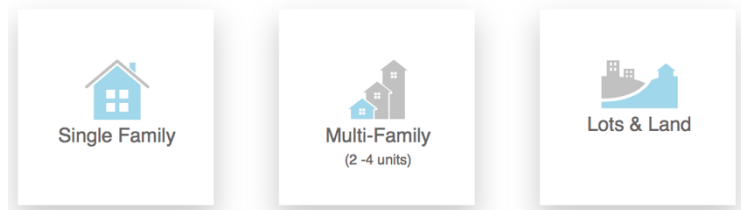


Add a New Listing

1. From the Add/Edit home screen, click the BLUE button with the plus sign



2. Choose the Property Type.



3. If you'd like to save some time and auto-populate key fields from the tax records, choose one of these three options at the top.

PARCEL NUMBER ADDRESS OWNER NAME

4. Complete the required data fields and then hit the Enter key or click the Search button in the upper right corner.

Search

5. In the search results, click to select the tax record you want. This will take you to the listing input form with key fields from the tax record automatically filled in.

6. If you do not want to auto-populate from a tax record but just go straight to the listing input form, then click on the Bypass button in the upper right corner of the screen.

Bypass

7. If you're starting from scratch without auto-pop from the tax record (or from copying an existing listing), the property map displays at the top until you enter the listing address. If you want the map out of your way for now, just click this map pin icon on the right side of the blue banner header to hide it.




8. The section headers are blue showing you're in Add/Edit Mode and can add or change any field on the form.

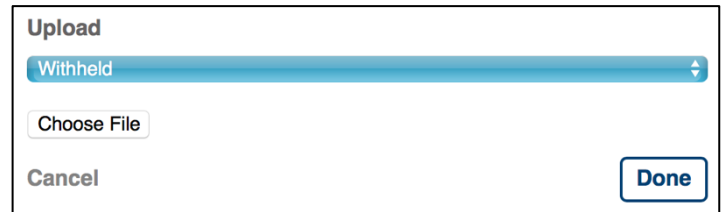
9. Whenever you start a new listing, the Status is Incomplete. It's a good idea to leave it as Incomplete until you're finished. If you save as Incomplete to come back and finish it later, the system will save it for up to 21 days.


Status


Incomplete

10. Note the Upload Document icon on the right side of the blue banner Status section header. This is NOT for uploading listing supplements. It is specifically for uploading the seller-signed Certification to Withhold or Coming Soon form if you are creating your listing in one of those two statuses. 

If this applies to your listing, click the icon, select the Status, click the Choose File button and find the signed form from your computer.

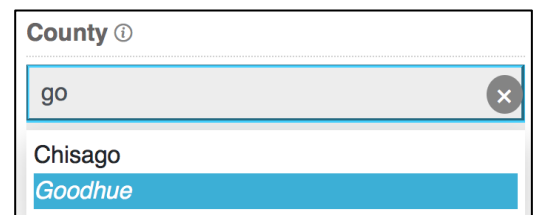


You now have a new icon where you can view the form. This file is available only to you, your broker office staff and NorthstarMLS staff. 

11. We collect a lot of data on this form, so it's long. Anytime you need to quickly move to a different section, use the Jump To drop-down menu that is always anchored at the top. 

12. You can move through and complete the form with the help of your mouse, or strictly keyboard using the Tab and Enter Keys.

13. Many fields require you to select a single option from a list. For example, County. When you click or tab to the field, you get a list of the counties. You can scroll down the list to make your choice.



Or, you can start typing the name of the County and watch as the list narrows. Once your County is highlighted, press your Enter key to select it.

14. Every selection you make on the form has an X icon. Click the X to remove that selection.



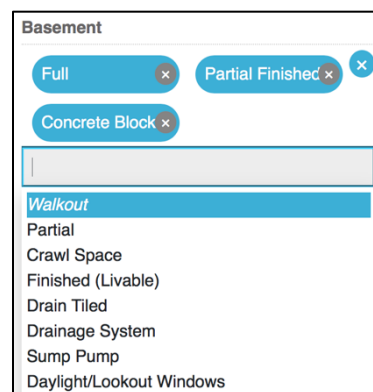
15. Notice that many fields also have an informational i icon next to the field name. Click on it anytime you need help with filling out a field.

16. Some fields have just a few choices that display right on the screen, such as the Foreclosure field. Just click your choice and it highlights in blue.



17. There are also date fields, such as List Date. Click or tab to the field and a calendar pops up for you to quickly select your date.

18. Another common field is selecting multiple items from a list. For example, Basement. Click or tab to the field and then click or hit Enter on each selection you want. They will all appear above as you select them.



19. Once you've completed the form, it's time to check for anything you missed.

Use the Jump To drop down to go back up to the Status section and select Active. Any missing required fields that are required for Active Status are now highlighted in red. You could also have selected Active Status from the start, and these would have all been highlighted from the start.

Rather than scrolling through the entire form looking for them all, click the Blue Errors button in the upper right. (If the button happens to be white, congratulations—your listing is error-free.) This highlights all the fields that you still need to complete.



Once you have corrected all the errors, click the All Fields button to return to the full form.



20. It's always a good idea to check where your listing is being mapped, especially if it's new construction. Click the map pin icon in the Map section header if the map is hidden.



If the map pin is in the wrong position, use the search bar at the top of the map and the zoom controls to find the correct location. A single click on the correct location will move the map pin there and update the geocodes.

21. Now you are ready to save it to the MLS. Or, you may want to save it as Incomplete so that you can first upload your photos, supplements and virtual tours.

22. As always, if you need help, click the help icon for more information. You can also contact our Help Desk Monday through Friday, 8:00 to 5:00 at help@northstarmls.com or 651-251-5456 (toll free 1-877-251-5455).

