

Starting Out Stellar

Course Notes



Welcome to Stellar MLS and Starting Out Stellar! This course provides new subscribers with an introduction to both Stellar MLS as well as several of the products and resources associated with your MLS subscription benefits before demonstrating the initial set-up of the MLS system, Matrix, so that you can begin working right away!

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Required Education

To help ensure that you can begin taking advantage of your MLS subscription benefits right away, all new subscribers are required to complete the following classes within sixty (60) days of joining Stellar MLS:



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MLS Basic



MLS Compliance

Once all required MLS courses are complete within those initial 60 days, the only on-going education requirement is a course titled **Compliance Refresh**.

Compliance Refresh provides an overview of important changes to the MLS Rules and Regulations in addition to various compliance reminders. ***This course is due every two (2) years for all Stellar MLS subscribers.***



Compliance Refresh

Email reminders will be sent when required MLS education courses are coming due, but please do not wait until the last minute to complete them to avoid MLS account suspension.

If your MLS account gets suspended for not completing any of the required MLS education courses on time, a reinstatement fee will also apply.

One More Thing...

If part of your business will involve adding and modifying listings in the MLS, you would also need to take the MLS Adding and Editing Listings course. Once complete, it is then your broker* who activates your Add/Edit access in Matrix, not Stellar MLS.

****If you are the broker of your firm, the MLS Adding and Editing Listings course becomes part of your required MLS education and needs to be completed within the first 60 days of joining Stellar MLS.***



MLS Adding and Editing Listings

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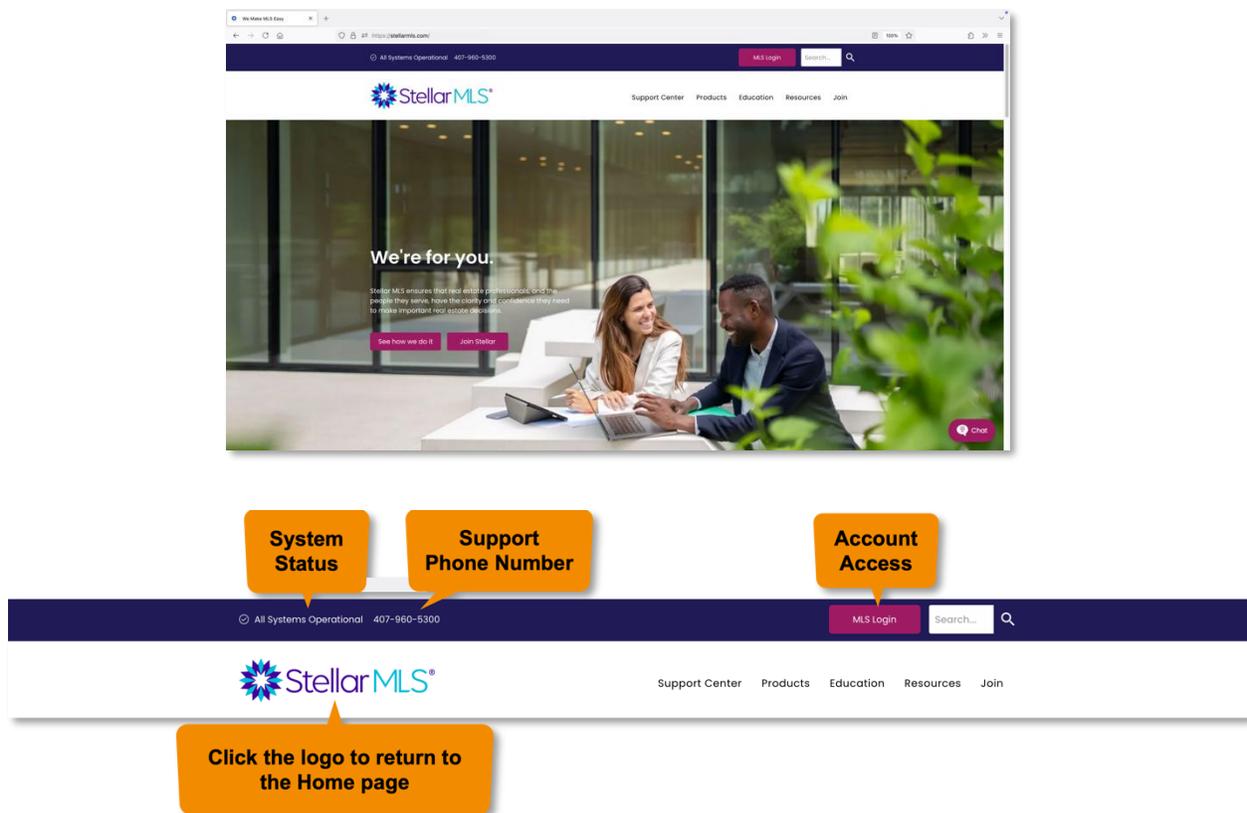
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Stellar MLS Website Tour

There are many resources available before ever logging in to your MLS account. In this section, we will introduce a few of the key features of the Stellar MLS website including where to find information about Stellar MLS, products and resources associated with an MLS subscription, where to download MLS forms, as well as how to contact the Stellar MLS Support Team if needed.

<https://www.stellarmls.com/>



Along the top of the Stellar MLS website, the current system status, Support Team phone number, and login button are displayed. The system status will update with any important notifications about system performance but most often appears as “All Systems Operational”.

To the right of the Stellar MLS logo are a series of menu options and tabs. Below is a summary of each:

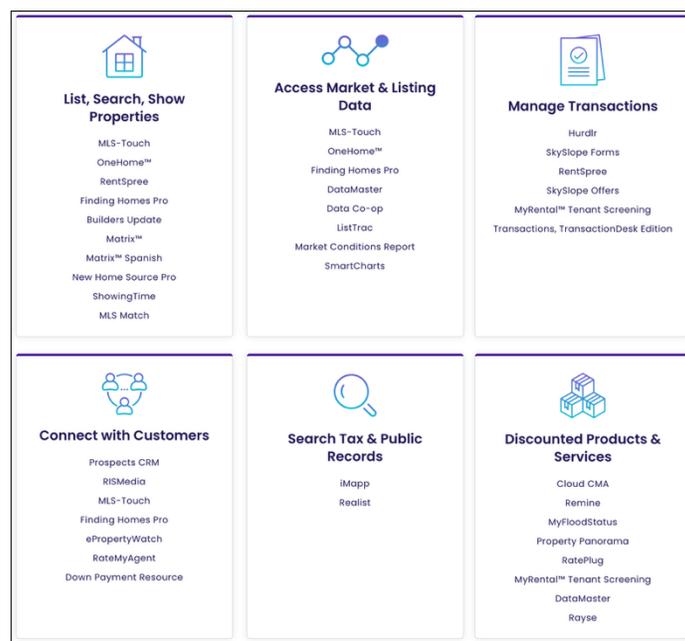
Support Center

Stellar MLS is here to assist you! The most helpful resource we offer is the expertise of our team. Contact us at 800-686-7451 if you're having trouble, have a question or concern, or just need to talk it through with a real person.

Selecting the Support Center link will open details for the Stellar MLS Support Team in addition to hours of operation, departmental information, and other helpful resources.

Products

Dozens of products and services, seamlessly integrated with Stellar's impeccable data, are available as part of your MLS subscription. Click **Products** to access a page displaying the current suite of tools, grouped by activity. Each reference is a hyperlink to a page with more information about that product.



Location: <https://www.stellarmls.com/products>

Education

The Stellar MLS University is your online resource for MLS classes, educational materials, and training. Click the **Education** tab to be taken to the landing page for the Stellar MLS University to learn more.

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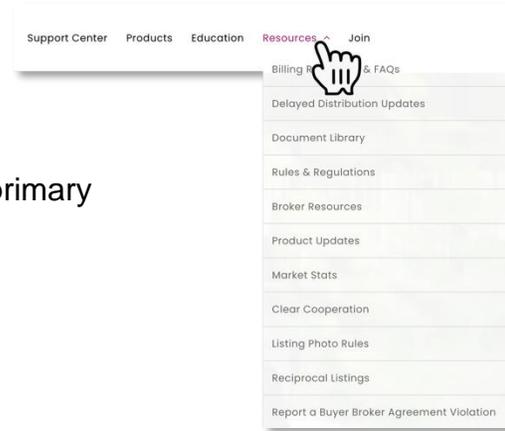
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Remember that all the classes offered by Stellar MLS are included as a part of an MLS subscription! In addition to required education for new subscribers and the Compliance Refresh course, Stellar MLS provides dozens of elective courses to help you get the most from the expansive suite of products and resources associated with your MLS subscription!

Resources

Hover your pointer over **Resources** to display a menu containing a variety of options and select any area of interest from the list.

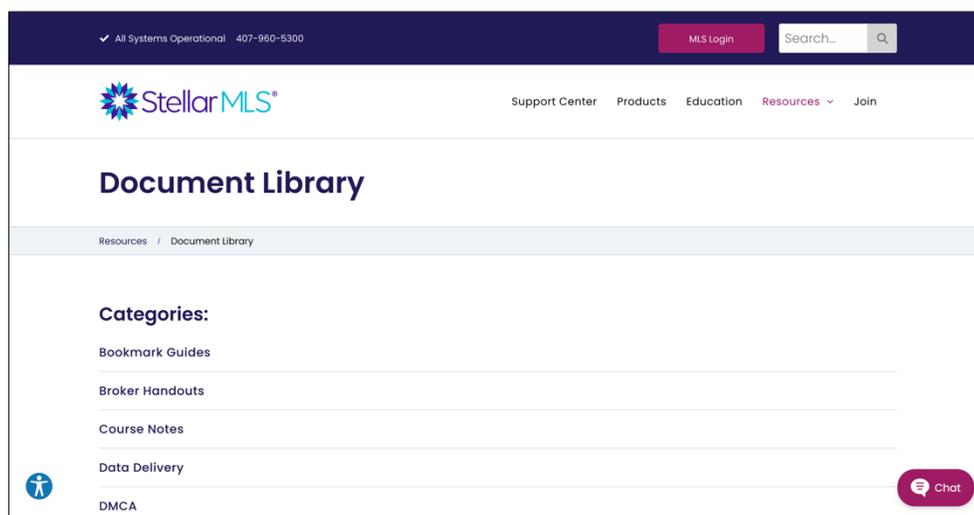


Click **Resources** to open a page containing six primary sections:

- Billing Resources & FAQs
- Document Library
- Rules & Regulations
- Product Updates
- Market Stats
- Broker Resources

Pro Tip

Found under **Resources**, open the **Document Library** to access listing forms, MLS course information, downloadable market statistics, and more!



ref: July 2025

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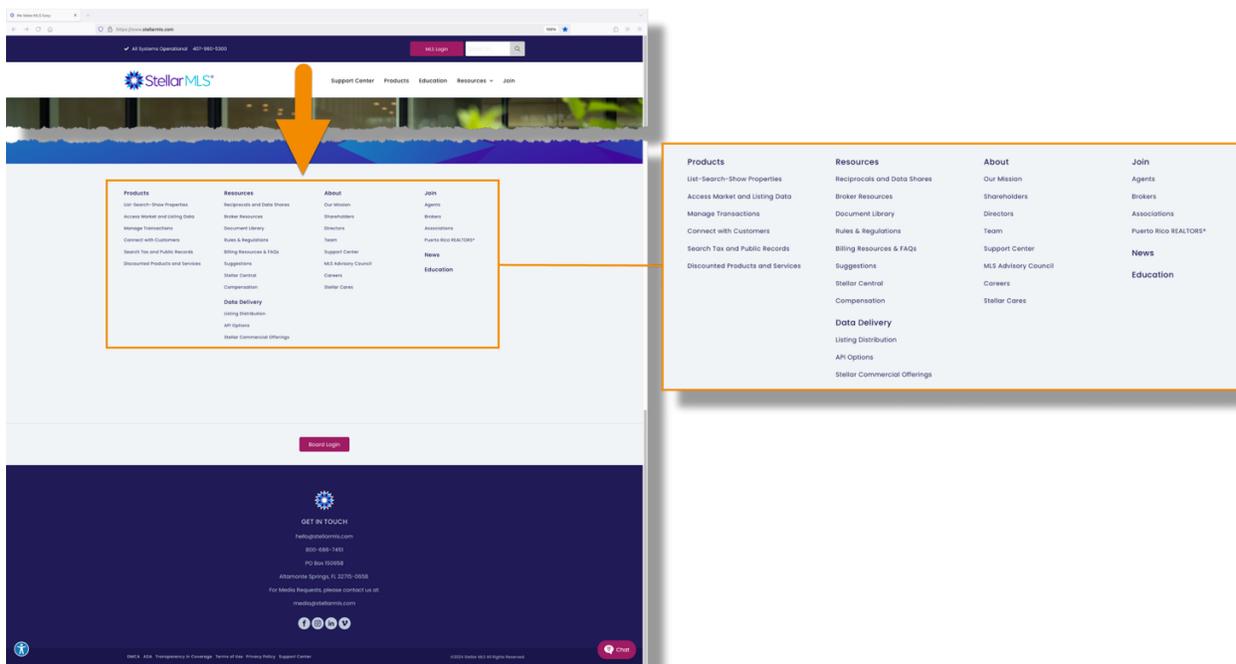


Join

This link will open a page for those who would like more information about joining Stellar MLS. For this course however, we will pass over this link as you are already one of our valued customers!

More Information

The next two links are not found along the top of the Home page, but rather near the bottom of the page. Scroll down and find a plethora of other resources to explore.



Data Delivery

At Stellar MLS we believe that brokers, in partnership with their agents, know best how to use MLS listing data for their businesses. Our role at Stellar MLS is to make the data delivery process as easy as possible for brokers and agents who want to display listings on their websites and for brokers who want to distribute listings to third party websites. Visit the Data Delivery page to explore Stellar MLS data delivery options.

Stellar MLS embraces out-of-state data shares and integrations, as they provide an extended referral network for our customers.

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Reciprocal MLS Access and Data Shares

As a Stellar MLS subscriber, you also have access to expanded listing inventory and referral opportunities through both reciprocal access and data share agreements that Stellar MLS has domestically and internationally.

Data share agreements between Stellar MLS and FMLS in Georgia as well as Gulf Coast MLS in Alabama, allow reliable listing data from those markets to be accessed directly when searching within Matrix just by changing the search state from its default of Florida!

Similarly, reciprocal MLS access provides listing data from other markets however these agreements between MLS organizations allow you to search and view listings by opening that participating MLS's system directly.

At the time of this writing, each reciprocal MLS access partner of Stellar MLS uses the Matrix platform for their databases and so if researching other markets or building your referral network is of interest, you should find that the navigation and search techniques are going to be both familiar and intuitive!

To learn more, be sure to visit the reciprocal and integrated data shares [landing page](#) on the Stellar MLS website!



Shareholders

Headquartered in Altamonte Springs, FL, Stellar MLS is Florida's largest Multiple Listing Service and the third-largest MLS service nationwide.

The Shareholders page contains a list of Stellar MLS Shareholders and Customer Organizations as well as a detailed coverage map.

