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Listing Maintenance

To create and maintain listings in Flexmls®, use the Add/Change section of the menu. The basic listing maintenance functions are Add, Change, Copy, and Transfer. Other options vary according to MLS preferences. This document contains information about the following topics:

- [Data Entry Fields](#)
- [Auto-Save](#)
- [Add a Listing](#)
- [Change a Listing](#)
- [Edit a Photo](#)
- [Other Functions](#)
- [Copy a Listing](#)
- [Transfer a Listing](#)
- [Incomplete Listings](#)

DATA ENTRY FIELDS

When creating or editing a listing, you will typically encounter five types of fields: drop-down lists, numeric fields, date fields, text fields, and checkboxes.

- **Drop-Down Lists** – Click on the arrow to display the full list of available options. Click on an item or type the first few characters to find matching items in the list. Some list fields are related to other list fields such that selecting an item in one field narrows the available selections in another field. For example, selecting a city narrows the available ZIP codes or school districts.

- **Numeric Fields** – Enter a number. Be sure to include a decimal point, if required. You do not need to enter other formatting such as commas or dollar signs.

- **Date Fields** – Enter a date by typing or by clicking the calendar icon next to the date field. The calendar icon opens a pop-up window where you can select the date from a calendar. If you type the date, enter it in MMDDYYYY format (for example, 12012019 would be December 01, 2019). You can enter slashes or other separators if you choose, but they are not necessary.

- **Text Fields** – Click in a text box and begin typing.



- **Checkboxes** – Click the checkbox next to an item to select it.

☐	Bonus Room
☒	Game Room
☒	Library

AUTO-SAVE

When adding a listing or editing listing information, Flexmls performs a background save every two minutes. In the event of a power outage, browser error, or other interruption, you can retrieve the in-progress changes.

Add Listing – Residential [Last AutoSave: 11:00 am]

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

If you are entering a new listing, the auto-save feature will save your information as an incomplete listing, which you can access by clicking My Incomplete under Add/Change on the menu.

If you are changing an existing listing (a listing that already has an MLS number), you can retrieve your data by editing the listing again. You can recover the version of the listing that was saved automatically or discard that information and begin editing the listing again.

Change Listing: 09-171

Address | Main Fields | Details | Rooms

Contract Data
 Contingent
 Terms
 Financing
 BA Comm

Attention!
 There is a newer version of this listing that was not saved. What would you like to do?
 • Recover this listing
 • Discard the information

ADD A LISTING

Click **Add Listing** under Add/Change on the menu to enter new listings in the MLS. The ability to create new listings is commonly called "brokerload."

Required fields (as determined by the MLS) appear in bracketed red text. An MLS number will not be generated until all required fields have been completed and you have clicked the **Add Listing** button. To view only the required fields, select **Required Fields Only** in the Show drop-down list at the top of the page. You can create a listing quickly by entering the minimum required fields and then adding more information later.

Use the Tab key to move to the next field on the page (Shift + Tab to move backward). Click on the "i" next to a field name to view restrictions or constraints.

Click **Save Incomplete** to save your entries and complete the listing later. To find your saved listings, click **My Incomplete** under Add/Change on the menu. Note: Photos, documents, videos, and virtual tours can be added only through the Change Listing page. When adding a new listing, you may want to complete the required fields, save the listing as incomplete, change the listing to add media, and then add the listing to the MLS.



Flexmls Web automatically saves your work every two minutes while you are adding a listing. In the event of a browser error, you can also access auto-saved listings in your incomplete listings.

General Tab

The General tab of the Add Listing page contains general listing information.

Add Listing – Residential [Last AutoSave: 11:00 am]

Buttons: Add Listing, Save Incomplete

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

Show: All Fields

General Listing Information

Property Type: Residential

Listing Prefix: 19: 2019 Listings

Listing Member: Bloom, Joshua (flextrainer)

Co-listing Agent: Name or Short ID

Select a property type, listing prefix (if applicable), listing member, and, if applicable, a co-listing agent. Your login information determines which members' names are available to select. If you are logged in as the office, you can choose any of the members in your office. If you are logged in as an individual member, you can only choose yourself as the listing member.

If parent/child listings are enabled for your MLS, you can also select whether the listing is a regular/parent listing or a child of another listing.

Click the **Address** tab or click **Next** at the bottom of the page to continue entering listing information.

Address Tab

Enter complete address information on the Address tab of the Add Listing page.

Add Listing – Residential [Last AutoSave: 11:04 am]

Buttons: Add Listing, Save Incomplete

Tabs: General | Address | Main Fields | Details | Rooms | Photos | Broker Distribution

Show: All Fields

Street #: 40

Street Dir Prefix: N

Street Name: Palindrome

Street Suffix: Avenue

Street Direction Sfx:

Unit #:

County: Select One

City: Fargo

State: ND

Zip Code: 58102

Zip +4:

Select from predefined lists for City, State, County, etc. Some drop-down lists may not be available until the previous related fields are selected.

