Add/Change

The functions available under Add/Change all relate to the maintenance of listings. Adding and changing the listing data are the major functions. The basic agent-level listing maintenance functions are Add, Change, Incomplete, and Copy. (The Transfer function is available at the office level only).

Add Listing

Add is the function that allows you to enter new listings into the MLS. This function is sometimes called "Broker Load." To add a new listing, click on Add under the FlexMLS Add/Change menu on the left side of the screen.

NOTE: All fields that are shaded red are required fields.

Using the drop-down arrow at the end of the field, choose the listing's Property Type. In the Listing Member field, the listing agent's name for the account you are logged in as, will appear. If you are logged in as the office, you may choose from a list of agents using the magnifying glass located next to the Listing Member field. Click the Next button when you are done.

Tabs can be used to navigate between listing screens.

For added speed in entering listings, change the Show field to Empty Required Fields, so that only fields required for entry on a listing appear for your completion. .

Back and Next Buttons can be used to navigate between listing screens.

TIP: You can move between fields by using the Tab key on the keyboard. Tabbing is a faster way to move between fields than pointing and clicking with the mouse. You may also move between tabs screens using either the **Next** button or simply clicking on the desired tab.

The next step is to enter the Address Information. Remember, fields appearing in red are required fields. A most useful feature is the ability to show either Required Fields only or Empty Required Fields only. If you would only like to complete the required fields, make your selection using the Show field (located on the upper right side of Add Listing screen). Using the drop-down arrow, choose Required Fields or Empty Required Fields. This will remove all optional data fields, so you only fill in the necessary. Fill in your information and click the Next button to go to the next tab.

TIP: For accuracy, if possible, verify your property's address using the Tax Info section of FlexMLS. You may also verify format of address entry in the Completing Profile Sheets section in this Intro manual.

Click to view additional information on entering data in the field.

Add Listing – Single-Family

Add Listing   Save Incomplete

| General | Address | Main Fields | Details | Rooms | Broker Distribution |

Show All Fields

| [Street #] | Street Dir | [Street Name] | | Unit#/AddlAddr |

| [County] | [Municipality] Taxing | [State] | [Zip Code] **www.usps.com** | Zip +4 | [Tax Key Number] |
| Adams | | Wisconsin | | | |

Back   Next

If the mapping system in FlexMLS does not recognize the location on the address, you will get an overlay screen that allows you to either manually locate the listing on a map, edit the address and try again, or submit the address without a location code. This is the map that appears when you click on the address within FlexMLS or when your contacts click on the map tab or link. You are able to check the map of the listing after entry of completed listing to verify its location. The location of the listing on the map may be edited at any time during the life of the listing. When editing the listing's location, you can drag the map, by holding down your left mouse button and drag your mouse in the direction you want to position the map, and use the Zoom indicator to the left of the map to zero in on the area desired for pin placement. Once you have positioned the map with your desired location under the pushpin, click the Place Pushpin link in the Info bubble of the pin when you are done.

NOTE: Also refer to section "Entering Required Address Information for New Listings."

TIP: Enter the address exactly as you see it under Property Address on the tax record in WIREdata.

Next is the tab labeled Main Fields (following screen shot). This tab contains the main listing data. This data can be found on the front of the profile sheet. Fill in all desired fields and click the Next button to advance to the next tab.

NOTE: If you are entering a listing as Delayed, remember to select Delayed for 'Status' and enter the date you want the listing to go active in the 'Start Showing Date' field.

Postal municipality is auto-generated from a USPS lookup service using the zip code entered when you add a new listing. You can use the drop-down to change the Postal Municipality to other acceptable cities available for the zip code.

When you select a school district, the related high, middle, and elementary schools for that district will be available for selection.

Schools & Misc.	
[School District]	Milwaukee
High School	Milw Hi Sch of the Arts
Middle School	Meir
Elementary School	Meir

Inclusions and exclusions fields are to be used to list what items are being included and/or excluded with sale of property.

Add Listing – Single-Family [Last AutoSave: 10:39 am]625 E Conway St, Milwaukee, 53207-1726

General | Address | **Main Fields** | Details | Rooms | Export

Show All Fields

Add Listing   Save Incomplete

There are 0 characters in the remarks field.

Inclusions

Refrigerator, stove, window treatments, dishwasher.

You have entered 51 out of 300 available characters in this field.