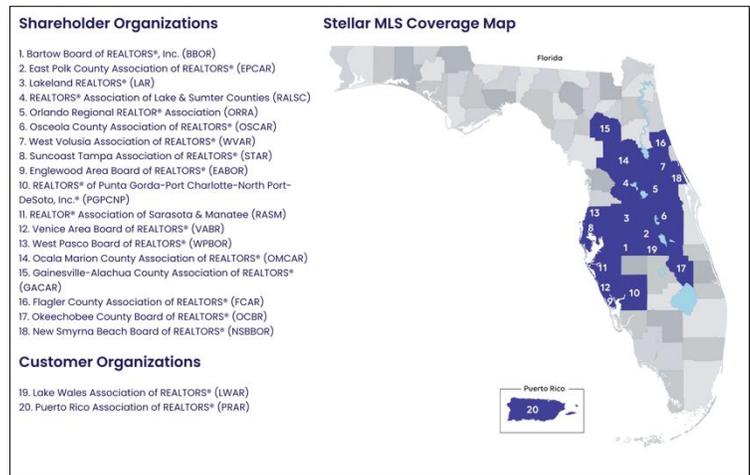
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The maps of Florida and Puerto Rico highlight the primary Stellar MLS coverage area however listings outside of the shaded areas are allowed when entered by a participant/subscriber of Stellar MLS and/or in accordance with the Stellar MLS Rules and Regulations.

Be sure to visit the [Shareholders page](#) periodically for the most up-to-date display of areas denoting access to real-time listing data as part of your MLS subscription!



*Coverage Map as of June 2025



Stellar MLS Shareholder and Customer organizations span both **Florida and Puerto Rico**, and although you may access listing data in both locations, keep in mind that each **have different real estate licensing requirements.**

If you are a Florida real estate licensee and wish to conduct real estate business in Puerto Rico (or vice versa) you would need to follow the proper licensing procedures.

As mentioned previously however, providing local brokers and agents with direct access, in real-time, to reliable listing data from other markets not only expands inventory, but provides excellent **referral opportunities!**

Stellar Central Workspace

MLS Account Log In

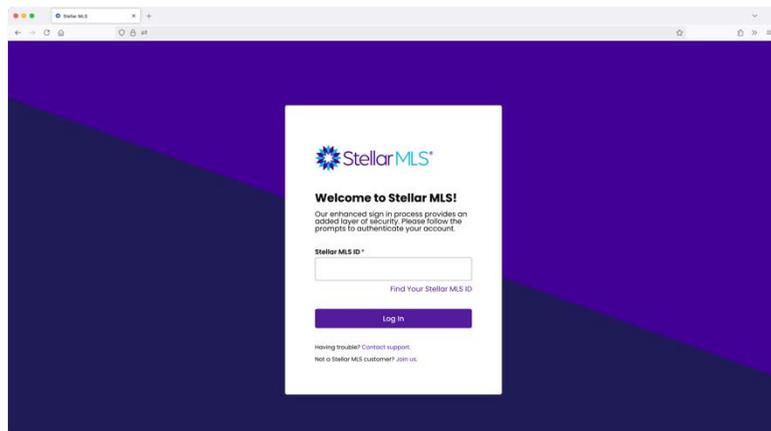
Log in to your MLS account by selecting the **MLS Login** button near the upper-right of the StellarMLS.com website.

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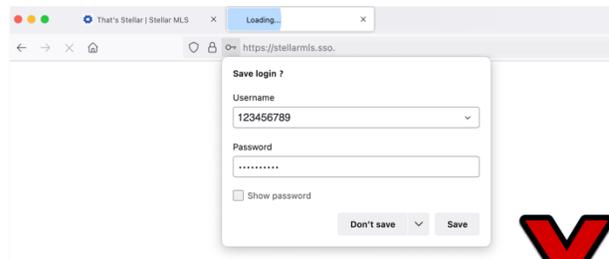
If prompted, enter your MLS ID and password:



Your login credentials are stored **automatically** for your convenience.

Depending on your browser settings, you may be asked if you would like to save your password, this is **NOT** necessary!

NOTE: If you are using a shared computer or access your account from a device that is not your own, be sure to **log out** of the system at the end of your MLS workday!



After successfully entering your MLS ID and password, you are taken to **Stellar Central**. Stellar Central is where you can begin and end your MLS workday and the place to access your subscription benefits including the MLS system, Matrix.

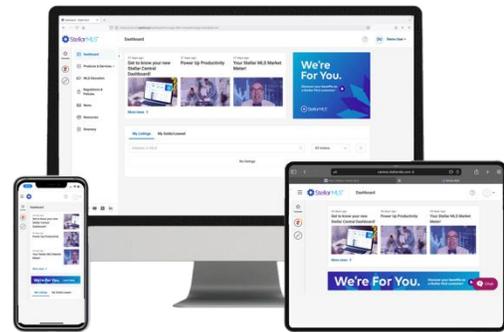
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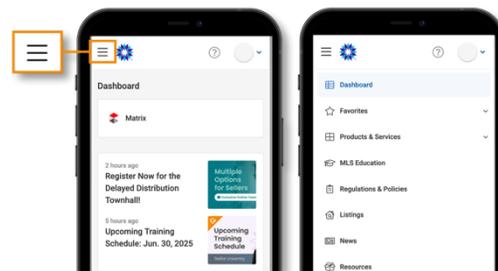


This modern and intuitive **workspace** makes navigating your MLS benefits and resources easy! You can access Stellar Central through any modern web browser either on your desktop or laptop computer, a tablet, or even a smartphone.

Because of its modern design, Stellar Central adapts to the screen size of the device you are using to both work and appear great!



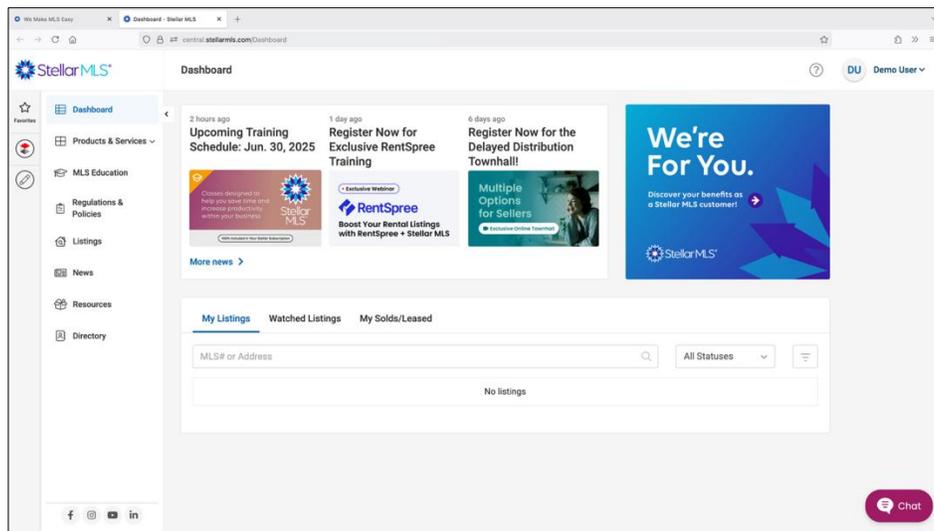
When using a mobile device, navigate the various areas and pages of Stellar Central by selecting the three-line menu in the upper-left of the screen.



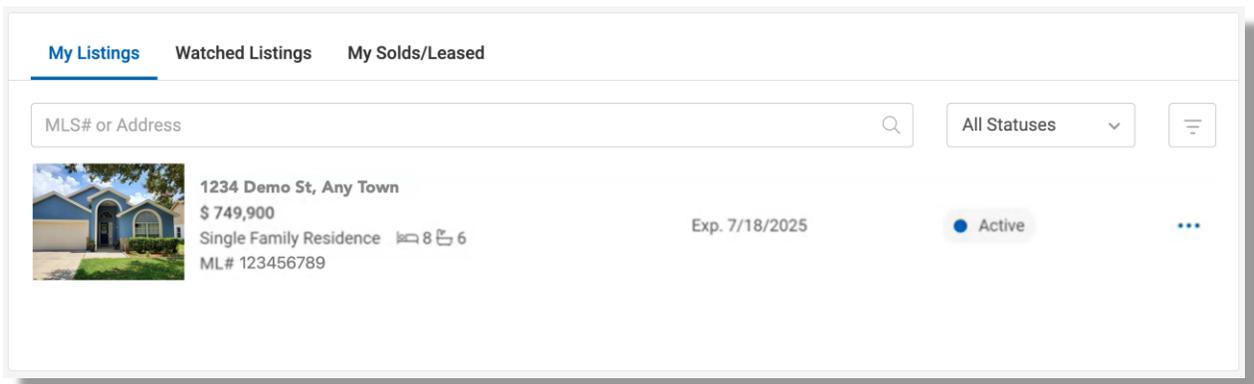
The image to follow is of the Stellar Central **Dashboard** which is the initial view after logging into the system. Its modern and responsive layout contains a Favorites bar and main navigation area along the left of the screen, recent news and information across the top, and a section dedicated to displaying certain listing information that is divided into three tabs: My Listings, Watched Listings, and My Solds/Leased.

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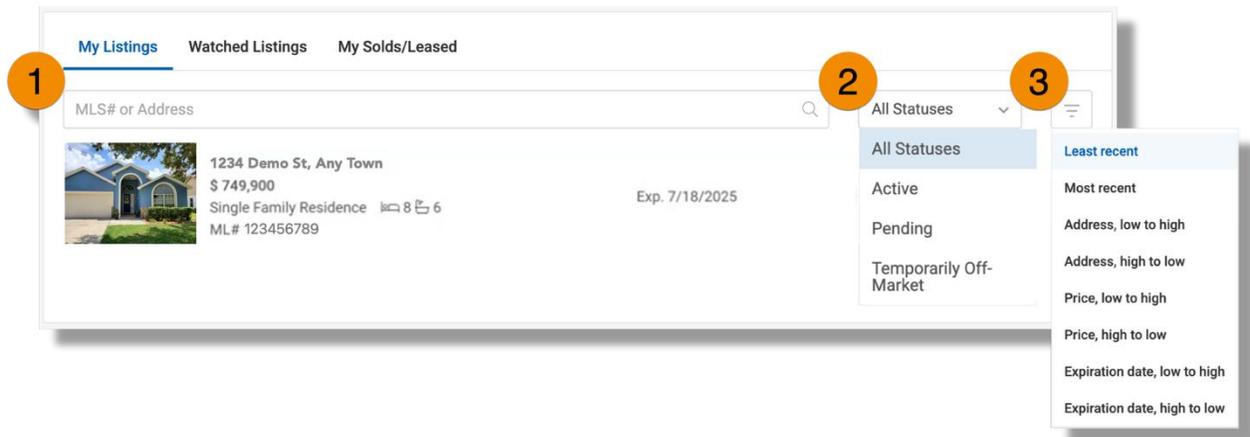
If you have listings in Stellar MLS that are Active, Pending, or Temporarily Off-Market, each will be displayed when the My Listings tab is selected along with basic information such as the property address, expiration date, and current MLS status. If you would like to view the listing in Matrix, click the three-dot menu to the far right of the entry.



If there are multiple listings to display, search the list by entering the MLS number or address into the search field (1). With listings displayed, use the drop-down menu to filter by a particular status (2) or the button to the right to sort the listings in a variety of ways (3).

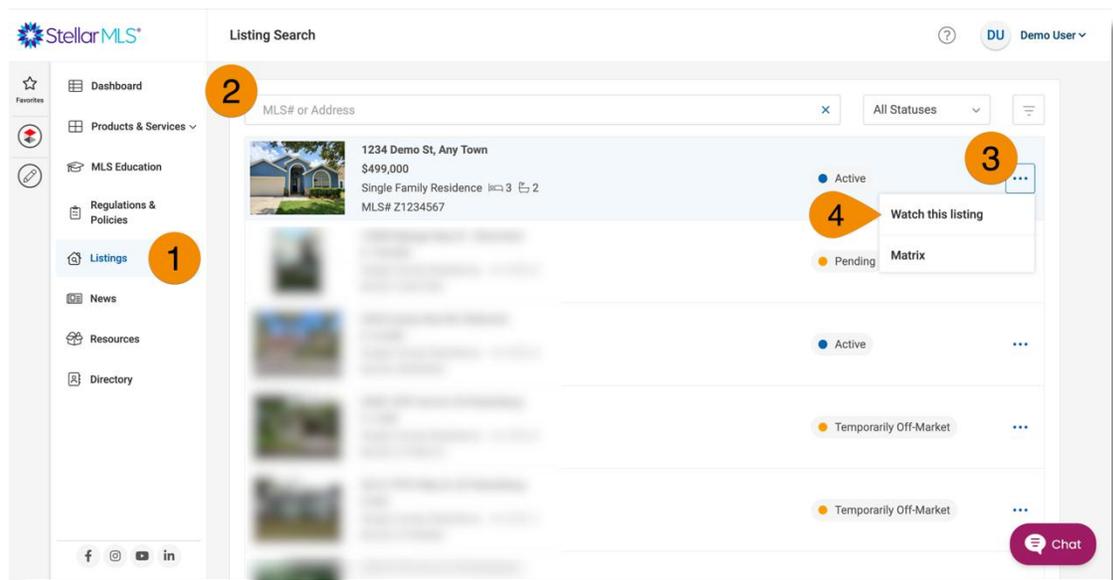
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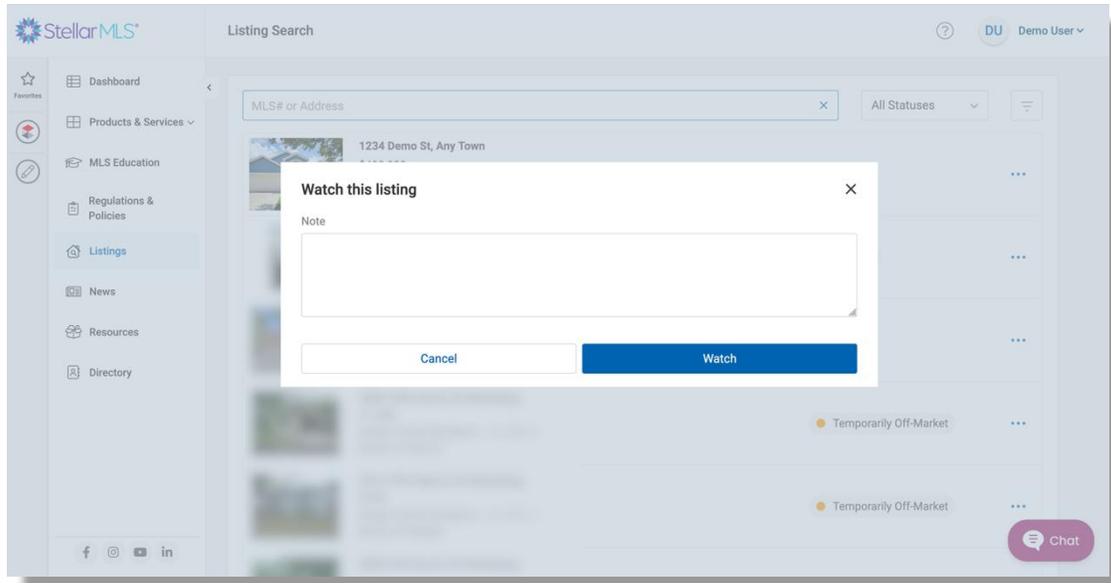


NOTE: If you are the broker of your firm (or an authorized designee such as an office manager), a special checkbox will appear in this area to display all the listings for the office or firm.

To the right of My Listings is the Watched Listings tab and its display can be a great way to keep track of properties of interest without having to open Matrix. To specify a listing to watch, select “Listings” from the navigation area along the left of your Stellar Central workspace (1) then use the text box near the top of the Listing Search page to find a property by MLS number or address (2). Once located, select the three-dot menu to the right of the desired listing (3), and choose “Watch this listing” (4).



A dialog box will appear allowing you to enter a note such as why the listing is of interest or a reminder about the customer with whom you are working, etc. Entering a note is completely optional and when ready, just select the “Watch” button to continue.



Once a listing has been selected to watch, return to the Dashboard by clicking either the Stellar MLS logo in the upper left of the screen or the link at the top of the navigation area.