Click the **Main Fields** tab or click **Next** at the bottom of the page to continue entering listing information.

If your MLS uses geocoding, navigating to another tab will cause the address to be verified. If the address cannot be automatically verified, you can manually locate the listing on a map, edit the address, or if allowed by your MLS, submit the address without a map location.

Mapping: No Locations Found

Buttons: Edit Address, Manually Locate

To reset the map location after a listing has been entered, use the Change Listing page. If duplicate addresses exist in the system, you may be prompted to review the duplicates before proceeding.



Main Fields Tab

The Main Fields tab of the Add Listing page contains the basic information fields for a property, such as list price, bedrooms, and bathrooms.

Add Listing – Residential [Last AutoSave: 11:02 am]

Buttons: Add Listing, Save Incomplete

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

Show: All Fields

Contract Information

[Status]	Active
[Sub Type]	Single Family Residence
[Realtor.com Type]	Residential - Single Family
[Start Date]	2/9/2019 Must match start date on listing contract.

When you are done entering information for main fields, click **Next** at the bottom of the page to continue entering listing information.

Details Tab

The Details tab of the Add Listing page contains MLS-specific data fields where you can select multiple options, such as amenities and appliances.

Add Listing – Residential [Last AutoSave: 11:02 am]

Buttons: Add Listing, Save Incomplete

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

Show: All Fields

Garage

☐ # Stalls Attached	☐ # Stalls Detached
☐ # Parking Spaces	☐ # Door Openers
☐ Finished	☐ Heated
☐ Floor Drain	

When you are done entering details, click **Next** at the bottom of the page to continue entering listing information. If you are done entering information, submit the listing by clicking **Add Listing** at the top of the page. If all required fields have been entered, an MLS number will be assigned. You can view or print a listing report, continue to the Change Listing page, copy the listing to create a new listing (where applicable), or add another new listing.

The listing has been added as 14-168 and will appear in searches on 10/17/2018.

[FINISH AND RETURN HOME](#)

More Options

- [View/Print Listing Report for 14-168](#)
- [Go to Change Listing screen to update or modify 14-168](#)
- [Clone 14-168 by copying this listing and making edits to it](#)
- [Begin entering another listing](#)



Rooms Tab

Use the Rooms tab of the Add Listing page to enter information such as level, area, and room remarks for each room. You can enter information for up to 20 rooms.

Add Listing – Residential [Last AutoSave: 11:02 am]

Buttons: Add Listing, Save Incomplete

Tabs: General, Address, Main Fields, Details, **Rooms**, Broker Distribution

Show: All Fields

Room Name	Room Level	No. of Rooms	Room Remarks

When you are done entering room information, click **Next** at the bottom of the page to continue entering listing information. If you are done entering information, submit the listing by clicking **Add Listing** at the top of the page. If all required fields have been entered, an MLS number will be assigned. You can continue to the Change Listing page, copy the listing to create a new listing (where applicable), or add another new listing.

Units Tab

On the Units tab of the Add Listing page, enter information about individual units within a multi-unit property. Identify the unit, then enter further information in the remaining fields.

Add Listing – Rental

Buttons: Add Listing, Save Incomplete

Tabs: General, Address, Main Fields, Details, **Units**, Broker Distribution

Show: All Fields

No.	Bed	Bath	Rent	SqFt	Parking	Lease	Furnished	Stories	Rem.

Click **Next** at the bottom of the page to continue entering listing information. If you are done entering information, submit the listing by clicking **Add Listing** at the top of the page. If all required fields have been entered, an MLS number will be assigned. You can continue to the Change Listing page, copy the listing to create a new listing (where applicable), or add another new listing.

Photos Tab

If your MLS requires listings to have a photo before saving, the Photos tab will be displayed on the Add Listing page. Use this tab to specify a primary listing photo.

Add Listing – Residential [Last AutoSave: 11:06 am]

Buttons: Add Listing, Save Incomplete

Tabs: General, Address, Main Fields, Details, Rooms, **Photos**, Broker Distribution

Show: All Fields

Primary Listing Photo

[Photo File] No file chosen

[Description]

Caption

Browse to locate the photo file on your computer and add a description of the photo. The maximum file size per photo is 15 MB or 3000 x 2000 pixels. Flexmls supports .jpg, .jpeg, .gif, .tif, .tiff, .bmp, .png, .pgm, .pbm, and .ppm photo formats. Note that large files take longer to upload than smaller files.



