# YOU ARE A TEAM.....NOW WHAT?

Now that Metro MLS has transferred all Team Member Listings to the Team, it's your responsibility to enter a specific Team Listing Contact for each listing. This field can be found on the **Main Fields** page of the **Change Listing Screen**

| Office/Agent Information | | |
|---|---|---|
| Team Listing Contact | Frank Beans, 414-778-5400,frank@metromls.com | TEAM USAGE ONLY - Team Listing Contact (TLC |

- **Assign a Team Listing Contact** (TLC) for each of the team listings.

Team Listing Contact Field is a free form (50-character limit & comma delimited for future use – Name, email address, phone number).  This field currently does not go out to 3rd party websites.  We are in the process of making this available to vendors. It will be up to the vendor to implement.

Limited/Unserviced: No                    Named Prospects: N            Team Listing Contact:              Expiration Date: 03/07/2020
Listing Office: Keller Williams Realty-Milwaukee North Shore: keller4     Team Listing Contact:Will Stallé, wstalle@kw.com, 414-460-8855      LA Address: 205 E Silver Spring Dr
Ph: 414-962-3605                  Listing Agent: Stalle Realty Group* : stalleteam              Whitefish Bay, 53217
Fax:                           Ph: 414-967-7900 Cell:                      LO License #: 937586-91
URL: http://www.kwMilwaukeeNorthShore.com         Fax:                             LA License #:
                                   Email: mstalle@kw.com

The information contained herein is provided for general information purposes only. If any of the above information is material or being utilized to determine whether to purchase the property, the buyer should personally verify same or have it confirmed by a qualified expert. The information to independently verify and

- **Incomplete listings**

 If an agent has started an incomplete listing prior to the Team going live, that agent or Team Assistant can change the Listing Agent to the Team. After that change, save the Incomplete Listing and now all team members will have access to this incomplete listing.

- **Have you received an email from ShowingTime?**

Click the link included in the email from ShowingTime. If you do not click the link, your agent profile will not link to the Team in ShowingTime. Once you have confirmed this Team membership in ShowingTime, you will have access to all the Team listings ShowingTime appointments, directions and information.

- **Update the Team Listings in ShowingTime**.

Each specific team listing that has been entered prior to the Team going Active, must be updated in ShowingTime. From each Team Listing, click on the Edit Listing.



Then click on the Enable/Disable ShowingTime button.

A black box will appear at the top of the ShowingTime listing. Click on Save Changes and the ShowingTime access to the Team Listing will be updated.
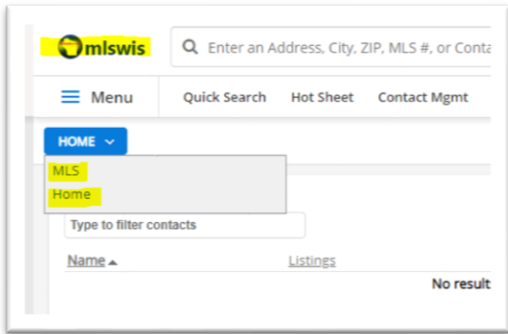
- **I need to Edit a Listing now that I am in a Team!**
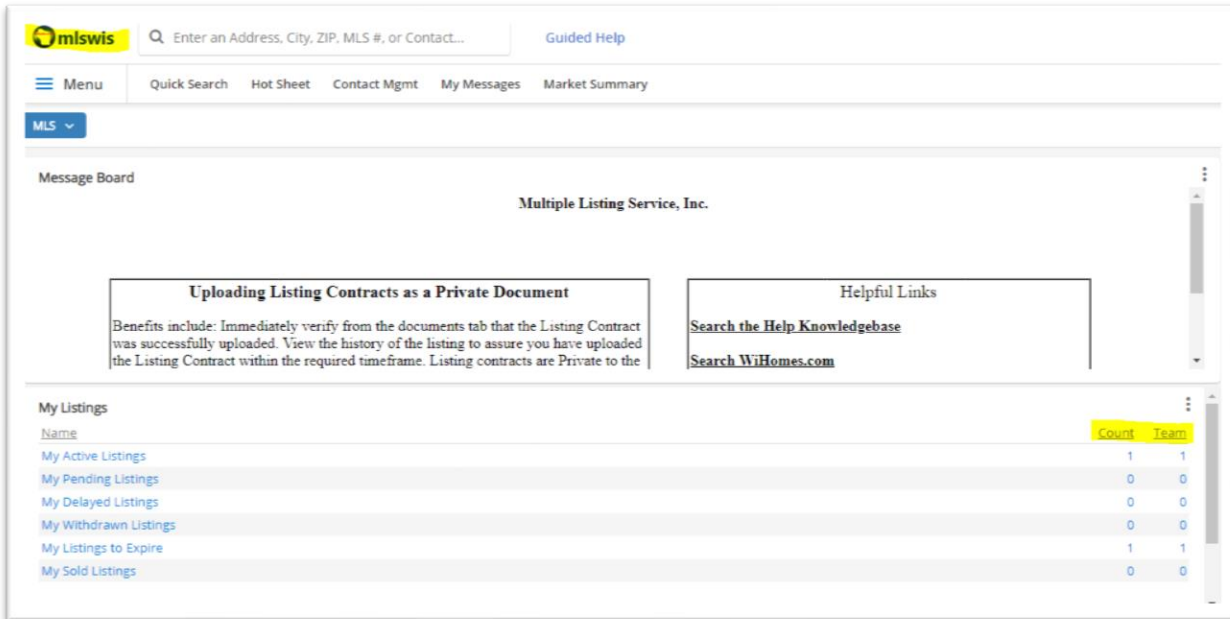
When an agent has a listing to update that is their own listing, the agent can use the Change/Edit screen.

