

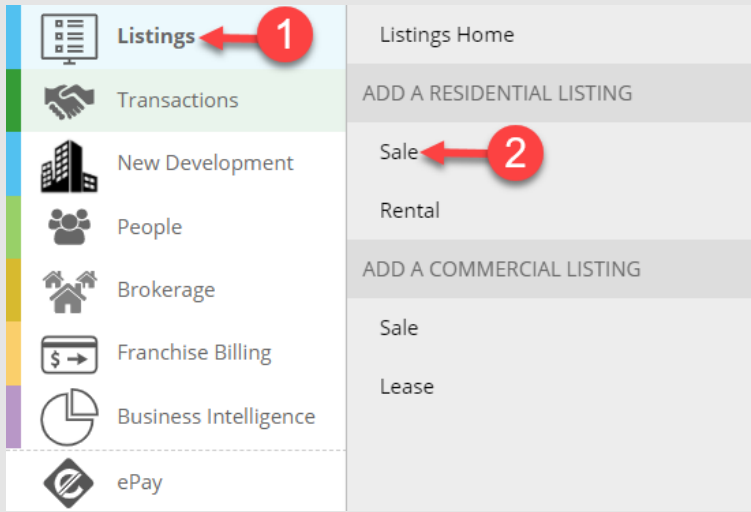
Add a Residential Sale Listing

Follow the steps in this guide to add a residential sale listing in dash. *Note: Make sure that the sales associate or team with the listing already exists in dash, so that you can associate them with their listing.*

Fields marked with an asterisk (*) are mandatory

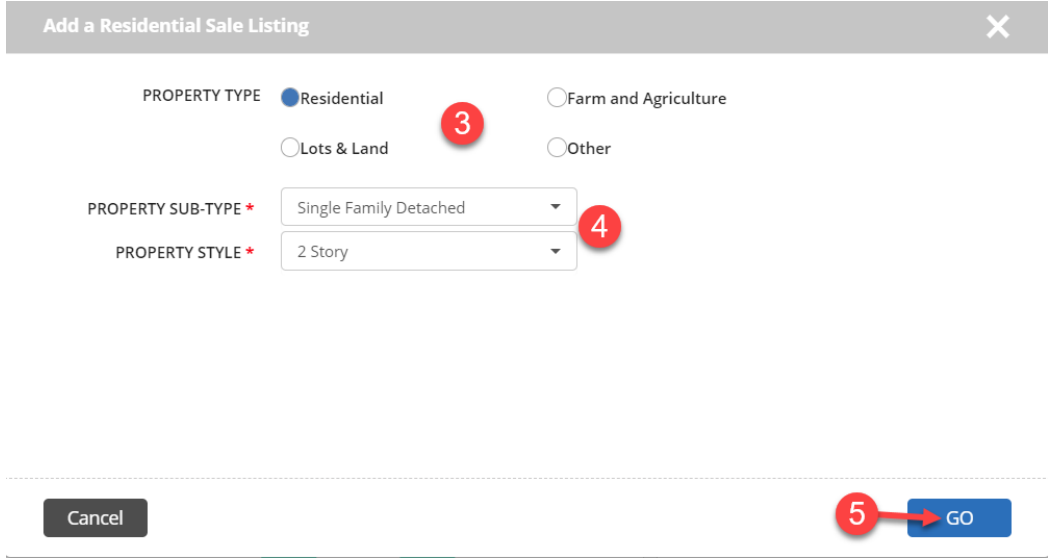
To Save a Draft:

1. Click **Listings** on the left navigation menu.
2. Click **Sale** under *Add a Residential Listing*



The **Add a Residential Sale Listing** window displays.

3. Select *Residential* for **Property Type**.
4. Select the appropriate options for **Property Sub-Type** and **Property Style**.
5. Click Go.



Version 2

| Page 1

The **Add a Residential Sale Listing Form** displays.

- Navigate to any section by clicking the tabs at the top of the screen.
- Enter the information in the fields for each tab. You will be prompted if there is missing information required on a tab.

To Save as Draft

If you must walk away from your computer or office, you can save a draft of what you have already entered, and return later to complete it.

- At any time, you can scroll down and click **Save as Draft** to save your work.

The **Save Listing as Draft window** displays.

- Select to either save your draft as a **Private Draft** (i.e. only the person who entered the listing can retrieve the draft and make edits) or **Shared Draft** (i.e. anyone within your company with the appropriate security permissions can retrieve and edit the draft).