If you are done entering information, submit the listing by clicking **Add Listing** at the top of the page. If all required fields have been entered, an MLS number will be assigned. You can continue to the Change Listing page, copy the listing to create a new listing (where applicable), or add another new listing.

Broker Distribution Tab

The Broker Distribution tab of the Add Listing page displays listing distribution options as defined by your MLS. Select distribution options by checking the corresponding boxes.

The screenshot shows the 'Add Listing - Residential' form with the 'Broker Distribution' tab selected. The form has tabs for General, Address, Main Fields, Details, Rooms, Photos, and Broker Distribution. The 'Broker Distribution' tab is active, showing 'Seller Opt Out' options and 'Broker Listing Distribution Options'.

Seller Opt Out

- ☐ Seller Directs Listing to be Excluded from Internet
- ☐ Seller Directs Address to be Excluded from Internet
- ☐ Seller Directs Listing to Not Be Used in AVMs on Internet
- ☐ Seller Directs Listing to Not Allow Comments on Internet

Broker Listing Distribution Options

- ☒ ListHub
- ☒ Zillow
- ☒ Realtor.COM

The first options are seller opt-out options, if available for your MLS. If the seller requests that the listing be excluded from the internet, select **Seller Directs Listing to be Excluded from Internet**. The seller can also request that the address of the listing be excluded from the internet. These selections govern all internet sites, including Realtor.com and IDX sites. The system will prevent you from making contradictory choices in the other checkboxes on the page.

The setting *Seller Directs Listing to Not Be Used in AVMs on Internet* refers to automated valuation models on virtual office websites (VOWs). The option *Seller Directs Listing to Not Allow Comments on Internet* also refers to VOWs only. For more information about VOWs, refer to the realtor.org website.

If you are done entering information, submit the listing by clicking **Add Listing** at the top of the page. If all required fields have been entered, an MLS number will be assigned. You can continue to the Change Listing page, copy the listing to create a new listing (where applicable), or add another new listing.

CHANGE A LISTING

After you have successfully added a listing, the Change Listing page will be displayed automatically.

To open the Change Listing page at any other time, click **Change Listing** under Add/Change on the menu.

For listings you control on a Search Results page, you can click the drop-down arrow next to the MLS number and click **Edit Listing**.

To find the listing that you want to change, on the Change Listing page, type the MLS number or click an MLS number in the list.

The screenshot shows the 'Change Listing' page. It has a search section 'Find By MLS Number' with a 'Prefix' field, a hyphen, an 'MLS #' field, and a 'NEXT' button. Below is a 'My Listings' section with a dropdown menu set to 'Active and Future'. A table lists the following listing:

MLS #	Address	List Price	Begin	Expiration
00-2402	22 2222 Ave	\$111,111		



By default, the My Listings panel shows Active and Future listings. Use the drop-down list to select another status.

When logged in as a member with office or company brokerload, the My Listings panel displays only listings where the current (logged in) member is the listing member or co-listing agent. Note: When logged in as an office or company (but not as a member with office or company brokerload), all listings in the office or company are included in the My Listings panel.

Text, status, or price changes can be completed on the Change Listing page. You can also enter Tour of Homes/Open House information and upload photos and documents.

Along the top of the page are quick links to print listing reports, view photos or documents, view the listing's history or activity, and the MLS Error Form. The MLS determines which functions are available to offices and members.

Change Residential Listing

[FULL LISTING REPORT](#)
[PHOTO TOUR](#)
[DOCUMENT VIEWER](#)
[HISTORY](#)
[ACTIVITY](#)
[MORE](#)

21ST Street N, Moorhead, MN 56560

Listing Member: of RE/MAX Realty 1 (RMAX) Entry Date: 01/31/2019 Status: Active List Price:\$400,000

General

Listing Information

Supplement

Map Location

Reset Geocode

Listing/Selling Members

Supra functions

Price

Change List Price

Media

Photos (60)

Documents

Videos

Virtual Tour

Status

Remove Listing

Edit Current Status (Active)

Add/Remove Contingency

Extend or Expire Listing

Pend Listing (Under Contract)

Close Listing

Withdraw Listing (Temporary)

Cancel Listing (Final)

Scheduled Marketing Activities

Open House

Tour of Homes



Change Listing - General

The General section of the Change Listing page contains links to edit listing information, the supplement, map location (if your MLS has street mapping), geocode, and listing members.

