

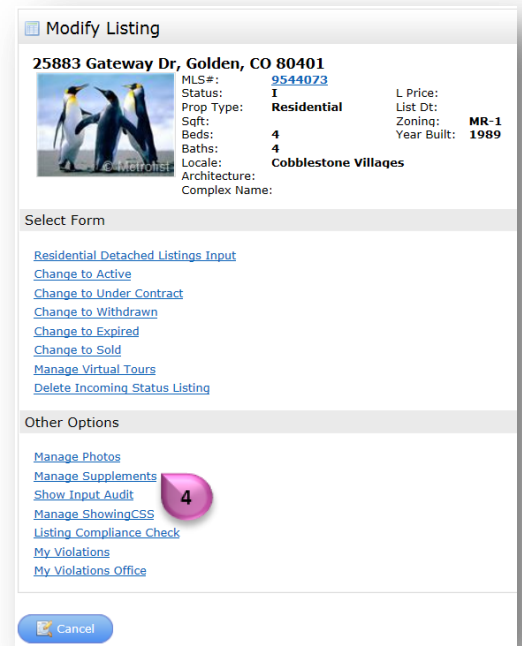
Add Supplements to a Listing

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

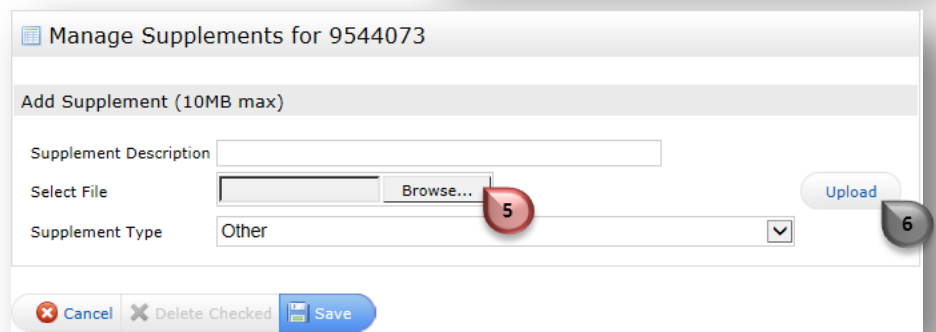
- Click **“Input”** 1
- Click the **dropdown arrow** next to select listing 2
- Select the desired listing 3



- Select **“Manage Supplements”** 4



- Click **“Browse”** 5 to select the desired document from your computer



- Click **“Upload”** 6

Add Supplements to a Listing

Manage Supplements for 9544073

File Name	Description	File Size	Type
<input type="checkbox"/> Make Matrix Your own.docx	New Supplement	57 kb	Other

Add Supplement (10MB max)

Supplement Description:

Select File:

Supplement Type: Other

- 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 clicking 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