

Add Supplements to a Listing

Listing brokers can add up to 10 supplements to their listings in Matrix

- Click “**Input**” 1
- Click the **dropdown arrow** next to Select a Listing. 2
- Select the desired listing 3

The screenshot shows the RE COLORADO website interface. At the top, there is a navigation bar with links: Home, Search, Stats, My Matrix, Realist Tax, RPR Deed Search, Finance, Links, **Input**, Admin, and Help. Below the navigation bar is a search bar with the text "Speed bar! Click ? for examples". On the left side, there is a "Quick Modify:" section with a dropdown menu labeled "Select a Listing" and a search input field "or type --MLS@#--" with an "Edit" button. The dropdown menu is open, showing two options: "Select a Listing" (highlighted) and "A RES 3536783 5561 QuemoyS Circle". Below this, another option "I RES 4464972 5561 QuemoyS Circle" is visible. Numbered callouts 1, 2, and 3 are placed over the "Input" link, the dropdown arrow, and the selected listing option, respectively.

- Select “**Manage Supplements**” 4

The screenshot shows the "Modify Listing" page for a property at 5561 S Quemoy Cir, Aurora, CO 80015. The page displays the following information:

- MLS#:** [3536783](#)
- Status:** **A**
- Prop Type:** **Residential**
- Soft:** **1,646**
- Beds:** **3**
- Baths:** **3**
- Locale:** **Stanford Hills**
- Architecture:**
- Complex Name:**

Additional details include: **List Price: \$255,000**, **List Dt: 11/09/2015**, **Zoning: AMU**, and **Year Built: 2000**. There is a photo of the interior of the property.

Below the property details, there is a "Select Form" section with several links: [Residential Attached Listings Input](#), [Change to Active](#), [Change to Under Contract](#), [Change to Withdrawn](#), [Change to Expired](#), [Change Internet Display Settings](#), [Change to Leased](#), and [Change to Sold](#).

Under "Other Options", there are several links: [Manage Photos/Logos](#), [Manage Supplements](#) (highlighted with a purple callout 4), [Show Input Audit](#), [Manage ShowingCSS](#), [Listing Compliance Check](#), [My Violations](#), and [My Violations Office](#).

At the bottom of the page, there is a "Cancel" button.

Add Supplements to a Listing

- Click **“Choose File”**  to select the desired document from your computer

Manage Supplements for 8965389

Add Supplement (10MB max)

Supplement Description

Select File No file chosen

Supplement Type

- Click **“Upload”** 

Manage Supplements for 8965389

File Name	Description	File Size	Type
 Sellers Property Disclosure.docx	New Supplement	11 kb	Available Options for New Construction

Add Supplement (10MB max)

Supplement Description

Select File No file chosen

Supplement Type

- Click the **“Type”** dropdown arrow 
- Select a supplement type 
- Repeat as necessary 
- Click **“Save”** 
- Users can access your supplements from any search results display by click on the supplement icon.

Note: Up to 10 supplements can be attached to each listing

Note: 10MB is the maximum size Matrix will allow for each supplement