Add/Change
Add
Change
Incomplete
My Unmapped Listings
Copy
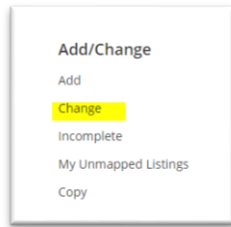
When there is a TEAM listing all changes will need to be done through the **DASHBOARD**. In the **My Listings** gadget, is available in both the **MLS** and the **HOME** DASHBOARDS.
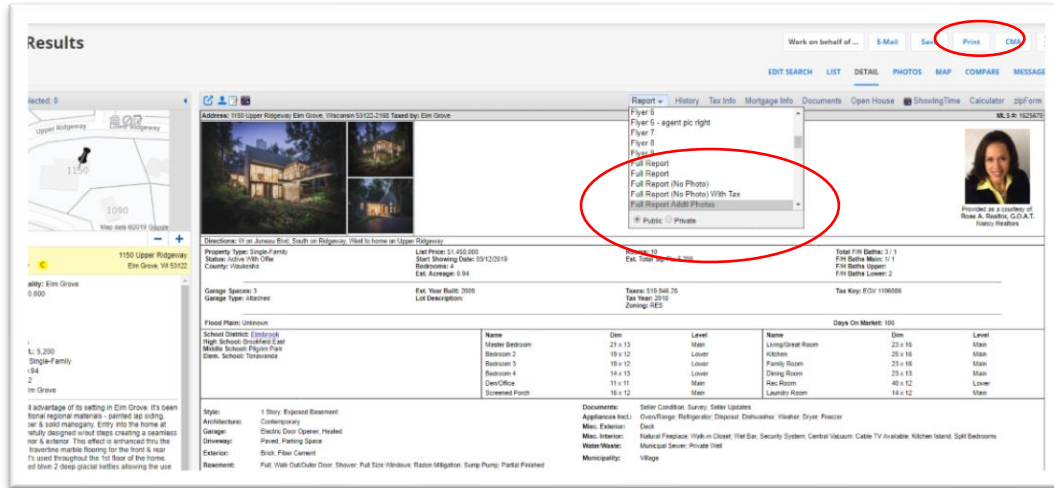
mlswis
Q Enter an Address, City, ZIP, MLS #, or Conta
≡ Menu    Quick Search    Hot Sheet    Contact Mgmt
HOME ∨
MLS
Home
Type to filter contacts
Name ▲          Listings
                              No result

In the My Listings Gadget, each Team Member can see the 2 columns **COUNT** and **TEAM.**
Click number below the word TEAM to access all TEAM listings.

mlswis
Q Enter an Address, City, ZIP, MLS #, or Contact...          Guided Help
≡ Menu    Quick Search    Hot Sheet    Contact Mgmt    My Messages    Market Summary
MLS ∨

Message Board
Multiple Listing Service, Inc.

| Uploading Listing Contracts as a Private Document | Helpful Links |
| --- | --- |
| Benefits include: Immediately verify from the documents tab that the Listing Contract was successfully uploaded. View the history of the listing to assure you have uploaded the Listing Contract within the required timeframe. Listing contracts are Private to the | Search the Help Knowledgebase  Search WiHomes.com |

My Listings

| Name | Count | Team |
| --- | --- | --- |
| My Active Listings | 1 | 1 |
| My Pending Listings | 0 | 0 |
| My Delayed Listings | 0 | 0 |
| My Withdrawn Listings | 0 | 0 |
| My Listings to Expire | 1 | 1 |
| My Sold Listings | 0 | 0 |

- **To send out a Report to Clients for a Team Listing.**

To generate a public or private report, click on <mark>Full Report Addtl Photos</mark> in the report drop-down at the top of the Listing, selecting Public or Private.



Then Press Print.



This report is generated with the contact information of the Agent that generated the report. See the marketing information at the top (Office Address of Rose A Realtor, Photo and Contact information of Rose A. Realtor), and <mark>highlighted line</mark> at the bottom of report signifies who Prepared the Report.