

What's new in My Listings?

My Listings is all new. We have completely redesigned the listing input application to accommodate modern technologies including, smartphones, tablets and more.

What does it look like?

The screenshot shows the 'My Listings' dashboard. At the top, there's a navigation bar with 'Quick Start', 'My Listings', and 'Suggestion Box'. Below that, there's a 'Filter Items' search box and two buttons: 'Add New Listing' and 'Add New Exclusion'. The main content area is titled '2 Draft Listings' and contains a table with the following data:

APN#	Class	Draft Name	Address	Date Modified	Expire Date	Action
205-55-004	Residential	Draft Thursday, August 21, 2014	576 San Posadas TER, SUNNYVALE, CA 94085	9/17/2014 4:51:39 PM		Select an Action
213-33-013	Residential	Draft Thursday, September 25, 2014	1901 Halford AVE, SANTA CLARA, CA 95051	9/25/2014 3:16:44 PM	11-30-2014	Select an Action

On the left side, there's a 'My Listings' sidebar with various status filters and their counts: Drafts (2), Coming Soon (0), Active (1), Contingent (1), Pending (0), Closed (0), Withdrawn (0), Expired (1), Canceled (0), Excluded (0), Exclusion Ended (0), Open House (0), and Tours (0).

Notable Updates to My Listings

Get Tips for Each Field

Aside from the new look, you may also notice that the data fields have changed slightly. If you have questions while you're entering listing data, just consult the tips. The tips are an automatic feature throughout the My Listings application. The content in the box is dynamic and will reflect an explanation for whichever field you have clicked.

The screenshot shows the 'Interior Features' section of the listing input form. It includes fields for 'Fireplace Y/N' (set to 'Yes'), 'Number of Fireplaces' (set to '20'), and 'Fireplace Features' (with tags for 'Gas Burning', 'Ornamental Only', and 'Wood Burning'). Below these are sections for 'Accessibility Features', 'Bathroom Features', and 'Communications'. The 'Communications' section is expanded, showing a list of options: 'Audio/Video Prewired', 'Cable TV', 'DSL', 'Fiber Ready', 'Intercom', 'Networked', and 'None'. On the right side, there's a sidebar with 'Errors (0)' and 'Check for Errors' buttons, and a 'Tips' section titled 'Communications' which provides a description: 'A list or description of the Communications features currently available on/in this property such as cable TV, DSL or intercom system.'


Easier Photo Upload Process

Uploading photos to your listing has never been easier. Photos may be uploaded from any device include desktop, laptop, tablet and even mobile phone. Size restrictions are set to 10MB per photo to ensure the best experience.

Marketing & Photos

Be sure to upload a photo within 72 hours of bringing this property to Active. Or take a look at instructions for inserting the my "Seller Prefers No Photo" image here.

To upload images drag and drop or click in the space below.



Click or drop images here to upload

Your Uploaded Photos

Recycle Bin

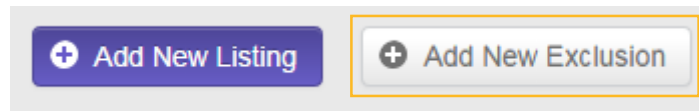
To use photos click on arrow

What You're Used To Seeing	New Experience
Upload only from desktop or laptop Internet browsers.	Continue uploading from desktop and laptop browsers. Now possible to use most tablet and mobile devices, including iPad, iPhone and Android.
Maximum image allowed for upload is 4MB.	Recommended image size is no greater than 10MB.
Stores "white padding" around each photo.	Retains original format of the photo.
Stores an image with maximum of 800 x 600 pixels.	Stores an image with a maximum of 1440 x 1080 pixels.
Able to rotate, reorder, recycle/delete and crop your images.	Able to rotate, reorder and recycle/delete your images.

