MATRIX INPUT
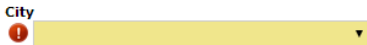
Welcome to Matrix input! Matrix is a very user friendly system. If you are having any difficulties navigating through Matrix input, please visit _____ for all help documents. You can always give our Interboard specialists a call at 905-844-6491 or email us at mls@omdreb.on.ca .

Some things you need to know:

1. When in Matrix Input, all YELLOW fields are mandatory. This means they must be filled out correctly to submit your listing.
2. At any point, you can click the "**Validate**" button, located in the bottom tool bar to make sure you have filled out the fields correctly.
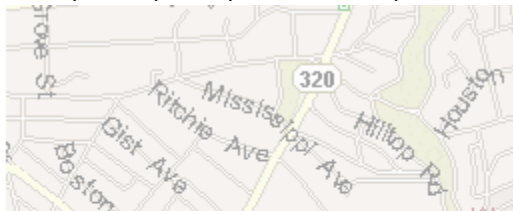

3. If you have not filled out a mandatory field, when you go to submit you will get a RED exclamation mark error message next to the field that is incorrect.

4. You will also see the RED exclamation mark error message if you have filled out a mandatory field incorrectly. Example: Entered a decimal in the Assessment field.
5. If you click on the RED exclamation mark a pop up help box will appear to let you know what needs to be correct.

Some Tips and Tricks to get you through

1. Matrix has a Street Name field and a Street suffix field. In the Street Name field, be sure to enter just the street name. For example: Lakeshore, Navy, Rebecca. In the street suffix field enter Road, Street, Avenue.
2. The Map Latitude and Longitude are mandatory in Matrix. If you are unsure you can set the latitude and longitude manually. To do this click on the "Set Lat/Long manually "link. This will allow you to plot a pin on the map in the location of the property.

3. Please note that the **EXACT** square footage is required. You may **NOT** enter in a range in this field. If exact square footage in unknown, Geowarehouse has a report available for purchase which identifies the exact square footage.
4. Rooms and Bathrooms - Please ensure that you are entering in a Room Level, Room Type, and measurements for each Room you are entering. Bathrooms are also entered in here. Please make sure you are selecting number of pieces for your bathroom from the Room Feature list. When entering measurements please ensure that you select the correct unit of measurement. For example, if you are entering in Feet and Inches make sure Imperial is selected from the drop down.
5. Assessment Roll # (ARN) - The ARN MUST be between 15 and 24 digits in length and can be obtained from Geowarehouse. This is a mandatory field. Each property has certain identifiers such as Assessment Roll Number (ARN) which can be linked to ownership, and assessed value information for each individual property or "parcel" of land in Ontario.

If you have any questions on any of the Matrix fields that are not explained in this document, please see the "Matrix input Field Definitions" document. Again, you can always give one of our Interboard Specialists a call at 905-844-6491 or email mls@omdreb.on.ca for further assistances.