

Upload Documents To A Listing



1 Click "DOCS" Tab In MATRIX to Open Remine Docs+

The screenshot shows the dashboard interface of the East Alabama Board of Realtors. At the top, there is a navigation bar with the following tabs: MY MATRIX, SEARCH, STATS, PUBLIC RECORDS, DOCS, LINKS, FINANCE, ADD/EDIT, and MARKET REPORTS. The 'DOCS' tab is highlighted with an orange circle. Below the navigation bar is a search input field labeled 'Enter Shorthand or MLS#'. The main content area is titled 'Dashboard' and contains three columns of widgets. The first column is 'Hot Sheets' with a list of property types and a 'Timeframe' dropdown set to '7 Day'. The second column is 'Market Watch' with a list of market metrics and their counts. The third column is 'Express Search' with various search filters.

Category	Item	Count
Market Watch	New Listing	10
	Back On Market	1
	Price Decrease	11
	Price Increase	1
	Pending	4
	Hold	0
	Withdrawn	5
	Closed	5
	Expired	1
	Active Under Contract	0
Coming Soon	1	

2 Click "Upload a File"

Create a Transaction
Create, fill out and sign forms with your clients and co-operating agents.

Upload a File
Upload to your documents folder for storage or to mark up, share & sign.

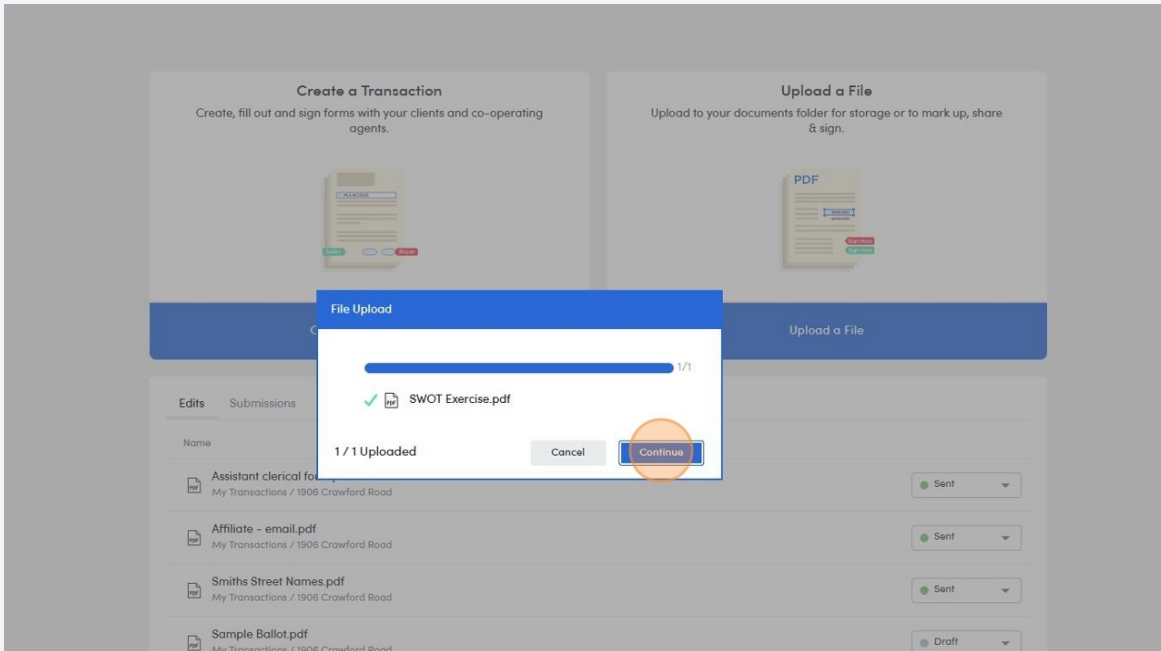
Edits	Submissions	Announcements
Name		
	Assistant clerical form.pdf My Transactions / 1906 Crawford Road	Sent
	Affiliate - email.pdf My Transactions / 1906 Crawford Road	Sent
	Smiths Street Names.pdf My Transactions / 1906 Crawford Road	Sent
	Sample Ballot.pdf My Transactions / 1906 Crawford Road	Draft

