



# LISTING LOAD

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## **Listing Load Course Objectives**

Welcome to Listing Load using the Realcomp *Online*® MLS system. This manual guides you through the steps necessary to successfully enter and change your own listings.

When you complete this class, you will be able to:

1. Enter, save and copy listings into Realcomp *Online*®.
2. Make listing changes.
3. Follow the proper Rules & Regulations, Policies & Procedures to enter listings.
4. Enter listing photo(s) into the Realcomp *Online*® MLS system.

### Realcomp II Ltd. Contact Information

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## **Realcomp II Ltd. Listing Load Program**

### **What Is It?**

Listing Load, a program introduced (as Broker Load) in April 1998, allows participating offices to enter their own listings, make status changes and make any other changes to their existing inventory.

The Realcomp *Online*® system is available 24 hours a day 7 days a week, allowing an office to make changes or add listings anytime day or night. This offers the participating office additional control over how and when their listings are made available in the MLS system.

Participants in this program receive the added benefit of eliminating the need to fax Realcomp the documentation normally required for data entry or changes.

### **How It Works**

The Broker must approve Listing Load as an option for agent(s) within the office. The appropriate User ID and Password will then be activated and the agent, agent assistant or office assistant may immediately begin using Listing Load.

***NOTE:** Upon receipt of the signed agreement, Office Assistants will be given an ID and Password. With a signed agreement, Realcomp will activate an Agent ID and Password with listing entry options. Agent Assistants use the agent's ID and Password for listing entry.*

If at any point the office experiences a backlog or the participant responsible for entering data is unavailable, that office still has the option of faxing the information to Realcomp for Data Entry.

Each office is responsible for storing and maintaining original documentation for auditing purposes by Realcomp.

### **How to Get Started**

Please check with your Broker or Office Manager to make sure Listing Load is allowed for your office. Listing Load can be accessed under the Agent Menu in Realcomp *Online*®.

## Listing Load Main Menu

\* Note: All pop-up blockers must be disabled in order to access Listing Load.

**Listing Load**  
Main Menu

[New Residential](#) [New Condo](#) [New MultiFamily](#) [New Commercial](#) [New Vacantland](#)

MLS Number:

[Full Edit](#) [Status Change](#) [Copy Listing](#) [Manage Attachments](#)

Partial Id	StreetNumber	StreetName	City	PropType	CreateDate
There are no rows in this view.					

Ready. Loaded 0 of 0

From the Listing Load Main Menu you can:

- Click [New Residential](#) to begin a new Residential listing
- Click [New Condo](#) to begin a new Condominium listing
- Click [New MultiFamily](#) to begin a new Multifamily listing
- Click [New Commercial](#) to begin a new Commercial listing
- Click [New Vacantland](#) to begin a new Vacant Land listing

You can also enter an MLS number and makes changes to the listing or copy it.

- [Full Edit](#) allows you to edit multiple fields at one time.
- [Status Change](#) allows you to change the status of a listing.
- [Copy Listing](#) allows you to copy a listing if you are re-listing it or listing multiple similar properties, such as multiple vacant land splits.
- [Manage Attachments](#) allows you to attach a photo to a listing.

In the blue box toward the bottom you can access any listings that you have partially saved but have not yet completed or delete any partially saved listings that you no longer want to save.

## Entering a New Listing

From the Main Menu, select the Property Type of the listing that you want to enter. Clicking the New Residential, New Condo, New MultiFamily, New Commercial or New Vacantland button will bring up the appropriate form. Once the form displays, you can begin entering the listing information. The entry page on Realcomp *Online*® should essentially follow the same order as the printed form.

**Residential Listing Entry for a Broker** Log Off

**Partial Save** **Save** **Preview Flyer** **Back To Home**

**Toggle Help** Fill in the required (\*) fields below

\*LISTING TYPE:  **L Required**

\*LEVEL OF SERVICE:  **L**

\*SERVICES OFFERED:  **L**

\*S/A/E:

\*LIST PRICE:

\*LIST OFFICEID:  **Search**

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\*LIST AGENT ID:  **Search**

\*CONTACT:



\*CONTACT PHONE:

AGENT PHONE:

\*AREA:  **Search** [Area List](#) [Area Maps](#)

Entering information into most fields is as simple as entering the information and using Tab or Enter to go to the next field. The fields, buttons and links that need more explanation are defined below.