Exclusions

wine fridge, window treatments.

You have entered 31 out of 300 available characters in this field.

Flyer Headline

The next tab is labeled Details. Data for the Details tab can be found on the back of the profile sheet. Fill in all the detail fields for which you have information by checking the appropriate boxes. All sections titled in red are required and the listing cannot be assigned a list number without entering this information. Click the **Next** button to advance to the next tab.

Add Listing – Single-Family

| General | Address | Main Fields | Details | Rooms | Broker Distribution |

Add Listing   Save Incomplete

Show All Fields ▼

Type: Select up to 10 items.

☐	Waterfrontage on Lot	☐	Water Access/Rights
☐	Hobby Farm	☐	Separate Quarters
☐	New Construction	☐	Subdivision
☐	Association	☐	To Be Built
☐	Deeded Condo	☐	Zero Lot Line

Water Features: Select up to 11 items.

☐	Lake	☐	River
☐	Creek/Stream	☐	Pond
☐	Channel	☐	Bay
☐	No Motor Lake	☐	Pier
☐	Boat Slip	☐	Boat Ramp/Lift
☐	Private Dock		

Lot Description: Select up to 10 items.

☐	Cul-de-sac	☐	Corner
☐	On Golf Course	☐	Rural
☐	Adjacent to Park/Greenway	☐	Wooded
☐	View of Water	☐	Sidewalk
☐	Fenced Yard	☐	Near Public Transit

Style: Select between 1 and 8 items.

☐	1 Story	☐	1.5 Story
☐	2 Story	☐	Bi-Level
☐	Tri-Level	☐	Multi-Level
☐	Exposed Basement	☐	Other

Architecture: Select between 1 and 14 items.

☐	Ranch	☐	Bungalow
☐	Contemporary	☐	Colonial
☐	Cape Cod	☐	Tudor/Provincial
☐	Victorian/Federal	☐	Log Home
☐	Farm House	☐	Manufactured
☐	A-Frame	☐	Prairie/Craftsman
☐	Raised Ranch	☐	Other

Garage: Select up to 6 items.

| ☐ | Electric Door Opener | ☐ | Built-in under Home |

Back   Next

The next tab to complete (if applicable to property type), is labeled Rooms. Information entered on this tab relates to specific rooms in the property, and details concerning those rooms, such as dimensions, window treatment, carpet, and level location. To complete room information, click the room open for data fields. To add additional rooms, click the **Add Room** button.

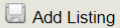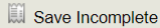**NOTE**: Living/Great Room, Kitchen, and Master Bedroom are required for entry.

The last tab is the Broker Distribution tab. This tab provides options to more clearly disclose if and how your listings will be displayed on the internet.

NOTE: If your broker has enabled syndication to Zillow/Trulia, there will be a checkbox indicating that.

Leaving all Seller Opt Out options unchecked AND leaving the Broker Listing Distribution Options 'All MLS authorized public web sites' checked, allows the listing to be displayed on all public internet websites. This includes Realtor.com, wihomes.com, IDX and VOW websites and other data feeds as applicable.

NOTE: This is the default setting for adding listings for any property type.

Once all required details are entered for the listing, you may click the Add Listing button (located on the top right side of the Add Listing screen) to receive the auto-assigned MLS number. At this point, you will receive a small pop-up window (following screen shot) on top of your current screen that will give you five options. You can choose to be routed to the FlexMLS Message Board (**Finish and Return Home** button), view/print the data sheet for that listing, go to the Change menu for that listing, clone that list number to create a new listing, or create a completely different new listing.

When adding or editing a listing, FlexMLS 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.

Change Listing

To get to the Change Listing menu, click on Change under the FlexMLS Add/Change menu. Also, at the end of the Add Listing, or Broker Load process, you are brought to the Change Listing menu. You may only access the Change Listing menu for a listing that is yours. If you are logged in as the office, you may access listings of all agents who are members of the office.

There are many functions in the Change Listing menu. Any text, status, or price changes are done from here, as well as entry of Tour of Homes/Open House information, document management, photo uploads and Virtual Tours.

