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## Listing Maintenance

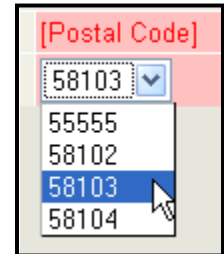
Functions relating to the creation and maintenance of listings fall under the Add/Change section of the menu. The basic office-level listing maintenance functions are Add, Change, Copy, and Transfer; further options will vary according to MLS preferences. The sections below detail the steps necessary to create and edit listings.

### ENTER INFORMATION

When entering information while creating or editing a listing, you will typically encounter five types of fields: Drop-Down Lists, Numeric, Date, Text, and Check Boxes.

#### Drop-Down Lists

Click on the blue arrow to display a full list of available options. You may then use your mouse to select the item you want or you can type the beginning characters of the item you want to select and the list will automatically seek to the item matching the letters you type. Some list fields are related to other list fields such that selection of an item in one field narrows the available selections in a subsequent field. For example, selecting a city determines the available zip codes or school districts.



#### Numeric Fields

Total Bathrooms

These fields require numbers to be entered. For numbers which include a decimal point, be sure to type the decimal point. You do not need to enter other formatting such as commas or dollar signs.

#### Date Fields

Dates may be entered by direct typing or clicking your mouse on the calendar icon next to the date field. The calendar icon will bring up a pop-up window with a calendar where you may click to select the date. If you type in the date, enter the date in MMDDYYYY format (12012009 would be December 01, 2009). You may enter slashes or other separators if you choose, but they are not necessary.

[Begin Date]	<input type="text"/>	
[End Date]	<input type="text"/>	
[List Price]	<input type="text"/>	
[Owners]	<input type="text"/>	
Owner Phone	<input type="text"/>	
Owner Phone 2	<input type="text"/>	
Occupant	<input type="text"/>	
Occupant Home Ph	<input type="text"/>	

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Today is Thu, 13 Aug 2009

#### Text Fields

For text fields, click your mouse in the box and begin typing. Long text fields, such as remarks and directions, will have a blue check mark which indicates that you may run a spell check on the text that you enter.

Private Remarks

Friendly dog is in carrier in basement - please be aware when showing.

In order to spell check text fields, you must click the **Spell Check** button at an edge of the screen. When you do, the system will open a pop-up window that will inform you of spelling errors and suggest replacement words.



## Check Boxes

In entering the detail fields, some fields simply require you to click your mouse in the check box or press the space bar when your cursor is focused on the check box.

<input type="checkbox"/>	Bonus Room
<input checked="" type="checkbox"/>	Game Room
<input checked="" type="checkbox"/>	Library

## ADD A LISTING

Add is the function that allows you to enter new listings into the MLS. This function is commonly called "Broker Load." To add a new listing, click **Add a Listing** on the dashboard, or **Add** under Add/Change on the menu. Any field appearing in bracketed red text is mandatory, and an MLS number will not be generated until all mandatory fields have been completed. Mandatory fields are determined at the MLS level.

### General

When adding a listing, the first tab contains General Listing Information, which includes Property Type, Listing Prefix, Listing Member, and, if applicable, Co-Listing Agent. Your login information will determine which members' names are available in the drop-down list. If you are logged in as the office, you will be able to choose from any of the members in your office. If you are logged in as an individual member, you will only be able to choose yourself as the Listing Member.

### Add Listing

Add Listing Save Incomplete

General Address Main Fields Details Rooms Photos

Show All Fields

**General Listing Information**

Property Type:

Listing Prefix:

Listing Member:

Co-listing Agent:

### Address

The next tab contains the Address Information. Enter complete address information in the appropriate fields. If your MLS has street mapping, navigating to another tab will initiate address verification. If the address cannot be automatically verified, you will be presented with a choice of manually locating the listing on a map, editing the address, or if applicable, submitting the address without a map location.