3 Select the Document From Your Internal Storage

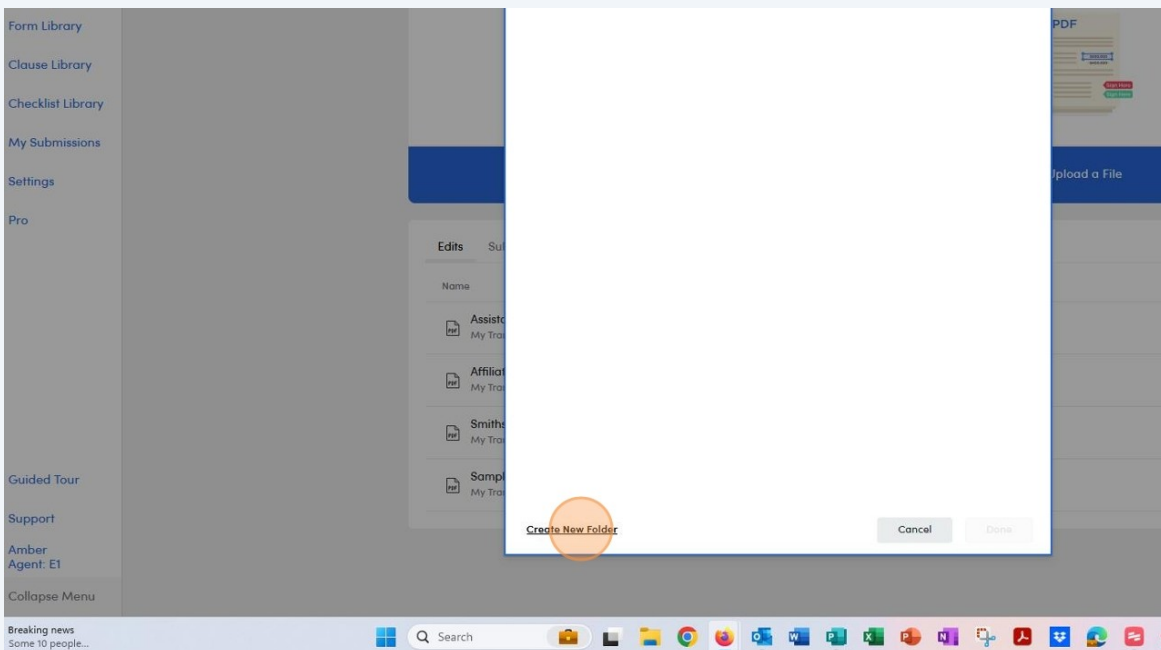
Name	Modified	Size
Sum For 23-24	1/27/2025 3:07 PM	13 KB
SWOT Exercise	1/24/2025 3:46 PM	48 KB
SWOT Exercise	1/24/2025 3:46 PM	16 KB

Edits	Submissions	Announcements
Name		
	Assistant clerical form.pdf My Transactions / 1906 Crawford Road	
	Affiliate - email.pdf My Transactions / 1906 Crawford Road	
	Smiths Street Names.pdf My Transactions / 1906 Crawford Road	
	Sample Ballot.pdf My Transactions / 1906 Crawford Road	

