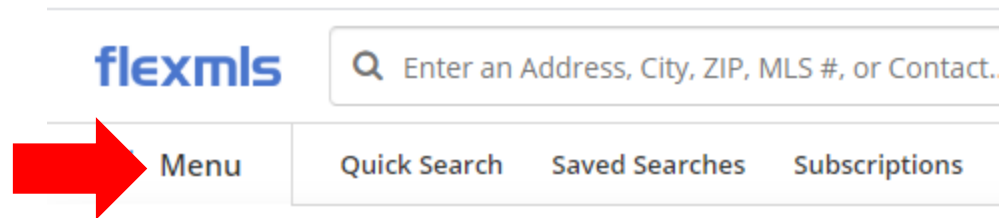


ADD A NEW LISTING

- 1) Click the “Menu” button.



- 2) Select “Add Listing” from the Add/Change section.

Dashboard

MLS

Agent Dashboard

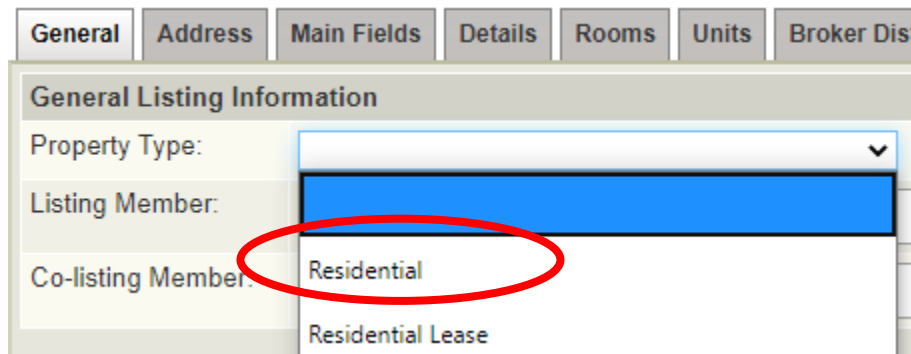
Add/Change

Add Listing

Change Listing

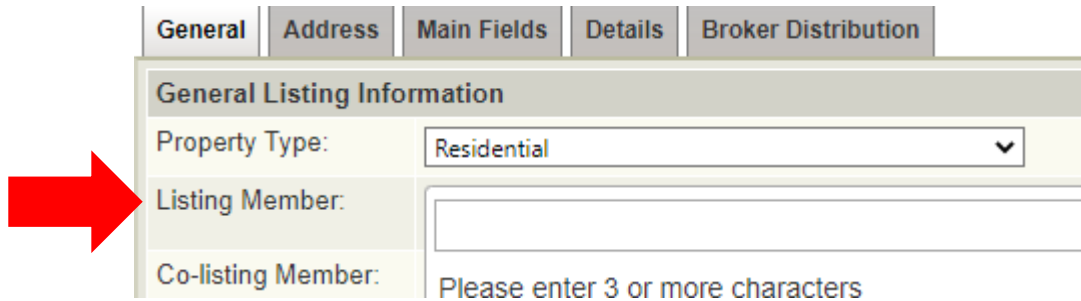
ADD A NEW LISTING

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



The screenshot shows a web form with tabs: General, Address, Main Fields, Details, Rooms, Units, and Broker Dist. The 'General' tab is active, showing 'General Listing Information'. The 'Property Type' dropdown menu is open, with 'Residential' selected and circled in red. Other options visible are 'Residential Lease'.

- 4) Enter your name as the listing member and add a co-listing member if applicable.