### Add Listing

Add Listing Save Incomplete

General Address Main Fields Details Rooms Photos

Show All Fields

House #	Street Direction Pfx	<span style="color: red;">[Street Name]</span>	Street Suffix	Street Direction Sfx	Street Addl Info
<input type="text" value="1331"/>	<input type="text"/>	<input type="text" value="PALINDROME"/>	<input type="text" value="AVE"/>	<input type="text"/>	<input type="text"/>
P.O. Box Number	Carrier Route	<span style="color: red;">[City]</span>	State/Province	<span style="color: red;">[Postal Code]</span>	County
<input type="text"/>	<input type="text"/>	<input type="text" value="Fargo"/>	<input type="text" value="ND"/>	<input type="text" value="58102"/>	<input type="text"/>



## Main Fields

The Main Listing Fields are the basic information fields for a property. Basic fields such as List Price, Bedrooms, and Bathrooms will be found here.

**Add Listing**

General
Address
**Main Fields**
Details
Rooms
Export

Show All Fields ▼

**Contract Information**

[Status]	Active ▼
[Sub Type]	Single Family ▼
[Realtor.com Type]	Residential - Single Family ▼
[Begin Date]	8/13/2009 <input type="text"/>

## Details

The next tab contains the Detail fields, which are MLS-specific data fields. Information like Amenities and Appliances may be found under this tab.

**Add Listing**

General
Address
**Main Fields**
**Details**
Rooms
Photos

Show All Fields ▼

**Energy Savers:** Please select up to 3 items.

<input checked="" type="checkbox"/> Insulation <input type="checkbox"/> Solar panel <input type="text"/> <input type="checkbox"/> Storm Doors	<input type="checkbox"/> Storm Windows <input checked="" type="checkbox"/> Thermopane Windows
---	--

Fill in all relevant detail fields by checking the appropriate boxes or choosing items from a drop-down menu if necessary. All fields in bracketed red text are mandatory and the listing cannot be saved until all such fields are filled.

## Rooms

**Add Listing**

General
Address
**Main Fields**
Details
**Rooms**
Photos

Show All Fields ▼

Room Name	Room Level	No. of Rooms	Length	Width	Area	Room Remarks
▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Choose the room for which you wish to enter information from the drop-down list. Other information such as Level, Area, and Room Remarks may be entered for each room, up to 20 rooms total.



## Photos

If your MLS requires a photo before a listing can be added, you will have a tab labeled Photos. Browse to locate the photo file on your computer, and add a description of the photo.

**Add Listing** Add Listing Save Incomplete

General Address Main Fields Details Rooms **Photos** Show All Fields

**Primary Listing Photo**

[Photo File] C:\Documents and Settings\ Browse...

[Description] Main Listing Photo

Caption

Once all mandatory fields are complete, you may save the listing using the **Add Listing** button. The system will automatically generate the MLS number at this time. You have the option to add more information about the listing prior to generating the MLS number using the Rooms tab.

The listing has been added as **09-987**

Continue to change listing screen for 09-987

Copy 09-987 to a new listing

Add a new listing

If you have not yet generated an MLS number, clicking the **Add Listing** button will complete the listing and take you to the following screen.

The default option is to continue to the change listing screen for your newly created listing. To continue directly to the Change Listing screen for your listing, simply click **Continue**. You may then add photos, documents, or adjust any information as needed. You may also choose to copy the listing you just created. This option is useful when creating listings for condominiums or vacant lots where much of the listing information remains the same. The third option is to add a new listing. If you have a number of listings to add at one time, this is a time saving option that takes you immediately back to the new listing screen.

## CHANGE A LISTING

When you have successfully added a listing, you will be brought to the Change Listing screen. To get to the Change Listing screen at any other time, click **Change** under the Add/Change header of the menu, or click on the **Edit Listing** link using the drop-down arrow next to the MLS# on the Search Results screen. Begin editing your listing by typing the MLS number.

**Change Listing, Step 1**

Prefix - MLS #

-



There are many functions in the Change Listing screen. Any text, status, or price changes may be completed here, as well as entry of Tour of Homes/Open House information and photo and document uploads. The MLS has the final say as to which of these functions are available at the office/member level.

