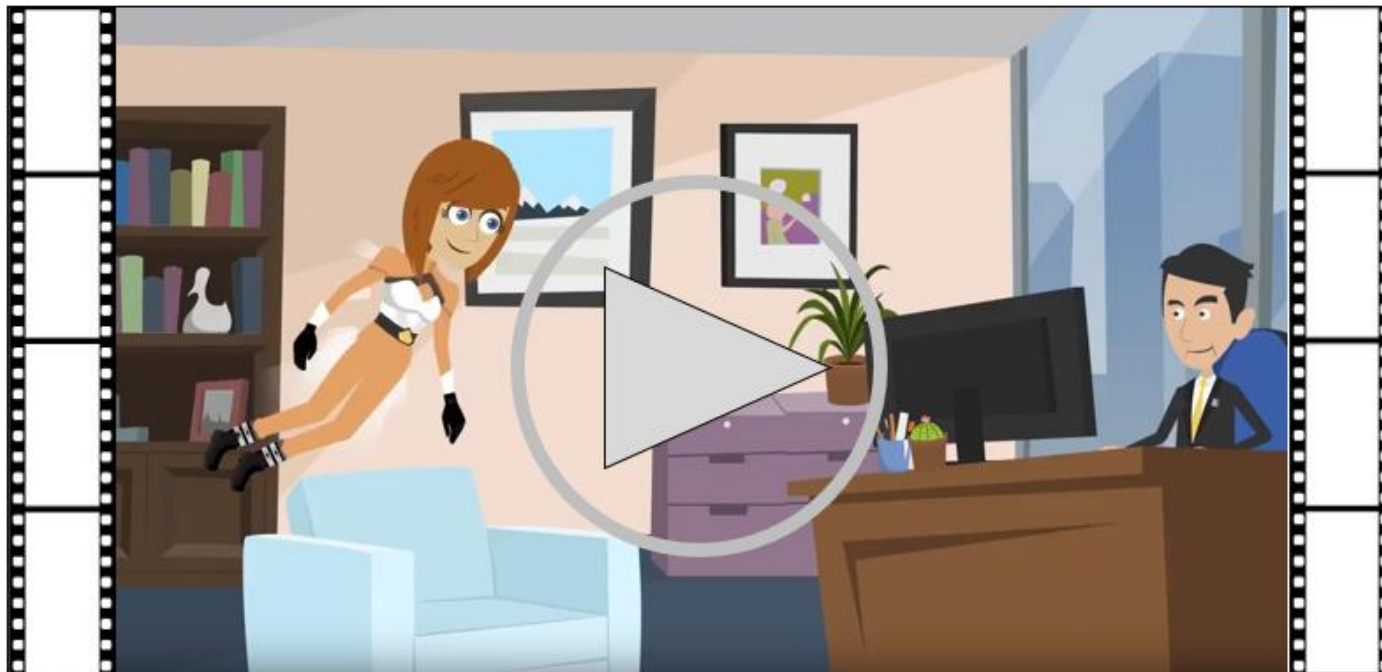


Instructions for Managing Office Syndication in PPMLS Matrix

Note: This is only available to the Employing Broker

A Video Tutorial of these instructions is also available at:

<https://youtu.be/5E3z456GI4g>




 **News & Alerts**

There are no active news postings.

 **My Listings**

You have no listing links.


 **My Favorite Searches**

You have no favorite searches.


 **My Carts** ▲ ×

You have no Carts.

[All Carts](#)

 **Recent Portal Visitors**

You have no recent portal visitors.

 **Recent Use Contacts**

You have no recent use contacts.

 **Additional**

 **My Stats**

 **Contact Requests**

 **Search**

MLS #

St # St Dir

St Name

St Type

Unit #

Active

Price (000s)

BR BA Gar

Map Search: *No Map Selected*

Within miles of

 **Hot Sheets**

- Residential
- Income
- Land
- Farm
- Commercial
- Business
- Rental
- Cross Property






Customize

This Session ▾

 **External Links**

- Property Panorama
- RPR-Realtor Property Resource
- SentriLock
-  **Instanet Transaction Desk**
-  ShowingTime

 **Market Watch**

- New Listing (5) 
- Price Increase (0)
- Price Decrease (0)
- Back On Market (1) 
- Act 1st Rgt - Showing (0)
- Under Contract - Showing (0)
- UC Short Sale - Showing (0)
- Withdrawn (0)
- Pending (1) 
- Sold (5) 
- Leased (0)
- Cancelled (0)
- Expired (4) 

Residential ▾

Today ▾

Refresh

Customize · Reset

From PPMLS Matrix, click on Add/Edit



+ Input

Listings

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

Quick Modify:

[Edit](#)

Builder

[Add new](#) or [Edit existing](#) Built on Owner's Lot

[Add new](#) or [Edit existing](#) New Home Models

Roster

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

[Add new](#) or [Edit existing](#) Office Syndication

Click on Edit existing Office Syndication

Modify Office

Use this page to modify an existing Office.

MLSID to modify:

Main Office ID



Office ID



Office Name



Cancel



Search

Input search criteria to find your office and click “Search”

If searching by office name, RSC recommends adding an asterisk () before and after the text to broaden the search parameters.*

Modify Office

Use this page to modify an existing Office.

MLSID to modify: [Modify](#) [Cancel](#)

Click to Edit	Office MLSID	Office Long Name	Office Phone	Office Status
Data	00098889	00098889-The Tracer Company	(719)476-8156	Active

[Cancel](#) [Revise Search](#)

Select “Data” to the left of your office name in the Click to Edit column

In the example above, only one office was returned in the results. However, multiple offices may be returned depending on your search criteria. Although the “Data” link appears next to all offices displayed, Matrix will only allow you to access the settings for offices in which you are the DR/Employing Broker.

Modify Office

MLSID: **00098889**

Office Name: **The Tracer Company**

Head Office ID: **00098889**

Select Form

[Office Syndication](#)

Other Options

[Show Input Audit](#)

 [Cancel](#)

Select “Office Syndication”

+ Office Syndication

Office Syndication Options

Office MLSID:
00098889


Head Office MLSID:
00098889


Office Name:
The Tracer Company

Syndication Options:

- Gazette.com
- PPAR.com
- Realtor.com
- Zillow Group

 Validate


 Cancel Input

 **Submit Office**

Click in the boxes to place a check mark for each site you wish to send your company's listings to within the Syndication Options list

Gazette.com, PPAR.com, & Realtor.com are pre-selected

Click "Submit Office" once you have made your selections

 **Input Succeeded**

Office has been successfully updated. MLSID: [00098889](#)

Your Office has been successfully updated and will appear on the system shortly.

[Continue Editing](#)

The “Input Succeeded” screen confirms that your selections have been saved