

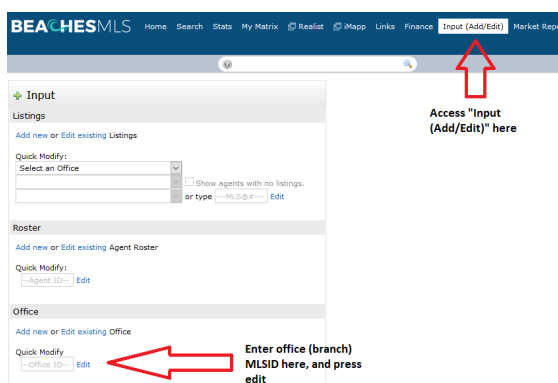
New Office Syndication & Advertising Dashboard!

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*:

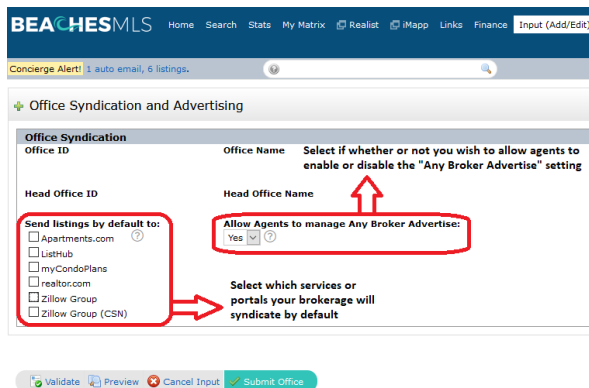
Please Note: if your firm consists of multiple branches, the setting will have to be applied to each branch individually



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



- 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 do not want your agents to have access to this feature, select NO under the **"Allow Agents to manage Any Broker Advertise"** dropdown.



- Click on the **Submit Office** button.