NOTE: You can also access the Change menu using the Additional Actions menu (down pointing triangle) located to the right of the MLS number on the Search Results screen.
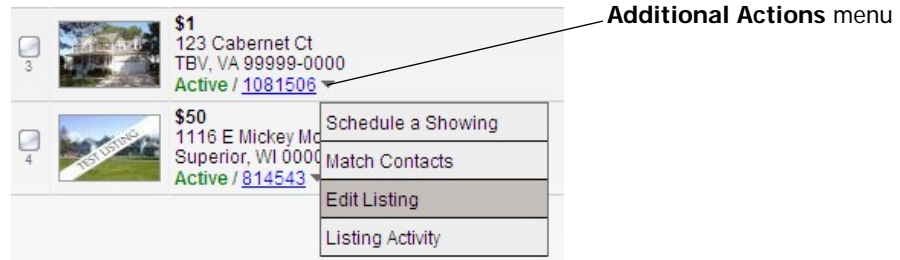
Change Single-Family Listing 1

FULL LISTING REPORT   PHOTO TOUR   DOCUMENT VIEWER   HISTORY   ACTIVITY   CHANGE ANOTHER LISTING

101 MAIN ST, Superior, WI 54880

Listing Member: Rose A. Realtor (angela@metromls.com) of Nancy Realtors (nancy) **Entry Date:** 10/30/2002 **Status:** Active **List Price:**$1

General		Price	
Listing Information	>	Change List Price	>
Map Location	>		
Listing/Selling Members	>	**Media**	
		Photos (1)	>
Status		Documents (2)	>
Edit Current Status (Active)	>	Videos	>
Extend or Expire Listing	>	Virtual Tour	>
Pend Listing (Under Contract)	>		
Close Listing	>	**Scheduled Marketing Activities**	
Withdraw Listing (Temporary)	>	Open House	>
Expire Listing	>	Tour of Homes	>
		Enable/Disable ShowingTime	>

General section

Listing Information

Items you may edit using the Listing Information link include those on both the Details and Rooms tab, the location (complete address and coordinates), tax information (tax key number, tax amount, tax year, lot size, and zoning), commissions, property information (rooms, square footage, year built), school information, directions, showing information, and public and private remarks.

Map Location

The Map Location link allows you to physically relocate the listing's location on the system map. Position the map by holding down your left mouse button and dragging the map in the directions needed, until your desired location is in view and the spot you would like to place the pin is under the 'floating' pin on the map. Once that is done, click the Place Pushpin link in the Info bubble above the pin. Your change is accepted and saved. You will then be brought back to the Change menu of the listing.

Listing/Selling Members

The Listing/Selling Members link allows the office to edit the listing member on all office listings, except for those with sold status; using members in that office.

Status section

Edit Current Status (Active)

The Edit Current Status link allows you to edit listings that are currently in an Active, or Active w/Offer status. From here, Active listings can be changed to Active w/Offer; or Active w/Offer listings can be changed back to Active. Sold listings can only be changed by MLS.

Extend or Expire Listing

The Extend or Expire Listing link allows you to do just that – extend a listing's expiration date, or expire the listing sooner than the original date entered on the listing. Listings expire at midnight of the listing's ending date.

Pend Listing

The Pend Listing link allows you to change either an Active or Active w/Offer listing to a Pending status.

Close Listing

The Close Listing link allows you to change a listing's status to Sold.

Withdraw Listing (Temporary)

The Withdraw Listing link allows you to temporarily take a listing off market.

Expire Listing

The Expire Listing link allows you to change a listing's status immediately to Expired.

Back on Market

The Back on Market link allows you to return a previously expired or pended listing to Active status, complete with a new expiration date, if needed. You may do this up to 60 days after the listing expired.

# Price section

Change List Price

The Change List Price link allows you make price changes to your listing. This affects only the property's list price (not variable list price, if applicable).

Media section

Photos

The Photos link allows you to add, change, or remove listing photos. You can add an unlimited number of photos to your listing. You may also add multiple photos at one time. To add a photo(s), follow the steps listed below.

1. In the Add/Change menu, click on Change. Enter the MLS number to which you would like to add your photo(s). Click **Next**.

