

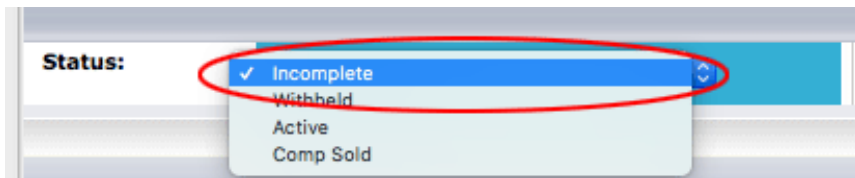
# Add/Edit System Changes

## March 2018

### Create and Save as Incomplete

Saving a listing as Incomplete allows you to work on a listing over time or hand off to another team member until you are ready to save it to the MLS as Active or Comp Sold, or off the MLS as a Withheld. After saving an Incomplete listing, you can continue to work on it in Incomplete status **for up to 21 days** (an increase from the previous 7 days) until it is automatically deleted.

**NEW CHANGE:** When adding a new listing, “Incomplete” is now a selection under the Status field at the top of the form. **If you want to save your listing as Incomplete, it is important to make sure you have selected Incomplete in the Status field.** For your convenience, Incomplete is always the default selection when you start a new listing.



With “Incomplete” selected in the Status field, your Save link in each section and at the bottom of the form read “Save As Incomplete.” Click this link whenever you are ready to save your Incomplete and leave the form.



**NEW CHANGE:** When you save your Incomplete, the system automatically assigns it an MLS Number. Don't worry! Your Incomplete has not been posted to the MLS. Assigning an MLS number at this stage simply allows you to upload your photos and supplements to the listing **before** you save it as Active or Withheld.

Your work will auto-save every five minutes. You can also click the Save Incomplete link and then return through the Edit Listing button.

Remember, as noted above, your Incomplete will be saved in the system for up to 21 days before it is automatically deleted. If you come back later to do some edits, this clock **does not** reset. Your Incomplete will always automatically delete 21 days after the date you created it.

## Save as Withheld

Saving a Listing as Withheld allows the agent, at the seller's request, to keep the property off the MLS. The signed NorthstarMLS Withhold form is required to be uploaded as a supplement.

**NEW CHANGE:** When adding a Withheld listing, "Withheld" is now a selection under the Status field at the top of the form. **If you want to save your listing as Withheld, it is important to make sure you have selected Withheld in the Status field.** The default Status selection when starting a new listing is Incomplete.



With "Withheld" selected in the Status field, your Save link in each section and at the bottom of the form read "Save As Withheld." Click this link whenever you are ready to save your Withheld and leave the form.



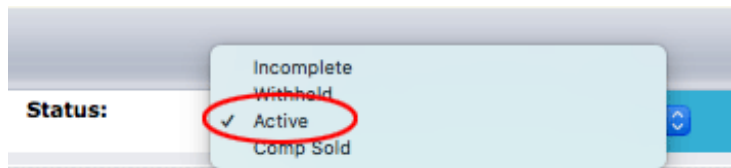
**NEW CHANGE:** When you save your Withheld, the system automatically assigns it an MLS Number (unless it has already done this earlier when you saved as Incomplete). Don't worry! Your Withheld has not been posted to the MLS. Assigning an MLS number at this stage simply allows you to upload your photos and supplements to the listing while it's Withheld. This is especially helpful if you plan to later save it as Active to the MLS.

Your work will auto-save every five minutes. You can also click the Save Withheld link and then return through the Edit Listing button.

## Save as Active or Comp Sold

Saving a Listing as Active or Comp Sold will automatically post your listing to the NorthstarMLS Matrix system. Allow up to 15 minutes for your listing to appear in Matrix.

**NEW CHANGE:** Incomplete and Withheld are now selected as statuses in the Status field. So, if you started your listing as an Incomplete or Withheld, and now want to save as Active or Comp Sold, you need to change the Status field. Incomplete is the default Status selection whenever entering a new listing, so if you want to go straight to Active, make that selection up front in the Status field.



With “Active” (or “Comp Sold”) selected in the Status field, your Save link in each section and at the bottom of the form now read “Save As Active” (or “Save As Comp Sold”) Click this link whenever you are ready to save your listing as Active (or Comp Sold) to the MLS and leave the form.



## Validate Your Listing Before Activating

**NEW CHANGE:** There is a new link in each of your section headers as you create a listing: Validate. Click the Validate link at any time to check your listing entries (for the full form, not just one section) against the business rules for your selected Status. The system will display any errors that you need to correct, such as missing required fields. This is the same check the system runs when you click to save a listing. The Validate link allows you to do it one step earlier before you try to save. (Note: Because there are no requirements for saving a listing as Incomplete, the Validate link will not display when you have selected Incomplete as the Status.)



## Upload Photos and Supplements Before Saving as Active

**NEW CHANGE:** You can now upload photos and supplements to your listing **before** you save it as Active to the MLS!

To take advantage of this new feature, save your listing as Incomplete. The system will automatically assign it an MLS number, even though it is not yet saving it to the MLS. With the MLS number assigned, you now have the Add/Edit Media link available.

**SINGLE FAMILY LISTING #4924946** [Copy Listing](#) [Edit Listing](#)

You may modify and submit modifications , depending on listing's status, by clicking on [Edit Listing](#) followed by [Submit Changes](#).

- [Back to Last Search](#)
- [Add/Edit Media](#)
- [Open Houses](#)
- [View History](#)
- [View/Move Map Pin](#)

[Edit Listing](#)

**Status:** Incomplete **Contingency:** None

Click the Add/Edit Media to upload your photos and supplements—also any virtual tours and open houses. Now when you save your listing as Active, the entire listing goes to the MLS at once, including all your media.

This also works for your Withhelds for those cases where you are getting them ready to go Active later.