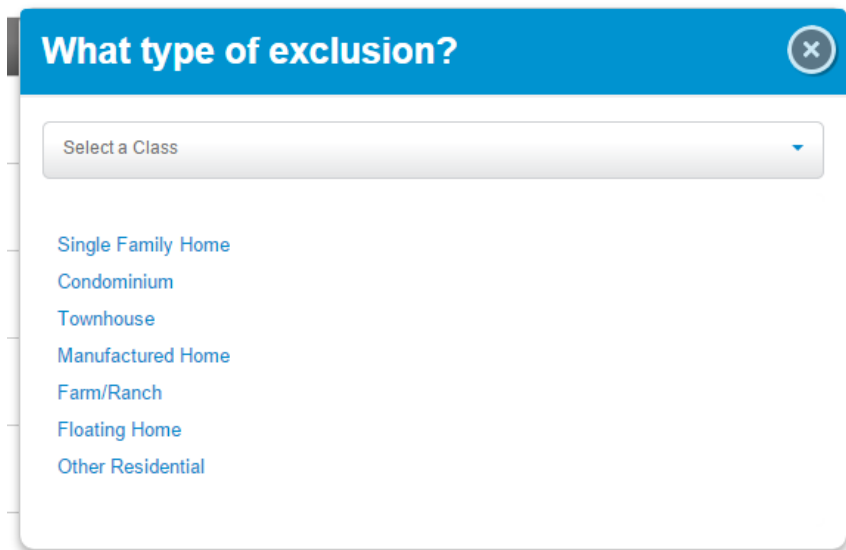
Add Exclusions Online

When the new My Listings launches, you can file your exclusions online. By submitting the electronic exclusion, you are confirming that you have received the necessary paperwork from the seller. There will no longer be a need to send us your forms by fax or email. But, be sure you have it on file, MLSListings may ask to see the signed form.

To add your exclusion electronically, click on Add New Exclusion from the My Listings dashboard.



Then follow the prompts to choose the type of exclusion.



Enter the required fields:

1. Listing Office
2. Listing Agent Name
3. Exclusion Date
4. Expiration Date
5. Address for the property to be excluded

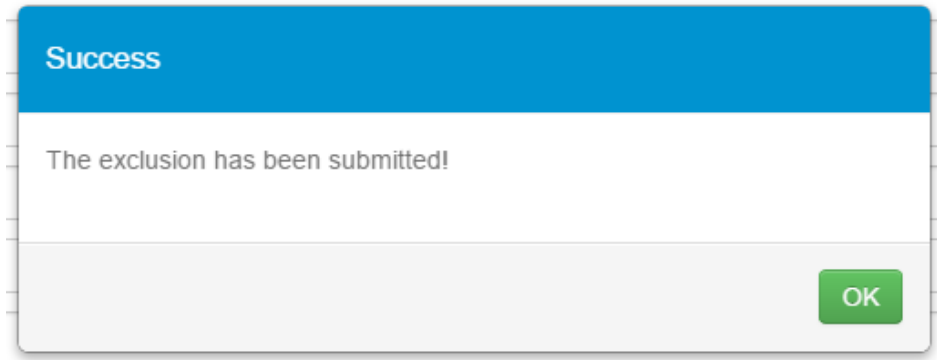
Be sure to click the check box at the bottom of the page to acknowledge that you have the Seller's signed request to exclude the property.

I hereby certify that I am in possession of and have obtained the Seller's signed request on an [authorized form](#) to exclude this property from being marketed on the MLS. Keep this form in your records as the MLS may request a copy if necessary.

Once you have clicked the box, you are ready to submit your exclusion.



Once submitted, you will receive a success screen confirming your submission.

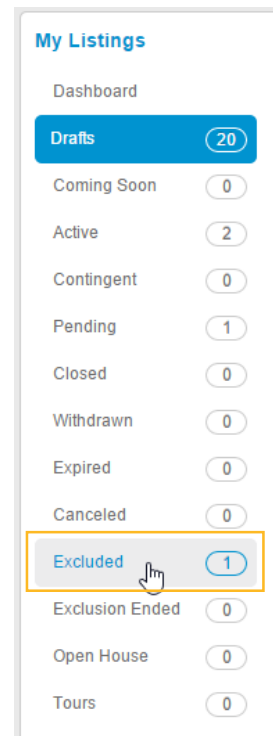


Manage Your Exclusions

Once you have submitted an exclusion, you have the option to manage it. Click on Excluded from the My Listings Dashboard.

