

**Date:** October 19, 2017 (upon verification of SSBR listings in Matrix)

**To:** SSBR Members

**From:** [REcolorado and Steamboat Springs](#)

**Subject Line:** SSBR REcolorado Update #7: View Your Listings In Matrix!

## **Login to REcolorado Matrix to View Your Listings!**

Your listings are now in Matrix. Please [login](#) today to review your listings. If you notice missing information or have questions, we want to hear from you! Please contact REcolorado at [ambassadors@REcolorado.com](mailto:ambassadors@REcolorado.com) or call 833.736.6404.

As you are reviewing your listings in Matrix, please note:

- The history section of listings is still being loaded and will become more complete over the next week.
- You will not have the ability to add or edit listings in Matrix. This will come in early November when you complete your move to REcolorado Matrix.
- You should continue to use Paragon for your day-to-day business needs, including listing input and editing listings.
- Third-party products integrated into Matrix, such as CTM, Instanet, or RPR, may not function as expected for your listings while those vendors complete their transition to REcolorado for your listing data.

### **Need help logging in to REcolorado Matrix?**

It is important for you to login to REcolorado Matrix to verify your account and review your listings. If you need assistance logging in, please contact REcolorado at [ambassadors@recolorado.com](mailto:ambassadors@recolorado.com) or call toll free at 833.736.6404.

### **Register for REcolorado Matrix Training.**

REcolorado will be in Steamboat Springs next week to conduct Matrix training classes. To register, go to: <http://www.recolorado.com/pages/steamboat-springs>. Make certain you have logged in to REcolorado Matrix prior to attending a training class.

### **Use Our How-To Documents to Be Ready for Your Transition to REcolorado Matrix**

The transition to REcolorado Matrix will take place in early November. Your listings and contacts will transfer from Paragon to Matrix, but your saved searches and auto emails will not. Make certain you use the links to our How To documents to get ready:

- **Archive your saved property search criteria** from Paragon using our [How to Export Saved Search Criteria](#) document.
- Use Matrix to set up new [Saved Searches](#).

- Use Matrix to set up [Auto Emails](#)
- **Draft or incomplete listings will not be imported into Matrix.** Please make certain all of your listings in Paragon are “Active,” or save/ print out the information so you can input it into Matrix once you receive access to do so.
- **If you have an IDX website that will need to move with you to Matrix,** send an email to [idxagreements@recolorado.com](mailto:idxagreements@recolorado.com) and include your name, the URL of each of your IDX websites, and the name of the vendor/s that provides your IDX service.

**Have questions? Use the Toll-Free Number**

You are welcome to contact the REcolorado Customer Care team with any questions by sending an email to [ambassadors@recolorado.com](mailto:ambassadors@recolorado.com) or calling toll free at 833.736.6404.