2. You should now be at the Change Listing menu for that MLS number. Click on the **Photos** link.

3. This will bring you to the Photos menu for that MLS number. To start adding photos, click the **Add Photos** button in the upper right-hand corner of your screen (circled in red).
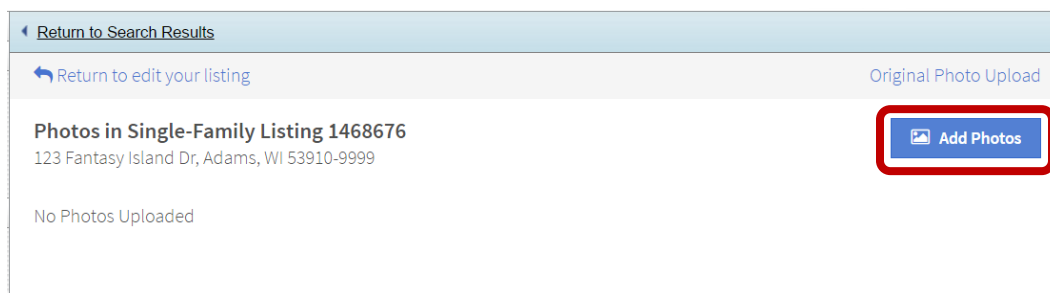
4. An Open box will appear, allowing you to browse to the location of where your listing photos are saved. Once you choose your photos, select the **Open** button at the bottom right of the file window and your photos will begin to upload. If you have multiple photos to add, hold down your CTRL key as you select photos to upload.
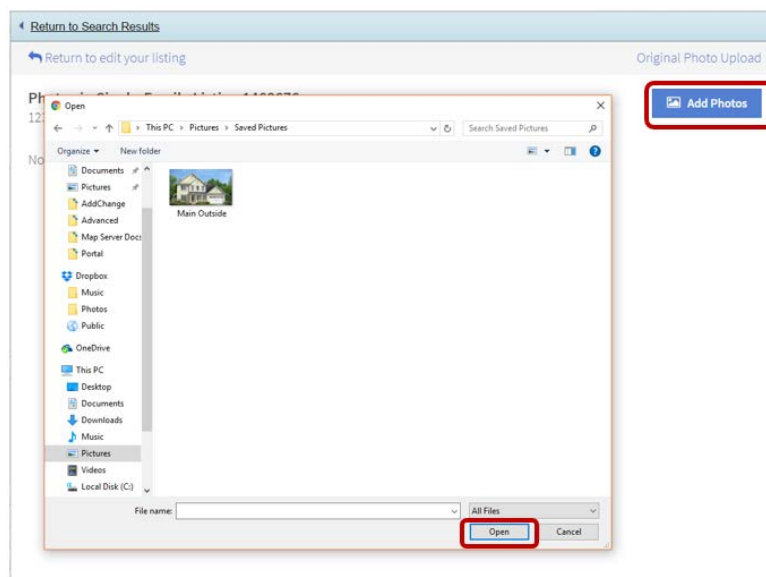
NOTE: The first photo loaded will be placed as the primary photo.
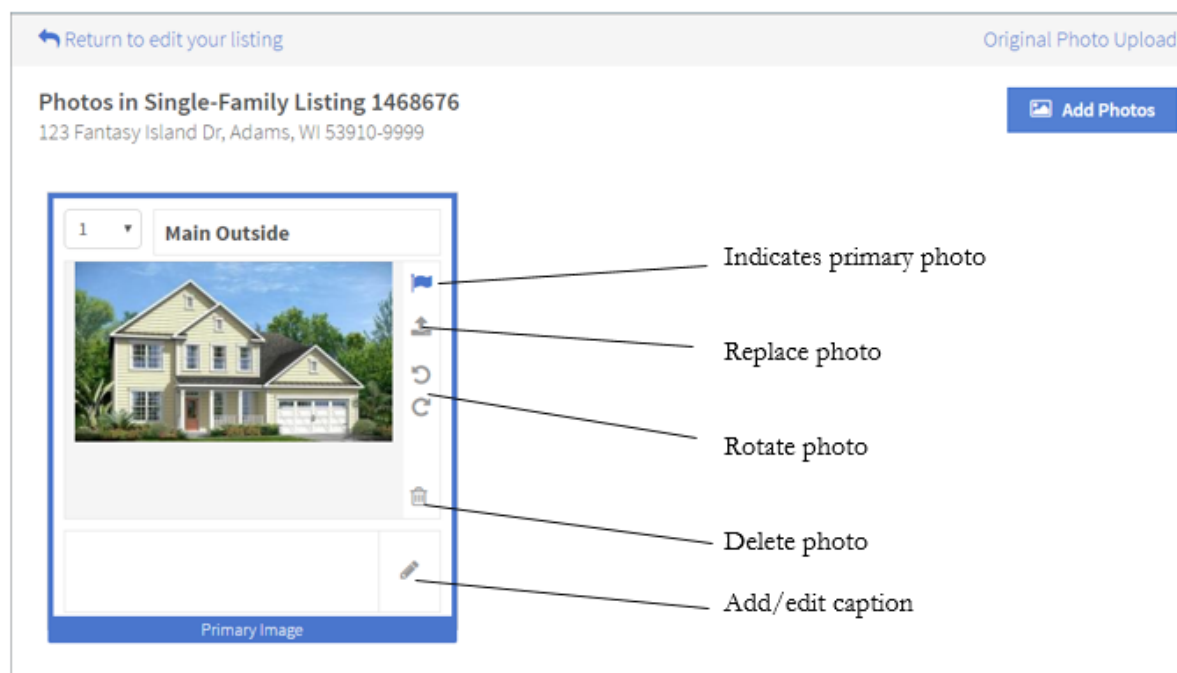
5. If you would like to change the name of the photo file (i.e., Main Photo, Basement, Family Room, etc.), click on the 'pencil' button; this will open into a text field where you can edit the file name.

