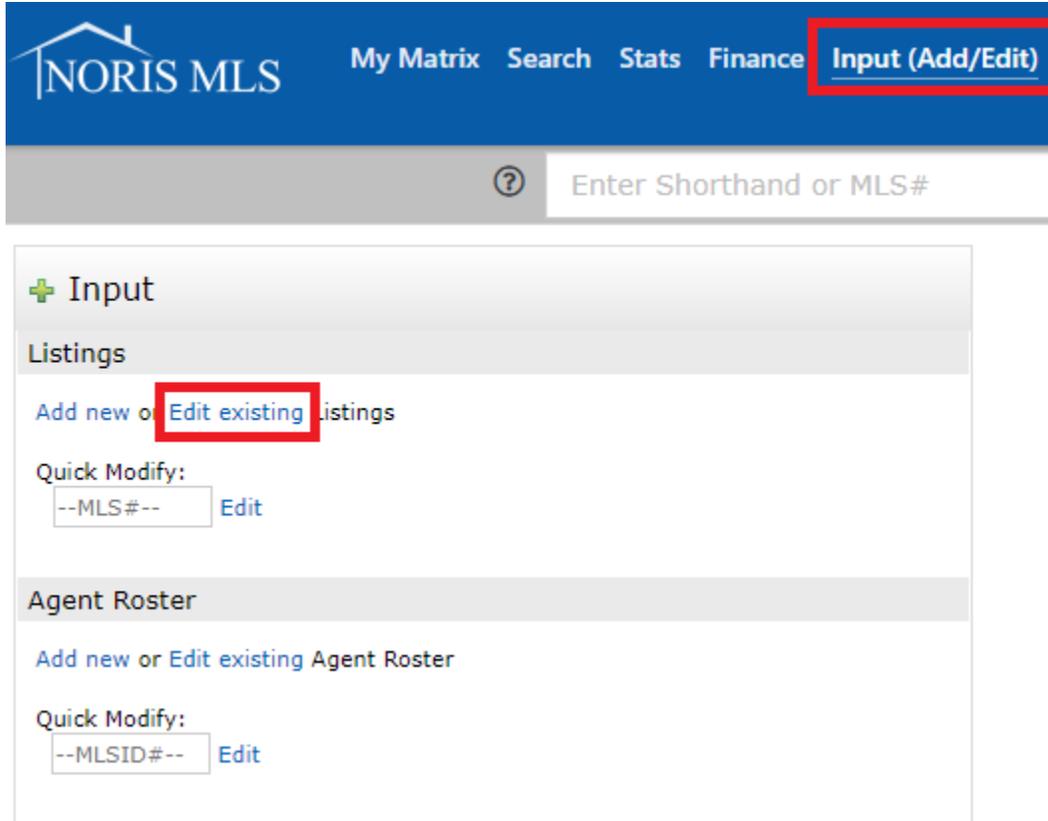


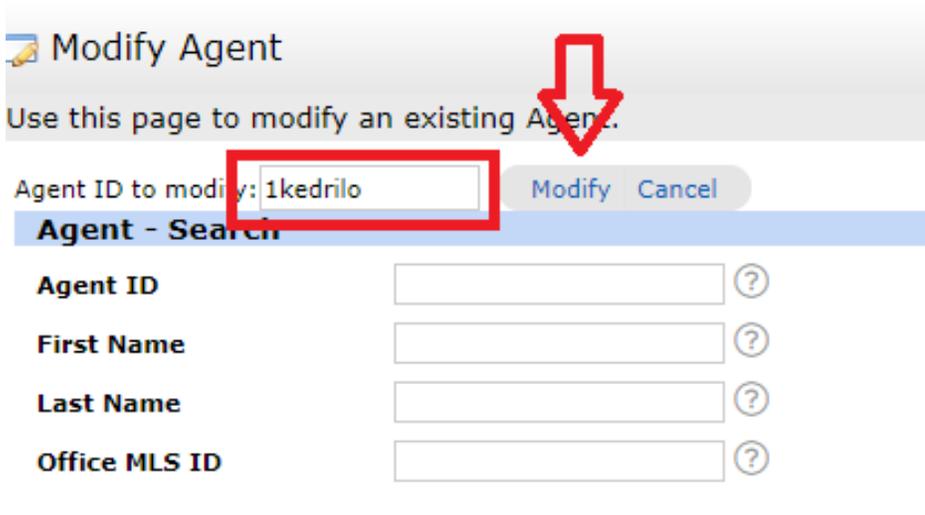
“LOADING YOUR AGENT PHOTO” INSTRUCTIONS

1. From the Home screen click on the “Input (Add/Edit)”. Then click on “Edit existing” under Agent Roster.



The screenshot shows the top navigation bar of the NORIS MLS system. The 'Input (Add/Edit)' link is highlighted with a red box. Below the navigation bar is a search field with a question mark icon and the text 'Enter Shorthand or MLS#'. The main content area is divided into two sections: 'Listings' and 'Agent Roster'. In the 'Listings' section, the 'Edit existing' link is highlighted with a red box. Below it is a 'Quick Modify' section with a text input field containing '--MLS#--' and an 'Edit' button. The 'Agent Roster' section also has a 'Quick Modify' section with a text input field containing '--MLSID#--' and an 'Edit' button.

2. Enter your MLS ID then click on “Modify”.