- **Partial Save** - This button is used when some information has been entered into the form but it is not complete and is not ready to be saved into the Realcomp *Online*® system. Once a listing has been partially saved, it can be accessed again from the main menu. Partially saved listings appear in the blue box and can be accessed by clicking on the blue link. If the Main Menu was already open in a window behind the form window, then you may need to click Refresh in order to see a partially saved listing that was just saved since the last log in.
- **Save** – If all required fields have been completed, clicking Save will save the listing to the Realcomp *Online*® database. If required fields are still blank, you will be taken to the missing required field to complete it before the save is finalized. Once the listing is saved you will be taken to the top of the listing form and the MLS number will be displayed in red.

- **Preview Flyer** – Preview and/or print the listing, once the listing is saved, as a Flyer.
- **Back to Home** – Returns you to the Listing Load Main Menu without saving the listing.
- **Toggle Help** – Clicking the Toggle Help link will turn on the help information for all of the fields on the page. To display the help information for just one field instead of all of them, click the question mark icon  to the left of the entry box for that field.
- **Help List** – The “L” icon  to the right of the entry box lets you know that there is additional help available also. Clicking this icon will open another window that shows the possible entries for that field. Once that window is open you can click on an item in the list to highlight it. To select multiple items from the list, hold the Control (Ctrl) key on the keyboard while clicking. Once all of the selections have been made, clicking OK will close the help window and fill the selected information into the field.
- **List Office ID** – This field will be pre-filled with your office ID because you can only enter listings for your own office. The Search button is for MLS staff use only since the MLS staff can enter listings/changes for multiple offices.
- **List Agent ID** – Enter the listing agent’s ID number or click Search to search for the ID number. When you click Search, another window will appear which will show all of the agents in the office. Double-click on the correct agent (or click once to highlight the correct agent and click OK) and the information will be added to your form automatically.
- **Area** – If you know the area number for the listing, you can type it into the field. To search for the area number, click Search and a new window will open. In that window, type the name or partial name of the desired city, village or township into the Area field and click the Search button. When the search results appear, double-click on the desired one (or click once to highlight it and click OK) and it will fill the information into the field. To print a list of all of the Realcomp area numbers, click Area List and it will display in a new window.
- **Property ID** – The property ID number (PIN) should be entered as it is shown in the Realcomp Public Records. If you are not sure of the correct PIN, then you can click Search and search for it using the address. In order to find the PIN number, be sure that the number in the area number field is correct because this is used as a part of the search. When you have entered the PIN number (either manually or through the search window) and pressed Tab to go to the next field, the system will search for a match in the public records. If it finds a match, then it will prefill many of the fields for you such as the address fields, City, School District, Legal Description and taxes. Even though the fields have been filled in, they can be changed if the information does not match what you would have entered.

- **Dup Addr Search** – When the ZIP code has been entered, the system will run a check to see if this property has already been entered by searching for duplicates. If a duplicate is displayed, please compare the information. If there is already a listing in the database for this property that has not already been withdrawn or expired, then partially save this listing and remove that listing from the market before saving this listing. If the previous listing is not from your office, partially save the listing and do not complete it. Contact the listing office of the previous listing and wait until they have taken it off the market to complete the save of the new listing. There cannot be two on-market listings in the system for the same property.
- **List Date/Expire Date** – Dates can be entered using either the 2-digit or 4-digit year and will be converted to the 4-digit year when the listing is saved.
- **School District** – The school district will prefill from public records if a property ID number match is found. If it does not prefill, you can type the name or use the drop-down list. If you begin typing the name, the list will open and automatically jump to match the letters that you typed. Your entry **MUST** match one of the school districts in our list exactly.
- **Public Remarks** – The Remarks fields are the only fields that do not automatically capitalize when you Tab out of the field. It allows both upper and lower case, so be sure to capitalize appropriately. The Public Remarks field cannot have any personal information such as names, phone numbers, website addresses, etc. This is the Remarks field that will print on buyer flyers and be available outside of the system such as on MoveInMichigan.com, emailed listings and IDX websites.
- **Agent Only Remarks** – See above regarding capitalization. The Agent Only Remarks can have the information that is prohibited in the Public Remarks. This field will only be displayed on the agent versions of flyers. There are no restrictions regarding what can be included in this field as long as none of the verbiage is prohibited by Fair Housing laws.
- **Check Spelling** – when the Check Spelling button is clicked, the system will run the spell check on both Remarks fields. Using standard abbreviations will reduce the number of times that the spell check stops on unrecognized words.

## Changing and Copying Existing Listings

Changing and copying of existing listings are all started from the Listing Load Main Menu. On the Main Menu enter the MLS number in the MLS Number field and click the button that corresponds to the desired type of change (Full Edit, Status Change, Copy Listing or Manage Attachments).

