



New Office Syndication & Advertising Dashboard!

Listing syndication and advertising permissions are now at your fingertips thanks to a new dashboard within the BeachesMLS Matrix system! You now have the ability to set the office's defaults for syndication and Any Broker Advertise for all listings in your branch or office. To access, login to matrix and follow the instructions below:

Brokers:

- While logged in to Matrix, locate and click on the Input (Add/Edit) tab
- Locate the **Office** section and enter your Office MLSID under *Quick Modify*:
- ***Please Note: if your firm consists of multiple branches, the setting will have to be applied to each branch individually***

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• In the Modify Office screen, locate the Select Form section and click on the Office Syndication and Advertising link

Modify Office	
Office ID: Office Name:	Head Office ID: Street Address:
Select Form	
Office Syndication and Advertising	
Other Options	
Manage Photos	

- While in the Office Syndication and Advertising screen, select the office's default settings for:
 - Office Syndication: Locate the "Send listings by default to:" section and select the portals you want your listings syndicated to by default
 - Any Broker Advertise: When entering a listing, an agent can provide blanket permission to all MLS users that they can advertise their listing without requesting further authorization. If you <u>do not</u> want your agents to have access to this feature, select NO under the "Allow Agents to manage Any Broker Advertise" dropdown.

c.	BEACHESMLS Home Search Stats My Matrix Realist MMapp Links Finance Input (Add/Edit)
	+ Office Syndication and Advertising
	Office Syndication Office ID Office Name Select if whether or not you wish to allow agents to enable or disable the "Any Broker Advertise" setting
	Head Office ID Head Office Name
	Send listings by default to: Apartments.com Ustitube Invited data
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Click on the Submit Office button.	

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