

# How to Edit / Refresh Contact Info in live listings.

## Step 1: Click/Hover over My Matrix and click My Listings

The screenshot shows the top navigation bar of the Greater McAllen Association of Realtors website. The 'MY MATRIX' link is circled in red, and a dropdown menu is open, with 'My Listings' also circled in red. Other menu items include Dashboard, Summary, Contacts, My CMA's, Saved Searches, Auto Emails, and Sent Email. Below the navigation bar, there is a search bar and a table of listings. The table has columns for City, BR, FB, HB, GAR, Pool, Yr Built, Acres, Short Sale, REO, and List \$ L \$. The first listing is in Mission, and the fourth listing is in McAllen.

## Step 2: Select MLS # to edit.

The screenshot shows the listing details page for 1324 E Nolana Avenue, McAllen, Texas 78504. The listing is titled '1324 E Nolana Avenue, McAllen, Texas 78504' and is categorized as 'Listing'. The listing is for MLS # 400799 (Incomplete) with a list price of \$500,000. The listing details include:

- Bedrooms: 1
- Baths: 1
- 1/2 Baths: 1
- Foyer: Yes
- Living Area: 2
- Dining Area: 1
- Maid Qtrs: Yes
- # Stories: 1.00
- Pool: No
- Area: McAllen
- Living SqFt: 5,197
- SqFt Source: HidalgoCAD
- Tax GEO ID: A1401-00-000-00B1-00
- Base Taxes: \$17,081
- County: Hidalgo
- School District: Westlacc
- Elementary Sch: Airport C
- Middle School: Cuellar
- High School: Westlacc
- Subdivision: Nolana I
- POA/HOA: No
- Mandat
- Lot Dimensions: IRREGL
- Lot SqFt: 40,946
- Acreage: 0.94
- Year Built: 2016
- Yr Built Source: HCAD
- Tax Year: 2022

Showing Instructions: 24 Hour Notice, Guard Dog, Show Anytime  
Directions: none  
Legal Description: AIM MEDIA LOT B1

Garage/Carport: Attached  
Garage Spaces: 1.00  
Main Suite: Other  
Interior Features: Bay Windows  
Appliances: Other  
Special Features: Exterior Siding: Adobe  
Exterior Features: Balcony  
Energy Features: Attic Fans  
Location Features: Alley  
Water/Sewer: Other  
Community Amen: None  
Laundry: Area, Closet

Remarks: none  
Agent Remarks: none

Escrow (Use \$ or %): 3,000  
REO: No  
Agreement Type: Exclusive Right to Sell  
Proposed Terms: Cash, Conventional  
Owner Name: GMAR  
Original LP: Yes  
Internet: Yes  
Broker License #: [Redacted]- Relocation: No
- Short Sale: No
- CSO: 6% Var Cr
- Possession: Closing and Funding
- Owner Name 2: [Redacted]
- List Date: 04/01/2023
- Expiration Date: 04/30/2024
- DOM: [Redacted]
- Display Addr: Yes
- Allow AVM: Yes
- Allow: [Redacted]
- Broker: Non-Participating Ager
- LP/SqFt: \$96.21

Listing Office: Greater McAllen Association of REALTORS  
Address: [Redacted]  
Main: [Redacted]  
Fax: [Redacted]


Listing Agent: Humberto Ramos  
Agent Email: mls@gmar.org  
Contact #: (956) 682-4119  
License #: B456123

The screenshot shows the bottom of the listing details page. The 'Edit' button is circled in red. Other buttons include Manage Photos, Manage Documents, Share, Reverse Prospect, and Print.

Step 3: Click Add/Edit first button (whether it's Commercial, Lease, Rental, etc it will be first option, this example is a "residential" listing

**Modify Listing**

T / MLS #: 400799 (Incomplete)      List Price: \$500,000      1324 E Nolana Avenue, McAllen, TX 78504



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**Select Form**

- [Residential Add/Edit](#)
- [Price Change](#)
- [Change to Expired \(staff only access\)](#)
- [Open Houses](#)
- [Delete Listing \(staff only\)](#)
- [Delete Incoming Status Listing](#)
- [Major Correction - Staff Only](#)

**Other Options**

- [Manage Photos](#)
- [Manage Documents](#)
- [Show Input Audit](#)
- [Manage ShowingTime](#)
- [Listing Compliance Check - Avoid potential violations.](#)

[Cancel](#)

Step 4: Click on Contract Info tab and hit REFRESH in your contact info. And click submit listing

Property > Property (POA/HOA) > Map > Features > Remarks/Info > Showing Information > **Contract Info** > Matrix Test

<b>Listing Date</b> 04/01/2023	<b>List Price</b> 500000	<b>Expiration Date</b> 04/30/2024	<b>Possession</b> <input checked="" type="checkbox"/> Closing and Full <input type="checkbox"/> Immediate <input type="checkbox"/> Negotiable <input type="checkbox"/> See Remarks <input type="checkbox"/> Subject to Ten
<b>REO</b> No	<b>Proposed Financing</b> <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> Lease Available <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Owner Financing <input type="checkbox"/> Texas Veterans <input type="checkbox"/> USDA <input type="checkbox"/> VA	<b>Allow AVM</b> Yes	<b>Allow Comments</b> Yes
<b>Short Sale</b> No		<b>Display on Internet</b> "No" requires Seller Opt Out Form. Yes	<b>Display the Address?</b> Yes
<b>Relocation Y/N</b> No			

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<b>List Agent</b> Find an Agent	<b>Name:</b> Humberto Ramos	<b>Office Name:</b> Greater
801068557 <a href="#">Refresh</a>	<b>Agent ID:</b> 801068557	<b>Office ID:</b> 255
<small>Make sure you click Refresh if you type in the ID.</small>	<b>Agent Phone:</b> (956) 682-4119	<b>Office Phone:</b>
	<b>Agent Email:</b> mls@gmar.org	

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<b>Designated Supervisor</b> Find an Agent	<b>Name:</b>
<input type="text"/> <a href="#">Refresh</a>	<b>Agent ID:</b>
	<b>License Number:</b>

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<b>Designated Broker</b> Find Designated Broker.	<b>Name:</b> Non-Participating Agent
002 <a href="#">Refresh</a>	<b>Agent ID:</b> 002
	<b>License Number:</b>

**Team Name**

[Save as Incomplete](#) [Validate](#) [Cancel Input](#) [Submit Listing](#)