With the Dashboard displayed, choose the Watched Listings tab at any time to search, filter, and review the listing(s) that you have chosen to watch. Please note that when a watched listing is in the MLS status of either sold or leased, it will only be available for 90 days after the date it entered that status. After 90 days, the listing will be removed from your Watched Listings automatically.

To the right of the Watched Listings tab, the My Sold/Leased option displays any of your listings that have been sold or leased within the past 90 days and can also be searched, filtered, and sorted using menus like those described earlier.

Before moving on from the Dashboard to the other options found in the main navigation section of Stellar Central along the left of the screen, we will focus on a few resources that can be accessed through a special menu found under your name in the upper-right corner of the screen.

MLS Account Information

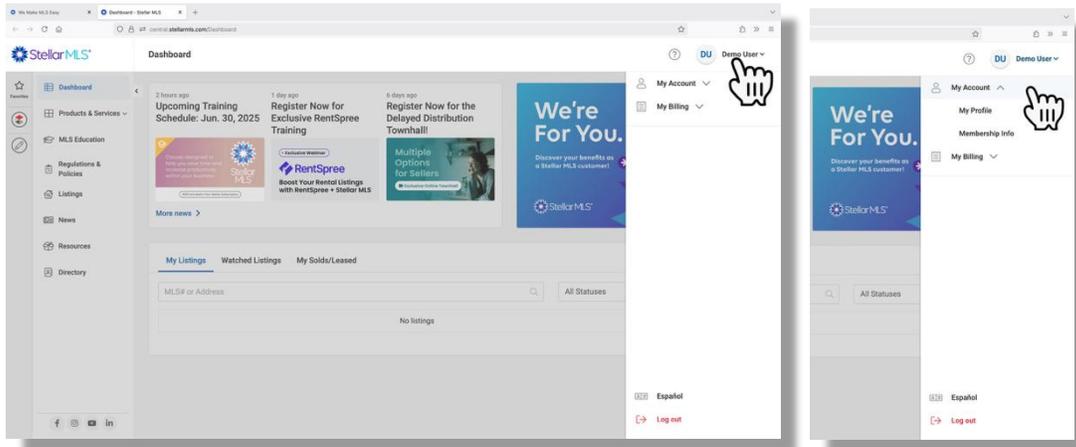
Select your name in the upper-right corner of Stellar Central to access information and options specific to you and your MLS account. The first section, titled My Account, can

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be expanded by clicking its name to reveal two options **My Profile** and **Membership Info**. The second titled My Billing has links to both make a payment and view your MLS invoice history.



My Profile

While investigating the resources of Stellar Central, please take a few minutes to fill out your MLS customer profile and be sure to select the **Save My Profile** button at the bottom of the form to save your changes.

Completing your profile helps us deliver the most relevant MLS news to you for your real estate business and determine which MLS products and services are most useful to our customers.

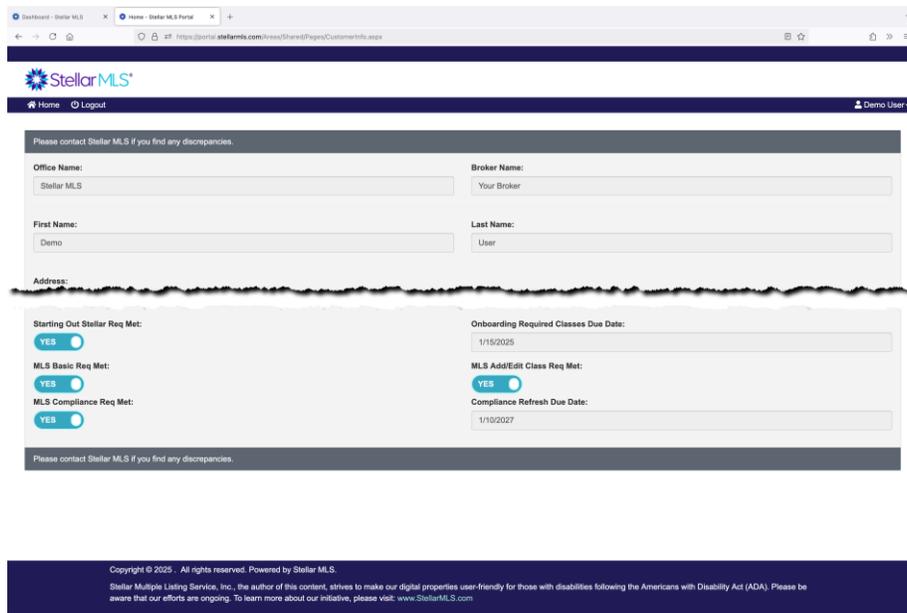
Your profile information stays within your MLS record. We do not share or sell your agent profile information with any third parties, at any time.

Membership Info

Click the Membership Info link to view your contact information on file with Stellar MLS. Once the page opens, **scroll down** past your contact information to view the completion status of required MLS education during onboarding along with important dates associated with required MLS courses.

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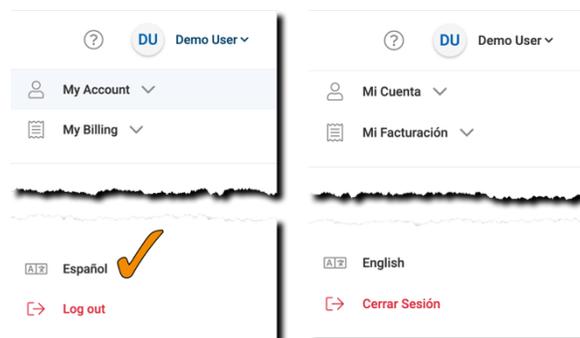


Although new subscribers will find the date that their MLS education courses must be completed during onboarding, all subscribers can return to this view anytime to check the date when their Compliance Refresh course is due. Remember that Compliance Refresh is due for all subscribers every two years after completing MLS Compliance during onboarding and the MLS Adding and Editing Listings course is only required when applicable to your business.

Reminder emails are sent when you have required classes coming due, however the Membership Info display of your portal is always available to help keep you in-the-know!

Language Toggle

Also available in the menu below your name is an option to change the display language of most Stellar Central text elements from English to Spanish. To make the switch, select the option that reads “Español” near the bottom of the menu panel after clicking your name, and the system will update immediately. To toggle back, simply reopen the menu and find that the link now reads “English”.



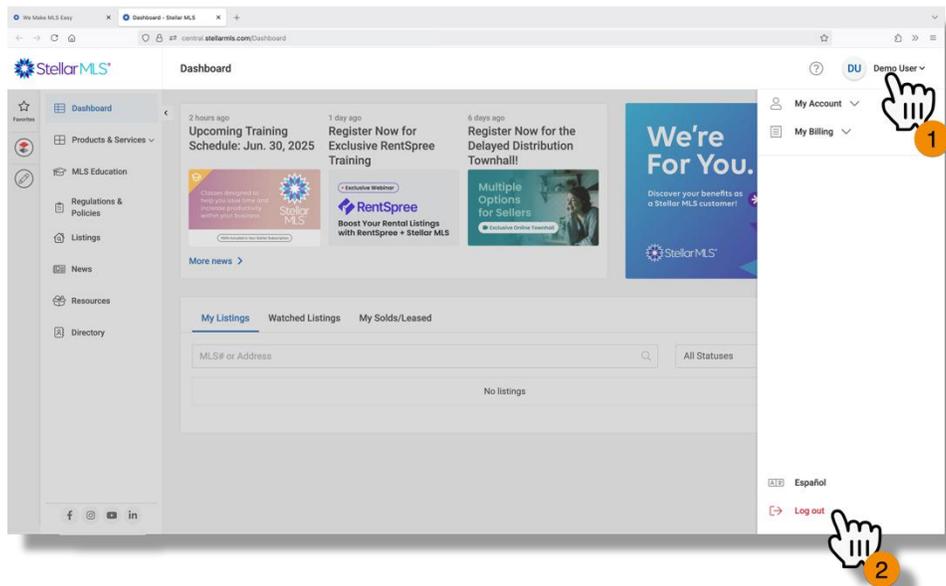
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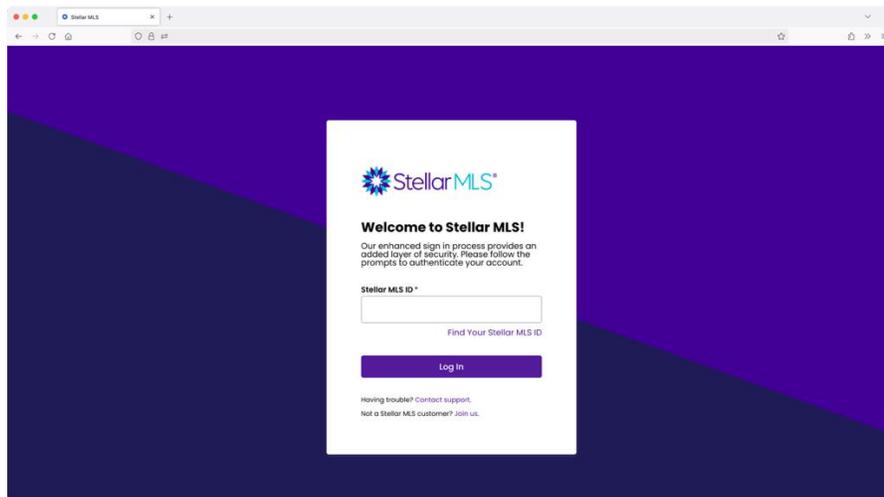


Log Out Instructions

Remember that once you sign in and access Stellar Central, your MLS ID and password will be **automatically** saved so you do not need to re-enter them on your next visit. If you are using a shared computer, or wish to fully sign out of the system, simply click your name in the upper-right corner of Stellar Central (1) then the **Log Out** link (2) near the bottom of the menu panel at the end of your MLS workday.



Be sure to wait until the Stellar MLS sign in page is displayed again to make sure that you are fully signed out of the system.

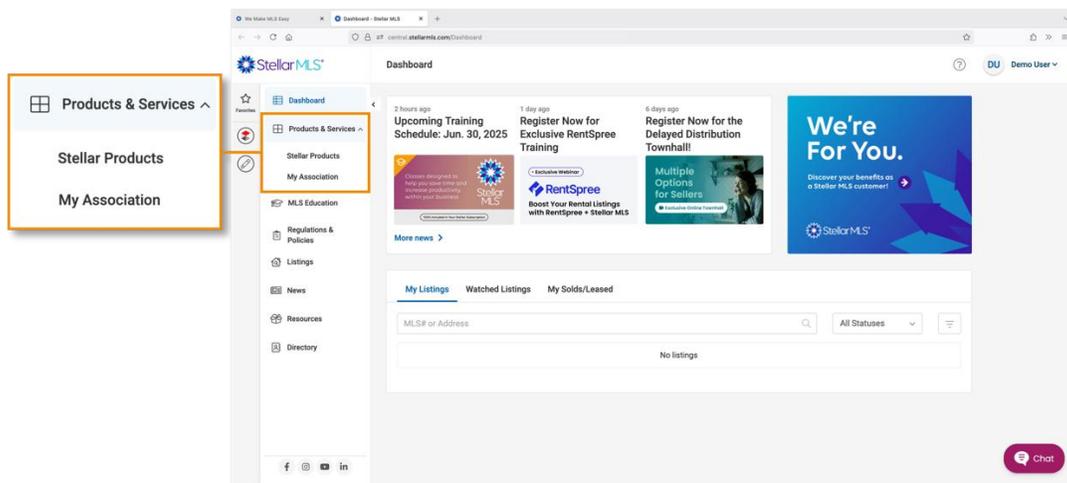


Successful Account Log Out

In this next section, we will continue to review the various entries in the main navigation area along the left of the Stellar Central workspace, beginning with Products & Services.

Products & Services

From the main navigation area near the left of the screen, access the tools and resources associated with your MLS subscription and your board/association within the **Products & Services** section. If these options are not shown, click/tap on Products & Services to expand its menu.



Products & Services Menu Location

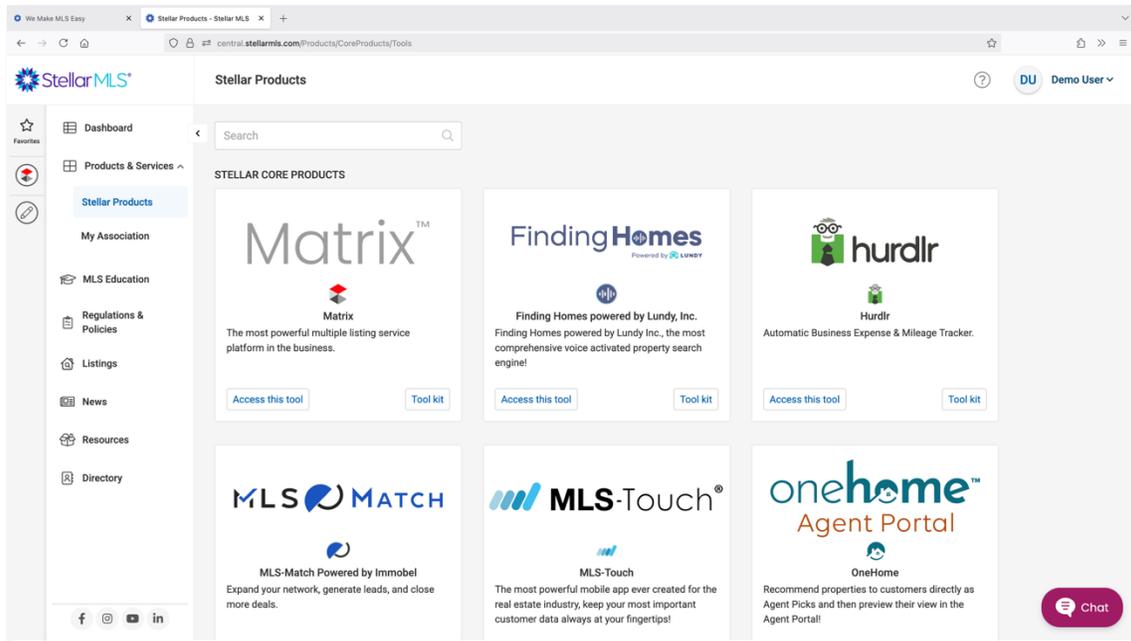
Select **Stellar Products** to open a page of the resources that are associated with your MLS subscription. Each product or service has its own tile on the Stellar Products page and can be opened by selecting the button that reads “Access this tool”. If something is unfamiliar or when you would like to learn more, select the button titled “Tool kit” near the bottom right of the tile to open a pop-up display with information about that product or service.

Pro Tip

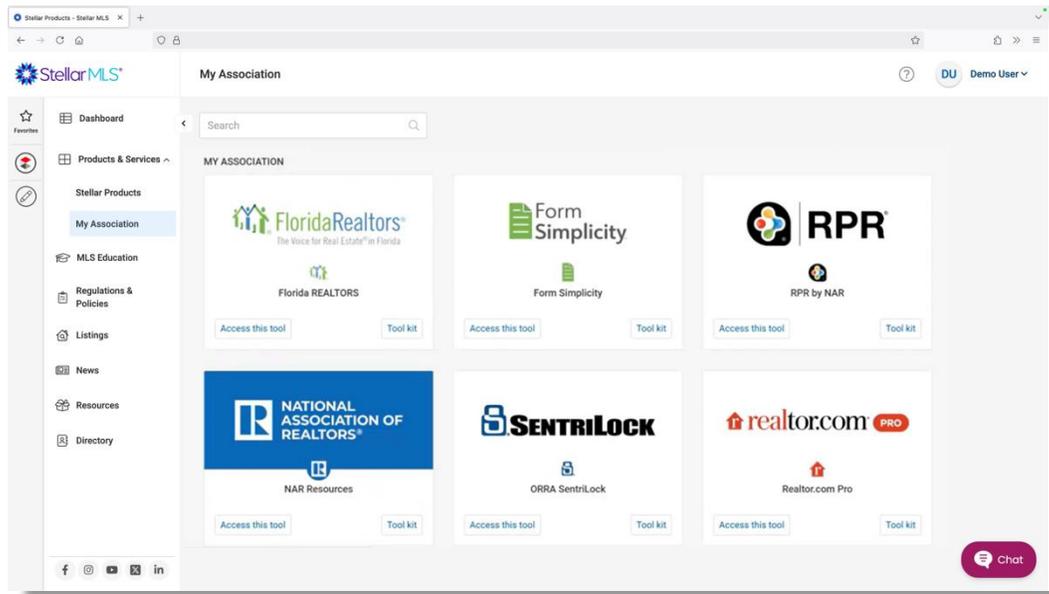
Another great way to learn more is to join the Stellar MLS Training Team for additional classes specific to one of the products or services associated with your MLS subscription benefits!