4 Click "Continue" When Upload Is Complete

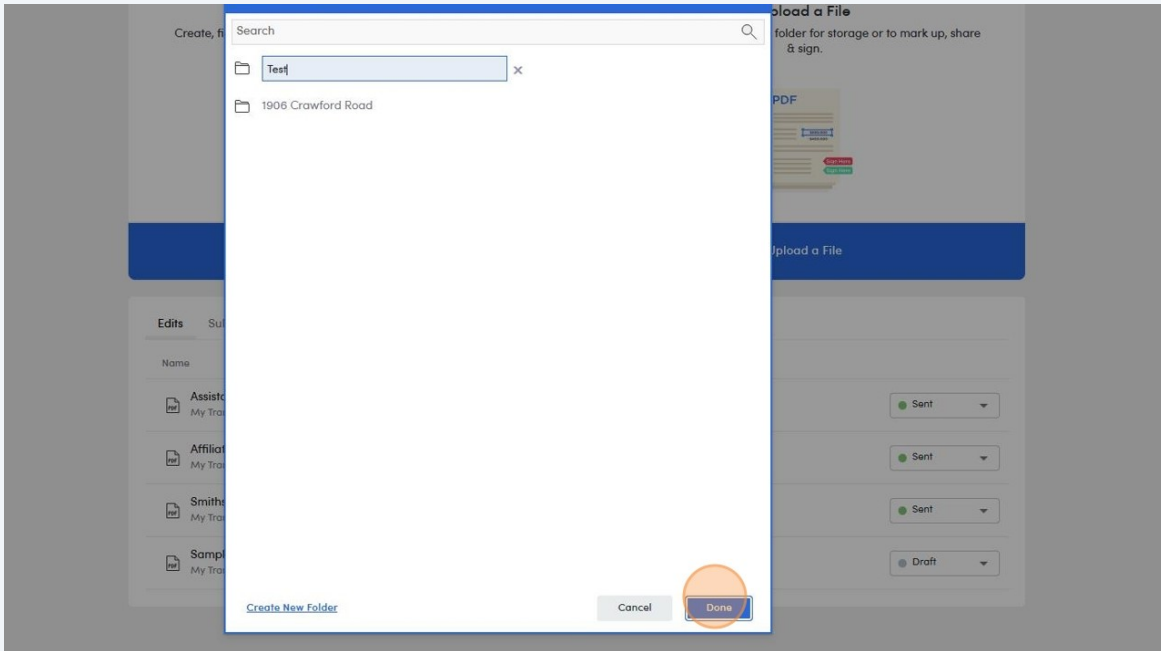


5 Click "Create New Folder" If You Haven't Created A Folder For The Transaction/Listing. (If The Desired Folder Exists, You Can Skip This Step)



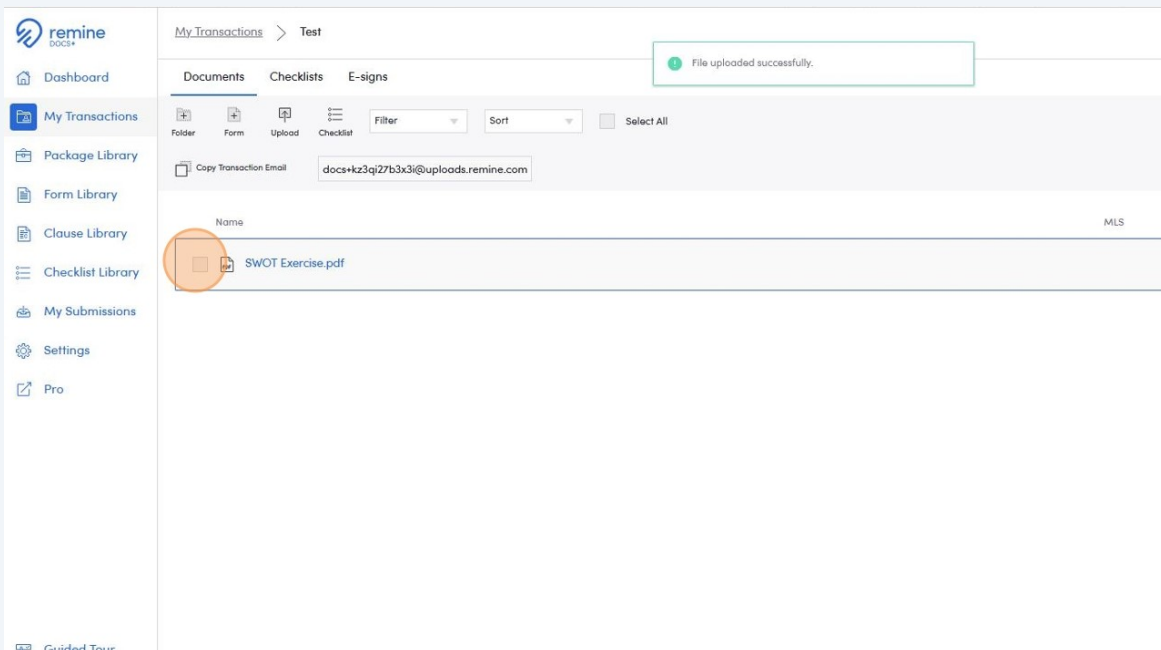
6

Name The New Folder or Select An Existing Folder, Then Click Continue To Save The Document To The Desired Folder