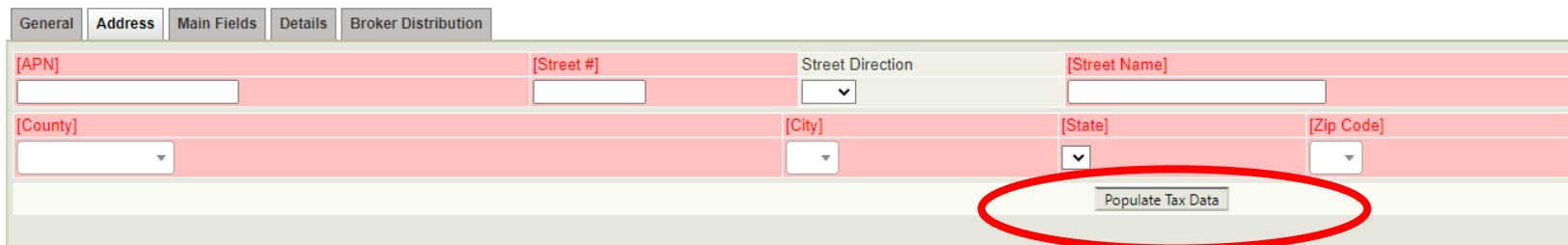


The screenshot shows the same web form. The 'Property Type' dropdown is now set to 'Residential'. The 'Listing Member' text input field is highlighted with a red arrow pointing to it. The 'Co-listing Member' field has a placeholder text: 'Please enter 3 or more characters'.

ADD A NEW LISTING

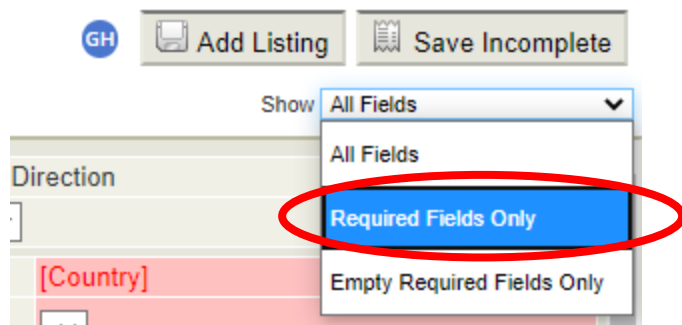
- 5) Enter the property address, county and click the Populate tax data button, this will populate the APN and the other fields.

Add Listing – Residential



The screenshot shows the 'Add Listing – Residential' form with tabs for General, Address, Main Fields, Details, and Broker Distribution. The Address tab is active. The form contains several input fields: [APN], [Street #], Street Direction (dropdown), [Street Name], [County] (dropdown), [City] (dropdown), [State] (dropdown), and [Zip Code] (dropdown). A 'Populate Tax Data' button is located at the bottom right of the form and is circled in red.

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



The screenshot shows the 'Add Listing' form with a 'Show' dropdown menu open. The dropdown menu has four options: 'All Fields', 'All Fields', 'Required Fields Only' (which is highlighted in blue and circled in red), and 'Empty Required Fields Only'. The 'Add Listing' and 'Save Incomplete' buttons are visible at the top of the form.



ADD A NEW LISTING

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

Add Listing – Residential

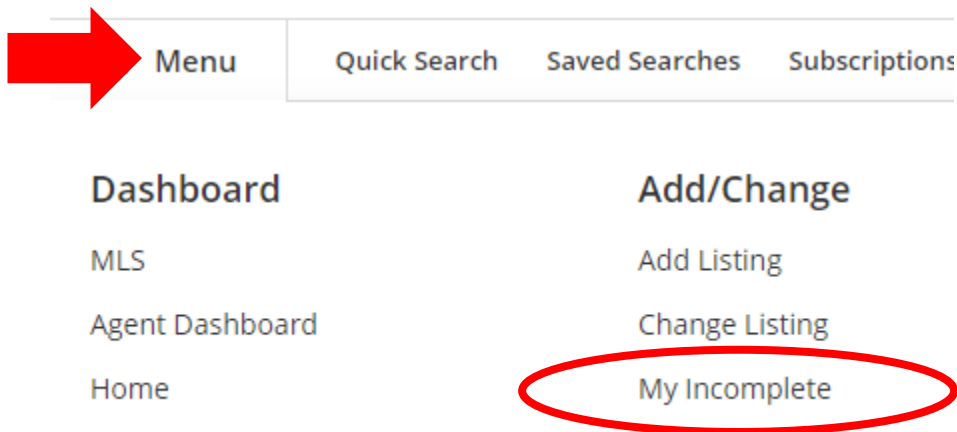
General	Address	Main Fields	Details	Broker Distribution
Listing, Location and Property Info				
[Status]		Active	Comi	
[Listing Date]				
[Expiration Date]				
[List Price]				
[Land Lease Type]		Select One		
[Service Level]		Select One		
[Property Sub-Type]		Select One		
[Property Attached/Detached]		Select One		
[Area]				
[Subdivision]				

ADD A NEW LISTING

- 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.”



