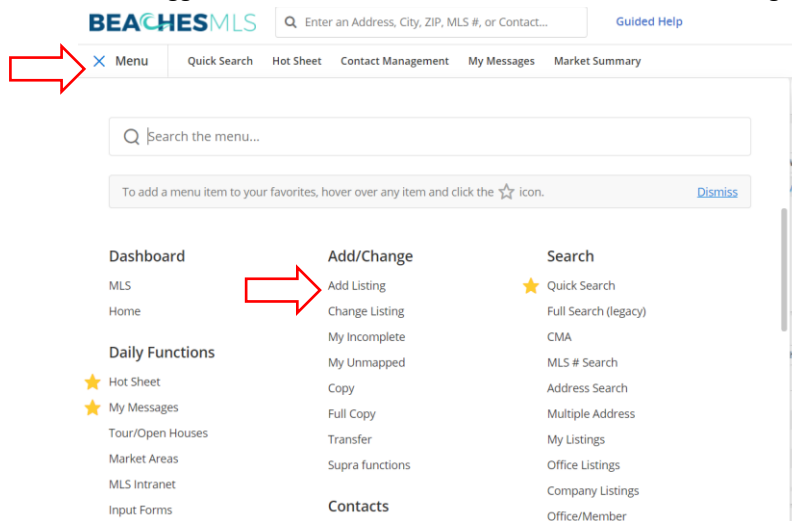


Coming Soon Status

Now you have access to a new status called "Coming Soon". In "Coming Soon" status, the Listing Brokerage and the Seller(s) are preparing the property for sale. Properties in "Coming Soon" status MAY NOT be shown. There must be a valid Listing Agreement between the Seller(s) and the Listing Brokerage. Listings in "Coming Soon" status must have Seller(s) written approval. "Coming Soon" status provides a method for the Listing Broker to notify other cooperating brokers of the properties that will be made fully available for showing after preparations have been completed. The property may be publicly marketed and will be included in broker data feeds.

To enter a listing in Coming Soon status:

- While logged into Flexmls, click on Menu, then under Add/Change, click on Add Listing.



- On the next screen, select the Property Type. *Note: Coming Soon is not available for Commercial Properties.*
- Now click on the *Main Fields* tab to view the screenshot below. Click on the drop down that says *Active* to select *Coming Soon*. When *Coming Soon* is selected a field called *Go-Active Date* will appear. Here you will enter the date when the listing will automatically go live. The date must 21 days or less from the date you entered the listing. You can update the *Go-Active* date at any time as long as you stay within the 21-day window.



Note: If you would like to make your listing *Active* prior to the automatic *Go-Active* date, you must use the *Start Showing* option. See page 2 for instructions.

Activate your listing before the Go-Active Date:

On the Listing Edit screen you will see an option to *Start Showing (Active)*. Click that to make your property Active and allow showings. The property will still hit hotsheet and auto-emails as New for 7 days.

The screenshot shows the 'Listing Edit' interface. It has two main tabs: 'General' and 'Media'. Under 'General', there are links for 'Listing Information', 'Supplement', 'Map Location', 'Reset Geocode', 'Listing/Selling Members', and 'Supra functions'. Under 'Media', there are links for 'Photos (1)', 'Documents', 'Videos', and 'Virtual Tour'. Below these tabs is a 'Status' section with two options: 'Remove Listing' and 'Start Showing (Active)'. The 'Start Showing (Active)' option is circled in red.

Search for a listing in Coming Soon status:

Coming Soon is now an active status when searching in the MLS Quick Search & Full Search. *Note: You can also add the Go Active Date to your Quick Search if you want to search on when the Coming Soon is to Go Active.*

The screenshot shows the 'View Results: 1' search results page. It has a search bar with the placeholder 'Location, address or MLS #' and a 'Browse' button. Below the search bar is a filter section titled 'Status of Coming Soon' with a dropdown menu showing 'Active', 'Coming Soon', and 'Pending'. The 'Coming Soon' option is selected. Below the filter section is a section titled 'Off Market Dates' with checkboxes for 'Under Contract Date', 'Sold Date', 'Expiration Date', 'Temp Off Market Date', and 'Cancel Date'. Each checkbox has a date range selector and a 'days back' link. At the bottom of the 'Off Market Dates' section is a 'Hide Date Ranges' link.