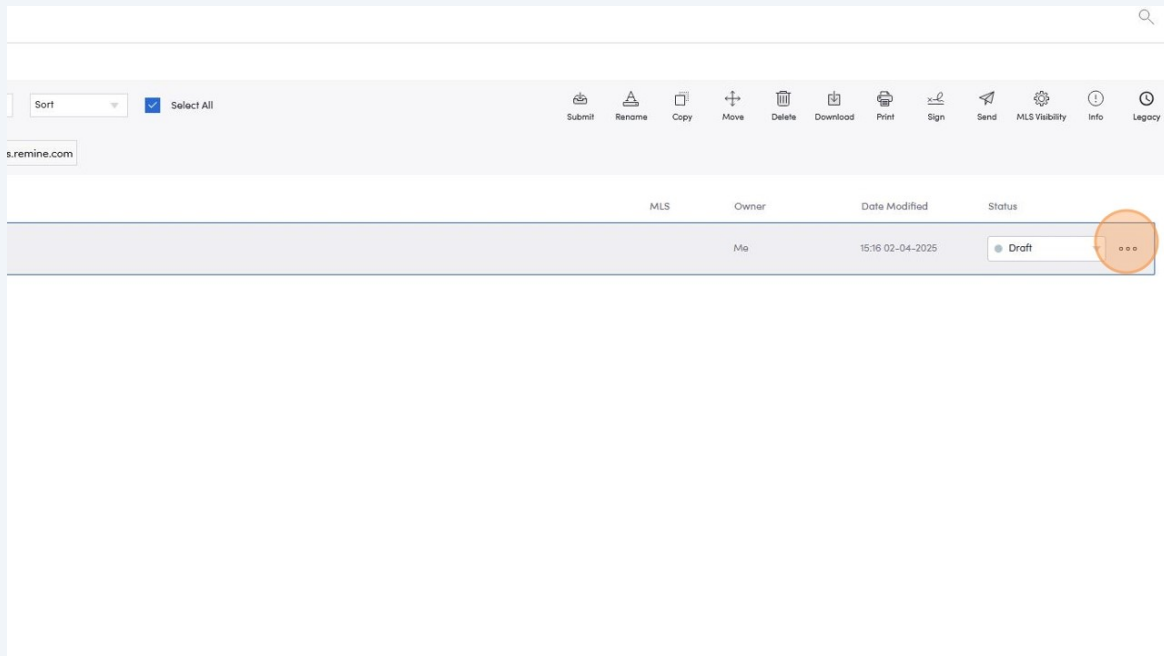
7

After Clicking Done, You Will Be Taken To The Folder Where The Document Is Saved. Locate The Document And Select It By Clicking The Box To The Left Of The Document Name



