

# Listing Maintenance

The Listing Maintenance functionality in TEMPO 5 lets you search for a listing, add a new listing, and modify or delete existing listings from the MLS database. Features include the ability to automatically complete the listing information from public tax records, to graphically pinpoint a listing's location on a map, and to save unfinished listings for later completion.

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**NOTE!** *Some or all components of Listing Maintenance may not be available to you. The procedure for loading listing information and images varies from area to area.*

## ► To access Listing Maintenance:

1. From the main menu, click **My Tools > Staff Tools**.
2. Click the **Listing Manager** link.

The Listing Maintenance page opens displaying a list of any Incomplete Listings you may have been working on. See

Working with an Incomplete *Listing*.

3. To search for an existing listing that has been submitted:
  - enter the listing's ML number in the **Find a listing by ML#** field, then click the arrow [➡] button.
  - click the **Search for listing** button, perform a search and select the record.  
See
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  - Editing an Existing **Listing**.
4. To add a new listing, click the **Enter a new Listing** button. See Adding a New Listing. Adding a New Listing

You can add a new listing record to the MLS database. If you are working on an Incomplete Listing record, you can use these same instructions to complete the fields. Skip to step #5.


## ► To enter a new listing record:

1. From the Listing Maintenance page, click **Enter a new Listing**.  
The Add Record dialog box opens.
2. Click the **Select Property Type** drop-down list and choose from the available property types, for example Residential, Duplex, Land, etc.
3. Click **OK**.  
The Tax Autopop Selection pop-up window opens.
4. If you do not want to auto-populate the listing information form with tax information at this time, click **Cancel** to go immediately to the Add New Listing page.

**NOTE!** You can use the **Tax Autopop** button at the bottom of the **Add New Listing** page. See *Using the Tax Auto-pop Feature*.

The **Add New Listing** page opens.

- To display only specific fields, click the **Edit Mode** drop-down list, located in the top right corner and select a filter: **All Input Fields**, **MLS Information**, etc.

**note!** All of the red fields [  ] are required and must be completed in order to submit this form.

- Enter as much information about the listing as you can.
  - press the **TAB** or **ENTER** key to move quickly from field to field.
- To temporarily stop working on the listing (not posting it to the MLS), click the **Save as Incomplete** button. See

#### 7. Working with an Incomplete *Listing*.

- a message dialog opens telling you the listing has been saved for later. Click **OK**. You are returned to the **Listing Maintenance** page.

**note!** *TEMPO 5* saves the listing as you move from field to field, so even if you lose your Internet connection, your listing will be saved as a temporary listing and you'll be able to complete it later.

- Click one of the action buttons to perform more tasks:
  - Map Property** — manually places the location of the property. See *Using the Map Property Feature*.
  - Tax Autopop** — searches the public tax records and auto populates the fields with the listing's tax record information. See *Using the Tax Auto-pop Feature*.
  - Save as Incomplete** — saves an unfinished record "as is" and lists it in the **Incomplete Listings** list on the main **Listing Maintenance** page. See
  - Working with an Incomplete *Listing*.
  - Print** — generates a selected listing report to print.
- When the listing is complete (all required fields are complete), click **Submit**.

## Using the Map Property Feature

If *TEMPO 5* notifies you that it is unable to accurately locate the property address of the new listing, the **Map Property** pop-up window is opened automatically so you can pinpoint the location manually. Also, you can click the **Map Property** button.

### ► To use the Map Property feature:

- From the **Map Property** pop-up window, click the **Automatically map this property** link.
- If you need to manually locate the property and know the **Latitude** and **Longitude** coordinates, enter the information in the fields. Otherwise:

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- use the map view and zoom controls [-] [+] to locate the property, then click the map to place a property marker. The latitude and longitude values are automatically determined.
3. Select the **Save current map center and zoom level as user default** check box to save the map setting.
  4. Click **Refresh map** to verify the property location.
  5. Click **OK** to set the property location.

You are notified when the listing has been successfully submitted to the MLS.  
It can now be searched for and seen by other MLS members.
  6. Click **Print** to send the map to the printer.
  7. Click **OK**.

The Listing Summary page opens.

## Using the Tax Auto-pop Feature

If you did not use the tax autopop feature previously, but would like to now, click the **Tax Autopop** button from the Add New Listing page.

### ► To auto-populate the listing form with tax information:

1. From the Tax Autopop Selection dialog box, click the **Select Tax Provider** drop-down list and choose the provider.

***note!** Depending on the provider you choose, the remaining fields that you need to complete may vary.*

2. Click the **Select Tax County** drop-down list and choose the county.
3. Choose one of the following search options:
  - **Search by Tax ID** — enter the tax ID number required to locate the tax record (to retrieve a match, the ID must be properly formatted).
  - **Use Tax Search to find the tax record** — click **OK** to display the Tax Search Form

The Tax Search Results page opens.