NOTE: Photo files must be in JPEG format, 5 MB is the recommended size, and taken in landscape (no wide angle or panoramic). Please keep in mind, the larger the file size, the longer it will take to upload. We suggest listing your best 25 photos first in the photos menu, as some of the third party sites will only display up to 25 photos.

Documents

The Documents link allows you to add important documents to your listings such as Seller's Condition Report and the Lead Paint Disclosure. You can do this in one of two ways: via fax (using the system generated fax cover page) or by uploading those manually in PDF file format.

NOTE: Uploaded document files must be in PDF format and no larger than 10MB in size.

Videos

The Videos link allows you to add third party hosted video tours to your listings by copying and pasting the provided embed code from your video vendor into the Branded field in the Video link. Videos can be accessed in the Media tab on the Search Results screen and as an attachment option in manual e-mails.

Virtual Tour

The Virtual Tour link allows you to add your created virtual tour web link (created by a third party vendor you contract) to your listing by copying and pasting it into the provided field for addition to your listing.
Virtual Tours can be accessed in the Listing Details menu and as an attachment option in manual e-mails. There is also an option to have all of your virtual tours open in a new window, if desired.

Scheduled Marketing Activities section

Open Houses

The Open Houses link lets you add dates for which you schedule your open houses for. Enter in the date/s your open house is scheduled for, and add any additional comments to be shown in the Open House search, if desired. Open Houses can be added in the Change menu of the MLS number and in Tour/Open Houses under the Messages menu. They may be accessed in the Listing Details menu, as an attachment option in manual e-mails, and also accessed in Tour/Open Houses under the Messages menu. The Open House tab will remain available until 30 days after the event date, to allow access to the Feedback link.

Tour of Homes

The Tour of Homes link allows you to add dates and times for a tour of homes or broker's open. The Tour of Homes tab will remain available until 30 days after the event date, to allow access to the Feedback link.

Enable/Disable ShowingTime

You can use this to access the ShowingTime settings for the listing to enable it (ability to use ShowingTime to schedule showings) or disable showings through ShowingTime.

Incomplete Listing

The Incomplete section of the Add/Change menu houses listings you have not completely finished and that have NOT been assigned an MLS number.

To save a listing as incomplete, click the Save Incomplete button in the upper right hand corner of the Add Listing screen. You can save a listing as incomplete at any time in the entry phase; the listing will not be assigned an MLS number until you complete all required fields, and then click the **Add Listing** button. Save Incomplete saves the information you have entered on your listing in the Incomplete bin, including listing photos, until you are ready to complete it.

NOTE: When entering a listing to save as incomplete, make sure the list date entered matches the date on the listing contract.

My Unmapped Listings

My Unmapped Listings shows any listings an agent or office owns where a map was not generated for a listing; you are able to easily map your listing from this screen. Under the Add/Change menu, click on My Unmapped Listings. If you have any listings that are unmapped, you will receive a screen similar to the screen shot that follows.