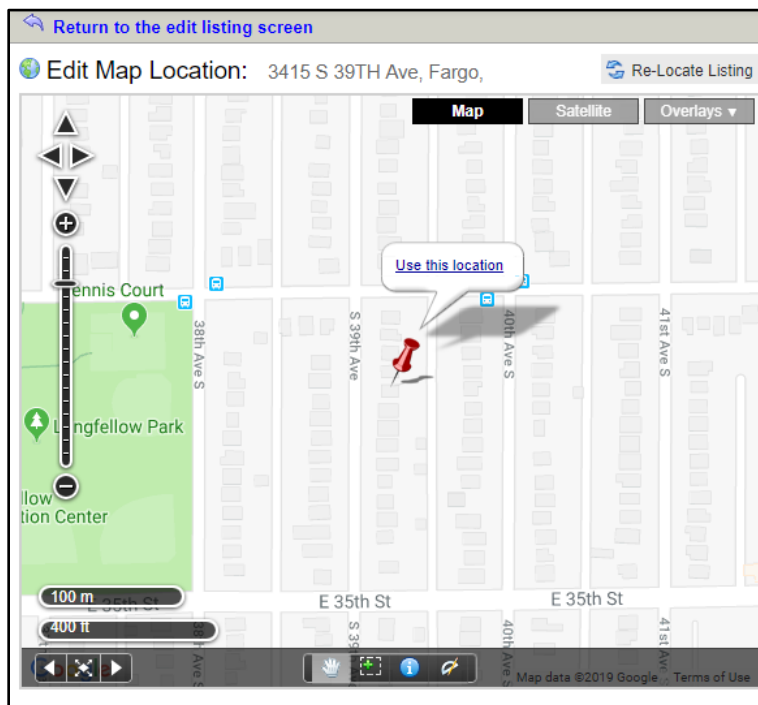
- **Listing Information** – Edit the information that was originally entered on the Add Listing page, including main fields, details, rooms, and broker distribution options.
- **Supplement** – Enter descriptive information about the listing, directions, legal descriptions, or any other appropriate text. The supplement is a text field that can contain up to 10,000 characters. When printing listings, you can choose to include or exclude the supplement.

Change Residential Listing #00-2402 Supplement

Enter supplemental listing text here (10,000 characters max)

[<< Back](#)
[Update >>](#)

- **Map Location** – Adjust the position of your listing on the map, if allowed by your MLS. The current location is indicated by the pushpin. You can move the map or the listing pushpin to adjust the location for your listing. To set the location, click **Use this location**. To cancel, click **Return to the edit listing page**.



- **Listing/Selling Members** – Change the listing agent or selling agent. Click in an agent name field and begin typing a member's name to find and select them.

Select Listing/Selling Members

For Listing Number 00-2355

[Listing Agent]

Co-listing Agent

Name or Short ID ▼

Name or Short ID ▼

<< Back
Next >>

Change Listing - Status

To edit the contingency or other status of the listing, click on the corresponding link in the Status section of the Change Listing page. Fill in the necessary information and click **Save**. Verify that all information is correct and click **Save** again to return to the Change Listing page.

Add/Remove Contingency

Hatton, ND 58240

Listing Member: of Dakota Plains Realty

Entry Date: 12/26/2017 Status: Active List Price:\$85,000

Contingent*

Inspection ▼

BACK
SAVE

Change Listing - Price

To change the list price, click on the **Change List Price** link. Enter the new list price and click **Save** to return to the Change Listing page.