### Change Residential Listing 09-987

1331 PALINDROME AVE, Fargo, ND 58102  
 Listing member: Example Agent (support@fbsdata.com) of flexmls Example Office (example)  
**Status:** Active **Approval Status:** Approved Listed for \$248,000

[Full Listing Report](#) [Photo Tour](#) [Document Viewer](#) [History](#)

Change another listing:

Listing Information	Multimedia
<a href="#">Listing Information</a> ✓	<a href="#">Photos</a> ✓
<a href="#">Supplement</a> ✓	<a href="#">Documents</a> ✓
<a href="#">Map Location</a> ✓	<a href="#">Videos</a>
<a href="#">Listing/Selling Members</a>	<a href="#">Virtual Tour</a>
<a href="#">Supra functions</a>	
Status and Price Change	Scheduled Marketing Activities
<a href="#">Edit Current Status (Active)</a>	<a href="#">Open House</a>
<a href="#">Change List Price</a>	<a href="#">Tour of Homes</a>
<a href="#">Add/Remove Contingent</a>	
<a href="#">Extend or Expire Listing</a>	
<a href="#">Pend Listing (Under Contract)</a>	

## LISTING INFORMATION

The Listing Information section of the Change Listing screen allows you to edit the main listing information, details, rooms, supplement, map location (if your MLS has street mapping), and change listing members. Please refer to the previous section for information on editing the main listing, details and rooms, or to the appropriate section below for further modifications that can be made to listings.

### Change Residential Listing # 07-98 Supplement

Enter supplemental listing text here (10,000 characters max) [Spell Check](#)

This is a supplement. It can have up to 10,000 characters.

## Supplement

The supplement is a text field that may contain up to 10,000 characters of text. You can use this for descriptive information about the listing, directions, legal descriptions or any other appropriate text.

## Map Location

If your MLS has street mapping and you would like to adjust the position of your listing on the map, click on **Map Location**. The map will display with the current location indicated by the pushpin. You may move the map or the listing pushpin to adjust the location for your listing. To set the location, click **Use this location**. To cancel, you may click **Return to the edit listing screen**.

[Return to the edit listing screen](#)

**Edit Map Location:** 50 None South Street, [Richards Bay], ND

300 m

900 ft



## Listing/Selling Members

You can change the listing/selling members by clicking the **Listing/Selling Members** link on the Change Listing screen. Scroll to select a member from the list.



## STATUS CHANGES

To edit the current status, list price, contingency or other status of the listing, click on the link that describes the change you would like to make. The corresponding menu will appear.

Fill in the necessary information and click **Next**. Verify that all information is correct, and click **Next** again. You will return to the Change Listing screen.

### Add/Remove Contingent

1331 PALINDROME AVE, Fargo, ND 58102  
Listing member: Example Agent (support@fbsdata.com) of flexmls Example Office (exampleo)  
**Status:** Active **Approval Status:** Approved Listed for \$248,000

Contingent

Contingent Remarks

## PRICE CHANGES

To change the list price, click on the **Change List Price** link.

Enter the new list price and click **Next**. You will return to the Change Listing screen.

### Change List Price

1331 PALINDROME AVE, Fargo, ND 58102  
Listing member: Example Agent (support@fbsdata.com) of flexmls Example Office  
**Status:** Active **Approval Status:** Approved Listed for \$248,000

List Price	
Current List Price	\$ 248,000
New List Price <input type="text" value=""/>	\$ 240000

## ADD A PHOTO

All photo maintenance (adding and removing of photos) is done from the Change Listing screen by clicking **Photos**. To get to the Change Listing screen, click the **Change** link from the Listings pane on the dashboard, the menu under Add/Change, or click on the grey arrow next to the MLS number you wish to edit from any Search Results screen.

On the Photos page, you may add photos to the listing. The first photo you add will be designated as the primary photo (some MLSs require a photo to be added prior to a listing going live). Click **Add Files** to select the photos you wish to load. This will open a window allowing you to select the folder where the photo is located on your computer. When you've selected your photo(s), the file names will appear in an upload queue. By default, the photos will load with the original file name; if

### Upload Photos

**Select files**

Add files to the upload queue and click the start button.