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In addition, there are also resources available from your board or association. These resources are grouped together and found by following the My Association link within the Products & Services section of the main navigation area as well.



Spotlight of Matrix Integrations

There are certain products on the Stellar Products page that are also directly integrated with listings in Matrix. You may access these resources from Stellar Central using the 'Access this tool' button as described above, but when viewing search results in Matrix, data from the listing such as the property address, can be automatically plugged in to quickly get more information about that particular property!

Below is a brief overview of those products that can directly integrate with the listing data displayed in Matrix:



Realist is a tax and public records database that can pull information from all 67 counties in Florida and has information on virtually every parcel in Florida. Realist can be used to look up property information in the public records, run comps, verify flood zones and ownership, view market statistics, create mailing lists and labels, and much more.



iMapp is another option for MLS subscribers to access tax and public record data, and although similar in functionality to Realist mentioned above, iMapp is from a different vendor and has a different interface. iMapp too is feature-packed and pulls information from all 67 counties in Florida and on virtually every parcel in Florida.



Lone Wolf Transactions (TransactionDesk Edition) is an online file management system. You can access a variety of residential, commercial, and property management forms, auto-populate those forms from a listing or from the tax records, send them out for digital signatures through Authentisign*, and maintain cloud-based files.

*Note: Stellar MLS customers receive a discount for unlimited digital signings with Authentisign. If interested in subscribing to Authentisign as part of your business, be sure to check out current pricing when convenient.



ShowingTime automates the process for setting and requesting showing appointments. Listing agents can use ShowingTime to securely inform selling agents of access entry codes and showing instructions while also tracking showing requests.

When a selling agent requests an appointment through ShowingTime, both the listing agent and the seller(s) can receive notifications. ShowingTime allows agents to quickly request showing appointments without having to play phone tag and can even prompt for feedback once the showing has completed in addition to a variety of other functions.



Roughly 80% of the listings in Stellar MLS may be eligible for one or more down payment or closing cost assistance programs and Down Payment Resource (DPR) is a great tool to assist agents in identifying those programs for which a property might qualify.

When shown, select the button displayed in Matrix to automatically enter the property address for quick access to DPR information on a particular listing.



Data Co-op pulls together a wide variety of reports from both multiple listing data as well as Tax Records. There is a Data Co-op link in each Matrix listing and searches can be conducted from within Data Co-op for unlisted properties as well.



SmartCharts integrates residential MLS statistics into an easy-to-present format. The basic version is included as part of an MLS subscription and pulls residential stats for the entire MLS. There is also a Pro version (for an extra cost) that runs gauges, charts, and reports for more customized markets. HTML code is available to display stats on an agent's web page and to automatically refresh them as well.



Through RatePlug, agents can send customers flyers on a listing with mortgage options from up to 3 preferred lenders. This tool is included for agents, but lenders pay a licensing fee to participate. RatePlug is compliant with disclosure laws and can be a valuable tool for residential agents working with buyers who may leverage financing.



Manage offers efficiently and equitably with SkySlope Offers, an offer management platform that makes it easier than ever to compare, organize and communicate about listing offers in one place. When enabled on a listing, a link to SkySlope Offers appears within the listing details display!



SkySlope Forms allows quick formatting of digital forms, the ability to assemble documents and forms into reusable templates and send forms to your customers for digital signatures with the click of a button.

Although not displayed alongside listing data inside Matrix, there are two other products spotlighted in Starting Out Stellar that can leverage MLS data and are included as part of your Stellar MLS subscription benefits: MLS-Touch and Prospects CRM.



MLS-Touch is a premium mobile app that keeps you connected to listings and engaged with leads and customers from wherever you are. Available on Google Play and the Apple App Store.



Prospects CRM is an outstanding customer relationship manager and helps you build relationships and stay top-of-mind with your sphere, prospects, and past customers.

Other Menu Options

The main navigation section of Stellar Central contains links to a variety of other helpful sections in addition to the Dashboard, Listings, and the Products & Services options already covered. Although many are self-explanatory, here is a breakdown for each additional entry:

MLS Education

Open this page to find a variety of links to related to Stellar MLS education. Access the Stellar MLS University, review your class history, open tutorials videos, and more.

Regulations & Policies

Select this link to be presented with options pertaining to MLS policies and procedures, the Stellar MLS Rules and Regulations, ways to report suspected violations, submit an Owner(s) Exclusion form when applicable to a listing, and more.

News

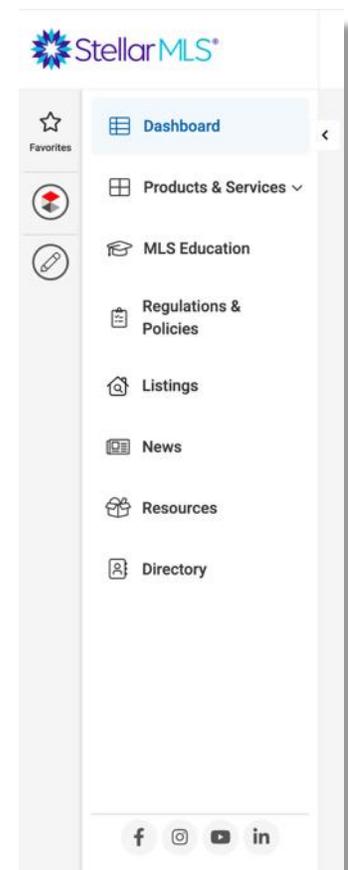
To review past news articles that were previously shown on the Stellar Central Dashboard, select the News link.

Resources

The Resources page contains two separate menus labeled Customer Resources and Listing Forms. Expand each menu by selecting its title to review the various downloads and links available then click again to collapse the information.

Directory

The Directory link allows you to search for and view the contact information of other MLS subscribers, such as those agents from your office and is similar to the agent and office search functionality found in Matrix.



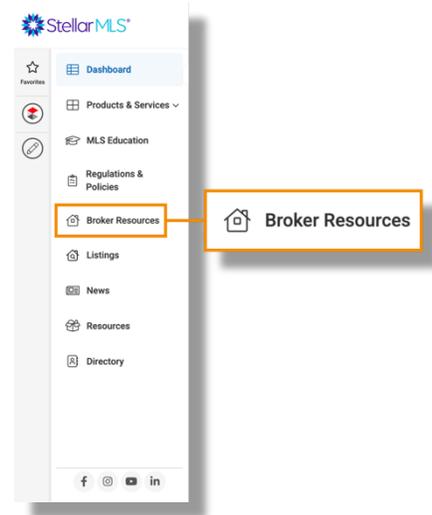
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Extra Menu Options

Depending on your MLS account type, you may find additional menu options in the navigation area of Stellar Central. For example, if you are the broker of your firm, tools such as managing listing distribution options, Matrix Add/Edit access and reviewing MLS education details for your agents, checking on outstanding invoices, and more are available after choosing the Broker Resources link.



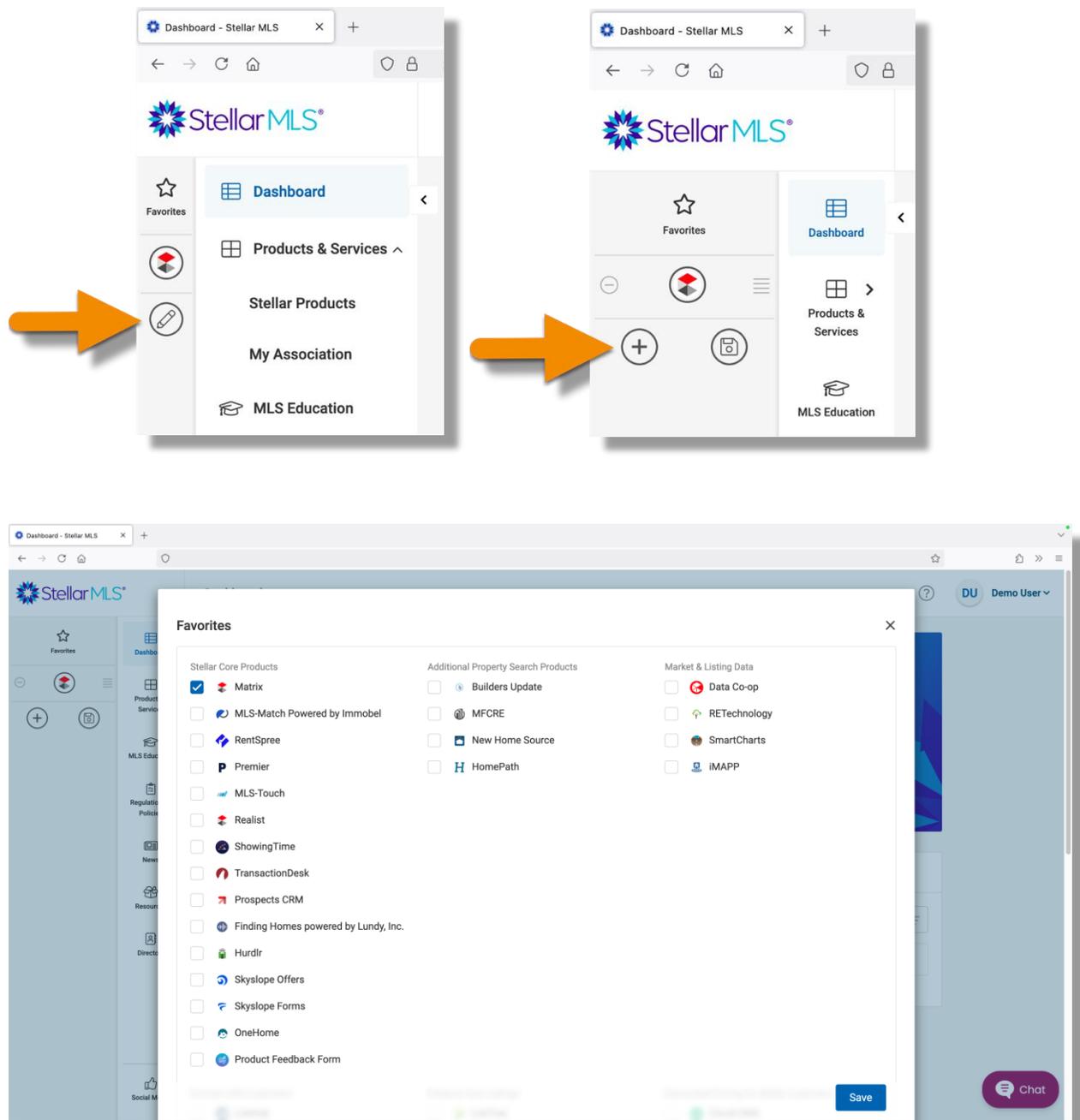
Adding, Removing, and Managing Favorites

Interested in customizing your MLS workspace? Place your most-used products and services in the Favorites bar anchored to the left of Stellar Central for quick access! By default, all subscribers have Matrix added as a favorite and Stellar Central makes it easy to add, remove, and organize all the favorites that you have chosen for your business.

As illustrated in the images to follow, begin by selecting the pencil icon below the bottom of the Favorites icon list. The pencil icon then expands out the Favorites bar to display two buttons, a plus sign and a save icon that shows an image of a computer disk. Use the plus button to open a display that contains the products and services featured across the entire Stellar Central workspace and grouped by the section in which they appear.

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Once the pop-up window opens, tick the selection box next to any of the items you wish to add as a favorite or uncheck it to remove an item. With your selections made, lock in your changes with the Save button located in the lower right of the pop-up display. All your selections will then be populated into the Favorites bar.

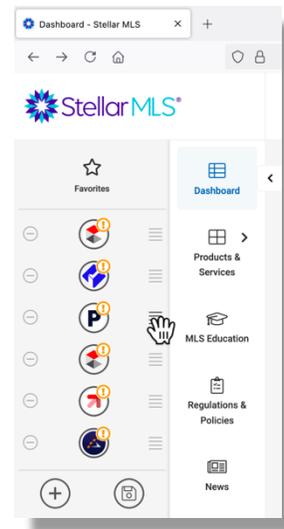
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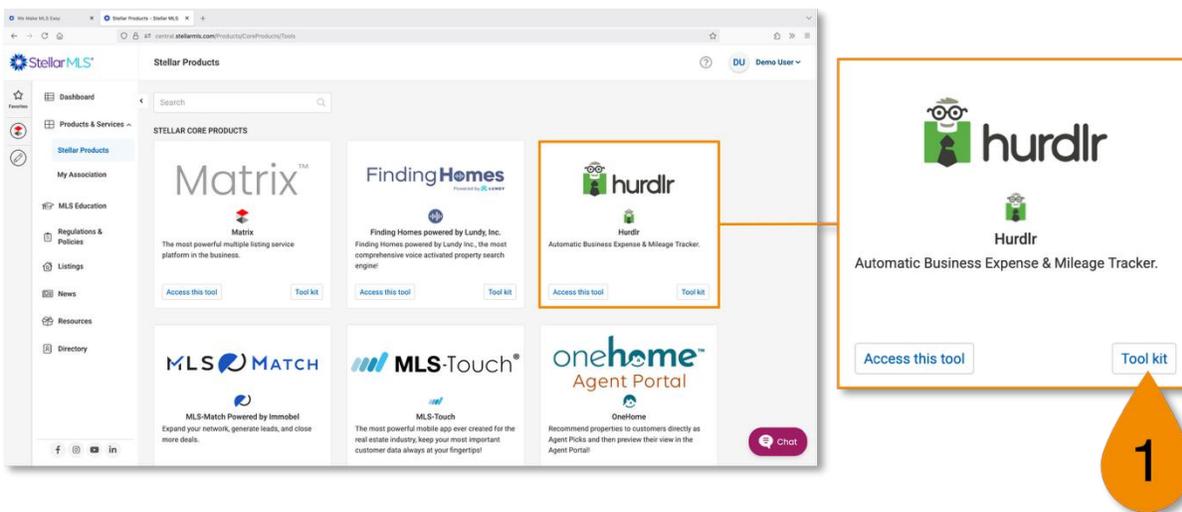


Reorder favorites by using the four-line handle to the right of the icon to drag/drop each to a new location as desired. You may also remove a favorite from this view by using the button to the left of its icon.

After arranging your Favorites, use the Save button, that's the one with the disk image in it, to lock in your changes.