4. Select the appropriate tax record, then click **OK**.

The fields of the Add New Listing page are completed using the selected tax record information.

## Working with an Incomplete Listing

When adding a new listing, you can temporarily stop working on it and not lose any of the information. The next time you open the Listing Maintenance page, you'll see a list of the Incomplete Listings.

### ► To access an Incomplete Listing:

1. From the Listing Maintenance page, click a row.

The Modify Incomplete Listing page opens.

***note!** The Modify Incomplete Listing page looks almost identical to the Add New Listing page.*

2. Complete the rest of the fields. See Adding a New Listing.
3. Click one of the action buttons to perform more tasks:
  - **Map Property** — to manually locate the property address. See Using the Map Property Feature.
  - **Tax Autopop** — to automatically search for and insert tax information. See Using the Tax Auto-pop Feature.
  - **Delete** — deletes the record you are currently working on. A message box opens asking you to confirm the deletion. Click **OK**.
  - **Print** — generates a selected listing report to send to the printer.
4. When the listing is complete (all required fields are complete), click **Submit**.

## Editing an Existing Listing

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**NOTE!** *If you are completing an Incomplete Listing record, see Adding a New Listing or*

**NOTE!** *Working with an Incomplete Listing.*

Once you have added a listing to the MLS database, you can search for that listing to edit, copy, delete, map or print the listing record. You can also add a new record from this page.

### ► To search the MLS for an existing listing to edit:

1. From the Listing Maintenance page:
  - enter the listing's ML number in the **Find a listing by ML#** field, then click the arrow [↵] button.
  - click the **Search for listing** button, perform a search and select the record. Click the **Edit Selected Listing** button. See
  - 
  - Editing an Existing Listing.The Listing record opens.
2. To view the listing's information, click each of the subsections:
  - **Summary Report** — choose a different report format from the drop-down list.
  - **Images** — add, edit, delete or re-order property images. Image upload is described in another section.
  - **Prospector Activity** — review a summary of the listing's prospecting activity, such as the number of e-mails that included this listing, number of IDX property searches, etc.
3. Click one of the action buttons to perform more tasks:
  - **Edit** — to modify the property listing's information. Make changes to the listing accordingly. See Adding a New Listing.
  - **New** — to create a new listings. See Adding a New Listing.
  - **Copy** — to take a copy of an existing listing to create a new record. See Copying a Listing.

- **Delete** — to delete the listing you are currently working on. See [Deleting a Listing](#).
- **Map** — to manually locate the listing property on a map. See [Mapping a Listing](#).
- **Print** — generates a selected listing report to send to the printer. See [Printing a Listing](#).

4. Click **Close**.

## Copying a Listing

You can take a copy of an existing property listing and create a new record.

### ► To copy an existing listing:

1. From the Listing Maintenance summary page, click **Copy**.

A message dialog opens prompting you to confirm that you want to create a new record by copying the selected record.

2. Click **OK** to confirm.

The Copy Listing page opens showing the copied listing's property information.

3. Add the required listing information. See [Adding a New Listing](#).

4. Click **Submit**.

You are returned to the Listing Summary page.

## Deleting a Listing

You can permanently delete an unwanted listing from the MLS database.

### ► To delete a listing:

1. From the Listing Maintenance summary page, click **Delete**.

A message box appears prompting you to confirm the deletion.

2. Click **OK**.

A second message box opens, confirming the listing (by ML number) has been deleted successfully.

3. Click **OK**.

You are returned to the Listing Maintenance page.

## Mapping a Listing

You can view the listing property on a map and print it.

### ► To view the currently displayed listing on a map:

1. From the Listing Maintenance summary page, click **Map**.

The MapIt pop-up window opens with the listing's location.

2. You can view the listing in different ways on the map.
3. Click the **Print** button to send the map to the printer.
4. If you use the mouse to click elsewhere on the map, thereby changing the location you want to view, click **OK** to accept the new position as the default.
5. Click **Close**.

## Printing a Listing

You can preview and print one or more listing maintenance reports for the selected property.

### ► To print a listing:

1. From the Listing Maintenance summary page, click **Print**.  
The Print Options dialog box opens.
  2. Choose the following options:
    - **Single Maintenance Listing** — click the drop-down list to select a different listing than the one shown.
    - **All Maintenance Listings**
  3. Click a print option:
    - **Print report**
    - **Print labels** (may not be available for all listing results)
  4. Select a report format from the list.
    - to select multiple reports, hold down the **CTRL** key and click.
  5. Click **Preview**.  
You can see how the report will look before you print it.
  6. Click **Print**.  
A standard Windows Print dialog opens.
  7. Choose any additional print options (e.g., number of copies, destination printer, etc.) then click **OK**.
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