At any time you can select the following actions for your excluded properties:

1. Bring to Market
2. Bring to Coming Soon
3. Report a Sale
4. Exclusion Ended



Add a Coming Soon or a Comp Only Listing

In the listing details section of My Listings, the listing status field allows you to choose Coming Soon or Comp Only from the drop down menu for all property types EXCEPT for rentals. Entering all required listing data and list price satisfies an agent's mandatory submission requirement.

Coming Soon Definition: There is a valid listing contract between the seller and the listing broker, but the listing is not ready for market. The listing is in the MLS but not on market.

Comp Only Definition: Listings not added to the MLS as a result of seller instructions may be added to the MLS "sold" data at the listing broker's discretion. Listings entered for comparable purposes only must be entered within 30-days of closing, and will have "For Comp Purposes Only" added to the first line of confidential remarks.

The screenshot shows the 'Listing Details' form. On the left is a 'Jump to:' sidebar with steps 1-10. Step 3, 'Listing Details', is highlighted. The main form area has a blue header and a dropdown menu for 'Listing Status' with options: Active, Coming Soon, and Comp Only. Other fields include List Date, List Price, Expiration Date, Point of Sale Ordinance?, City Transfer Tax?, Possession Notice, Acceptable Financing Terms, and Special Listing Conditions. A 'Next Step' button is visible at the bottom right.

Coming Soon is NOT an online exclusion. A Coming Soon property is listed on the MLS with some special rules:

1. Days on Market does not accrue.
2. Auto emails and print functions inside Matrix are disabled.
3. Syndication options including Internet and VOW are disabled.

Coming Soon is a time-limited status. Listings not brought to active within 30 days will automatically be put into withdrawn status. At the time a Coming Soon listings is set to withdrawn, days on market will start calculating.

To add a comp only listing, simple choose comp only from the Listing Status drop down menu in the listing details section of the listing. Then enter all the required fields and submit your listing.

Manage a Coming Soon Listing

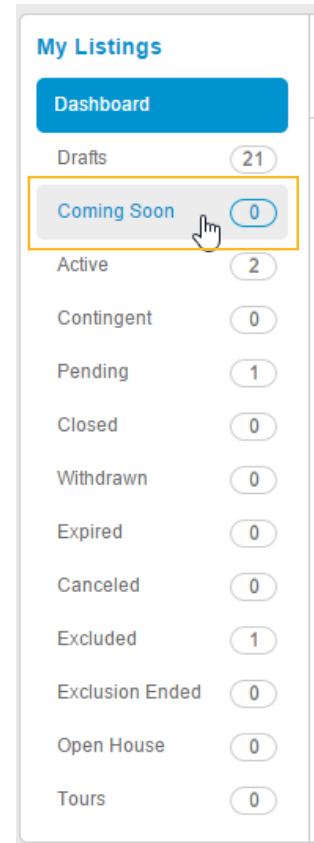
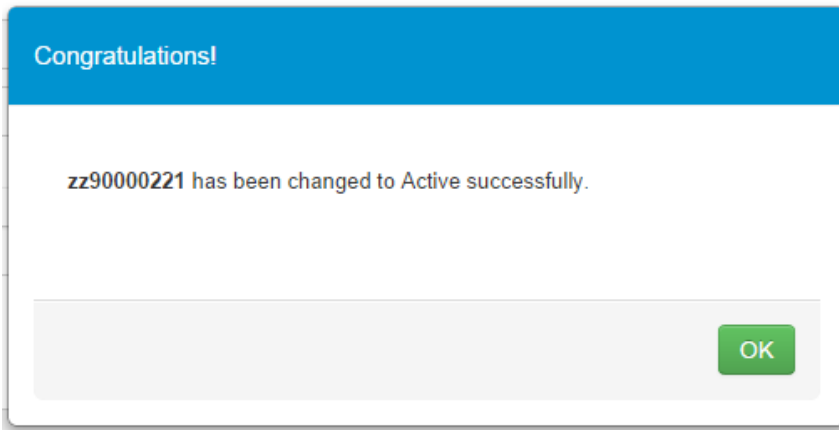
Once you have submitted a Coming Soon property, you have the option to manage it. Click on Coming Soon from the My Listings Dashboard.