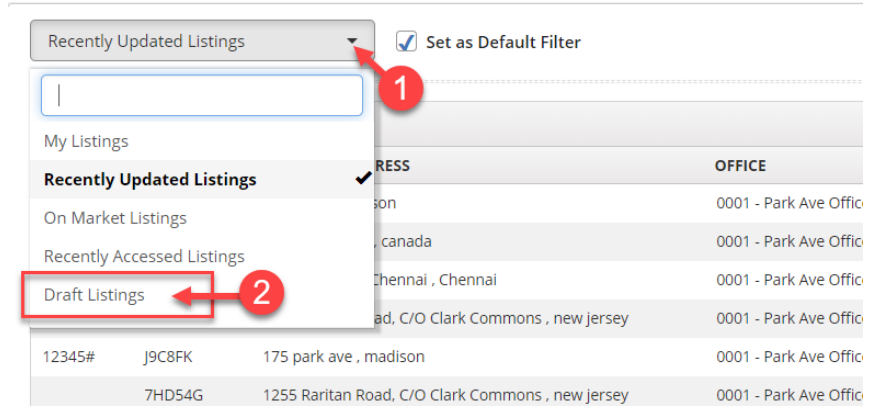
- Click **Save**.

A confirmation window will display, letting you know that your draft has been saved successfully

- Click **Ok**.

To Retrieve a Draft

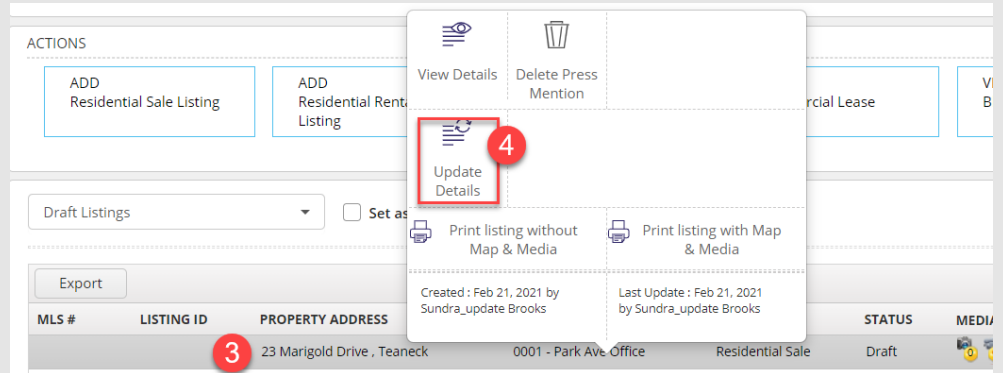
1. On the Browse Listings grid at the bottom of the dash homepage or Listings homepage, click the dropdown menu.
2. Select **Draft Listings**.



The list of draft listings you previously saved displays in the results.

3. Click on the draft listing.
4. Click **Update Details**.

The Add a Residential Sale Listing form displays, allowing you to continue entering the listing.



The rest of this guide walks you through each tab of the Add a Residential Sale Listing form.

Remember that all fields marked with an asterisk (*) are mandatory.

Essentials Tab

The **Essentials** tab contains the minimum information you must enter for a listing to save it in dash.

1. Confirm the **Property Sub- Type** and **Property Style** you had selected.
2. Enter the Location for the listing.
3. Click **View** to view the latitude and longitude coordinates of the property on the map.

ADD A RESIDENTIAL SALE LISTING

Essentials	Features	Property Details	Media	Seller	Additional Details	Syndication Settings	Review
PROPERTY TYPE *	Residential						
PROPERTY SUB-TYPE *	Single Family Detached						
PROPERTY STYLE *	2 Story						
LOCATION							
COUNTRY *	United States						
ADDRESS LINE 1 *	234 Marigold Drive						
ADDRESS LINE 2 *							
CITY *							
STATE/ PROVINCE *	New York						
ZIP/POSTAL CODE *							
NEIGHBORHOOD *							
MAP	View 3						

4. Enter the **Listing Information**
 - Listing Office
 - List Date
 - Terms
 - List Price
 - MLS ID
 - Select Display Options, if applicable
5. Check This is a **Pre- Listing flag**, if you are entering the listing ahead of time, but do not want the listing to show until the designated list date.