Change List Price

Hatton, ND 58240

Listing Member: of Dakota Plains Realty

Entry Date: 12/26/2017 Status: Active List Price:\$85,000

Current List Price

\$85,000

New List Price ⓘ

85000

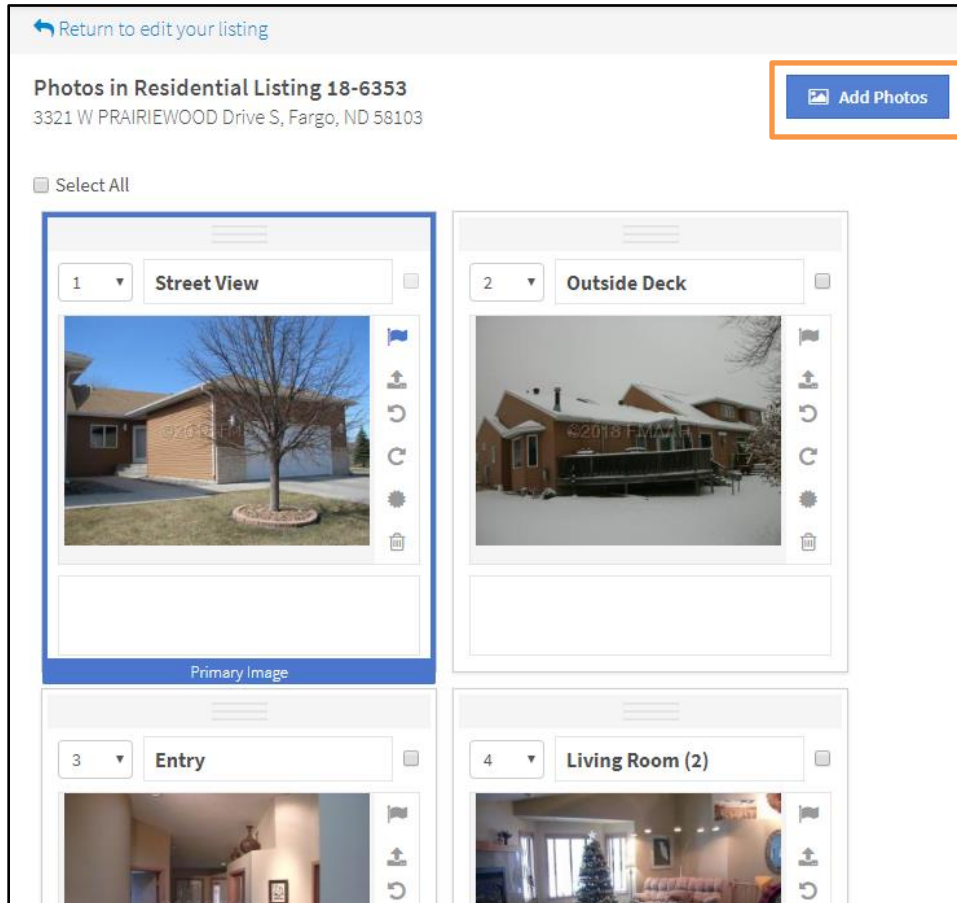
BACK
SAVE



Change Listing - Media

Work with photos, documents, videos, and virtual tours in the Media section of the Change Listing page.

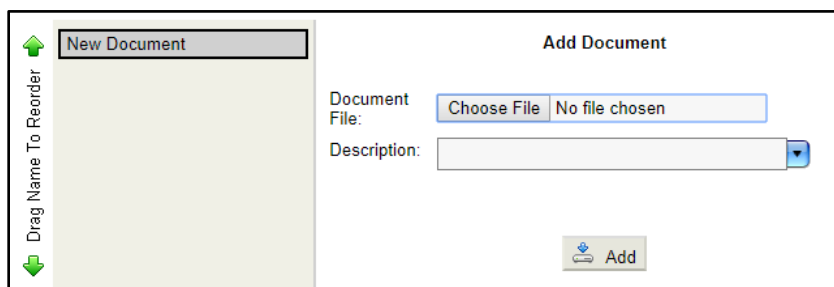
- **Photos** – The Photos link opens the photo library for the listing. Add photos by clicking the **Add Photos** button. Select the folder where the photo is located on your computer. You can select multiple photos by holding down the Control key (Command key on a Mac) and clicking on the photos. Click **Open** to add the photos to the listing.



Once uploaded, all the photos appear on the page, with a description at the top of each photo. To return to the Change Listing page, click **Return to edit your listing** at the top of the page.

For more information about working with photos, see the [Edit Photos](#) section of this document.

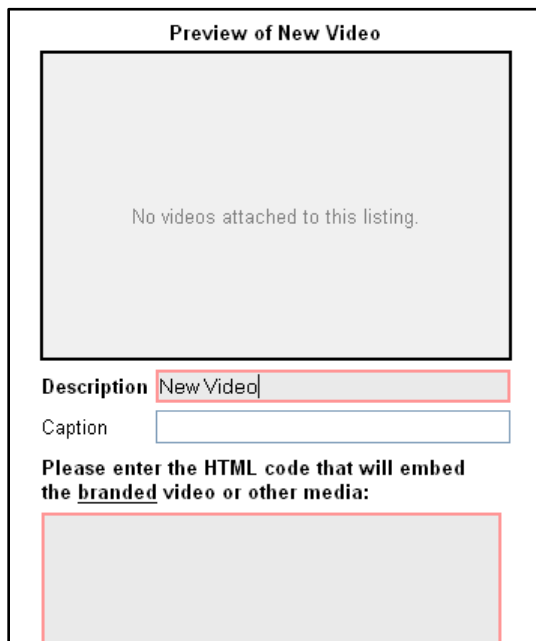
- **Documents** – The Documents link opens the document library for the listing.



You can upload .pdf files or, as allowed by your MLS, document image files (.png, .bmp, .gif, or .tif). Files should be approximately 750 x 1000 pixels and a minimum of 300 dpi. The maximum file size for a listing document is 10MB. Type a description for the document or use the drop-down list to select a document description provided by the MLS.

Click **Add** to finish adding the document to the listing. You can attach as many documents as necessary. Change the order of the documents by using the arrow controls on the left side of the document editor, or by dragging and dropping the name of the document.

- **Videos** – The Videos link opens the video library for the listing, where you can link to videos that you have already uploaded to a third-party service.



