

Matrix Roster Control Your Contact Information!

In Matrix you've had the ability to modify your Phone and Email address as well as the ability to control which of these show on your listings. Now you have the same control over what contact information appears in the Matrix Roster.

Rosters

[Add New](#) or [Modify Existing](#) Agent Roster
[Add New](#) or [Modify Existing](#) Office Roster

Quick Modify: [Modify](#)

To modify your contact information, logon to Matrix and click the [Add/Edit](#) tab. Once on the Add/Edit page, under the Rosters section enter your ID into the [Quick Modify](#) box and click [Modify](#). (This is the same ID you use to logon to Matrix.)

Next, select the [Change Contact Information](#) link and the screen that follows will have your phone and email information on the left, which you can use to update your phone, email and website information. On the right will be your Preferred Contact Order.

Preferred Contact Order:

The preferred contact order will control which phone numbers appear in the Roster. You may select up to 6 contact options. Selecting no contact options will leave only your office's phone and fax for other members to see.

- | | | | | | |
|-----|-----------------|---|-----|------------------|---|
| 1 ? | Agent Cell Ph | ▼ | 4 ? | Office Fax | ▼ |
| 2 ? | Agent Pager Ph | ▼ | 5 ? | Agent Voice Mail | ▼ |
| 3 ? | Agent Direct Ph | ▼ | 6 ? | Agent Email | ▼ |

Select the phone numbers or email you would like other members to see in the order of your preference. Click [Submit Agent](#) when done.

Your order may differ from what is shown according to your preference

The Matrix Roster will now show only the numbers you've selected in your preferred sequence. Also remember, you have this same control over your listings as they appear in Matrix by updating the Preferred Contact Order on the Office/MLS page of your listing!

If you have any questions on this new feature or if you have any suggestions for future enhancements to Matrix, please call MRMLS Customer Service at (800) 925-1525 or visit <http://www.imrmls.com/Support> for all of our support options including an on-line support request form.