Filename	Status	Size

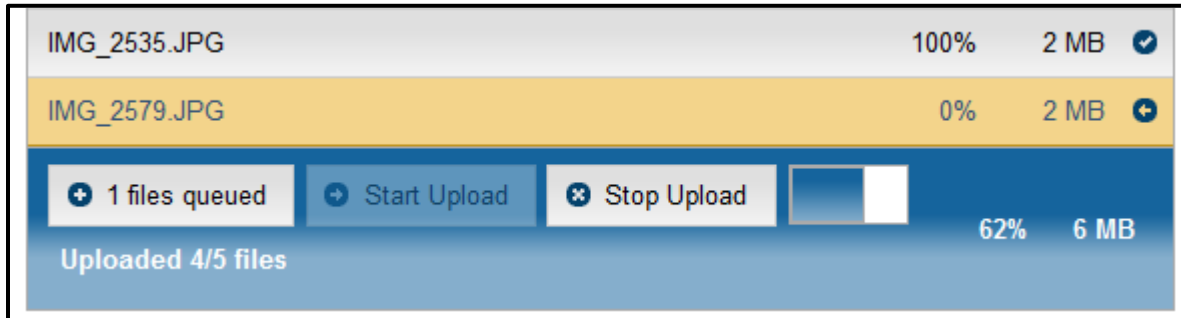
0% 0 kb

\* To rename a photo, select the photo name from the list, type a new name, and hit the Enter button on your keyboard.





you would like to change the name of the photo as it appears in the system, click on a photo name in the list, use the delete key to delete the current name, type a new name, and hit the **Enter** button on your keyboard. Click **Start Upload** when you are ready to begin uploading the photos. A progress bar will update as the upload occurs, and when a file has been successfully uploaded, a check icon will appear in its row, so you'll know exactly which photo uploads are complete.



To change which photo is considered the primary photo, select a photo from the list, and click **Make Primary**. The red flag icon appears next to the primary photo, which appears on most standard reports and Realtor.com.



To return to the Edit Listing screen, click **Return to the edit listing screen** at the top of the frame.

## REMOVE A PHOTO

To remove a photo, click on **Photos** on the Change Listing screen. Select the photo that you would like to remove from the list at the left. Click the **Remove** button to remove the photo from the listing. Click **OK** to confirm your decision.

## DOCUMENTS

Documents are added very much like photos – from the Change Listing screen click on **Documents**, then **Browse** to find the desired file.





You can upload either document image files (PNG, BMP, GIF, or TIFF) or PDF (Adobe Acrobat) files. Files should be approximately 750 x 1000 pixels and a minimum of 300 dpi. You must include a description for your document. The drop-down list presents document descriptions from your MLS. You can enter as many documents as necessary and arrange the order of the documents by using the arrow controls on the left side of the document editor.

## VIDEO

To add a video from the Change Listing screen, click on **Videos**. flexmls Web has the capability to link to a video that you have already hosted through a third party service.

On the video screen, click **Add Video**. On the Video page, a preview box will display any videos associated with the listing. To add a video, enter a description for your video and a caption if you choose. Below those text fields, enter the HTML provided by your video provider. It is important to choose the HTML that will embed the video. Embedding the video will ensure seamless viewing in the flexmls Search Results interface. Similar to virtual tours, you may enter branded and unbranded links. Your MLS preferences determine the availability of the branded media.

## VIRTUAL TOUR

flexmls Web has the capability to link to a virtual tour that you have already established through a third party service. From the Change Listing screen, click on **Virtual Tour**. Enter the full web address (including http://) given to you from your Virtual Tour provider, click **Next**. According to your MLS Preference, you may enter both a primary link and an unbranded link. The unbranded virtual

tour does not contain broker or member names, contact information or logos. If you enter only the branded link, some e-mail restrictions may prevent that tour from being sent. If you would like your virtual tour to open in a new window, place a check in the box marked **Open all Virtual Tours in a new window**.

## OPEN HOUSE/TOUR OF HOMES

To put your listing on an upcoming Tour of Homes or Open House schedule, click on the appropriate link from the Change Listing screen. Click the **Add** button to add the listing. Fill in



the information and click the **Next** button. This information can be retrieved at any time under Daily Functions, Tour/Open Houses.

## OTHER FUNCTIONS

### Full Listing Report

This link displays a full report with all information on the listing.

### Photo Tour

This link gives you the ability to view all photos for a particular listing. You can view all photos at once or choose photos individually by title. The photo tour may be printed or e-mailed.

### Document Viewer

The Document Viewer gives you the ability to view all documents associated with a listing. Click on the documents you wish to view on the left and then choose from the links on the right to view, print, or e-mail the selected items.

### History

The history link will provide a list of all the activity for an MLS number. Detailed information is present in columns regarding what information was changed on what date and by whom.

