

Add/Edit Update and Downtime, June 4-6



**Northstar**MLS

For your Information. For your Success.

## NorthstarMLS Add/Edit Update and Downtime

- ▶ NorthstarMLS releasing a much needed and major database redesign the weekend of June 4-6
- ▶ Add/Edit will be offline starting Friday June 4, 6:00pm  
Back online by Sunday, June 6, 1:00pm
- ▶ All other NorthstarMLS systems will be available (Matrix, ShowingTime, Instanet Forms, etc.)
- ▶ Be aware of the timing:
  - ▶ For those requiring weekend exposure, enter all new listings, edits, media, open houses, etc. no later than Friday, June 4, 6:00pm. The earlier the better—system traffic is expected to be high.

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- ▶ What will happen with listings scheduled to expire during the downtime?
  - ▶ If Expiration Date is Friday June 4, the listing will expire June 4 when Add/Edit goes offline at 6pm.
  - ▶ If Expiration Date is Saturday June 5, the listing will expire when Add/Edit comes back online June 6 (approximately 1pm).
  - ▶ If Expiration Date is Sunday June 6, the listing will expire normally that night (12:01am June 7).

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- ▶ What will happen with Coming Soon status listings scheduled to go Active status during the downtime?
  - ▶ If the Expected Market (Availability Date) is set for Saturday June 5, the listing will become Active Friday June 4 when Add/Edit goes offline at 6pm.
  - ▶ If the Expected Market (Availability Date) is set for Sunday June 6, the listing will become Active when Add/Edit comes back online June 6 (approximately 1pm).

## NorthstarMLS Add/Edit Update and Downtime

- ▶ Don't forget to get your weekend open houses entered early. Keep in mind that once Add/Edit goes offline, you cannot edit or cancel them.
- ▶ Starting Friday afternoon June 4th, MLS rules for completion of listing entry, photo uploads and status changes will be paused to account for the downtime.
- ▶ Changes to the Add/Edit interface will be minor. A short video demonstrating these will be available soon.

# NorthstarMLS Add/Edit Update and Downtime

## ▶ Be prepared:

- ▶ Mark your calendar for a reminder of the downtime.
- ▶ Check in with your sellers. Get any listing changes they want for the weekend in advance of the downtime.
- ▶ Help spread the word among your colleagues.

## ▶ Questions?

- ▶ Contact the NorthstarMLS Help Desk at 651-251-5456 or [help@northstarmls.com](mailto:help@northstarmls.com), M-F 8:00-5:00.