LISTING INFORMATION

LISTING OFFICE *	0001 - 1 campus drive, Schenectady		
	<input type="checkbox"/> This is a Pre-Listing 5		
LIST DATE *	mm/dd/yyyy		EXPIRES ON * mm/dd/yyyy
TERM DAYS			
LIST PRICE *		USD	
MLS ID *			
DISPLAY OPTIONS	<input type="checkbox"/> Auction <input type="checkbox"/> Display as 'Under Contract' <input type="checkbox"/> Do not show list price online <input type="checkbox"/> Do not show listing online <input type="checkbox"/> Do not show address online <input type="checkbox"/> Price upon request		
SHOWING OPTION	<input type="checkbox"/> Call to show		
DATE AVAILABLE	mm/dd/yyyy		
	<input type="checkbox"/> Foreclosure <input type="checkbox"/> Short Sale		

6. For any upcoming Open House event(s), enter the Date, Start Time, End Time.
7. Select the Event Type from the drop-down list. You can choose from: **Open House (In Person)**, **Livestream Virtual Open House** and **Livestream Q&A** - a live chat session for agents to answer consumers questions.

OPEN HOUSES

DATE: mm/dd/yyyy

START TIME: []

END TIME: []

EVENT TYPE: -- SELECT --

Enter Special Instructions (If Any)

Appointments Needed

Options in dropdown:

- Open House (In Person)
- Livestream Virtual Open House
- Livestream Q&A

8. Next, enter any **Special Instructions**.
9. Enter the **URL** for the selected Event Type.
10. Click **Add**

The saved Event will be displayed. Use the **edit pencil** to update, if needed. Use the **trash symbol** to delete it.

OPEN HOUSES

DATE: 02/26/2021

START TIME: 1:00 PM

END TIME: 4:00 PM

EVENT TYPE: Livestream Virtual Open House

Enter Special Instructions (If Any)

Appointments Needed

URL: http://www.mylivestreamhometour.com

Add

The saved Event is shown:

Friday, February 26, 2021 1:00 PM to 4:00 PM Livestream Virtual Open House

DATE: mm/dd/yyyy

START TIME: []

END TIME: []

EVENT TYPE: -- SELECT --

Enter Special Instructions (If Any)

Appointments Needed

- 11. Enter the **Property information**, including selecting any brand **Special Program(s)**
- 12. Select **Sales Associate** or **Team** to associate with the listing.

PROPERTY INFORMATION

NO OF BEDROOMS*

NO OF BATHS Full 1/2 3/4 1/4

BUILDING AREA Sq. Ft. 11

LOT SIZE Acres

ANNUAL TAX AMOUNT TAX YEAR

PROPERTY NAME English +

SPECIAL PROGRAMS

- Brand Program 1
- Brand Program 2
- Brand Program 3
- Brand Program 4

SALES DETAILS

Sales Associate Team

SALES ASSOCIATE NAME/ID* 12 +

- 13. Add property **Remarks** for the listing by selecting the **Remarks Type** and **Language**.
- 14. Click **Apply**.
- 15. Click **Features** to move on.

REMARKS

Property description in English is mandatory.

REMARKS TYPE*

LANGUAGE*

4000 characters remaining

B **I** **U**

Apply ←

Cancel
Save as Draft
Features >>
↗

The Features Tab

- 16. Select the appropriate options for the various Features, using the dropdown menus.

Essentials ✓ **Features** Property Details Media Seller Additional Details Syndication Settings Review

AGE	<input type="text" value="-- SELECT --"/>
BASEMENT	<input type="text" value="-- SELECT --"/>
FIREPLACE COUNT	<input type="text" value="-- SELECT --"/>
GARAGE COUNT	<input type="text" value="-- SELECT --"/>
LOT SIZE	<input type="text" value="-- SELECT --"/>
SEWER	<input type="text" value="-- SELECT --"/>
WATER	<input type="text" value="-- SELECT --"/>

17. Select any **Additional Features** you would like to highlight about the listing by picking a category, then picking a feature within the category.

