



Adding a Document to Your Listing in Matrix

NTREIS Users now have access to the full suite of Instanet Solutions. All documents loaded to your Matrix listings will be stored in Instanet for easy retrieval. When editing your listing, you will no longer have the options for “manage supplements” or “document manager create a file”. You will use the new option “Manage Documents via Transaction Desk”:

Other Options

[Manage Photos](#)

~~[Manage Supplements](#)~~

[Show Input Audit](#)

~~[Document Manager Create a File](#)~~

[Property Panorama](#)

[ShowingCSSManage](#)

[Announce My Listing](#)

[Announce My News](#)

[Listing Data Checker](#)

[Manage Documents via TransactionDesk](#)

This removes the limitations on file sizes and automatically creates a Transaction Folder for your listing:

Close Create Transaction Create

Name * 3200 Mockingbird Lane

Type - None -

Import Data (optional) NTREIS

33394770

Add me as the * Neither

Use Wizard

You can then upload all documents you would normally keep in your physical files and select which ones can be viewed by MLS Participants and which ones are private to you and your Broker.

Drag and Drop your files or Click to find files to upload:

Close Upload Documents

This dialog is used to upload document(s) to your listing. Listing documents can be viewed by other agents from your listing.

Drag & Drop files here or click to upload