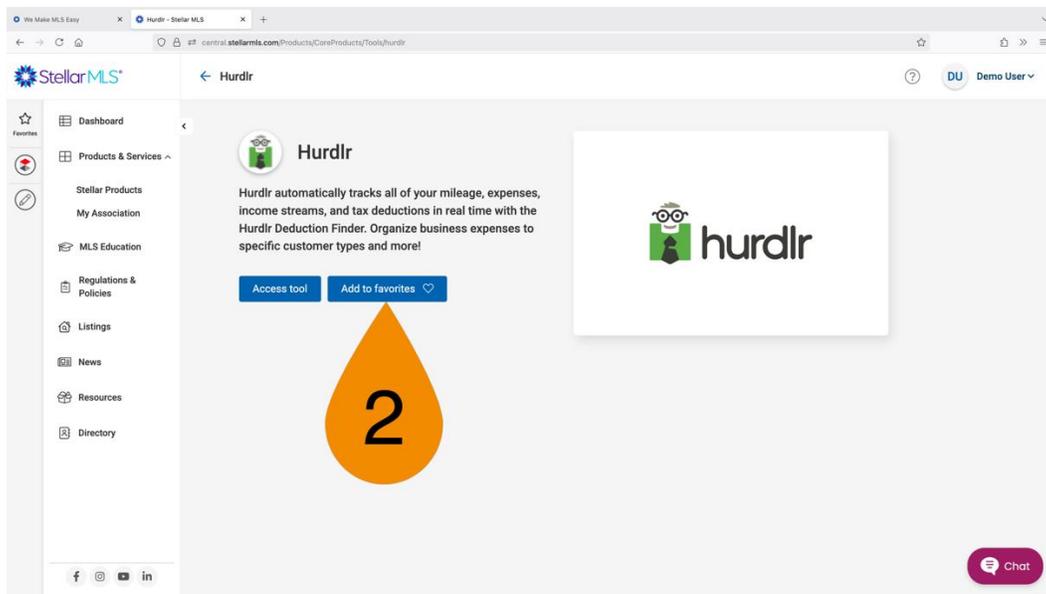
You may also manage Favorites from the various pages of Stellar Central (such as the Stellar Products page) by clicking the Tool kit button (1) on any item tile.



From its information page, you will then find a button that reads “Add to favorites” (2) or, if already added, the button will read “Remove from favorites”.

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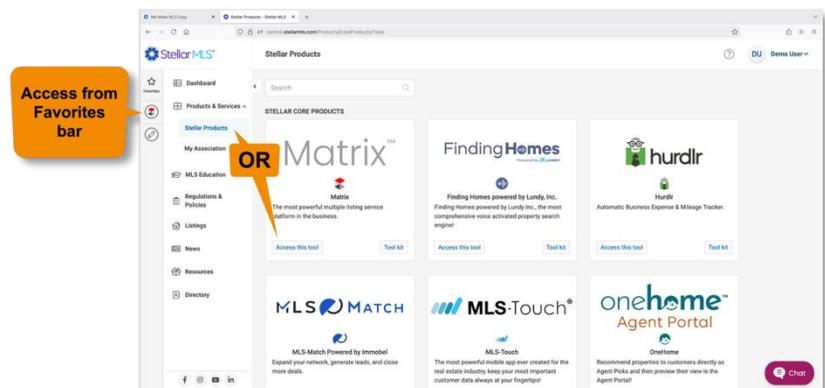
Course Notes



Matrix | The MLS System

With Matrix, all Stellar MLS subscribers have access to the most powerful multiple listing service platform in the business and it is important that everyone have a baseline for using the system. Before taking the next class required for all new subscribers, MLS Basic, this section of Starting Out Stellar will demonstrate how to brand the system so that information sent to customers showcases you and also includes an introduction to navigating the system to help ensure you can maximize your time in MLS Basic!

Once logged in to your MLS account, access Matrix from your Stellar Central workspace. Open Matrix using the icon in the Favorites bar along the left of the screen or after opening Stellar Products from the **Products & Services** section of the main navigation menu and selecting the button on the Matrix tile that reads "Access this tool".



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Course Notes



Once Matrix opens, the Home page is displayed and contains your Matrix Dashboard, a series of navigation menu options, and more. Although some features of the Dashboard will be more relevant during the MLS Basic course and once you begin using Matrix, it is important to note that its display can be customized to your preferences.

For now, our focus will be on the main navigation menus along the top of the page with an overview of each section, customizing the Dashboard display, reviewing the Notifications Timeline, and lastly, how to complete your agent branding.

Main Navigation Menu Options

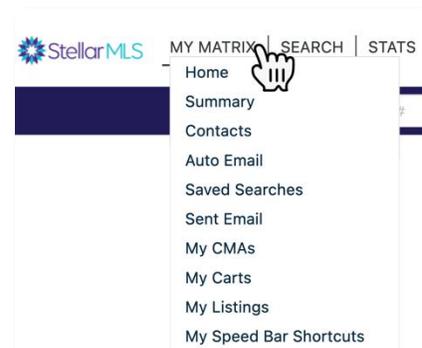


While working in Matrix, if you wish to return to the Home page and Dashboard, simply select the Stellar MLS logo near the upper left of the screen at any time. Think of the Stellar MLS logo as a convenient “reset” button!

Now that you can always find your way back, our tour of Matrix will move through each of the main navigation menu options from left to right, beginning with MY MATRIX.

MY MATRIX

To the right of the Stellar MLS logo is the MY MATRIX menu. Hover your pointer over the words MY MATRIX to display a variety of options. This menu is where you will find links to add/manage contacts, access your saved searches, auto emails, and more. If you have added something to Matrix, it can most likely be found under MY MATRIX.



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SEARCH

Hover your pointer over **SEARCH** to then select a property classification (such as Residential, Vacant Land, etc.) from the drop-down list to open that specific search form.

Pro Tip When you first begin using Matrix, you may not find a particular form immediately available in this menu. Not to worry, as you open and use various search forms, the drop-down menu will quickly begin to fill up.

To view all available search forms in Matrix, either select "More..." from the drop-down menu or click directly on the word **SEARCH**. Additional search forms include Agent, Office, Team, Open House, Property History (in the MLS), and even a basic Public Records search to locate property information via tax records.

STATS

Stats allows you to analyze market trends and activity based on a particular property type. Be sure to join the Stellar MLS Training Team for additional classes to learn more about this powerful feature!

TAX

The TAX menu has direct links to open both Realist and iMapp as well as a Public Records search within Matrix. As a reminder, both Realist and iMapp are tax and public records databases that contain information on properties in all 67 counties in Florida and are another benefit of your Stellar MLS subscription.

LINKS

LINKS opens a page of helpful weblinks to various online resources. Some links will navigate you to Stellar MLS benefits or services while others lead to third-party resources that may be helpful in your business.

FINANCE

The FINANCE menu contains a variety of financial calculators as well as financial worksheets including a Seller's Estimated Net Proceeds and Buyer's Closing Costs template.

ADD/EDIT

If part of your business will be adding and modifying listings in the MLS, the ADD/EDIT menu is a way to access those functions in Matrix.

NOTE: Certain options will not be available until a subscriber takes the MLS Adding and Editing Listings class and subsequently receives authorization from their broker.

MARKET REPORTS

This tab contains on-demand reports for items such as market share, inventory counts, and home sales.

Note: The use and/or display of MLS data must adhere to all [Stellar MLS Rules and Regulations](#).

RECIPROCAL MLS ACCESS

As mentioned in a previous section of this course, subscribers to Stellar MLS have access to reciprocal data access in other markets as part of their MLS subscription. The **RECIPROCAL MLS ACCESS** tab will allow access to CRMLS (California), Bright MLS (Mid-Atlantic), and Omni MLS (Latin America) systems.

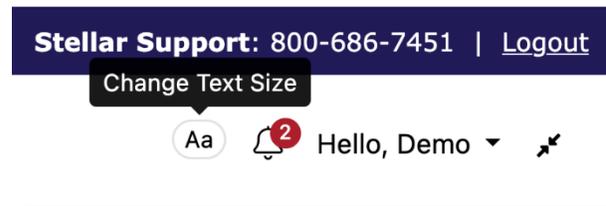
Unlike a data share that allows listing data to be viewed alongside listings entered in Stellar MLS, the reciprocal partnerships between Stellar MLS and these other MLSs allows customers to access listings through those partnerships directly. To learn more about reciprocal MLS access (and data shares) select the first link in the RECIPROCAL MLS ACCESS menu to open the [Reciprocals and Data Shares](#) page found on the Stellar MLS website.



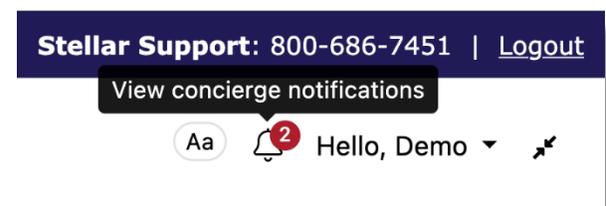
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To the right of the last navigation tab, near the upper-right corner of Matrix, there are four remaining items to review. The first is a button containing an upper and lowercase letter “A” and used to change the text display size in Matrix. Click the button repeatedly to toggle between three available levels of text size.



Next is a bell icon that will indicate when listings need to be approved before being sent to a customer. This is a feature in Matrix called ‘Concierge Mode’ and will be covered in the MLS Basic class.



To the right of the concierge notifications bell you will find a greeting followed by your first name. Clicking your name will open a utility menu. Although certain options will be covered in the following section, please note that this is the location where you may change the display language in Matrix from English to Spanish.



Lastly, the icon to the right of your name can be used to shrink the size of the header area in Matrix and could be helpful when working on a device with a smaller screen.



Recent Searches

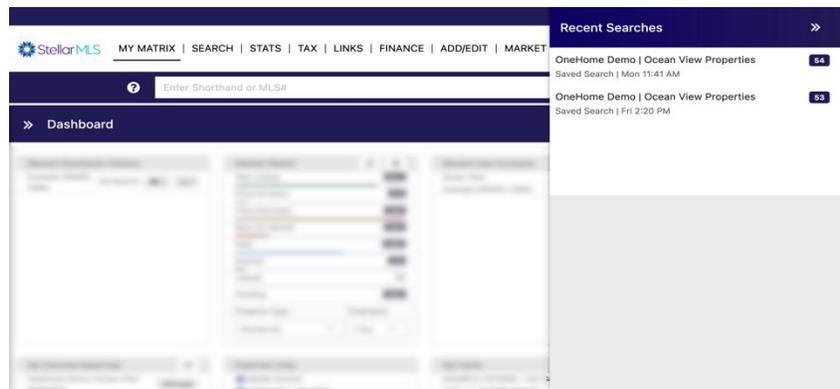
Below your name near the upper-right of Matrix is the Recent Searches button. Select it and a flyout panel appears containing the last fifty (50) searches conducted over the past seven (7) days. If you view the search results for your 51st search, the oldest entry in the list is removed. Likewise, if you haven’t been working in Matrix for a full seven days, the list will be blank.

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Select any recent search shown in the list to view listings that currently match the original search criteria.



Speed Bar

To the left of the Recent Searches button, and available anywhere in Matrix, is the Speed Bar. The Speed Bar is a multipurpose searching tool that can be used to search from any screen in Matrix by entering either shorthand or shortcuts. Learn more about these options by selecting the help icon and by joining the Stellar MLS Training Team for additional classes!



Speed Bar Help Icon

Pro Tip

A great use for the Speed Bar is to quickly look up a particular MLS number. Just add the MLS number into the Speed Bar and type the return/enter key on your keyboard or select the magnifying glass icon to the right of the entry field. With a valid MLS number entered, Matrix will immediately display the matched listing bypassing the need to open a particular listing search form.

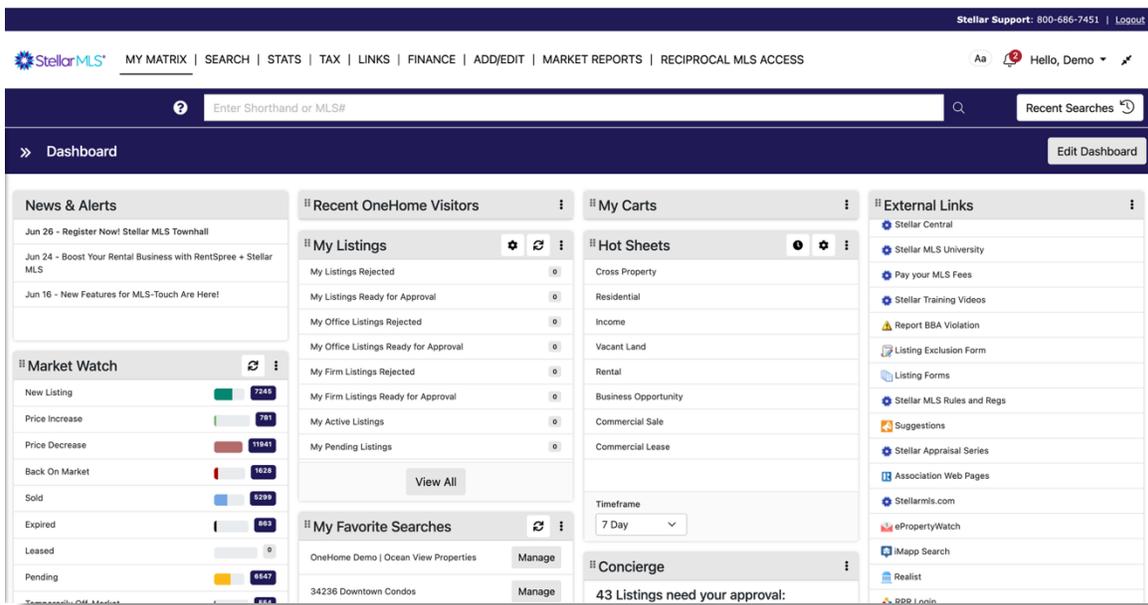
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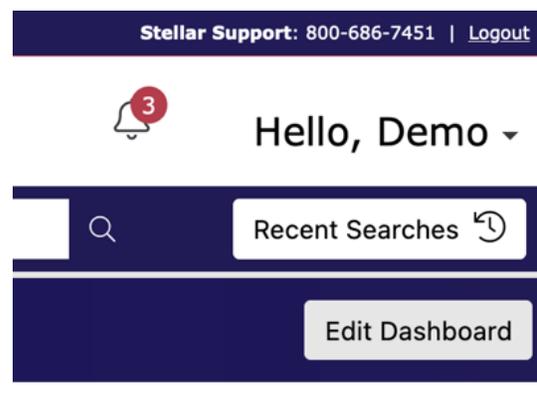
Dashboard Widgets

Below the Speed Bar you will find many different panels of information on the Matrix Home page. These are called widgets and each displays either information based on MLS data, links to items you've added to Matrix such as up to 10 of your favorite saved searches, or links to help you get the most out of the system and its integrations.



As you work with Matrix more and more, these Dashboard widgets will quickly begin to populate with useful information and some can even be customized to display MLS information for your particular market area (join the Stellar MLS Training Team for other classes to learn even more!).