**Log Off**

### Listing Load

Main Menu

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New Residential
New Condo
New MultiFamily
New Commercial
New Vacantland

**MLS Number:**

Full Edit
Status Change
Copy Listing
Manage Attachments

Partial Id	StreetNumber	StreetName	City	PropType	CreateDate
There are no rows in this view.					

Ready.
Loaded 0 of 0

### Full Edit

After entering the MLS number and clicking Full Edit, a new window will open that looks similar to the original listing entry screen. This screen allows you to change multiple fields and only have to save it once.

### Status Change

To make a change of the price, expiration date, enter pending/sold information or withdraw a listing (Broker or Office Assistant only option), the Status Change option can be used instead of the Full Edit screen.

Quick Listing Changes			
<b>MLS#:</b>	<input type="text" value="24002237"/>	<b>Search</b>	<b>Change Mode:</b> <-- Select -->
<b>Address:</b>	19774 ELKHART ST		<b>MC/Status:</b> A/NEW
<b>Prop Type:</b>	RS	<b>Area:</b> 05061	<b>Status Date:</b> 11/4/2004 4:30:39 PM
<b>List Price:</b>	125000	<b>County:</b>	<b>Update Date:</b> 11/4/2004 4:30:39 PM
<b>List agent:</b>	092397 HATTIE WARD		<b>List Dt Rev:</b> 11/4/2004
<b>List Office:</b>	146587 CENTURY 21 DUPONT, REALTORS		<b>List Date:</b> 10/30/2004
			<b>Expire Date:</b> 5/5/2005

- If you decide that the MLS number that was entered on the previous screen is not the correct one, or you want to change another listing after the first change is complete and saved, you can enter the new MLS number in the “MLS#” field (see above) and click Search.
- Select the desired change from the Change Mode drop-down list. If you want to make a change that is not listed in the drop-down list, then you probably need to go to Full Edit to make that change.
- When you select a change mode, then the appropriate fields that may need to be edited will appear on the page below the box shown above.
- Once you have made the desired changes, click Save to complete the change. You can also click Back to Home to cancel the edits and make no change to the listing.

### **Copying a Listing**

- Enter the MLS number into the MLS Number field in the Listing Load Main Menu.
- If the listing is being re-listed, be sure that the old listing has been withdrawn. If this has not been done, please check with your Broker or Office Manger to withdraw the listing or fax a signed copy of the Status Change by all parties to Realcomp II Ltd.
- Once the MLS number is entered click Copy Listing and, after a few seconds, the partially completed listing entry screen will appear.
- Fill in any missing fields or change any fields as desired and click Save when done.
- You will be returned to the top of the listing entry screen and the new MLS number will be above the entry fields in red.

### **Manage Attachments**

Complete instructions for uploading photos can be found here:

<http://www.realcomp.com/Docs/dropzonetipsheet.pdf>

## Reference Tables

### Property Types

Description	Property Type
Residential/Site Condo	RS
Condominium	CO
Multi-Family	MF
Vacant Land	VL
Commercial	CM

### Status Codes

On-Market	
Active	ACTV
New	NEW
Price Change	CHGP
Extended	XTND
Contingent Continue to Show	CCS
Back on Market	BMK

Off-Market	
Sold	SOLD
Expired	EXPD
Pending	PEND
Conditionally Withdrawn	CWTH
Unconditionally Withdrawn	UWTH

### Contingency Types

Description	Type
First Right of Refusal	1
Financing	2
Inspection	3
Call Listing Office	4

## Finance Codes

Description	Type
Cash	1
Ctem (cash to existing mortgage)	2
VA	3
Conventional	4
LC (Land Contract)	5
FHA	6
Other	7

## Listing Input Change Mode

MODE	Description	Prompts
BMK	Back on the Market	New Expire Date, Back on Market Date, New list Price
CCS	Marks as Contingent	Contingency Date, Contingency Type
CHGP	Change the List Price	New List Price
CWTH	Conditional Withdrawal	Off-Market Date
PEND	Mark as Pending	Off-Market Date, Selling Office, Contract Date, Selling Agent, Selling Agent 2 (if applicable)
SOLD	Mark as Sold	Closed Date, Selling Office, Selling Price, Selling Agent, SA2, Finance Code, Listed/Sold Same Day, Concessions
UWTH	Unconditional Withdrawal	Off-Market Date
XTND		New Expiration Date