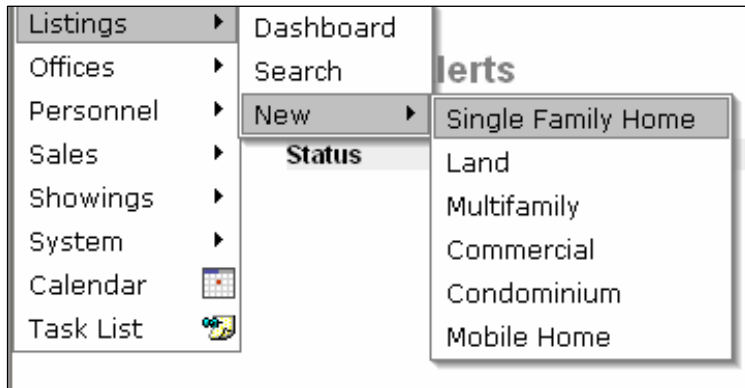


Entering a New Listing into ShowingPointe

- 1 Use the menu to select Listings, New, and then the appropriate listing type for your new entry to be taken to the listing input screen.



- 2 From the input screen begin entering the fields as indicated. Required fields are indicated with a red *. These fields will need to have an entry in order to process the listing. Here is an example of the minimum requirements needed to fill out and complete the listing entry...

Single Family Home Listing Input

General

ListingID: *	<input type="text" value="123445"/>	St Num:	<input type="text" value="110"/>	Name:	<input type="text" value="Maple"/>	Suffix:	<input type="text" value="Street"/>	Unit No:	<input type="text"/>
Status: *	<input type="text" value="Active"/>	Area:	<input type="text" value="Portsmouth"/>	Full Baths: *	<input type="text" value="1"/>	Half Baths: *	<input type="text" value="0"/>	Sq.Ft.:	<input type="text"/>
Office: *	<input type="text" value="Canfield Office"/>	Agent: *	<input type="text" value="Beth McCallister"/>	Owner: *	<input type="text" value="Default Owner"/>	Bed:	<input type="text" value="3"/>	Type:	<input type="text" value="Single Family Home"/>
Commission	<input type="text"/>	%		Taxes: \$	<input type="text"/>				
List Price: \$ *	<input type="text" value="120000"/>	List Date: *	<input type="text" value="2/1/2006"/>	Expire Date: *	<input type="text" value="2/1/2007"/>				
Units	<input type="text"/>	Possession:	<input type="text"/>						

- a. **Listing Id** or MLS number
- b. **St Num** – Type in the street number
- c. **Name** – Type in the street name
- d. **Suffix** – Type in the street suffix for example (road, avenue, etc.)
- e. **Status** – Choose the appropriate status from the drop down menu.

- f. **Area** – Choose the correct area from the drop down menu. If the area is not available you can add it by choosing the [Area](#)- link and then typing in the desired area and clicking add. When you receive the success notification click OK to be taken back to the input screen where you are now able to use the drop down menu to select the area.

- g. **Full Baths** – Choose the correct number from the drop down menu.
- h. **Office** – Leave the office field blank for now, it will automatically populate with the correct information when the listing agent is selected.
- i. **Agent** – Click on the [Agent](#)- link and search for a list of all agents in the system by clicking the search button and not providing any additional information. Or narrow the search down by entering any details that are know into the First Name or Last Name fields or by selecting the office in the drop down to separate them by their assigned office. When you find the correct agent record click the button next to their name and the information will automatically fill in.

Name	PrimaryPhone	City	Address	Email
<input type="radio"/> Beth McCallister	(330) 402-8725	Newton Falls	State Route 534	beth

- j. **Half Baths** – Select the correct number of half baths from the drop down menu.

- k. **Commission** – Enter the correct total commission that the seller has agreed to allow for the listing.
- l. **Owner** – Click the [Owner](#)- link to begin looking up the record. **The Owner record will need to have been entered prior to inputting the new listing.** Enter some or all of the information into the First Name and Last Name fields to bring back a narrowed down seller list to choose from or simply click the search button to bring back all the contact records that have been entered. Select the button next to the correct contact.

Advanced Owner Search

Contact Type: ▼

First Name: Contains

Last Name: Contains

Office: ▼

[Company:](#)

Phone Number: () - Ext.

Address:

City:

Email Address:

- m. **Sq. ft.** – Enter the appropriate listing living area.
- n. **List Price** – Enter the listing price owner has agreed too, leave out punctuation and just use numbers.
Ex. \$209,900.00 should be entered as 209900
- o. **Taxes** – Enter the property tax information, again leaving out any punctuation.
- p. **Beds** – Select the total number of bedrooms from the drop down menu.
- q. **List Date** – Click the calendar to the right of this field and select the correct listing date to automatically format the field with the correct structure.
- r. **Expire Date** – Click the calendar to the right of this field and select the date that the current listing contract is due to expire.
- s. **Units** – Enter number of units if applicable
- t. **Possession** – Enter the terms that a buyer would expect to encounter when a purchase agreement is accepted.

③ At this point it is safe to save this listing record, or click save and add to not only save this listing but continue entering additional listings with the same property type.