My Unmapped Listings	(2 listings, sorted by search criteria with your listings first)			Refresh Page
1319146	Expired	N32W12345 Test St TBV, WI	Listing Agent: Rose A. Realtor	Geocode this Listing
814543	Expired	1116 E Mickey Mouse Dr Superior, WI	Listing Agent: Rose A. Realtor	Geocode this Listing

To manually map your listing, click the Geocode this Listing button; a pop-up window displaying a map will appear. Use the Zoom Indicator and Pan Arrows to adjust the map. Once you have the location of where you would like to locate the listing pin in your view, simply drag the pin to your desired spot and click the Use this Location link in the Info Bubble of the listing pin. The map will disappear, and the Geocode this Listing button disappears, replaced by a Now Geocoded message.

Copy Listing

The Copy function is generally used for two reasons. First, for entering multiple listings that have similar information, (ex: two or more lots or condos). Second, once a listing has expired, it can be quickly re-listed under a different MLS number using the Copy function. You, under you agent account, can only copy a MLS number that was previously your listing (office administrative accounts can copy any listing owned by the office). To copy a listing, click on Copy under the Add/Change menu.

1. Enter the MLS number of the listing that you wish to copy. If you would like to copy the photos attached to the listing you are copying, put a check in Copy Photos. If you are logged in as your office, choose the listing member by clicking the magnifying glass next to the Listing Member field. In the Member Lookup pop-up window, select the member the new copied listing belongs to, and then click **Done**.

Copy Listing

What existing MLS number do you wish to copy?

814543

☐ Copy photos

Next ➡

Selecting **Copy photos** will copy all photos from the listing being copied. This function can *only* be used at the time of copying the listing.

2. This will bring you to the Copy Listing tabs screen. At this point, you will need to take care to confirm all fields contain correct and necessary information (all fields do not copy). Make changes to any fields necessary for the new listing and be sure that all required fields are completed. Click the Add Listing button.

NOTE: This standalone Copy function does NOT copy ALL fields; verify all of your data before clicking the **Add Listing** button.

3. Once you click the **Add Listing** button, you will receive a message screen that the listing is saving and to please wait. Once the listing is saved, it will be assigned an auto-generated listing number. Once the listing is copied and assigned a list number, you will have options after the original listing is copied and the new listing is assigned an MLS number, as the following screen shows:

Copy Listing Single-Family　　　　　　　　　　　　　　　　　　　　　Add Listing　Save Incomplete

| General | **Address** | Main Fields | Details | Rooms | Broker Distribution |

Show All Fields

| [Street #] | Street Dir | [Street Name] | Unit#/AddlAddr |
| 101 | | MAIN ST | |

| [County] | [Municipality] Taxing | [State] | [Zip Code] **www.usps.com** | Zip +4 | [Tax Key Number] |
| Douglas | Superior | Wisconsin | 54880 | 2769 | 123456789 |

The listing has been copied as 1586310.

FINISH AND RETURN HOME

More Options

View/Print Listing Report for 1586310
Go to Change Listing screen to update or modify 1586310
Clone 1586310 by copying this listing and making edits to it
Begin entering another listing

- Use **View/Print Listing Report <list number>** to view and or print a data sheet for that listing.
- Use **Go to Change Listing screen to update or modify <list number>** to be routed to the Change menu of that MLS number. Here, you may add items including documents, photos, open houses, and virtual tours.
- Use **Clone <list number> by copying this listing and making edits to it** to duplicate, in its entirety, the listing you just entered. This is the only place in the system where you can copy the entire contents of a listing.
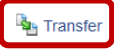- Use **Begin entering another listing** to enter a new, completely different listing.

NOTE: The stand alone Copy function (in the Add/Change menu) works differently from the Copy function within the Add Listing screen.

Transfer Listing (Office accounts only)

The Transfer Listings function is used to transfer listings between agents within your office.

1. Click **Transfer** under Add/Change on the FlexMLS menu to transfer a listing.

2. Choose the agent *from* whom you wish to transfer the listing, select the current status of the listing to be transferred, and click the **Next** button.

3. The agent's listings will appear. Click the Select box for the listing/s that you wish to transfer and click on the **Transfer** link.

Choose the name of the agent to whom you wish to transfer the listing and click the **Next** button.

4.   Click the **Next** button to verify the transfer.

Transfer Listings, Confirm

1 listing is ready to be transferred to **Beans, Frank N**. Click Next when ready to transfer listings.

Next >>

5.   Click the **Return to transfer listing menu** button to finish.

Transfer Listings

1 listing(s) were successfully transferred.

Return to transfer listing menu