



Adding & Editing Listings Quick Start — Flexmls

From Auto Assistant to publishing, media, changes, and mobile edits.

Adding a listing is easier when you do not try to finish everything in one pass. Build the shell, verify the map and required fields, save it as incomplete, add the media, then publish and check your work before it syndicates.

The Safe Order

Checkpoint	Fast path	Do not miss
Start it	Quick Launch: add -> Add Listing	Auto Assistant handles property type, listing member, address, map, and tax data.
Pause safely	Save Incomplete -> Add/Change -> My Incomplete	Autosave runs about every 2 minutes. Incomplete listings can be edited, deleted, or published later.
Add media	My Incomplete or Change Listing -> Media	Most photos, documents, floor plans, videos, and tours are added after saving incomplete or after the MLS number exists.
Publish	Click Add Listing at the top	No MLS number is created until required fields are complete and Add Listing succeeds.
Maintain it	Quick Launch: change -> Change Listing	Use for price, status, media, open houses, Check It, Activity, ListTrac, and map fixes.

1. Start with the Auto Assistant

1. Type **add** in the Quick Launch bar, then open **Add Listing**.
2. Choose the **property type** and confirm the **listing member**. Assistants or brokerload users may need to search for the agent.
3. Type in the address. If Flexmls cannot find it - common with vacant land or new construction - enter it manually.
4. Verify the map pin. Switch to **Satellite** view; if the pin is wrong, choose **Move Pin Location** and click **Use This Location**.
5. Review tax-record auto-population. **Do not copy old photos** unless you have permission to use them.

Honey Tip: A wrong map pin can create showing, valuation, search, and syndication problems. Fix the pin before you move on.

2. Fill the Input Form Without Hunting

- **Red fields with an asterisk** are required. To clean up the screen, use **Required Fields Only** or **Empty Required Fields Only**.
- **Question mark or information icons** explain field rules and restrictions. Use them before guessing.
- **Conditional fields hide until earlier choices are made.** If you cannot find a field, check dropdowns above it - especially subtype and status.
- **Agent Remarks** are private to agents. **Directions** matter when GPS is weak.
- **Room rows** are driven by the total rooms value on the Main Fields tab. Complete dimensions help buyers plan furniture.

Honey Tip: **Office Exclusive** is not just another visibility checkbox. It is a permanent setting; if the property is marketed during that status, it becomes available to all firms.

3. Save Incomplete, Then Add the Real Media

Click Save Incomplete Listing whenever you need to pause. Return through Add/Change -> My Incomplete, select the listing, and click Edit. Incomplete listings can also appear on the Change Listing page.

1. Add the primary photo on the Photos tab. You will add the rest of the photos in the Photos section.
2. Click **Save Incomplete Listing**. Then reopen it from **My Incomplete**.
3. Use the media links for photos, floor plans, documents, videos, and virtual tours.

Media	Use it for	Gotcha
Photos	Add Photos; upload from your computer; rearrange, rotate, replace, caption, and set the primary photo.	Max 15 MB or 3000 x 2000 pixels. File names cannot include special characters like [] ? * { } : /.
Floor Plans	Upload like photos and mark as Public, Private, or Private While Off-Market.	Use the correct privacy level before publishing.
Documents	Choose a document type, then upload the PDF or file.	Each document must be under 10 MB. Compress oversized PDFs with Adobe, not sketchy third-party sites.
Videos	Paste the video embed code from YouTube/Vimeo.	Flexmls does not host video files. A regular URL is not

		enough here.
Virtual Tours	Paste the tour URL from the photographer or tour provider.	This is the opposite of video: tours need URLs, not embed codes.

4. Choose the Right Status and Distribution Setting

- **Active** - the standard live status. Enter it within 3 days of listing agreement signatures.
- **Coming Soon** - published but no-show until the Start Showing Date. A Start Showing Date is required and must be within 30 calendar days of the effective date. On that date, it automatically becomes Active and is syndicated, sent to IDX, and included in subscription emails.
- **Delayed Marketing** - not visible in the MLS and not syndicated until the marketing date. It is visible only to the listing agent and office admin; MLS/association staff must change the marketing date with documentation.
- **Broker Distribution** - controls syndication to internet sites and IDX. Defaults are usually checked; seller opt-outs are rare and should be intentional.

 **Honey Tip:** Save the listing as incomplete before the pressure starts. You can return, finish required fields, add media, and publish when the listing is clean - not when your browser session happens to be open.

5. Publish, Then Use the 10-Minute Safety Window

1. Switch to **Empty Required Fields Only** before publishing. If errors appear, Flexmls will show you what is still missing.
2. Click **Add Listing** at the top of the page. When it succeeds, Flexmls assigns the MLS number.
3. Review the live listing immediately: price, status, dates, map, remarks, directions, photos, distribution, and showing instructions.
4. Subscription emails and syndication are delayed about 10 minutes after publishing. Use that window to catch mistakes before the listing fires out.

6. Change a Live Listing

Go to Add/Change -> Change Listing, type the MLS number, or choose a listing from the My Listings panel. From search results, you can also use the dropdown arrow next to the MLS number and choose Edit Listing.

- **Listing Information** - same core fields as initial entry: facts, remarks, directions, and details.
- **Change List Price / Statuses** - update price or move the listing through its lifecycle; required fields vary by status.
- **Media** - add or change photos, documents, floor plans, videos, and virtual tours after the listing is live.
- **Public Open House** - add open house details from the Change Listing page.
- **Locations and Geocodes** - fix a bad pin or geocoding issue.
- **Listing/Selling Members** - add the buyer agent when pending/closing; search **Non-Member** if the agent is outside Hive and not found.
- **Check It** - scans for potential issues such as fair housing language. Review anything flagged in red.
- **Activity / ListTrac** - listing views and engagement data for seller conversations.

7. Mobile Edits

In the Flexmls Pro app or at m.flexmls.com, open My Listings, choose the listing, and tap Edit. Mobile handles common tasks such as price changes, status changes, photo uploads from your camera roll, document uploads, and access to incomplete listings. Not every field is editable on mobile.

Navigation Cheat Sheet

To do this...	Fast path
Add a listing	Quick Launch: add OR Add/Change -> Add Listing
Return to unfinished work	Add/Change -> My Incomplete
Change a live listing	Quick Launch: change OR Add/Change -> Change Listing
Print a blank input form	Quick Launch: input -> Input Forms -> choose property type -> Print
Copy a listing	MLS number dropdown or Change Listing page -> Copy Listing / Full Copy
Open Listing Activity Report	My Listings dropdown -> Activity OR Change Listing -> Activity

 **Honey Tip:** ListTrac is your data backup. If the listing is getting views but no showings, that supports a pricing conversation. If views are low, look at marketing, photos, and exposure first.