

Realcomp Online® Listing Manager Support Guide

Listing Manager

The Listing Manager function allows you to manage your listings. Here you can:

- View your listings
- Perform Reverse Prospecting
- Perform a CMA
- Print Your List of Listings

While viewing your entire inventory you can manage the appearance of the report.

➤ To change the sort order:

- Click on the column heading. For instance, if you want to sort by price, click on the Price heading.

MLS Number	Street #	Street Name	Status	Price	Expire Date
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View Listings

➤ To view the flyer format of a listing:

1. Select the appropriate listing from the Listing Manager section.
2. Click the check box next to the appropriate listing; then click **View Listing** –OR– Click the MLS number of the appropriate listing.

The screenshot shows the Listing Manager interface with the following elements:

- Market Code: On-Market
- Property Type: RS
- Status: ALL
- MLS Number: []
- Street Number: []
- Street Name: []
- List Agent: ALL
- Buttons: Search, Reset
- Toolbar: View Listing, Reverse Prospects, Start CMA
- Table Headers: MLS Number, Street #, Street Name, Status
- Table Content: No Listings
- Footer: <-Prev, Results: 20 per page, >-Next

NOTE: Listings are viewed separately by Property Type (Residential is the default). To view listings in a different property category, click the down arrow next to **RS** and click your choice.

Reverse Prospects

➤ To run a reverse prospect from the main list:

1. Click the check box next to the appropriate listing. 28002881
2. Click **Reverse Prospects** from the Listing Manager toolbar.
A list appears, displaying a list of other agents' Prospects whose criteria match your listing's criteria.

Prospect Name	Modified	Agent Name	Agent
RON	12/17/2007	RONALD BEREZNICKI ←	248-642

You can click on the agent's name to view the agent's web page. You can also click **Email This Agent** to email a link containing a copy of the listing.

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- **To run a reverse prospect from the Manage Listing page:**
 1. Click the MLS Number of the appropriate listing. A **Manage Listing** report displays.
 2. Click **Reverse Prospects** from the **Manage Listing** toolbar. Follow steps noted above in *run a reverse prospect from the main list*.

Adding A Tour, Open House into Realcomp Online®

- **To schedule a tour or open house:**
 1. Click the **Listing Manager** menu option to view your listings.
 2. Click the MLS number of the appropriate listing.
The **Manage Listing** page appears.
 3. Click **Add Tours/Open Houses** link at the far right side of the Tours/Open Houses section.

Tour Detail	
Return	Save
Delete Tour/OpenHouse	
Tour :	
Name :	<input type="text"/>
Type :	Open House <small>Open Houses will appear on Realcomp Online® as well as on MoveInMichigan™ and on the Home360 channel on cable television if your office participates in those two programs.</small>
Date :	January 10 2008
Start Time :	11 00 AM
End Time :	11 00 AM
Description :	<input type="text"/>
Characters Available: 550	
Save Cancel	

The Open House/Tour Detail screen appears.

4. Enter the requested information into the fields, including the type to specify if it is a tour or open house.
5. Click the [Save](#) link from the task bar or click the **Save** button.

Additional Listing Information

➤ **To add a note to a listing:**

1. Click the MLS number hyperlink of the appropriate listing.
2. In the Manage Listing page, click **Add Note**.
3. The Note Detail dialog box appears.

Note Detail		
Return	Save Note	Delete Note
Note :		
Subject :	<input type="text"/>	
Type :	Unknown ▾	
Description :	<input type="text"/>	
		<input type="button" value="Save Note"/> <input type="button" value="Cancel"/>

4. Enter the requested information into the fields.
5. Click the [Save Note](#) link from the task bar or click the button.