

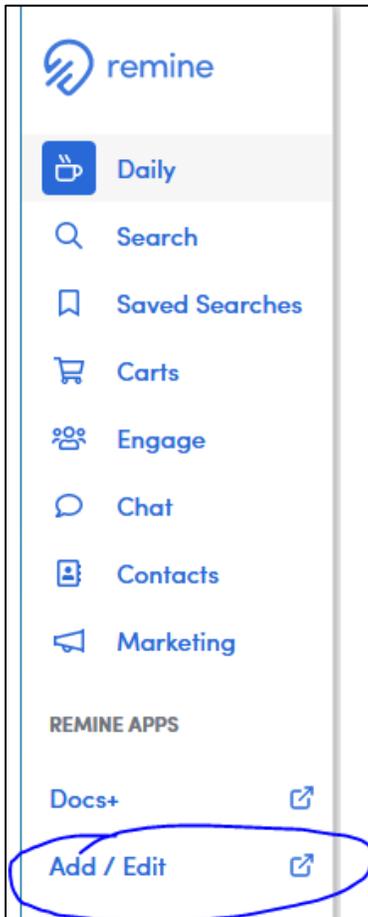


How to Edit Your Listings through Remine Add-Edit

1. Choose Remine Pro from the Realcomp Dashboard.



2. Choose Add/Edit from the Remine Pro Dashboard.





How to Edit Your Listings through Remine Add-Edit

3. If your listings do not display on the Add-Edit dashboard, click Filters and My Listings or My Office Listings (for Brokers).

The screenshot shows the Remine Add-Edit dashboard. At the top right is a blue 'Create Listing' button. Below it is a search bar with a magnifying glass icon and the text 'Search...'. To the left of the search bar is a 'Show Map' toggle switch. Below the search bar is a 'Close' button with an 'X' icon. On the left side, there is a 'DOM' (Days on Market) filter with a dropdown arrow. Below this, there are three filter sections: 'Status' with a 'Select...' dropdown, 'Off-Market Timeframe' with '< 30 Days' and an 'X' icon, and 'Source' with 'My Listings' and an 'X' icon. The 'DOM' filter has two options: '316' and '42'.

4. Click the address of your listing.

The screenshot shows a listing card with a blue circle around the address. The card contains the following information:

	2421 VAN DYKE Detroit, Michigan 48214 MLS# 2220029241	ACTV	LAND	\$149k	42	Gordon A Hawki 6/4/2022
---	--	------	------	--------	----	-------------------------



How to Edit Your Listings through Remine Add-Edit

5. You will see Listing Details for your listing.

× Close

Listing Details [Edit Listing](#)

Edit Photos



• Active, 42 DOM
2421 VAN DYKE
Detroit, Michigan 48214
\$149,000

[Update Price](#) [Update Status](#)

Listing History [View Log](#)

Open Houses [+ Create](#)

Remarks [Edit Remarks](#)

Public (empty) [Show More](#) 

Private (empty) [Show More](#) 

Integrations  [Add](#)





How to Edit Your Listings through Remine Add-Edit

6. Choose **Update Price** to make a price change. Enter the new price and click Next and continue to take this action until you have addressed any missing fields of data. do this

Choose **Update Status** to make a status change.

Choose **Edit Remarks** to modify the remarks of your listing.

This is also where you can create an **Open House** for your listing.

Important Note: With any new listing edits, you will be required to complete any new fields that are missing from your listing.

Missing fields of data may appear at the left-hand side of the screen, with “red dots” shown below. Click the Label (i.e., Property Type) for each field that has missing data to go to that section on the listing and provide what is needed. Once the data requirement has been met, the red dot will turn to green. Do this for each field that needs to be addressed.



How to Edit Your Listings through Remine Add-Edit

The screenshot shows the 'Create Listing' page in the Remine system. On the left is a navigation sidebar with the Remine logo, a 'Listings' menu item, and 'REMINE APPS' including 'MLS' and 'Docs+'. The main content area is a checklist of fields for a listing, each with a status indicator (green dot for complete, red dot for incomplete, grey dot for optional). The 'Internet Permissions' section is highlighted.

Field	Status
General	
Agent/Office	Complete (Green)
Property Type	Incomplete (Red)
Address	Complete (Green)
Listing	
Price	Complete (Green)
Ownership	Complete (Green)
Location and Tax	Complete (Green)
Lot	Complete (Green)
Property	
Exterior Features	Complete (Green)
Financial	Incomplete (Red)
Remarks	Complete (Green)
Green	Complete (Green)
Internet Permissions	Complete (Green)
Media	
Upload Photos	Complete (Green)
Upload Documents	Optional (Grey)
Photo Metadata	Complete (Green)
Add Virtual Tour	Complete (Green)
Documents	Complete (Green)



How to Edit Your Listings through Remine Add-Edit

7. At the end of the update screens in the upper right-hand corner, click the **View Listing** option to review your listing ensure your data change(s) has/have been entered correctly.
8. Then, be sure to choose **“Save”** at the end of the process.

For any questions regarding this process, please contact Realcomp’s Customer Care Department at support@realcomp.com.