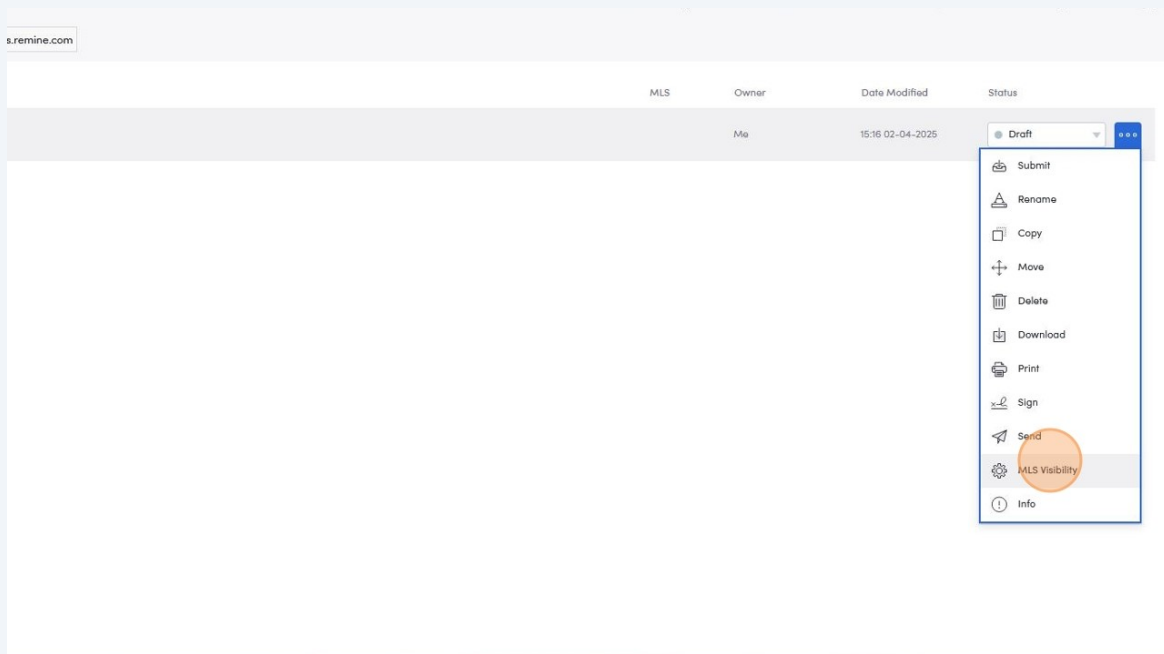
8

To The Far Right Of The Document Name, Click The 3 Dots And A Menu Will Appear

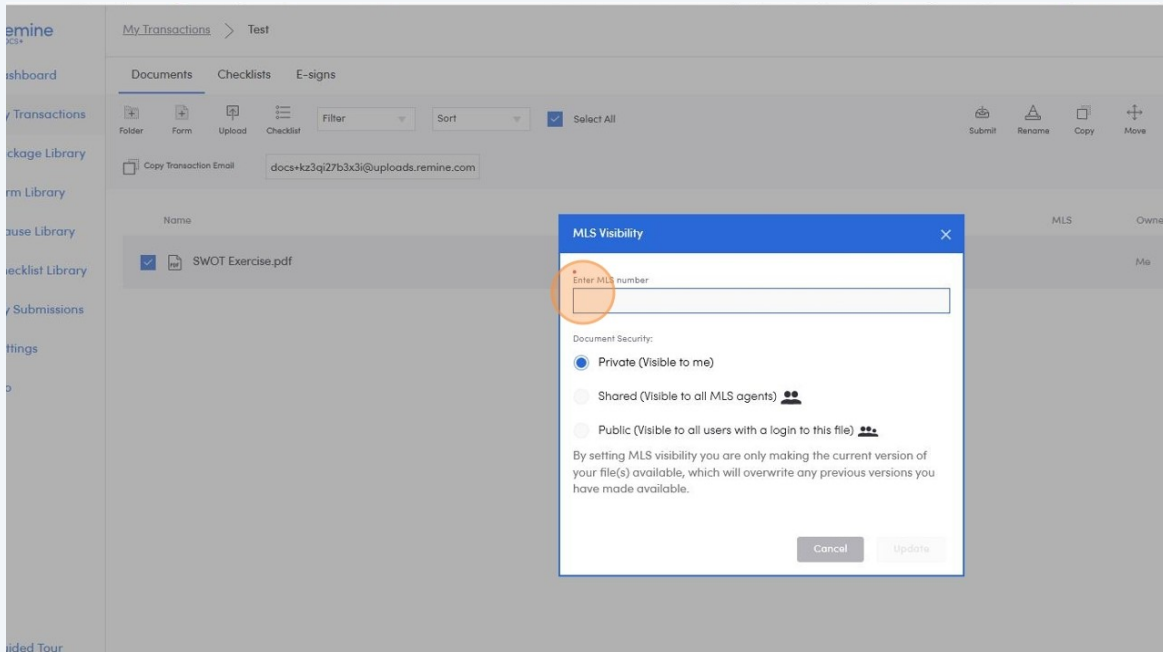


9

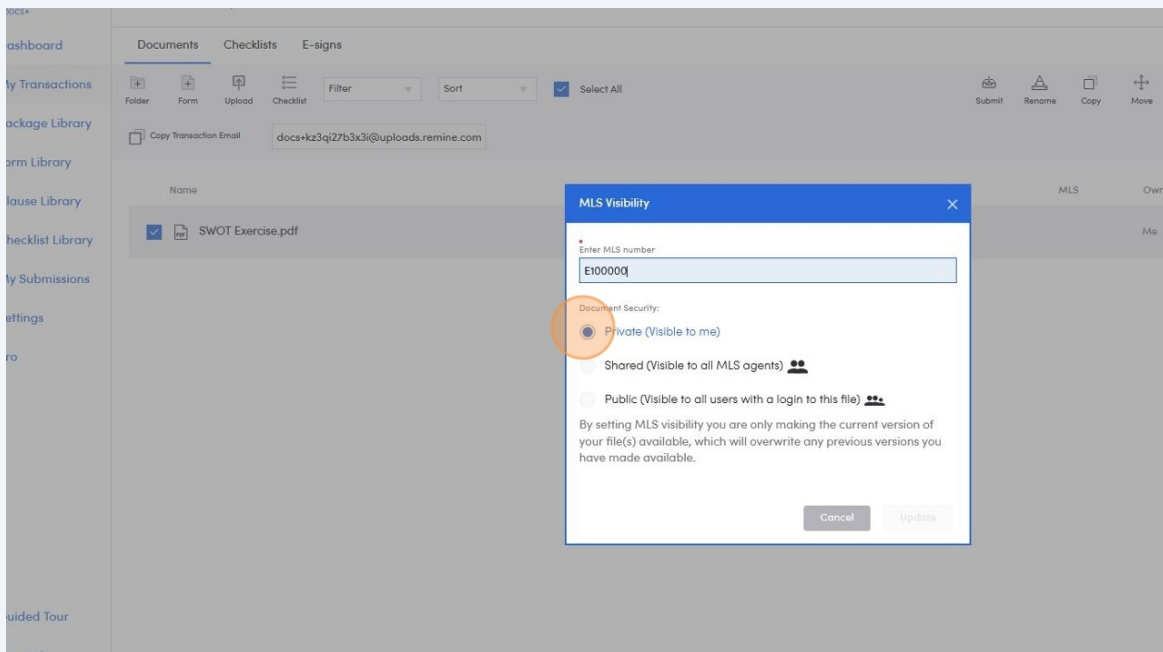