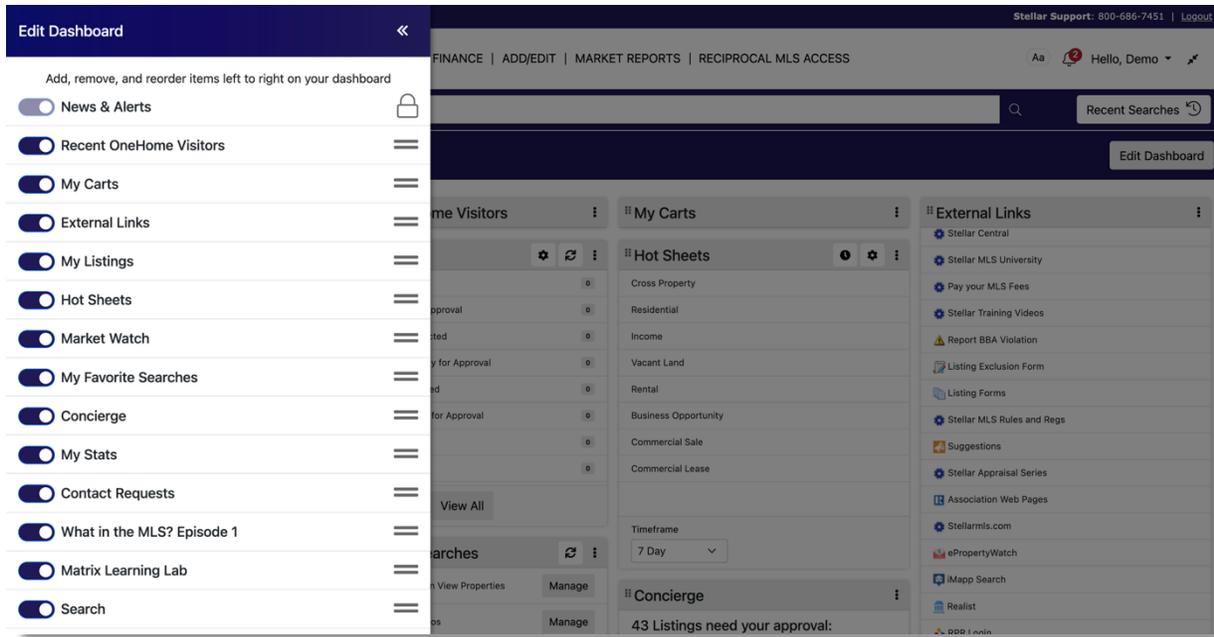
Add, remove, and reorder items on your dashboard by clicking the **Edit Dashboard** button near the upper-right of the screen.



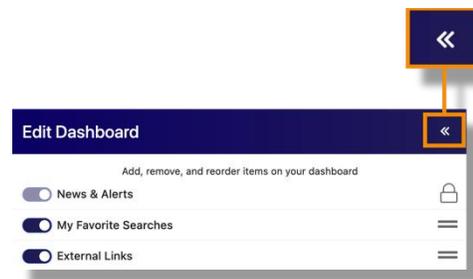
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The Edit Dashboard flyout panel appears showing the list of available widgets. With the exception of News & Alerts which is locked at the top and only appears on the Dashboard when it has information to display, you may toggle visibility on/off using the switch to the left of the widget name and reorder the widgets by dragging the two-line handles to the right.



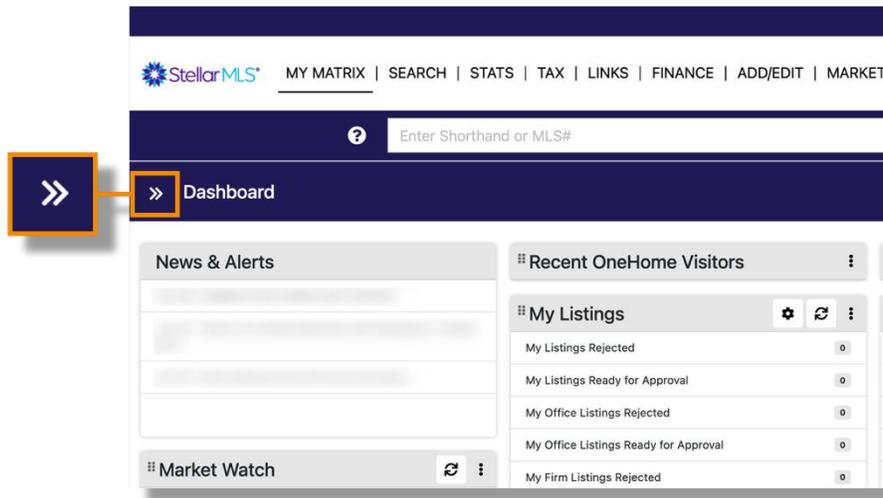
When finished customizing the display, click the left-pointing arrows to hide the Edit Dashboard panel.



Once visible on the Dashboard, it is also possible to re-arrange the panels by clicking and dragging the icon to the left of the panel name (1). Collapse or expand the panel display itself by choosing from the three-dot menu on the far right (2) of the panel's title bar. Some panels, such as the My Listings widget also have icons that allow for further customization. Hover your pointer over an icon for a description of its function and be sure to join the Stellar MLS Training Team for future classes to learn how to further customize the Matrix Dashboard.

Notification Timeline

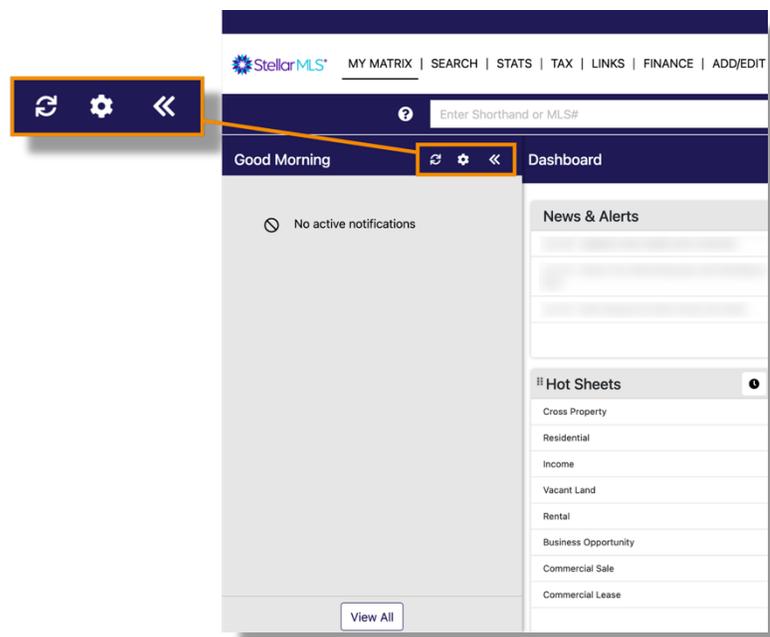
When viewing the Matrix Home page, to the left of the word Dashboard there is a set of arrows. Clicking the arrows will open the Notification Timeline.



When you first open Matrix, the Notification Timeline will automatically be open for your convenience. Click the arrows to show or hide the panel.

The Matrix Notification Timeline is able to keep you up-to-date with information based on your customer's activities as they interact with the listings you email them from Matrix.

The three symbols shown to the right of the greeting allow you to refresh the timeline, change your display preferences (the gear icon), and hide the panel by clicking the left-pointing arrows.



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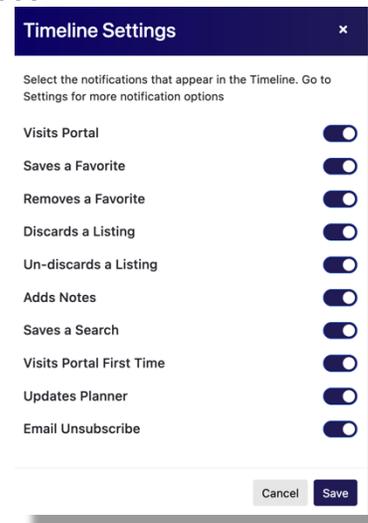


Click the gear icon to customize Timeline Settings. Review each option and toggle on/off those notifications that would be applicable to your business.

The image on the right displays various options available.

But what about receiving notifications if you are away from Matrix? Within the Timeline Settings window, notice the reference that reads: *Go to Settings for more notification options*.

Although the setup of additional notifications will be covered in the MLS Basic class, be confident knowing that Matrix makes it easy for you to stay up-to-date with your customers' activity and offers email, text, and daily summary notifications that can be configured to alert you when you are away from Matrix!



Timeline Settings options

Agent Branding

Before creating reports or sending listing information to customers, it is important that you first complete your personal branding so that items such as your agent photo, email signature, company logo, and brand colors are all set in advance. You may also add your agent photo to Matrix so that it appears within the MLS Agent Roster viewable by other Stellar MLS subscribers.

Please be sure and complete your branding before attending the MLS Basic course.

Matrix Roster

Adding your agent photo to the Roster in Matrix is easy:

1. Select Add/Edit from the Matrix navigation menus

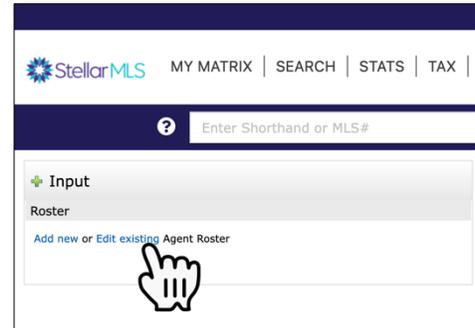


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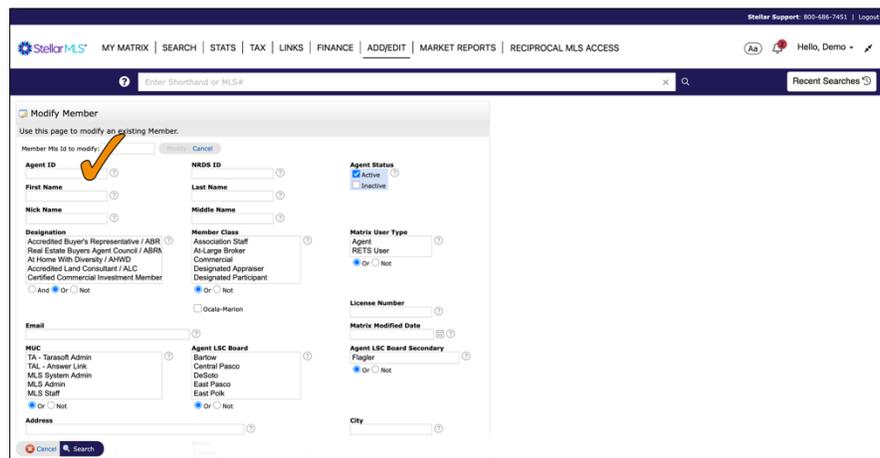


2. Choose **Edit Existing** from the Input > Roster panel

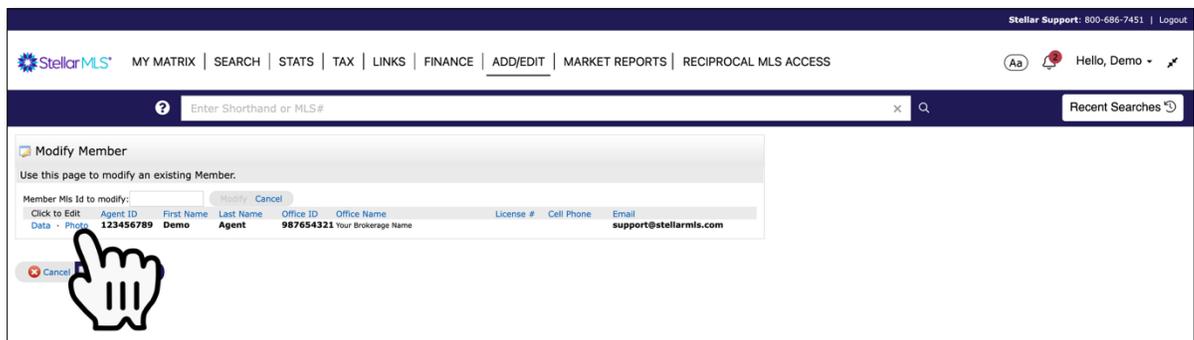


3. Enter your MLS ID* in the **Agent ID** field, then select **Search**

*you may also search by First Name, Last Name, etc. (if needed)



4. Select **Photo**

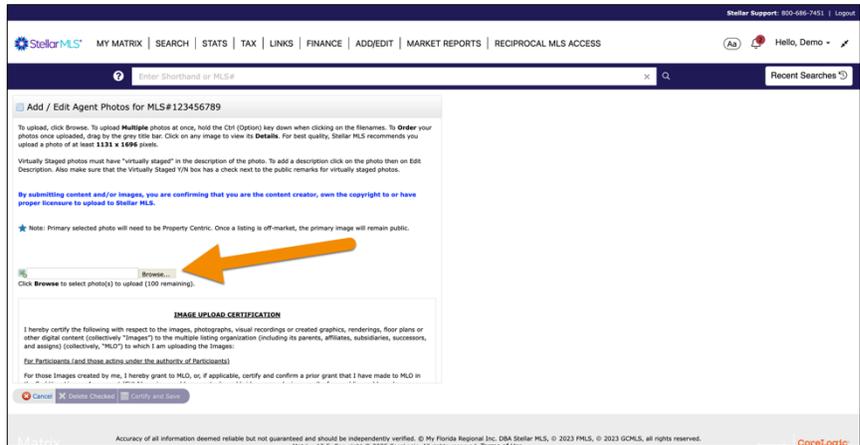


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- On the page that follows, select the **Browse** button then upload your agent photo from your computer.



When finished, select the **Certify and Save** button.

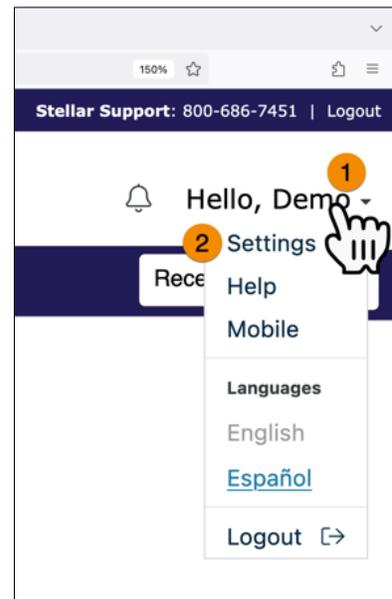


Personal Branding

Part 1: Matrix | My Information

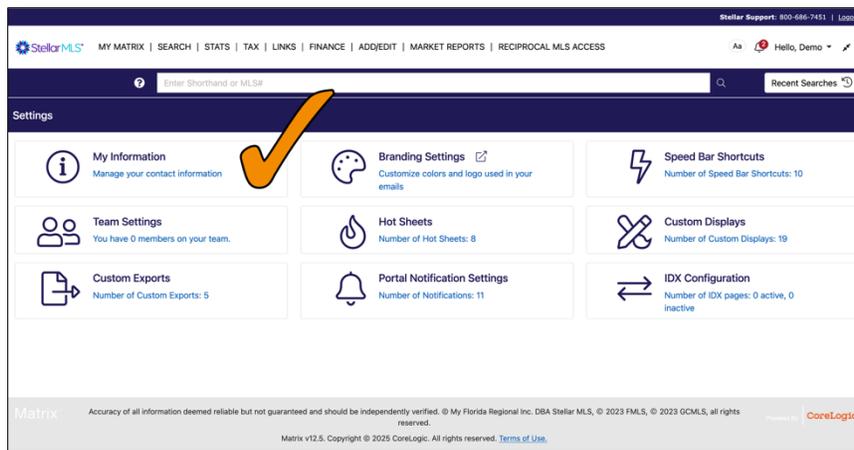
To access personal branding and options in Matrix, begin by clicking your name near the upper-right corner, then Settings from the drop-down menu.

On the page that follows, select the link in the **My Information** section that reads “Manage personal branding and options”.



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Course Notes



With the My Information section open, there will be a series of six (6) tabs to customize. The recommended method is to complete each tab from left to right, beginning with **Information**.



Information

The **Information** page allows you to manage the personal contact information displayed by Matrix and is initially populated from what is on file with your REALTOR board or association.

Although you may override the information that is grayed out, it is important to note that doing so will not update your membership record. Should you notice something out-of-date, please be sure to contact your board/association directly as changes they make will populate back to your Stellar MLS customer record and, in turn, Matrix.

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Some fields on the Information page are not populated from your membership record. For instance, if you have a Tag Line (i.e. Slogan) that is used for your business, you may enter it in the field provided.

If any changes are made on the Information tab, be sure to select the **Save** button near the lower-left of the screen before continuing on to the next tab.