## COPY A LISTING

The capability for an office/member to use the Copy function is determined at the MLS level. If your MLS allows the Copy function to be utilized, it is generally used for two reasons: for entering multiple listings that have similar information (for example, lots and condos), or for re-listing an expired listing.



To copy a listing, choose **Copy** under Add/Change on the menu. Enter the MLS number of the listing that you wish to copy. Check the box below to copy photos as well. Then choose the listing information and click the **Next** button.

Verify the information and click **Next** again to make a copy of the listing.

This will bring you to the Copy Listing screen. Make changes to any fields necessary for the new listing and be sure that all mandatory fields are completed. Click the **Add Listing** button when all information has been verified and the new MLS number will be assigned. Once finished you will be brought to the Change Listing screen for the new listing and the copy is complete.

## TRANSFER A LISTING

The MLS determines the capability for an office to use the Transfer function. If your MLS allows, it can be used to transfer listings between members within your office. You must log into flexmls™ Web with your Office login information to transfer listings.

Beneath Add/Change on the menu, click **Transfer**. Select the listing member that you wish to transfer listing(s) from and select the status(es) of the listings you wish to view for transfer. Click on the magnifying glass icon to look up the member name.

### Transfer Listings

Please choose the member from whom you wish to transfer listings (source member).

Name or Short ID

Please select the status of the listings to view.

Active

Closed

Deleted

Expired




Cancelled


Pending

Withdrawn

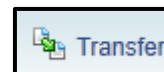
### Transfer Listings

◀ 1 ▶

Results: 2 Selected: 1   

		Price	Status	MLS #
1		\$545,000	Active	1111 Elm Moorhead, MN 56560 / 11-15

Click on the name of the listing member. Click **Next** to bring up listings contained in the database for the selected member. The member's matching listings will appear. Click the Select box for the listings you wish to transfer, and click **Transfer**.



Choose the name of the member you wish to transfer the listings to and click **Next**. Click **Next** to verify the transfer, and the transfer is complete.

## Transfer Listings, Confirm

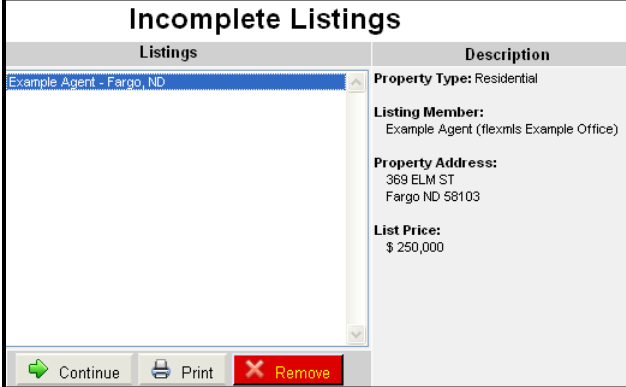
1 listing is ready to be transferred to **Agent, Example** . Click Next when ready to transfer listings.



## INCOMPLETE LISTINGS

All of your incomplete listings are displayed here. Incomplete listings are only visible to the member entering the listing (or in the case of an administrator beginning the listing, the member entering the listing as well as the listing or co-listing member).

Highlight any listing to see a description of the incomplete listing. Click **Edit** to enter additional information or photos for the selected listing.




Listings	Description
Example Agent - Fargo, ND	<b>Property Type:</b> Residential <b>Listing Member:</b> Example Agent (flexmls Example Office) <b>Property Address:</b> 369 ELM ST Fargo ND 58103 <b>List Price:</b> \$ 250,000

Click **Print** to print or view the listing information on an Input Form. (Input Forms are found under Daily Functions and are a convenient way to write down information while viewing a property to be entered in the system at a later time.)

## AUTO-SAVE

When adding or editing a listing, flexmls Web will perform background saves of information every two minutes. In the event of a power outage, browser error, or other interruption, you will now be able to retrieve the information that was added or changed.

If you are in the process of entering a new listing, the Auto-Save feature will save your information as an Incomplete Listing, which can be accessed from the Add/Change portion of the menu under Incomplete.



If you are making changes to an existing listing (a listing that already has an MLS Number), you can retrieve your data by editing the listing again. You will then be given the option to recover the version of the listing that was saved automatically, or discard that information and begin editing the listing again.

