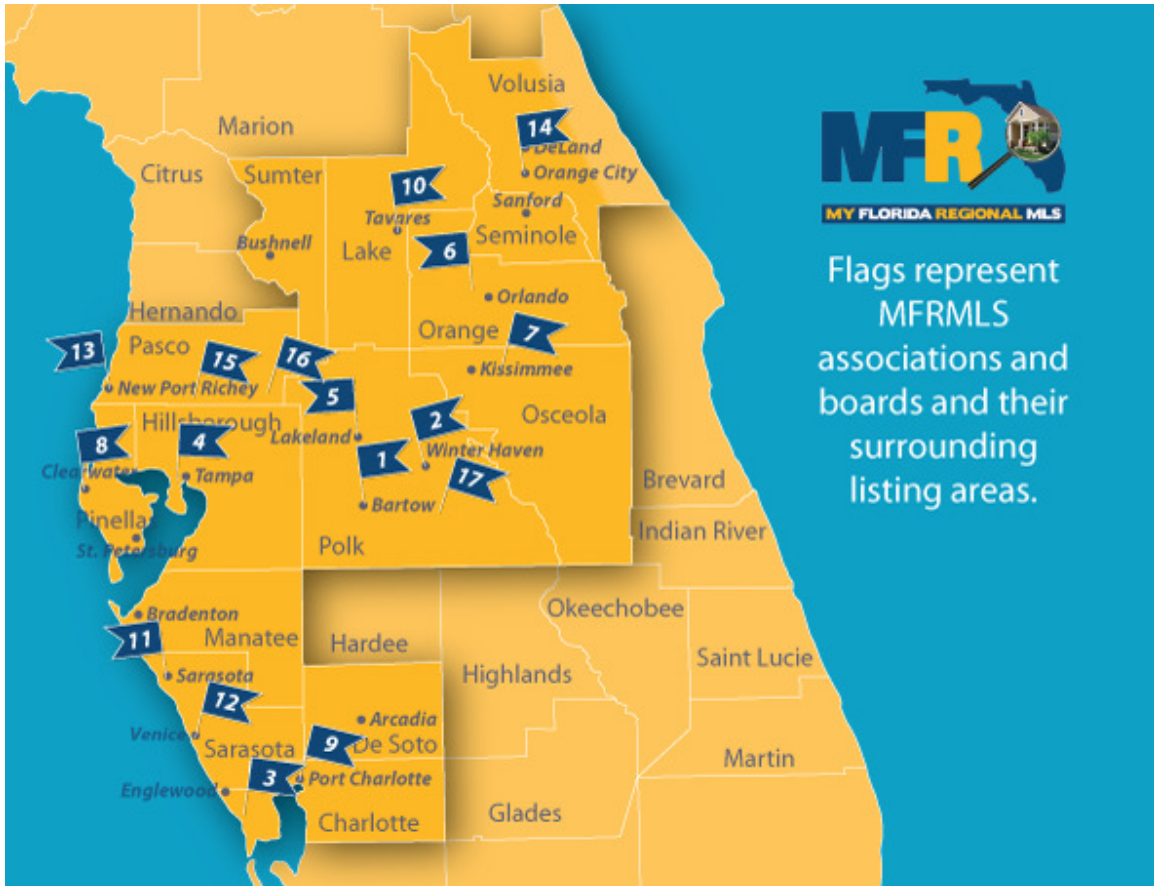




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How to create an Open House / & How to Search for an Open House in Matrix

Our Position Statement

My Florida Regional MLS is the only real estate information resource that helps our members deliver service to their customers by providing the tools and opportunity to succeed in their profession.

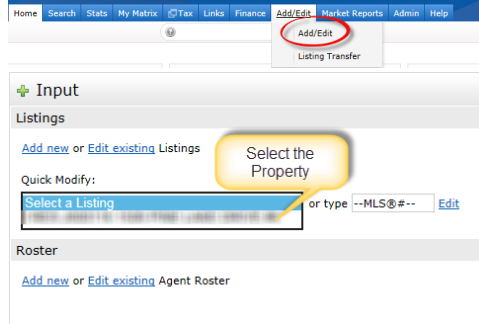


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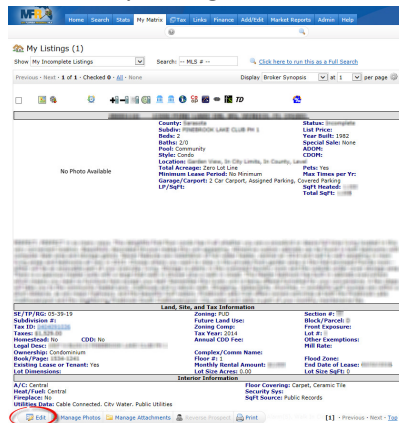
How to create an Open House