The screenshot shows the 'Modify Agent' page. The title is 'Modify Agent' with a pencil icon. Below the title is the instruction 'Use this page to modify an existing Agent...'. There is a text input field for 'Agent ID to modify' containing the value '1kedrilo', which is highlighted with a red box. To the right of the input field are 'Modify' and 'Cancel' buttons. Below this is a section titled 'Agent - Search' with a blue background. It contains four rows of input fields, each with a question mark icon to its right: 'Agent ID', 'First Name', 'Last Name', and 'Office MLS ID'.

3. Then click on "Manage Photos".

 **Modify Agent**

Agent ID: **1KEDRILO** Name: **Lori Kedrie**
Office Name: **Northwest Ohio Realtors** Street Address: **590 Longbow Drive Maumee OH 43537**

Select Form

[Agent Information](#)

Other Options

Manage Photos

[Show Input Adult](#)

4. Then click "Browse".

 **Add / Edit Agent Photos for MLS#1KEDRILO**

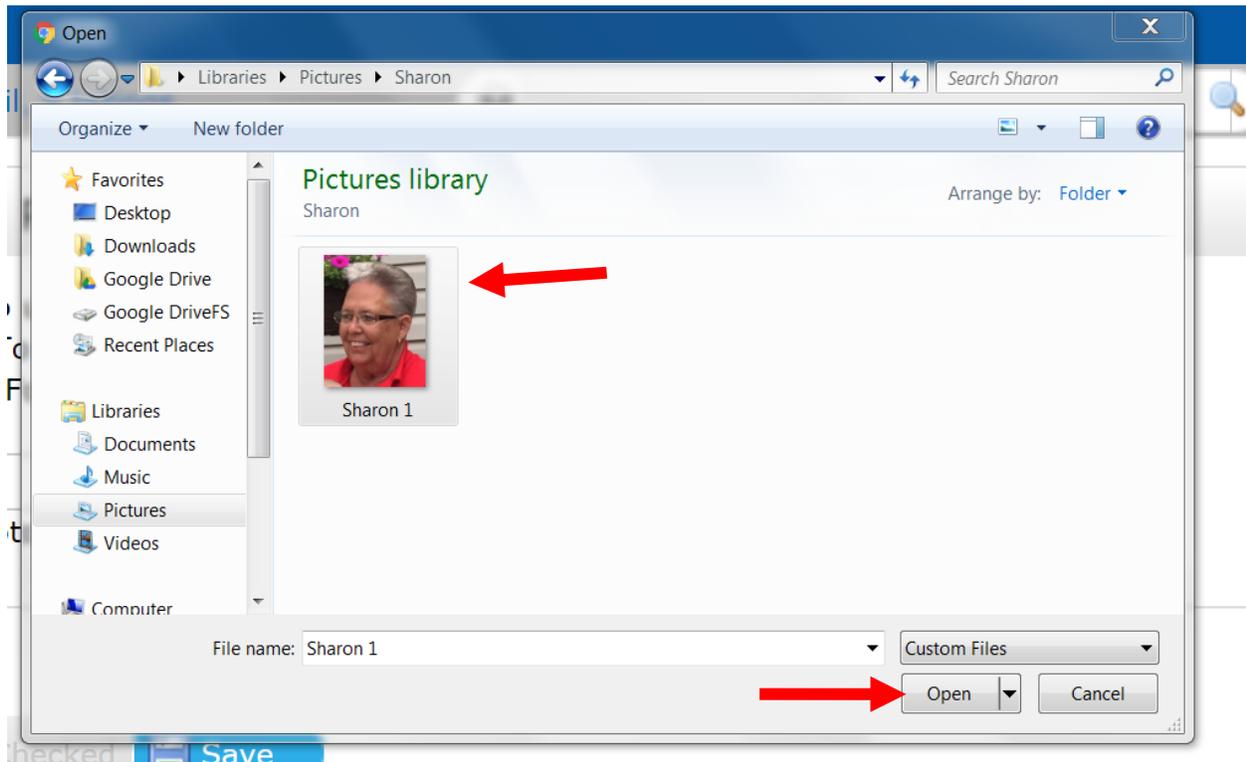
To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. For maximum quality, upload photos at least **724 x 1086** pixels in size.