The image shows a form titled "Preview of New Video". It contains a large rectangular area with the text "No videos attached to this listing." Below this area are three input fields: "Description" with the text "New Video", "Caption", and a larger text area for HTML code. The HTML code field is preceded by the instruction "Please enter the HTML code that will embed the branded video or other media:". The form is outlined with a black border, and the input fields have red borders.

A preview box will display any videos currently associated with the listing. To add a video, click the **Add Video** button and enter a description. Enter a caption, if needed. Then enter the HTML code from your video provider. Make sure to enter the HTML code that will embed the video. Embedding the video ensures seamless viewing on the Flexmls Search Results page. You may be able to link to both branded and unbranded videos, depending on the settings of your MLS. (An unbranded video does not contain broker or member names, contact information, or logos.) Click **Save Changes** to add the video to the listing.



- **Virtual Tour** – Click the Virtual Tour link to add a virtual tour that you have already uploaded to a third-party service.

Preview of "New Virtual Tour"

No virtual tours attached to this listing.

Link:

ex: <http://www.flexmls.com/>

Description:

Type: Unbranded Tour ▼

Click **Add Virtual Tour** to add a new virtual tour to the listing. In the Link box, enter the full web address (including http://) from your virtual tour provider. You may be able to link to both branded and unbranded virtual tours, depending on the settings of your MLS. (An unbranded virtual tour does not contain broker or member names, contact information, or logos.) If you add only a branded virtual tour, some email restrictions can prevent that tour from being sent. Click **Save Changes** to finish adding the virtual tour.

Change Listing - Scheduled Marketing Activities

Use the Scheduled Marketing Activities section of the Change Listing page to add open houses, tours of homes, and broker tours (if available for your MLS) to your listings.

- **Open House/Tour of Homes** – To view upcoming tours of homes or open houses for the listing, click on the appropriate link from the Change Listing page.

Open Houses

to

Open Houses				
MLS #	Address	Open Houses Date	Time	
☐ 18-943	3631 PARKER Place N, Fargo, ND 58102 Entry Date: 02/27/2018 Status: Active List Price:\$659,900	02/10/2019	01:00 PM to 04:30 PM	



Click the **Add** button to add a new open house or tour of homes for the listing. Enter information in the fields and click **Next**.

Open House

New Open House Entry

MLS #:	17-6620 705 BLAINE Street N, Colfax, ND 58018		
Open House Date:			
Start time:	1	: 00	PM
End time:	2	: 30	PM
Comments:			
Next >>			

You can view this information at any time by clicking **Tour/Open Houses** under Daily Functions on the menu.

- **Broker Tours** – To view upcoming broker tours featuring the listing, click on the **Broker Tours** link on the Change Listing page.

Broker Tours

to [Go](#)

Broker Tours						
	Tour Name	Date/Time	Start Location	Cutoff Date/Time	Listings	Status
☐	Test tour	02/06/2019 at 09:00 AM	123 Main St.	02/05/2019 at 09:00 AM	1 of 10 Edit Listing 00-2388 In Tour Remove Listing 00-2388 From Tour	Incomplete
Add Edit Copy View Listings Remove						

Click the **Add** button to add the listing to a broker tour. Enter information in the fields and click **Next**.

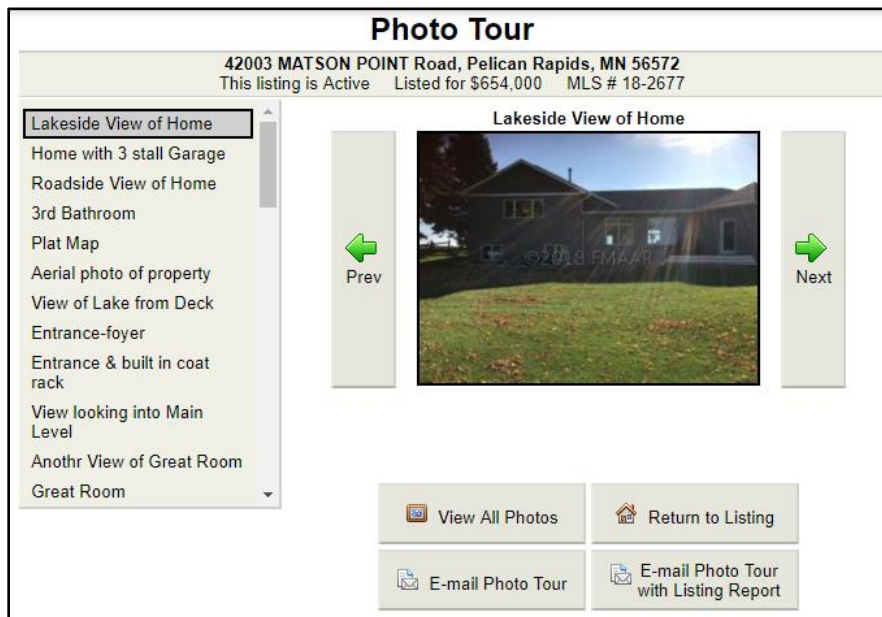
Change Listing - Other Functions

To view additional information about a listing, click the links at the top of the Change Listing page. These links are described below.

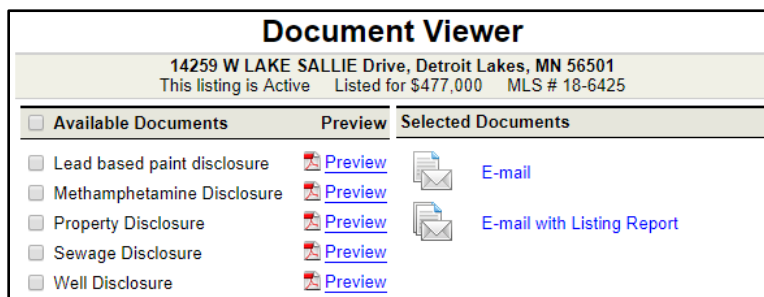
- **Full Listing Report** – View a full report with all information for the listing.



- **Photo Tour** – View the photos for a listing. You can view all photos at once or choose photos individually by title. Print the photo tour by using the **View All Photos** option. You can also email the photo tour, with or without the listing report.



- **Document Viewer** – View all documents associated with a listing. Available documents are listed in the left column. Click the **Preview** link next to a document to view it. To send documents via email, select the checkboxes next to the documents and click one of the options in the right column. You can email multiple documents at once, with or without the listing report.



- **Virtual Tour** – View the virtual tour for a listing.
- **History** – View change history for the MLS number. You can see all changes to the listing, including the date of the change and the member who made it.
- **Activity** – See viewing and rating activity for the listing. You can see the actions people took on the listing, and the other listings that people saved or viewed.
- **Change Another Listing** – Return to the Change Listing page, where you can select a different listing.
- **MLS Error Form** – Open a form that you can use to report errors in listing information.

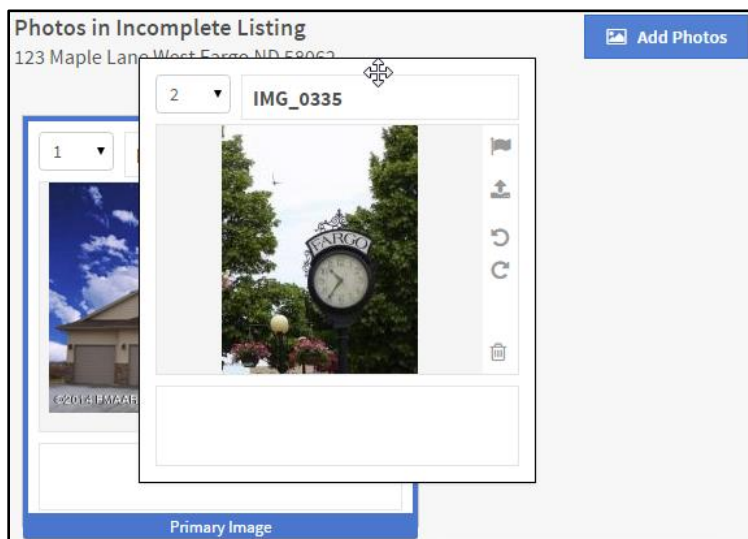


EDIT PHOTOS

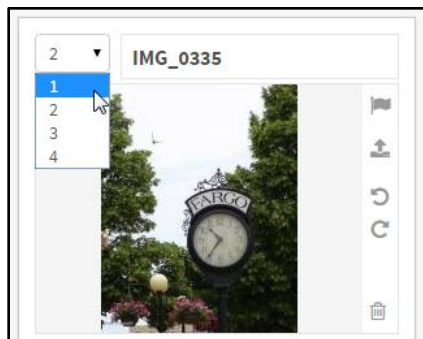
Click **Photos** on the Change Listing page to work with the photos for a listing. You can rearrange the order, add titles and captions, change the primary photo, and rotate photos using this page.

Rearrange Photos

The number in the upper left corner of each photo indicates the order in which it appears. To rearrange photos, click on a photo and drag it to a new position.

