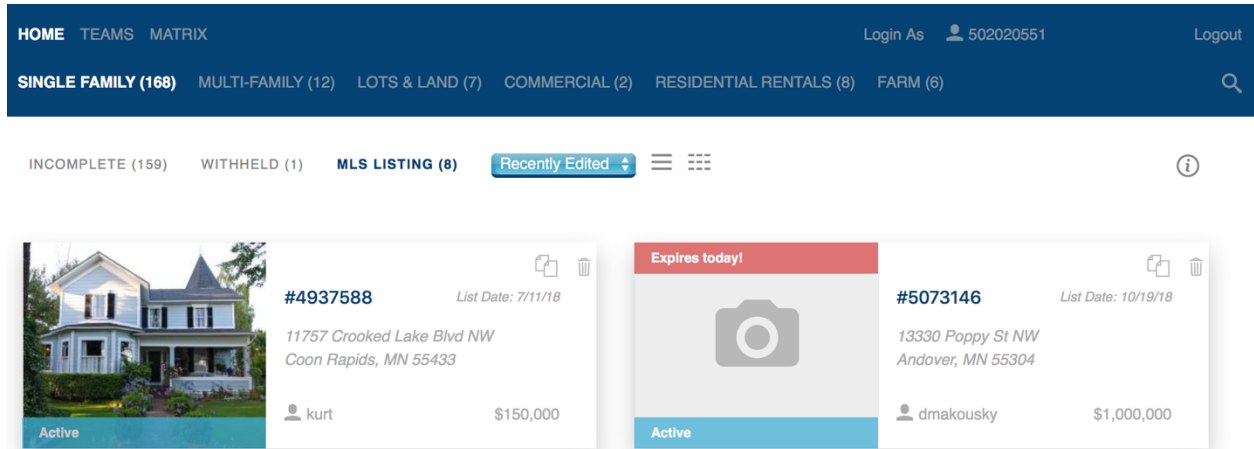


Add/Edit Home Page and Search



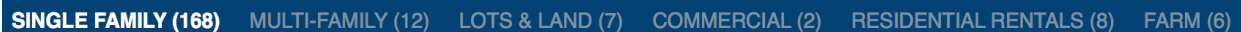
When you open Add/Edit, you will see the listings for which you are the List Agent. But it's easy to quickly find any NorthstarMLS listings using the Add/Edit search feature.

(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.)

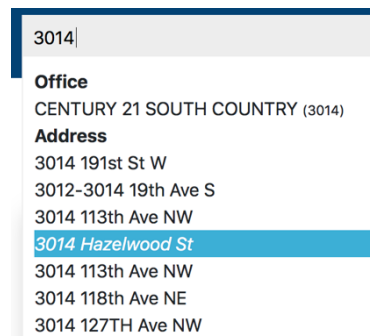
1. From the Add/Edit Home Screen, click on the Search Icon in the upper right to toggle the Search Bar open or closed.



2. Searching in Add/Edit automatically searches across all property types, with results displayed separately in each property type section.



3. You can search by 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.

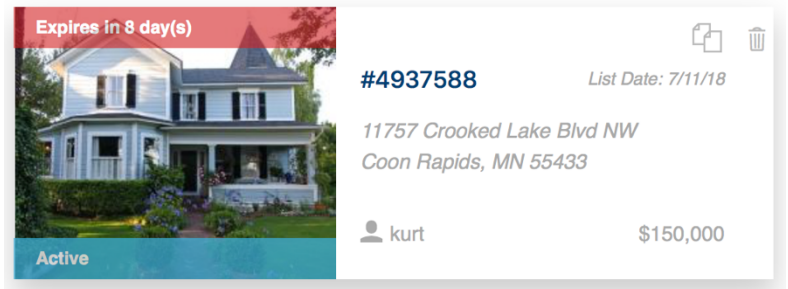


4. You can also select multiple search items. For example, I may select an agent in my office, a specific city and listing status.

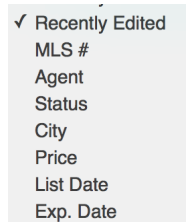


5. After applying all my search filters, the results are now displayed and have been narrowed with my specific criteria across each property type.

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.



7. By default, the listing grid is sorted by most recently edited. You can change that sort by clicking this **Recently Edited** drop-down at the top and picking any of the alternate sorts.



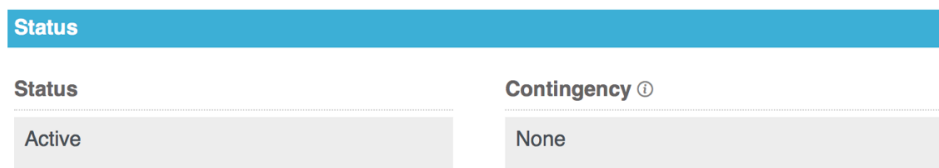
8. To copy a listing, click on this Copy icon in the upper right corner of the card for the listing you want to copy, then the Confirm button.




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.












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.



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.

MLS #	Agent	Status	City	Price	List Date	Exp. Date	
4937588	 Kurt Olston (kurt)	Active	11757 Crooked Lake Blvd NW Coon Rapids, MN 55433	\$150,000	7/11/18	11/8/18	 
5073146	 "dan" (dmakousky)	Active	13330 Poppy St NW Andover, MN 55304	\$1,000,000	10/19/18	10/31/18	 
5073166	 "dan" (dmakousky)	Active	2401 121st Cir NE B Blaine, MN 55449	\$11,111	10/19/18	10/31/18	 

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

15. 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.