At any time you can select any of the following actions for your coming soon properties:

1. Manage Photos
2. Edit Listing
3. Change Status

To change the status to active, click the drop down menu next to the listing that says Select an Action. Choose Change Status. You will be able to select Active or Sold. Properties in Coming Soon moved directly to a sold status will be considered Comp Only.

When the Coming Soon property status is updated, you will receive a congratulations screen.



Add an Open House to Your Listing

From an active listing click on Select an Action and choose Open House from the drop down menu. Enter the information as prompted, including date, start time, end time and hosted by.

Open House Date	Start Time	End Time	Host	Status
11/1/2014	1:00:00 PM	4:00:00 PM	Eric Contreras	Active
10/15/2014	1:00:00 PM	4:00:00 PM	Eric Contreras	Active

Manage an Open House

Once an open house is added to your listing, you can manage the open house, by choosing open house from the My Listings Dashboard.

At any time you can change the details of the open house as well as bring the open house active or inactive.

My Listings

- Dashboard
- Drafts (21)
- Coming Soon (0)**
- Active (3)
- Contingent (0)
- Pending (1)
- Closed (0)
- Withdrawn (0)
- Expired (0)
- Canceled (0)
- Excluded (1)
- Exclusion Ended (0)
- Open House (0)**
- Tours (0)

Add Your Listing to Tour

Along with the rest of My Listings, adding a tour has been completely updated. It's very similar to adding an open house. From any active listing, click on Select an Action, and choose Property Tour from the drop down menu.

First choose the tour sponsor. The tour sponsor is the association backing the tour. For example, Monterey County Association of REALTORS® or Silicon Valley Association of REALTORS®.

The screenshot shows the 'Add Tour' form with the address '13746 Pierce RD , SARATOGA, CA 95070'. The 'Tour Sponsor' dropdown menu is open, displaying a list of associations: Central Valley Association of REALTORS, Monterey Association of REALTORS, Pajaro Valley Association of REALTORS, San Benito Association of REALTORS, San Mateo Association of REALTORS, Santa Clara County Association of REALTORS, Santa Cruz County Association of REALTORS, and Silicon Valley Association of REALTORS. A 'Submit' button is visible at the bottom left.

Once the tour sponsor is selected, choose the tour name. This field will only show the tours available for that association.

The screenshot shows the 'Add Tour' form with the address '13746 Pierce RD , SARATOGA, CA 95070'. The 'Tour Sponsor' dropdown menu is now set to 'Monterey Association of REALTORS'. The 'Tour Name' dropdown menu is open, displaying a list of tours: Carmel Pebble Beach Tour, Carmel Valley/Highlands ..., and Monterey/Del Rey Oaks ... The 'Tour Date' field is labeled 'Select Your Tour Date(s)'. The 'Remarks' field is empty. A 'Submit' button is visible at the bottom left.

The tour description will automatically populate once you choose the tour name. The tour date will automatically select the next available tour date. Click in the tour date field to change the date. Notice that the tour date field will only allow you to choose dates that particular tour will happen.

Add Tour

[View My Listings](#)

13746 Pierce RD , SARATOGA, CA 95070

Tour Sponsor
Monterey Association of REALTORS

Tour Name
Carmel Pebble Beach Tour

Tour Description:
Carmel Pebble Beach Tour

Tour Date
10/21/2014

October 2014


Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Add your remarks and click the submit button. You can add as many property tours for a listing as you would like.

Manage Scheduled Tours


Once your property tour is added, you can then manage scheduled tours. Click the plus button next to the tour listing.

Manage Scheduled Tours

Tour Date	Sponsor	Tour
 10/21/2014	Monterey Association of REALTORS	Carmel Pebble Beach Tour

Then you have the option to change the status of the property tour to scheduled or removed.

Manage Scheduled Tours

Tour Date	Sponsor	Tour
 10/21/2014	Monterey Association of REALTORS	Carmel Pebble Beach Tour
Remark:	Wonderful home. Beautiful views.	
Status:	<input type="text" value="Scheduled"/> Scheduled Removed	