 **Note:** The photos below, outlined in red, are lower than this recommended minimum.

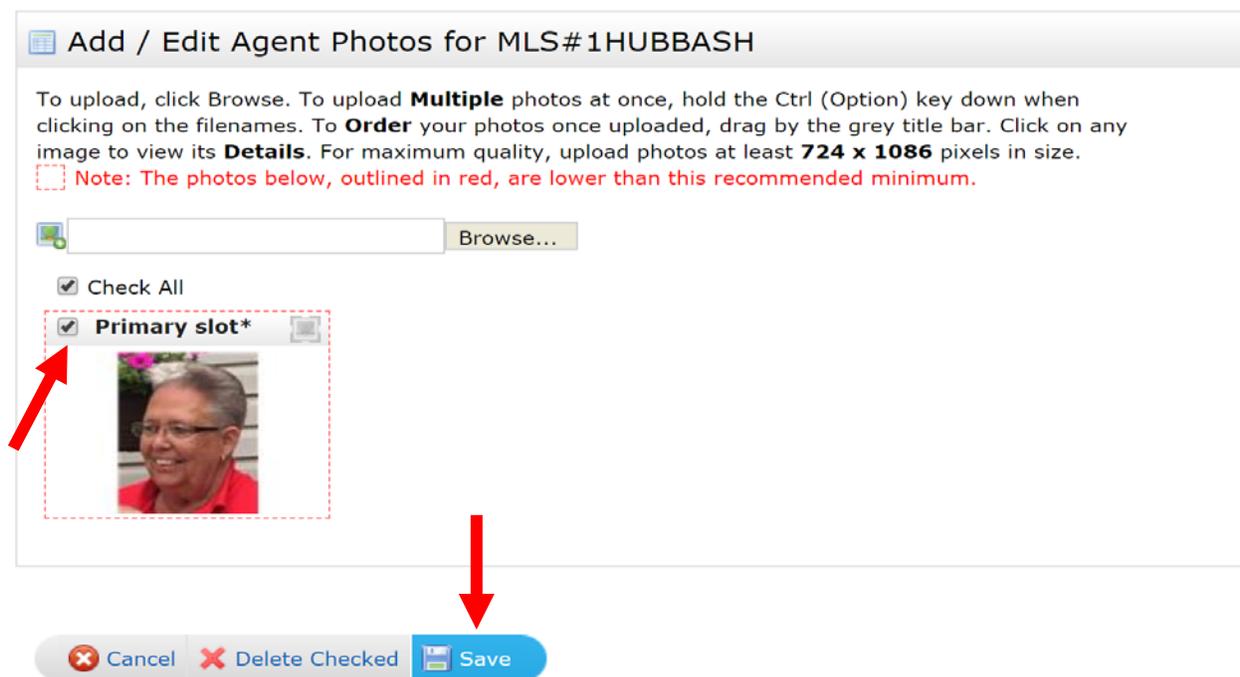


Click **Browse** to select photo(s) to upload (49 max)

- Then locate your photo in your picture file on your computer and click on it so it is highlighted and then double click on "Open" and your photo will be loaded in the primary photo slot.



- Then click on the box left of "Primary slot" then click on "Save".



- To review your agent record in Matrix, click on “Search”, then click on “Agent” and enter your MLS ID and then click “Results”.

Quick

Agent ID
1hubbash

Last Name **First Name**

Email

Primary Phone

Office ID **Office Name**

Clear 0 matches Results

- Review your agent record. (The “Display” must be set to “Full” to review your photo that you just loaded).

Concierge Alert! 1 auto email, 9 listings. Agent Hubbard + other criteria

Previous · Next · 2 of 2 Checked 0 All · None · Page Full Admin display Display Full

Sharon Hubbard
Toledo Reg Assc of Realtors
590 Longbow Drive
Maumee, OH 43537
[My Active Listings](#)

Ag ID: 1HUBBASH Office ID: NORIS
Direct: (419) 794-7271 Office Ph: (419) 535-3222
Fax: (419) 535-7990 Office Fax: (419) 535-7990
Email: sharon@toledorealtors.com
Ag Web:
Off Web: