ADD A NEW LISTING

1) Click the "Menu" button.
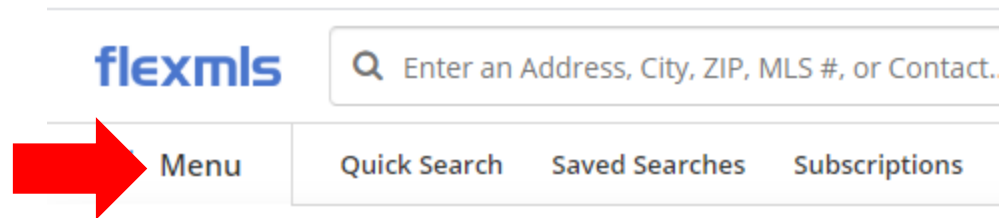
2) Select "Add Listing" from the Add/Change section.
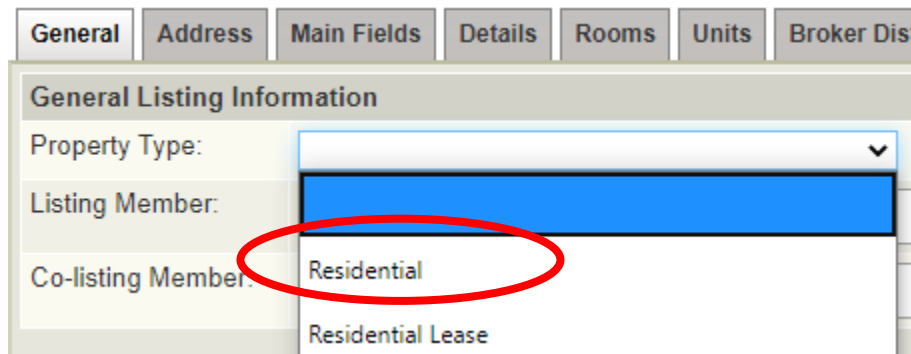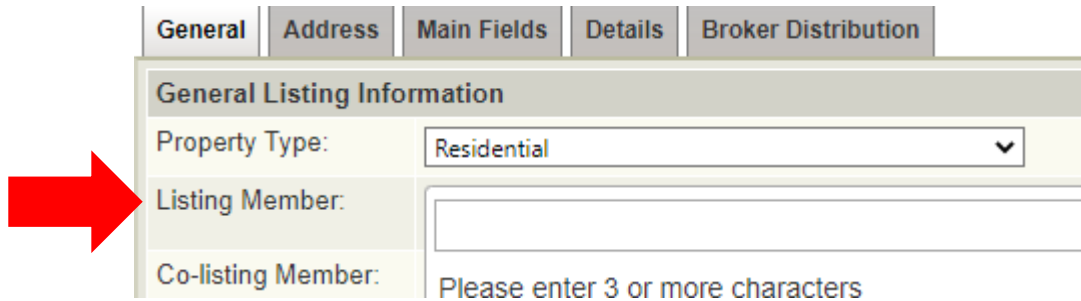
ADD A NEW LISTING

3) Enter the property type from the dropdown list under the General Tab.

4) Enter your name as the listing member and add a co-listing member if applicable.
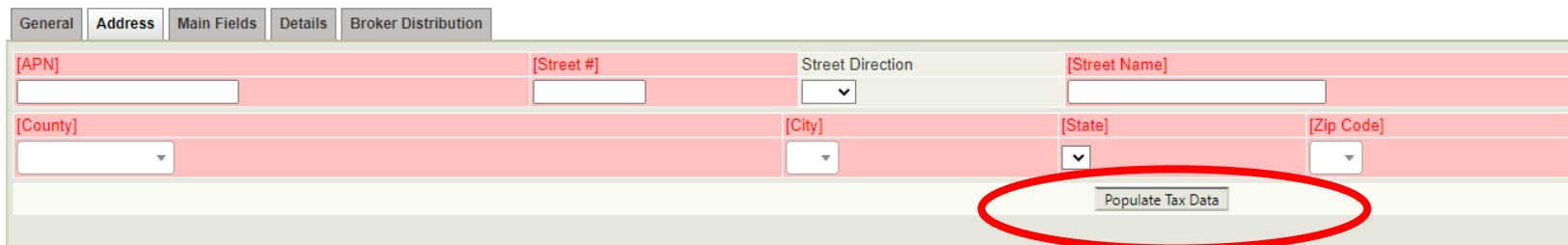
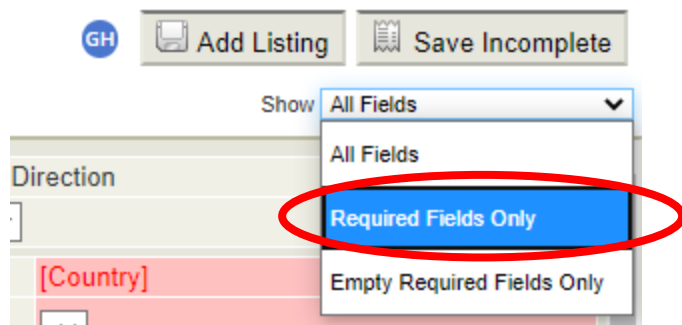5) Enter the property address, county and click the Populate tax data button, this will populate the APN and the other fields.

Add Listing – Residential

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

| [APN] | | [Street #] | Street Direction | [Street Name] |

| [County] | | [City] | [State] | [Zip Code] |

Populate Tax Data

6) Select "Required Fields Only" this allows only the required fields to show. This will help you to get the minimum required fields entered.

GH 💾 Add Listing   📋 Save Incomplete

Show All Fields

All Fields

Required Fields Only

Empty Required Fields Only

Direction

[Country]

7) Go through each tab and fill in the required fields highlighted in red.

Add Listing – Residential

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

Listing, Location and Property Info

[Status]	Active ▾ "Comi
[Listing Date]	
[Expiration Date]	
[List Price]	
[Land Lease Type]	Select One ▾
[Service Level]	Select One ▾
[Property Sub-Type]	Select One ▾
[Property Attached/Detached]	Select One ▾
[Area]	
[Subdivision]	▾

8) When your done entering the required fields click the "Save as Incomplete" button at the top right.

9) When ready to continue entering listing information, photos, documents and videos go to "Menu" and select "My Incomplete."
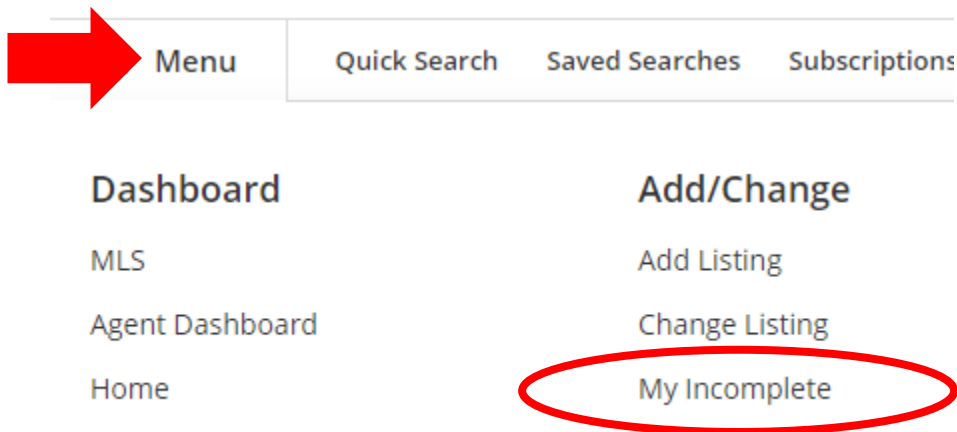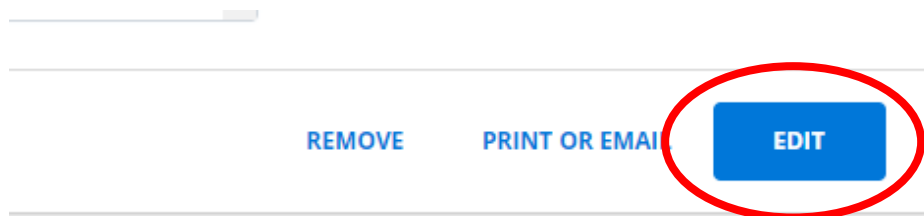
10) Click on the listing you want to continue working on.

Catherine Trainer (California Desert Association)

77120 Indiana Avenue , Palm Desert CA 92211

77120 Indiana Avenue , Palm Desert CA 92211

11) Click on the "Edit" button to continue adding listing information or photos, videos and documents.

REMOVE   PRINT OR EMAIL   EDIT

ADD A NEW LISTING

12) Click on "Listing Information" to continue adding information.

13) Click on "Photos, Documents, Videos or Virtual Tours" to enter these.

77120 Indiana Avenue, Palm Desert, CA 92211

Listing Member: Catherine Trainer (training@cdaronline.org) of California Desert Association (oD1027) **Entry Date:** 06/01/2020 **Status:** Incomplete List Price: $0

General

Listing Information	✓ ›

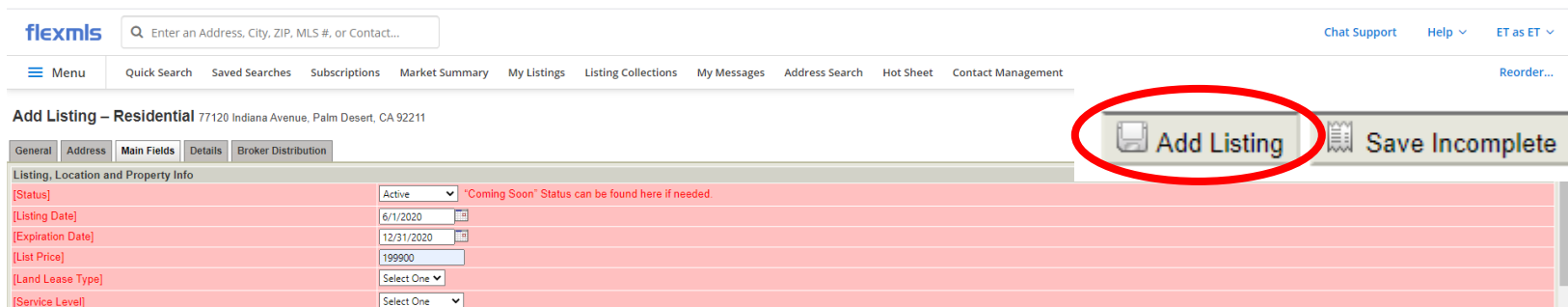### Media

Photos	›
Documents	›
Videos	›
Virtual Tour	›

ADD A NEW LISTING

14) Click "Add Listing" when you have everything entered this will bring it live in Flexmls.