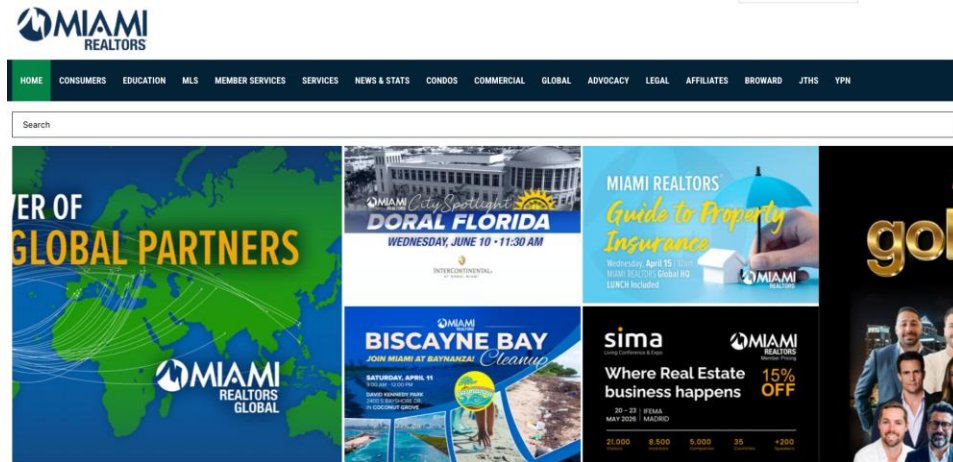




1. Visit MIAMIRealtors.com and login to MIAMI Gateway.

2. Select Matrix from the Gateway Dashboard



Filters (1)

**UPCOMING EVENTS & CLASSES**

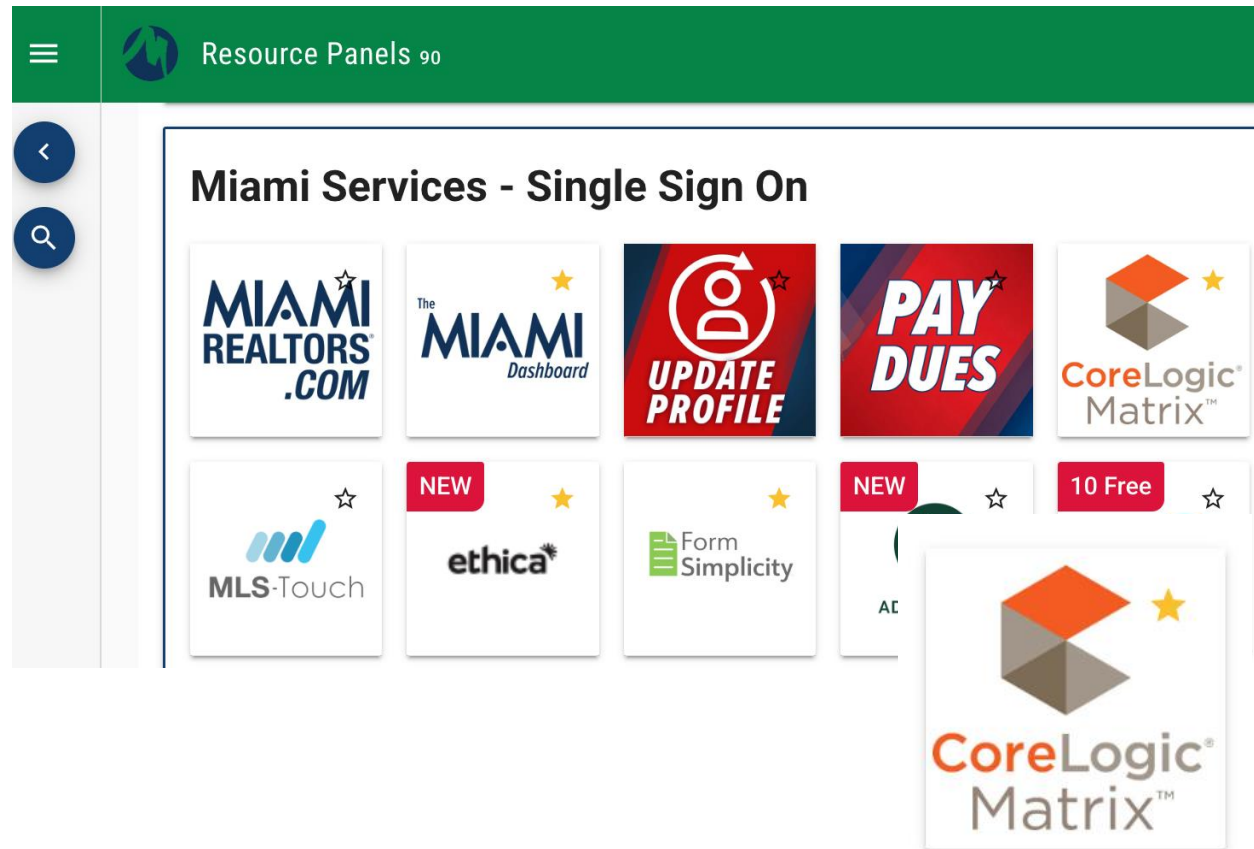
or Sixth Straight

Year-over-year for the sixth  
sustained demand

Sales Climb Again

**(WB) MLS Matrix 501: Add/Edit Listing Maintenance featuring Infinity**  
**March 30 @ 10:00 am - 12:00 pm**  
 West Broward Sawgrass Office 13680 NW 14 St  
 Sunrise, FL 33323 United States • [Google Map](#)

Instructor: Tyson Hanes How to add/edit listings in Matrix from the MIAMI Gateway Dashboard, review of auto-po...  
[Find out more »](#)





3. Select your Listing to change the status, Click to Edit, and select Change to Active with Contract, Pending, Rented or Sold.

My Listings

- My Active Listings (1)
- My Hit Counters (1)
- My Editable Listings (1)
- My Firm Active Listings (2)
- My Bkr/Mgr/Admin Listings (2)
- All System Incompletes (2051)

Previous Next · 1 of 1 · Ch

<input checked="" type="checkbox"/>				ML #
<input checked="" type="checkbox"/>	1			<a href="#">A11603288</a>

[Edit](#) [Manage Photos](#)

Change to Active With Contract  
 Change to Pending  
 Change to Sold

4. Select to Find a Selling Agent - Enter the agent ID, First or Last Name to Search, Click to Fill from the Result, and the Agent Information is complete.

Tip – If you are the listing agent working with another agent – the selling agent is the other agent.

Find a Selling Agent  
 Selling Agent ID

Agent - Input Search

Agent ID  ?

First Name  ?

Last Name  ?

Office ID  ?

Find a Selling Agent  
 Selling Agent ID  
 FL  ? Refresh

Agent Name: Rodrigo   
 Selling Agent License Number  
 0703464

Office Name  Realty, LLC