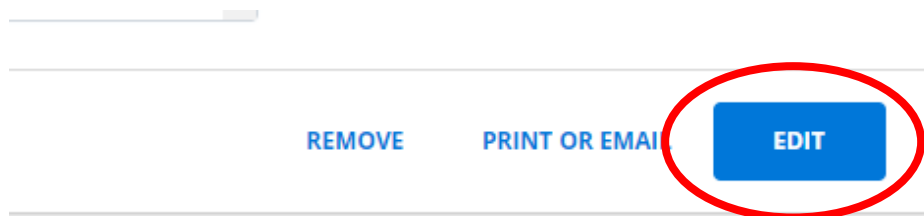


ADD A NEW LISTING

10) Click on the listing you want to continue working on.



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





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

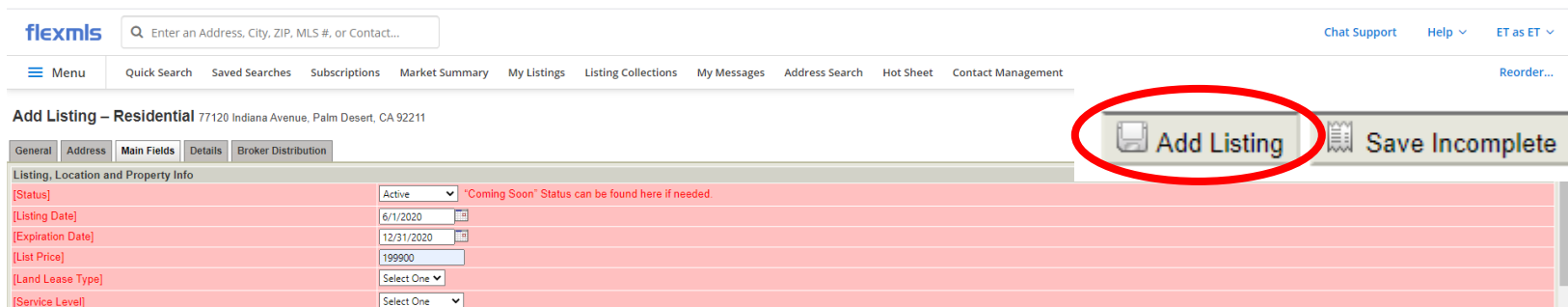


Virtual Tour



ADD A NEW LISTING

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



The screenshot shows the Flexmls web interface for adding a new listing. The page title is "Add Listing – Residential" with the address "77120 Indiana Avenue, Palm Desert, CA 92211". The navigation bar includes "Menu", "Quick Search", "Saved Searches", "Subscriptions", "Market Summary", "My Listings", "Listing Collections", "My Messages", "Address Search", "Hot Sheet", "Contact Management", and "Reorder...". The main content area has tabs for "General", "Address", "Main Fields", "Details", and "Broker Distribution". The "Main Fields" tab is active, showing a form with the following fields:

Listing, Location and Property Info	
[Status]	Active <input type="button" value="v"/> *Coming Soon* Status can be found here if needed.
[Listing Date]	6/1/2020 <input type="button" value="ca"/>
[Expiration Date]	12/31/2020 <input type="button" value="ca"/>
[List Price]	199900
[Land Lease Type]	Select One <input type="button" value="v"/>
[Service Level]	Select One <input type="button" value="v"/>

At the top right of the form, there are two buttons: "Add Listing" (circled in red) and "Save Incomplete".