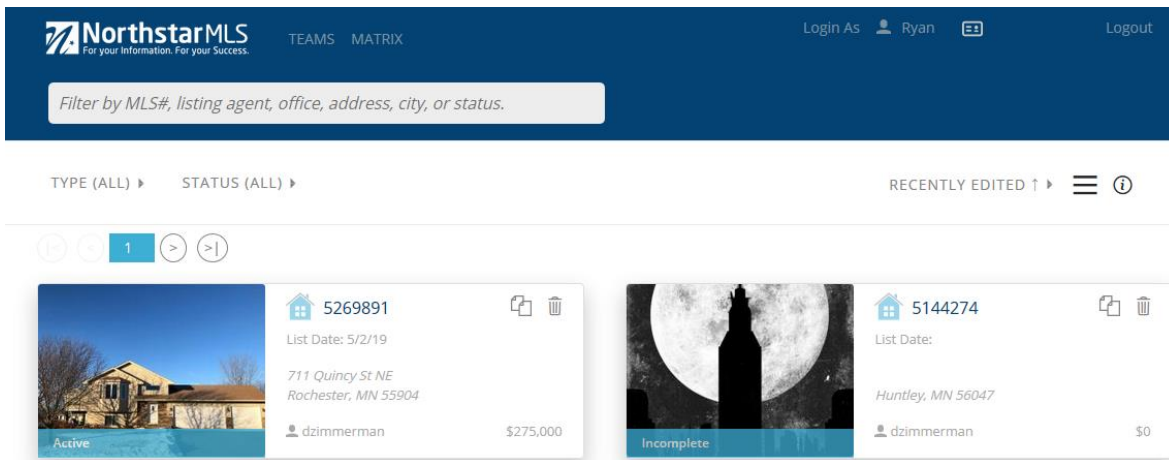# Add/Edit Home Page and Search

When you open Add/Edit, you will see the listings for which you are the List Agent. But it's easy to quickly find any NorthstarMLS listings using the Add/Edit search feature.

(Note that you can't search other agent's Incompletes and Withhelds—unless you are a broker—but any listing that is available on NorthstarMLS Matrix is searchable here.)

1. From the Add/Edit Home Screen, enter what you are searching for into the search box.

2. Property Types and Status are found in the dropdowns below the search box. Each time you open Add/Edit, the default selections are ALL Property Types. To make a change, click the dropdown and check the boxes you want.
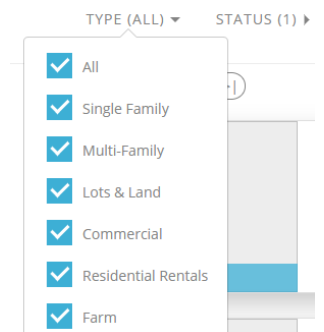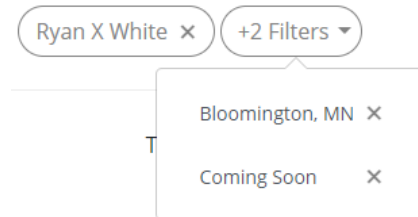

3. Searching in Add/Edit automatically searches across all property types . You can search by MLS Number, Listing Agent, Office, Street Address, City or Status. Once I start typing into the Search Box, a drop-down list will auto-populate and narrow. Once the item you're looking for appears in the drop-down, click or tap it to select. If the item you want is highlighted, you can just hit the Enter key.
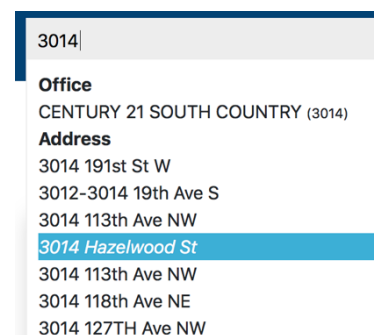
4. You can also select multiple filters to search by. For example, I may select an agent in my office, a specific city and listing status.

Ryan X White ✕   Bloomington, MN ✕

Note: If you add more than a couple filters, they appear as "+x Filters" that you can easily open and close.

Ryan X White ✕   +2 Filters ▾

Bloomington, MN ✕

Coming Soon   ✕

5. After applying all my search filters, the results are now displayed and have been narrowed with my specific criteria across each property type.

6. Add/Edit automatically displays your results in a grid view with a summary "card" for each listing. At a glance, each card shows the primary photo, ML number, address, List Date, List Agent ID and the List Price. A banner at the bottom of the photo shows the status. If the Expiration Date is in 14 days or sooner, a red banner at the top of the photo will alert you. On Incompletes, it shows when you have 14 days or less to save it as a listing before it automatically deletes.

Expires in 7 day(s)   🏠 5269797   ⎙ 🗑

List Date: 4/10/19

1308 Dunberry Ln
Eagan, MN 55123

Active   👤 dzimmerman $300,000

7. By default, the listing grid is sorted by most recently edited in "Past 30 Days". You can change that sort by clicking this   PAST 30 DAYS ▸   drop-down at the top and picking any of the alternate sorts.

MLS #

Agent

Status

Address

Price

List Date

Exp. Date

8. To copy a listing, click on this Copy icon in the upper right corner of the card for the listing you want to copy, then the Confirm button.

9. To view a listing, click anywhere on the listing card. Note that the section headers are in grey to indicate it is in view-only mode.

Status	
Status	**Contingency**
Active	None

10. To edit the listing, click this Edit icon at the top. The section headers are now blue to indicate I am in Edit mode.

Status	
Status	**Contingency** ⓘ
Active	None

11. Back on the summary view, if you prefer a spreadsheet-like single line view instead of the grid of cards, click this List View icon.

12. The results will now be displayed in a tabular format with rows and columns.

|< < 1 > >|

	MLS #	Agent	Status	Address	Price	List Date	Exp. Date		
	5269797	dzimmerman	Active SF	1308 Dunberry Ln Eagan, MN 55123	$300,000	4/10/19	6/26/19		
	5269817	dzimmerman	TNAFS SF	711 Quincy St NE Minneapolis, MN 55413	$260,000	5/2/19	7/31/19		

13. Click on any column header to sort on that field in ascending order. Click on it again to switch the sort to descending order.

14. The card icon next to the login name shows the users MLS account details.
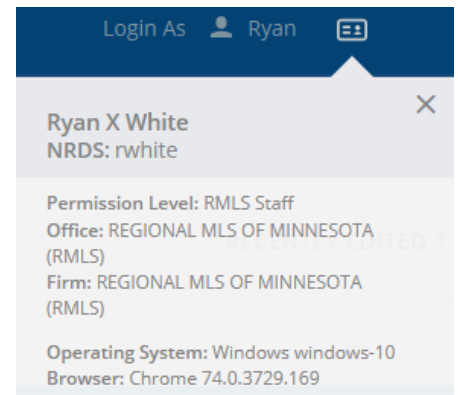
15. Click the white NorthstarMLS logo in the top left to get back to the main Add/Edit home page at any time.

16. If you need help at any point, click the Help icon in the upper right of any screen.

17. You may also contact our Help Desk Monday through Friday, 8:00 to 5:00, 651-251-5456 (toll free 1-877-251-4555), help@northstarmls.com.