1. Go to edit the listing via the 2 methods.

- a. Via the Add Edit

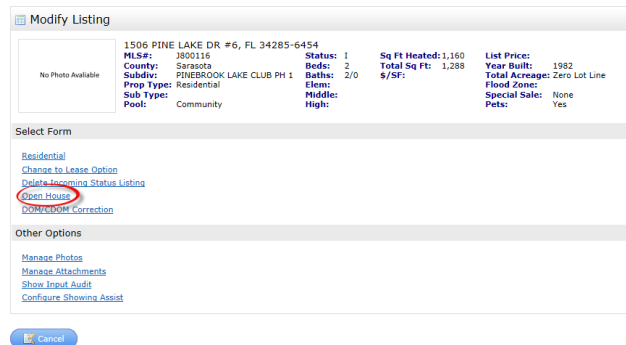


- b. Via the My Listings

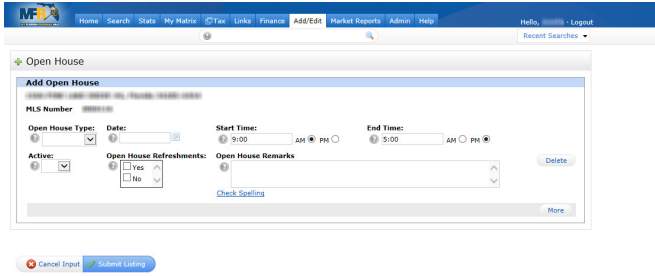


2. You will be brought to the Modify listings screen

- a. Click on the Open House under Select Form



3. Create the Open House



The screenshot shows the 'Add Open House' form in the MFR system. The form includes the following fields and options:

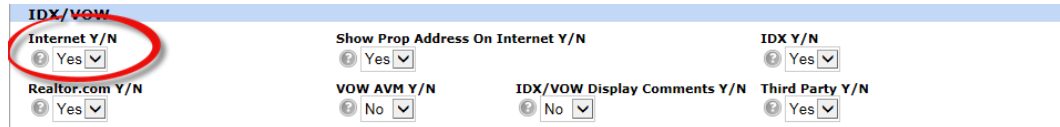
- MLS Number: [Text Field]
- Open House Type: [Dropdown Menu]
- Date: [Date Picker]
- Start Time: [Time Picker (AM/PM)]
- End Time: [Time Picker (AM/PM)]
- Active: [Yes/No Radio Buttons]
- Open House Refreshments: [Yes/No Radio Buttons]
- Open House Remarks: [Text Area]
- Buttons: Delete, Check Spelling, More

4. Open House Type

Open House Type:

- MLS Wide
- Office Only
- Public

- MLS Wide – Open Houses will only show in the MLS Open House Search
- Office Only – Open houses will be visible in the MLS Search for people in the Office
- Public – Open Houses will be visible via the MLS Open House Search and it will go out to IDX if the Internet Yes was selected in the listing.



The screenshot shows the 'IDX/VOW' settings section in the MFR system. The settings are as follows:

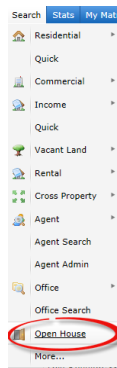
- Internet Y/N: Yes (circled in red)
- Realtor.com Y/N: Yes
- Show Prop Address On Internet Y/N: Yes
- VOW AVM Y/N: No
- IDX/VOW Display Comments Y/N: No
- Third Party Y/N: Yes

How to search for Open Houses

1. There will be a "Door Icon" at the top of the Broker Synopsis and Broker Full Reports



2. Under the "Search" tab, click the "Open House" category text. You can also click on search, locate the Open House Category and click the "Quick" link.



3. Enter your search criteria and click the "Results" button at the bottom left or top right of the screen.
4. Review your results. You may click the "Action" button and then the "Criteria" button if you did not find the Open House you were searching for, and revise your search criteria. You may save these results as either a new Saved Search, or Speed Bar Shortcut by clicking the "Save" button at the bottom of the page, then choosing the appropriate button.
5. To email or print a report of the Open Houses you're interested in, click the check box next to the appropriate listings & click the "Actions" button at the bottom of the page, then click "Print". Select the type of report you want, Single Line, Full or Multi-Map, then click either the "Email PDF", "Print to PDF", "Preview", or "Print" buttons at the bottom of the page.
6. To map the Open Houses you're interested in, click the check box next to the appropriate listings & either the Print and Multi-Map function, or click the "Directions" button at the bottom of the page, and map a route to the open houses.