



## FMLS: Matrix Add/Edit Workshop

Non-CE 1.5 hour | Matrix Add/Edit Workshop



Mon May 20, 2019  
1:30pm to 3:00pm EST



American Real Estate University LIVE CLASS -  
1123 Church Street - Suite 103 - Covington, GA

Register At [www.AmericanREU.com/classes](http://www.AmericanREU.com/classes)



### FMLS: Matrix Add/Edit Workshop

This 1 ½ hour workshop is designed for agents, administrators, listing assistants, and others who add/modify listings in Matrix. The course covers adding and maintaining listings in the system. RESO changes are highlighted and reviewed.

At the end of this workshop the student will be able to:

- Locate and review the Data Input Forms
- Review the FMLS Policies and Procedures
- Access and navigate Matrix
- Add a new listing
- Edit an existing listing
- Change a listing's status
- Add/modify Open Houses and Caravans
- Add/modify photos and documents

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