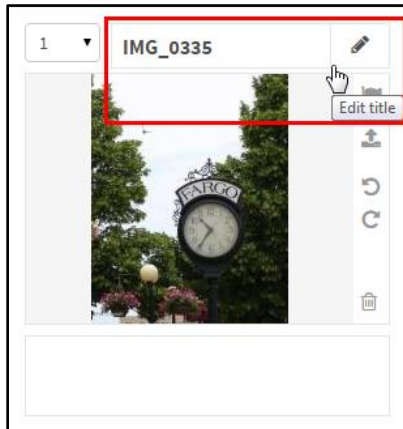


Alternatively, you can click the drop-down arrow next to the number in the upper left corner of a photo, then choose a position number.

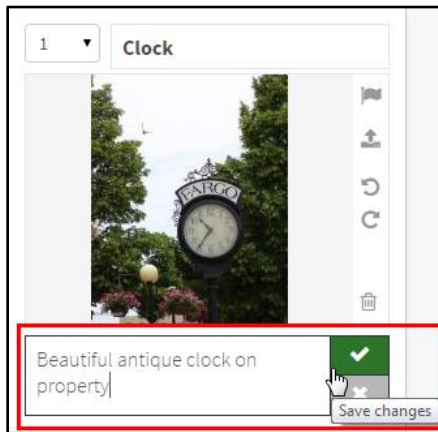


Add Titles and Captions

To add or change the title of a photo, hover over the title bar at the top and click the **Edit title** (pencil) icon. Click the **Save changes** (checkmark) icon to save your changes.



To add or change the caption for a photo, hover over the caption bar at the bottom and click the **Edit caption** (pencil) icon. Click the **Save changes** (checkmark) icon to save your changes.



Designate a Primary Photo

The primary image for a listing is outlined in blue, with the flag icon selected. To change the primary photo, click the flag icon on the desired photo.



Replace Photos

Click the **Upload Replacement Photo** icon to replace a listing photo with another photo.



Rotate Photos

Click the **Rotate** icons to rotate your photos. Each click rotates the photo 90 degrees in the direction indicated by the icon.

Remove a Photo

To remove a photo from a listing, click the **Remove photo** (trash can) icon. You will see a message saying that the image has been erased. To undo the removal of the photo, click the **Undo** link in the message.

You have just erased an image named 'House4.jpg'. [Undo](#)

To remove multiple photos at once, click the checkbox in the upper right corner of each photo, then click **Delete Selected**. Up to 50 photos can be selected and deleted at a time.

When you are finished adding and editing photos, click the **Return to edit your listing** link in the upper left corner of the page. Updates to photos will be saved automatically.

COPY A LISTING

Use the copy function, if allowed by your MLS, to enter multiple listings that have similar information (for example, lots and condos), or to re-list an expired listing.

To copy a listing, click **Copy** under Add/Change on the menu. Enter the MLS number of the listing that you want to copy. Select the **Copy photos** checkbox if you want to copy photos, as well. Then click the **Next** button to open the listing maintenance page. Make any necessary changes to fields for the new listing and be sure that all mandatory fields are completed. Click **Add Listing** to save the new listing.

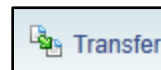
TRANSFER A LISTING

Use the transfer function, if allowed by your MLS, to transfer listings between members in your office. You must sign in to Flexmls Web using the office login information to transfer listings.

To transfer a listing, click **Transfer** under Add/Change on the menu. Begin typing the name or short ID of the listing member that you want to transfer listings from, then select the member from the list. Click on the statuses of the listings you want to view. To select multiple statuses, hold down the Control key while clicking on statuses.



Click **Next** to open a search results page with the matching listings for the selected member. Select the listings you want to transfer and click the **Transfer** button at the top of the page.



Choose the name of the member you want to transfer the listings to and click **Next**. Click **Next** again to complete the transfer.

Transfer Listings, Confirm

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

[Next >>](#)

INCOMPLETE LISTINGS

To view your incomplete listings, click **My Incomplete** under Add/Change on the menu. Incomplete listings are visible only to the member who entered the listing (or if an administrator started the listing, the member who entered the listing and the listing or co-listing agent).

Incomplete Listings

Donna Marshall (Fargo AI)

123 N MAIN STREET , Fargo ND 58104

Property Type
Residential

Listing Agent
Donna Marshall (Fargo AI)

Property Address
123 N MAIN STREET
Fargo ND 58104

List Price
\$

Last Edited
02/05/2019 at 11:27 AM

[REMOVE](#)
[PRINT](#)
[EMAIL](#)
[EDIT](#)

Click on an incomplete listing to see a description. Click **Edit** to open the Change Listing page, where you can enter additional information, photos, or documents for the selected listing. Click **Remove** to delete the incomplete listing.

If your MLS rules allow members to print and email incomplete listings, buttons marked **Print** and **Email** will also be available. Click one of these options to print or email the listing information on an input form. Use input forms to write down information about a property to be entered into the system later. Input forms are also available under Daily Functions on the menu.