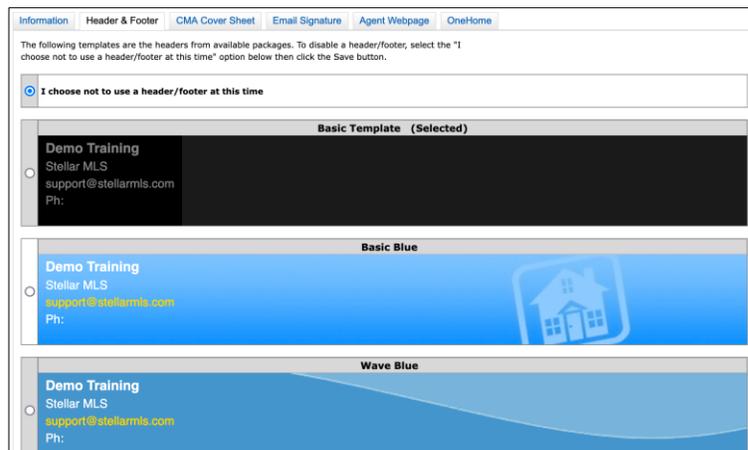
Header & Footer



Use this page to customize the Header displayed on printed displays and reports as well as the Matrix agent webpage. During setup, you can select from a library of standard banner images or choose to upload your own. Pick any banner image from the list, then select the **Preview** button found in the lower-left of the screen to save.

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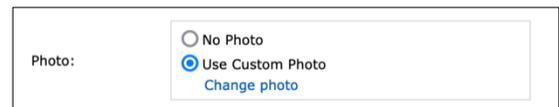
With a banner selected, additional options on the Header & Footer tab are displayed.

To add an agent photo to the banner, select the “Use Custom Photo” radio button, then browse for and upload an image from your computer.

Size and position adjustments can be made, and once the image appears as desired in the small preview box, select the **Save** button.

Display up to five (5) text-based entries on your banner by selecting details from the Information page contained within the drop-down menus in the Branding section.

If desired, you can also choose to display a Print Footer using this same method.



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The information, banner, and photo selected during initial setup can always be changed in the future, so you are not locked in. Experiment and find what works best for you and your business then return in the future should updates be needed!

CMA Cover Sheet

Information	Header & Footer	CMA Cover Sheet	Email Signature	Agent Webpage	OneHome
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If part of your business will involve creating comparative market analysis reports in Matrix, be sure to complete the CMA Cover Sheet page. Review your contact information and choose a photo to display. You can reuse the photo uploaded on the Header & Footer page or select a different photo from your computer using the same method described previously.

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Information Header & Footer CMA Cover Sheet **Email Signature** Agent Webpage OneHome

The following fields are used on your CMA Cover Sheet. For each field you can either use the value defined on the Information tab, or override it with a value which is specific to the CMA Cover Sheet.

 Upload photo	Name:	Demo Training	<input type="checkbox"/>
	Company:	Stellar MLS	<input type="checkbox"/>
	Address Line 1:	247 Maitland Avenue, Suite 2000	<input type="checkbox"/>
	Address Line 2:	<input type="text"/>	
	City:	Altamonte Springs	<input type="checkbox"/>
	State or Province:	Florida	<input type="checkbox"/>
	Postal Code:	32701	<input type="checkbox"/>
	Phone:	<input type="text"/>	
	Email:	support@stellarmls.com	<input type="checkbox"/>
	Direct Work Phone:	800-686-7451	<input checked="" type="checkbox"/>
Office Address:	247 Maitland Avenue, Suite 2000	<input checked="" type="checkbox"/>	

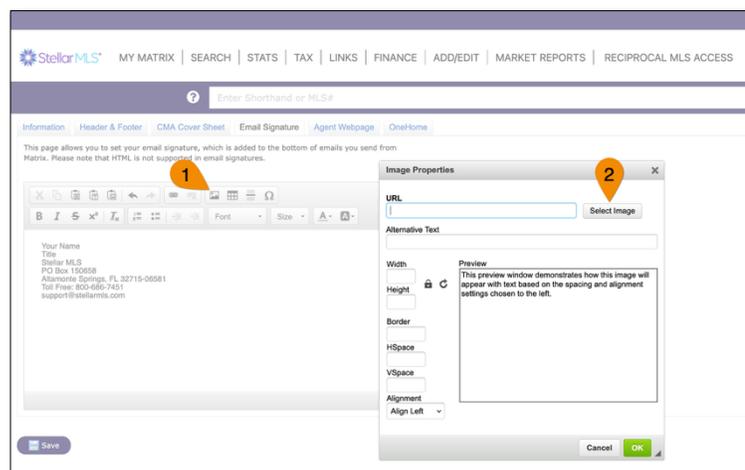
Email Signature

Information Header & Footer CMA Cover Sheet **Email Signature** Agent Webpage OneHome

It is important to make sure that your email signature is setup in Matrix before sending information out to customers from the system. Cut and paste an existing signature from another email program and/or enter your desired contact information in the area provided. When entering text, use the toolbar to format your email signature as desired.

To add a photo to your email signature, click to the left of the first line of text. With the insertion point blinking at that location, choose the Image icon (1) from the top row of the toolbar.

A dialog box pops up with a button that reads "Select Image" (2). Choose that button and Matrix will display the photo(s) you uploaded on the Header & Footer page and CMA Cover



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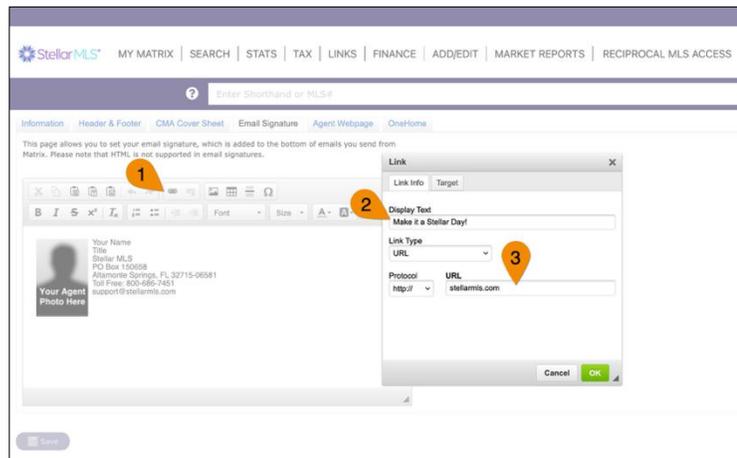
Course Notes



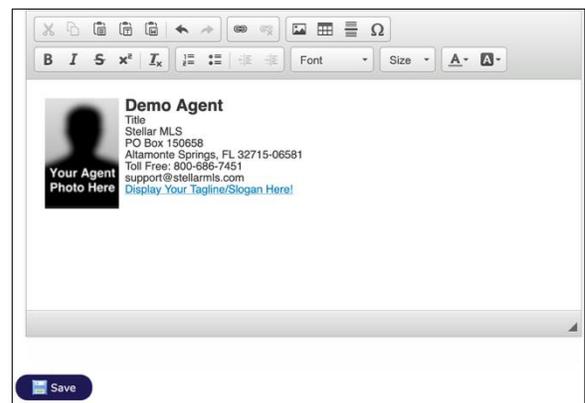
Sheet page (if applicable). Select the image, then the OK button.

To add a hyperlink to your email signature, place your cursor where you would like the link to appear and choose the chain-link icon (1) from the top row of the toolbar.

Enter your Display Text (2), then enter the desired URL that should open when the text is clicked (3). Select the **OK** button to return.



Once your signature appears as desired, select the Save button in the lower-left corner.



Agent Webpage



Matrix offers a basic webpage that can be enabled on the **Agent Webpage** tab. To learn more about the Agent Webpage, be sure to join the Stellar MLS Training Team for additional classes! To complete the initial setup of Matrix branding for this course however, we will move directly over to the OneHome tab.

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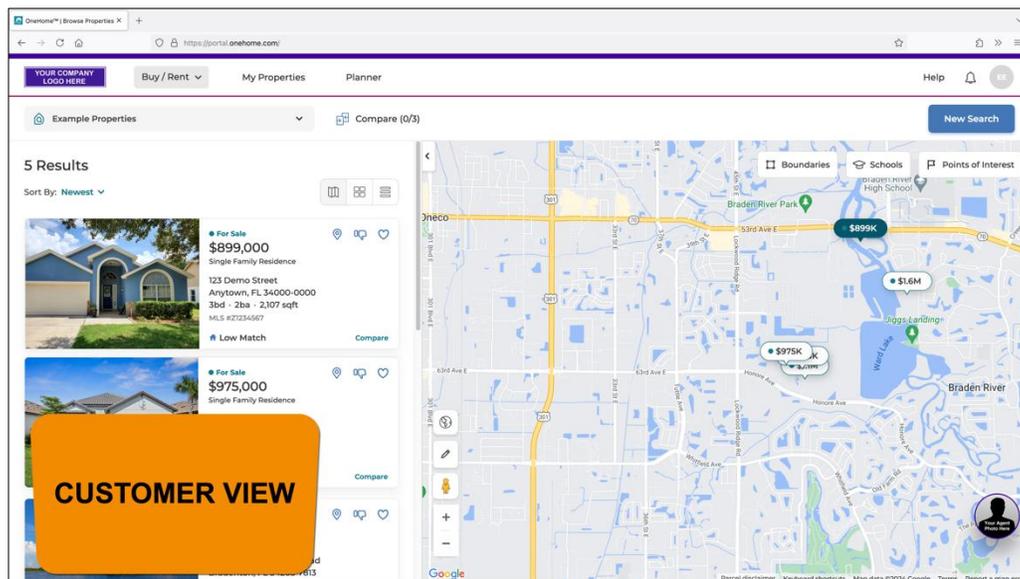


OneHome Customer Portal

OneHome is an online portal allowing your customers to interact with the listings you email them from Matrix and will be covered in more detail as part of the MLS Basic course.

In the meantime, make sure that before you begin emailing listings to your customers from Matrix that you complete your OneHome branding so everything points back to you!

An example of how branding could appear to customers when visiting OneHome is below:



OneHome™ - Customer View of Emailed Listings



The OneHome tab in Matrix provides three sections for you to customize most of your information displayed in the portal however adding a company logo and brand colors will be covered in the next section.

Below are images of the individual sections of the OneHome tab including Photo, Contact Information, and a section titled Profile Content that populates your agent profile in OneHome. and is displayed like the image above.

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Be sure to complete everything that applies to your business and remember that you can always return and update the information if needed.

A screenshot of a web interface with a navigation bar at the top containing tabs: Information, Header & Footer, CMA Cover Sheet, Email Signature, Agent Webpage, and OneHome. Below the tabs, a message reads: "Your OneHome portal will include the photo and contact information shown below." Underneath is a section titled "Photo" with two radio button options: "No Photo" (which is selected) and "Use Custom Photo". Below the "Use Custom Photo" option is a blue link that says "Change photo".

Section 1: Agent Photo

A screenshot of a form titled "Contact Information:". The form contains the following fields and values:

- OneHome Full Name: Demo Agent
- OneHome Team Name: [Empty text box]
- OneHome Team License Number: [Empty text box]
- OneHome Phone: 407-960-5300
- OneHome Office Name: STELLAR MLS
- OneHome Email: support@stellarmls.com
- OneHome Twitter Link: [Empty text box]
- OneHome Facebook Link: [Empty text box]
- OneHome Instagram Link: [Empty text box]
- OneHome License Number: [Empty text box]
- OneHome Tag Line: Display Your Tagline/Slogan Here!
- OneHome Office Address: [Empty text box]
- OneHome Office Phone: 407-960-5300
- OneHome Office Fax: 407-960-5450
- OneHome Fax: 407-960-5450
- OneHome Agent Web URL: [Empty text box]

Section 2: Contact Information, (includes Social Media Links, & Agent Web URL)

Profile Content

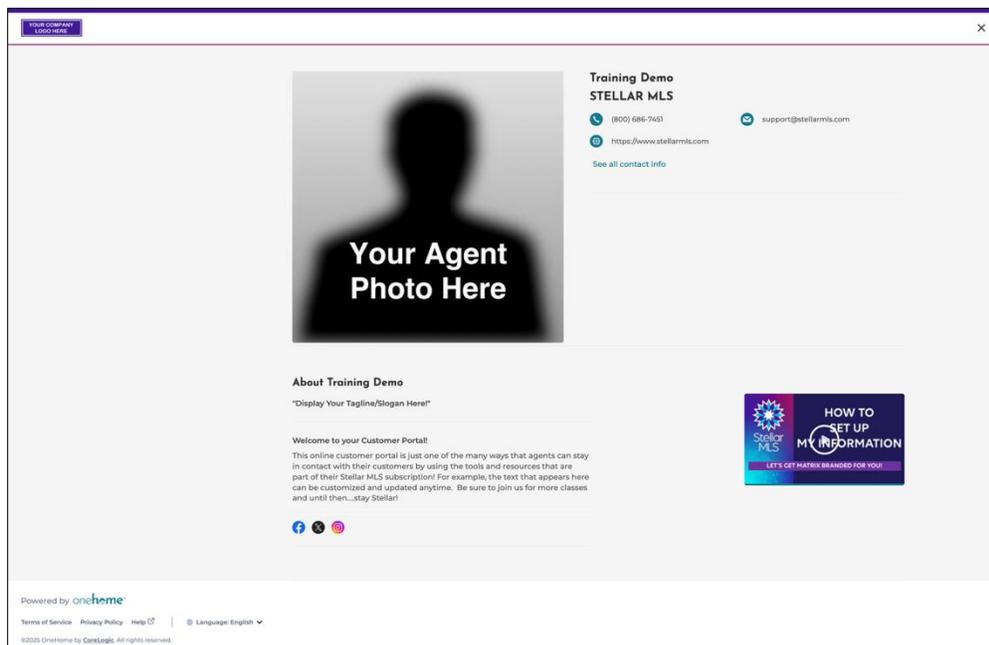
Title: English
 Español

Content: English
 Español

Video Link:

NOTE: Support for YouTube and Vimeo only.

Section 3: Profile Content (above) with an example image from OneHome (below)



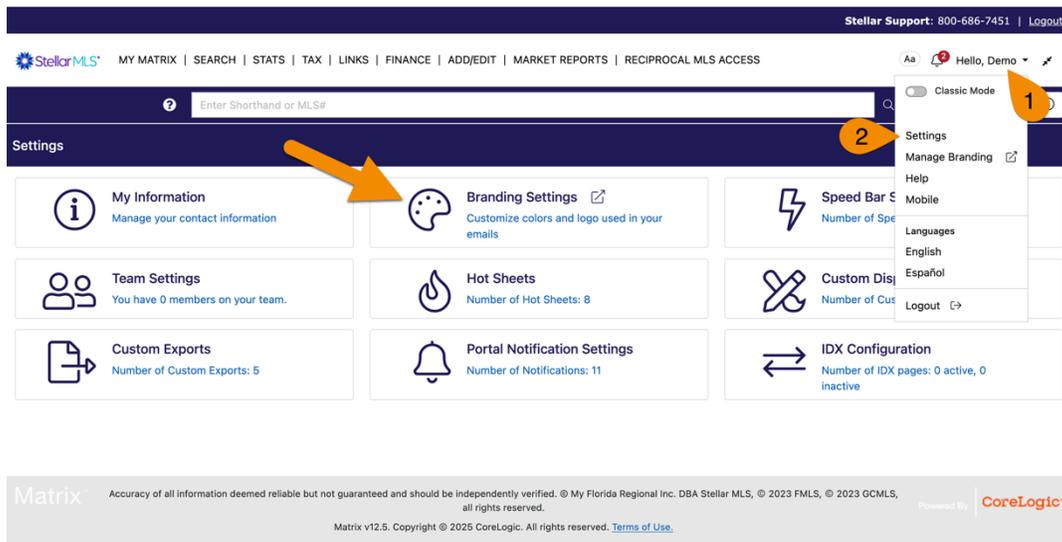
Part 2: Branding Center

Once you have completed the branding options in Part 1 above, it's time to add your company logo and brand colors through the Branding Center. The Branding Center makes it easy to apply your company logo and brand colors across multiple products such as OneHome, Prospects CRM, and the MLS-Touch mobile app all at once.