Choose "MLS Visibility" From The Menu



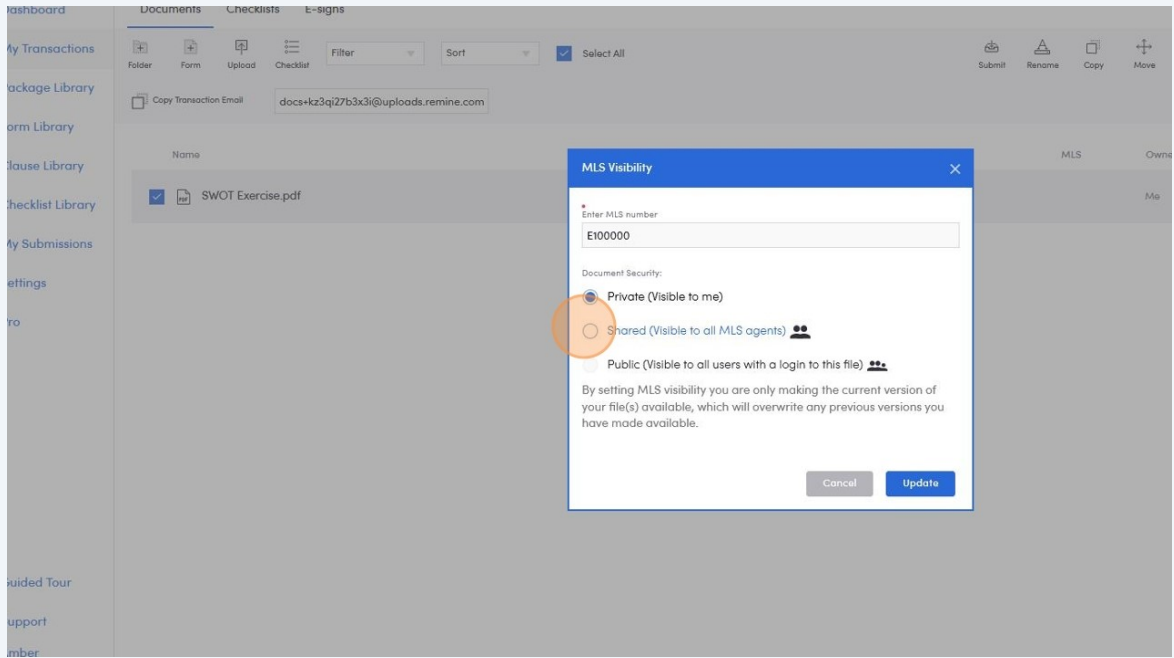
10 Enter The MLS# Of Your Active Listing (This will not work on an Incomplete listing)



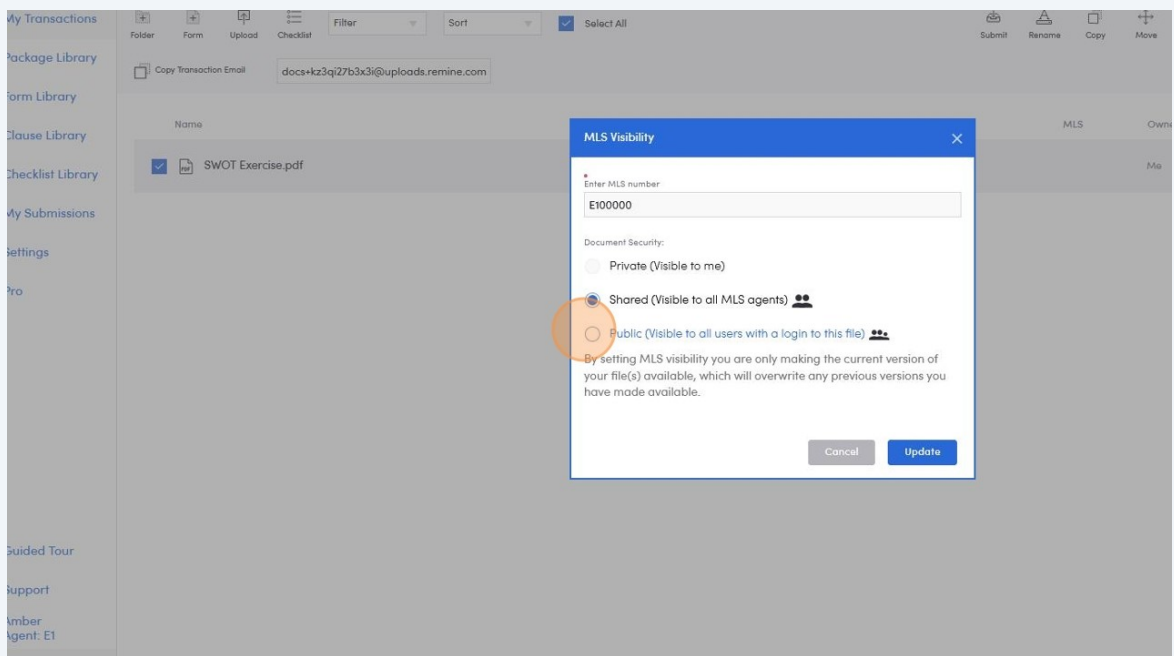
11 Select "Private" To Set Visibility To Listing Agent Only



12 Select "Shared" To Set Visibility To All MLS Users



13 Select "Public" To Set Visibility To MLS Users And Public/3rd Party Sites



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Click "Update" To Upload The Document To The Listing