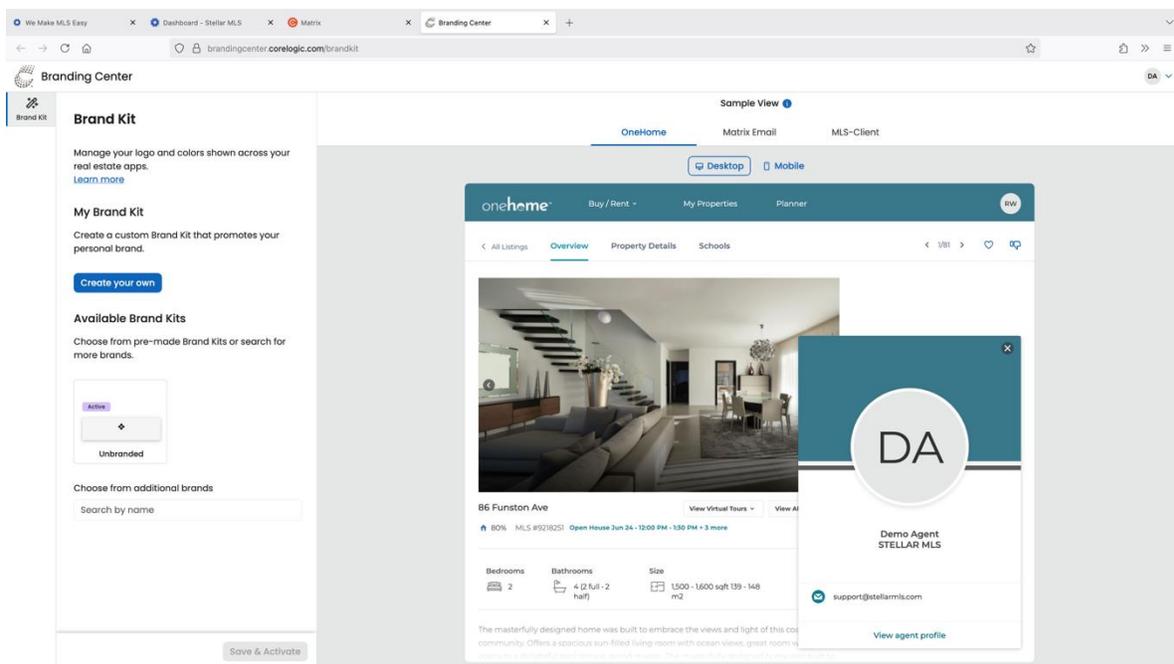
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Begin by selecting your name in the upper-right corner of Matrix (1), then Settings (2), then Branding Settings from the options shown.



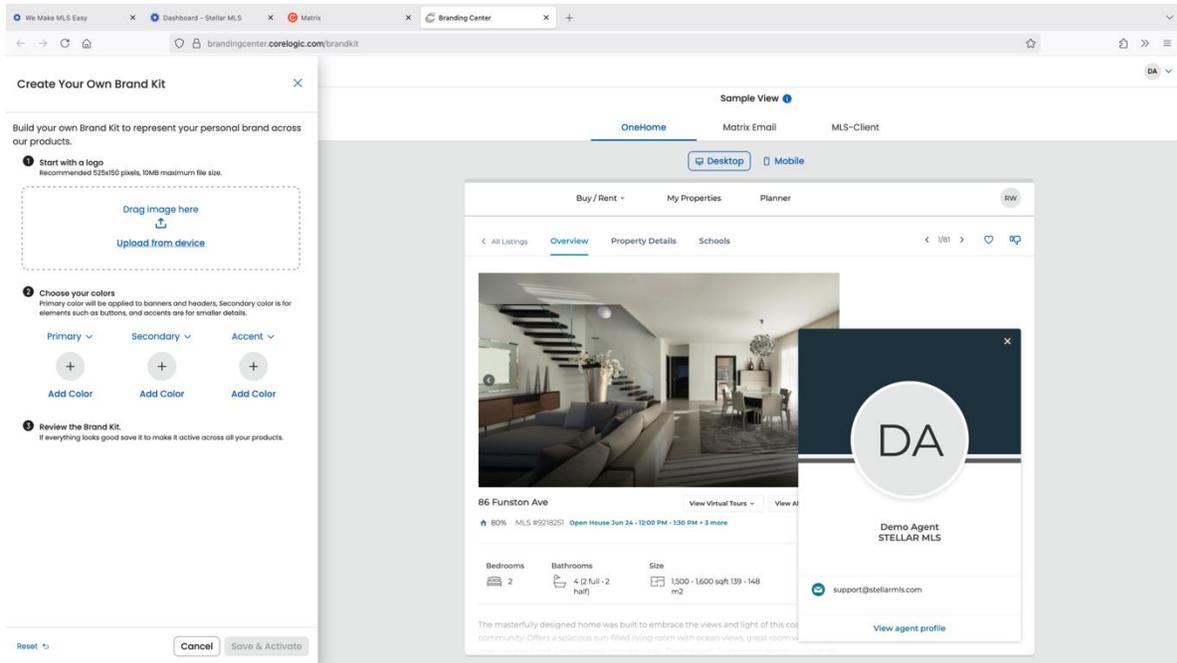
The Branding Center will open in a new browser tab (or window).



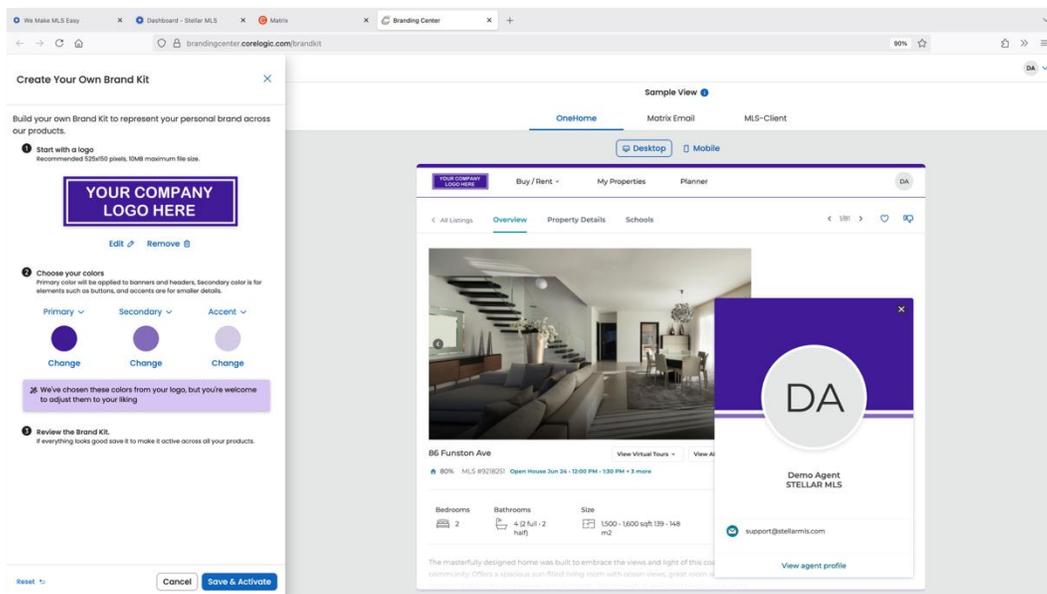
On the left of the screen, the Brand Kit panel contains a button titled “Create your own” as well as options to search for or select a pre-made Brand Kit. To customize the settings, select the “Create your own” button to open a display used to upload a logo from your computer and select your brand colors and the Brand Kit panel updates describing a simple three-step process.

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As you make changes, your branding will appear in the Preview section to the right. Toggle the display between OneHome and the MLS-Client app by switching between the tabs above the preview image(s) near the words “Sample View”. The OneHome tab also has the option to switch between both a desktop and mobile web browser view.

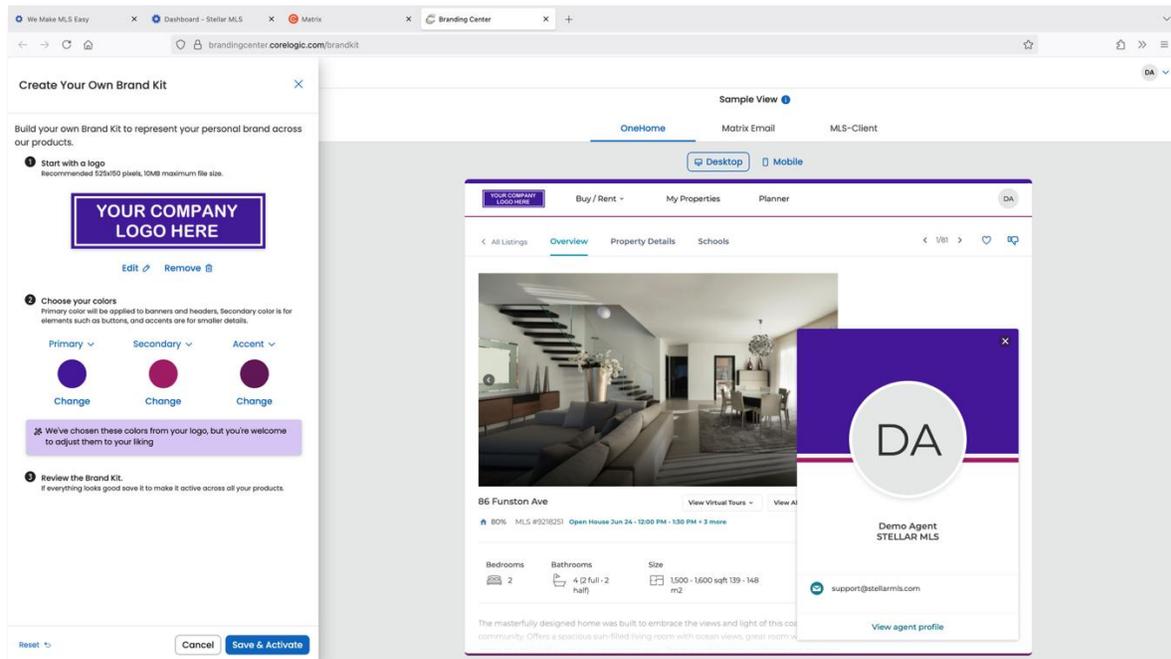


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Course Notes



After uploading a logo, the system will automatically choose brand colors based on the image, but you may adjust each color accordingly to fit with your specific business requirements.

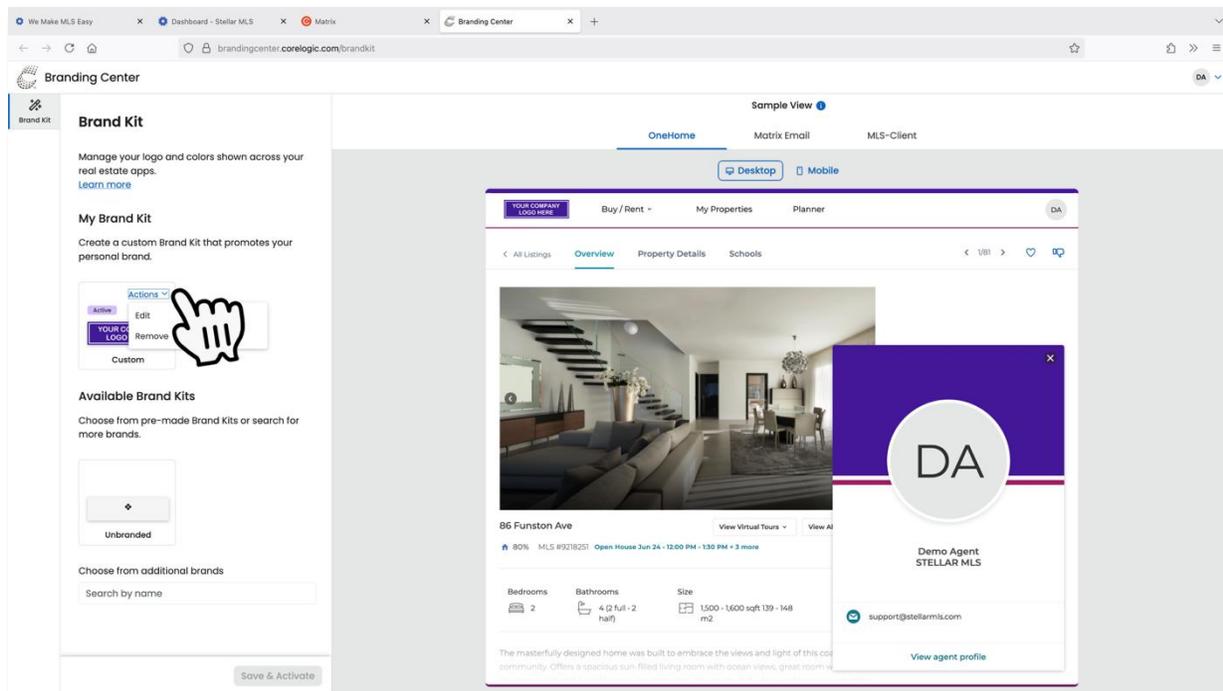


When finished, use the **Save and Activate** button in the lower-right corner of the Create Your Own Brand Kit panel to lock in your changes.

NOTE: Agents are responsible for ensuring they have permission to use any trademarked logos and branding so be sure to check with your Broker or their authorized representative, such as an office manager, for assistance.

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With your brand kit activated, the panel display will update accordingly. If needed, you can return to the Branding Center in the future and either edit or remove your brand kit by selecting the appropriate action within the My Brand Kit section as shown in the image above.

Together, Matrix and the Branding Center make it easy to complete your branding and configure your contact information to populate across several products and services associated with your MLS subscription all at once. For example, you may notice that the Branding Center can also be accessed from Prospects CRM, the Agent OneHome portal, as well as MLS-Touch helping ensure that your logo and brand settings will be consistent across these platforms. **Join the Stellar MLS Training Team for more classes on these outstanding products to learn more!**

 Prospects CRM Helping you accelerate your business and close more deals. Access this tool Tool kit	 onehome Agent Portal OneHome Recommend properties to customers directly as Agent Picks and then preview their view in the Agent Portal! Access this tool Tool kit	 MLS-Touch The most powerful mobile app ever created for the real estate industry, keep your most important customer data always at your fingertips! Access this tool Tool kit
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Starting Out Stellar – Next Steps...

After finishing this course, please remember to return to the Stellar MLS University catalog and complete any remaining MLS required education.



Starting Out Stellar



MLS Basic



MLS Compliance

Options include self-paced, on demand courses that can be taken immediately as well as instructor-led classes available as either in-person or webinar-based sessions. If you choose instructor-led training, please be sure to **enroll and start** the appropriate course so that you may then **register** for the session you would like to attend.

Reminders:

To avoid account suspension and a reinstatement fee, please be sure to complete all required MLS education courses by your due date (preferably well before!). Required MLS courses include the new subscriber education within the first 60 days of joining Stellar MLS and also applies to the Compliance Refresh course due every two years thereafter. Email reminders will go out well in advance so be sure to keep your contact information up to date.

If part of your business will be entering and modifying listings in the MLS, the MLS Adding and Editing Listings course is also required but does not need to be completed within your first 60 days of joining Stellar MLS unless you are the broker of your firm.



MLS Adding and Editing Listings

A NOTE of THANKS...

We are pleased to provide you with outstanding products, service, and support and hope you take advantage of the additional MLS-related classes we offer. Thank you for being a Stellar MLS customer and we wish you all the best in your business!