18. Click **Property Details** to move on.

ADDITIONAL FEATURES

FILTER FEATURES Most Used By Office

Pick a category	Pick a Feature	Selected
Amenities	<input type="checkbox"/> Agricultural Easement(s)	None Selected
Exterior Living Space	<input type="checkbox"/> Bay / Beach Club	
Fencing	<input type="checkbox"/> Caretaker House	
Views	<input type="checkbox"/> Cattle Ranch	
	<input type="checkbox"/> Conservation Easement(s)	
	<input type="checkbox"/> Direct Elevator Access	
	<input type="checkbox"/> Elk Ranch	
	<input type="checkbox"/> Estate Farm	
	<input type="checkbox"/> Estate Ranch	
	<input type="checkbox"/> Fishing Ranch	

Cancel Save as Draft **Property Details >>**

19. Enter the following general information for the **Property Details**, if known.

Essentials ✓ Features ✓ **Property Details** Media Seller Additional Details Syndication Settings Review

PROPERTY USE -- SELECT --

NUMBER OF PARKING PLACES

YEAR BUILT New Construction

YEAR RENOVATED

LAST SOLD ON mm/dd/yyyy

ZONING

TAX ROLL NUMBER

ASSESSOR'S PARCEL NUMBER (APN)

LOT DIMENSIONS

20. Enter the information for **Geographic Location**.

GEOGRAPHIC LOCATION

CITY REGION

STATE REGION

COUNTRY REGION

CONTINENT REGION

TOWNSHIP

POST OFFICE

PROPERTY LOCATION

DEVELOPMENT

- 21. Enter the information for **Rooms & Floors**.
- 22. Enter **School Information**.
- 23. Click **Media** to move on.

ROOMS & FLOORS

NUMBER OF ROOMS

ROOM DETAILS	ROOM NAME	LENGTH	x	WIDTH	UNIT
	<input type="text"/>	<input type="text"/>		<input type="text"/>	Feet <input type="button" value="x"/>

NUMBER OF LEVELS / FLOORS

FLOOR DETAILS	FLOOR NAME	LENGTH	x	WIDTH	UNIT
	<input type="text"/>	<input type="text"/>		<input type="text"/>	Feet <input type="button" value="x"/>

SCHOOL INFORMATION

ELEMENTARY SCHOOL DISTRICT

MIDDLE/JUNIOR SCHOOL DISTRICT


HIGH SCHOOL DISTRICT

SCHOOL DETAILS	SCHOOL NAME	TYPE	DISTANCE FROM PROPERTY
	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="x"/> <input type="button" value="x"/>


Cancel Save as Draft **Media >>**

- 24. Click **+** to browse and select photo(s) that you previously saved to your computer.
- 25. Once the photo(s) have been successfully saved, they will appear on this tab as shown.
- 26. Click **Tags & Descriptions** to add a caption and description for the photo in a different language, if you choose.
- 27. You can also upload **virtual tours, video walk throughs, floor plans, listing documents, etc.**
- 28. Click **Seller** to move on.

Drag any photo to the desired sequence. SELECT ALL | DELETE SELECTED



work room
Tags & Description



Master Suite
Tags & Description

+

24

- ▶ LISTING PHOTO URLs
- ▶ VIRTUAL TOUR
- ▶ LISTING DOCUMENT
- ▶ VIDEO WALK THROUGH
- ▶ 3D VIDEO

Cancel Save as Draft **Seller**

Seller Tab

- 29. Enter the information for **Seller Source**, **Seller Lead** and **Seller Details**.
- 30. Click **Additional Details** to move on.

Note:
 While Seller information is not required to save the listing, this information will be required, when the listing goes under contract.

Additional Information Tab

The **Additional Details** tab allows you to capture any additional relevant information.

- 31. Enter the Contact Details

Note: Contact Details (related to the property or listing e.g. Homeowners Association, Developer, Property Manager) and **Internal Notes** are for your information only and will not appear on external websites.

- 32. Enter any **Internal Notes**. These will not be visible to anyone outside your company.
- 33. Enter **Property Fees Details**, if applicable.

INTERNAL NOTES ⓘ

4000 characters remaining

BROKER REFERENCE NUMBER

PROPERTY FEES DETAILS

FEE TYPE	FEE AMOUNT	FREQUENCY
<input type="text"/>	<input type="text"/>	--SELECT--

- 34. Enter **Listing URLs**, if applicable.
- 35. In the Additional Information section, add any Listing Custom Attributes for the listing e.g.
Attribute: Local Area
Value: Teaneck, NJ
- 36. Click the “+” to add multiple Attributes
- 37. Click **Syndication Settings** to move on.

LISTING URLS

URL NAME	URL	CONTENT LANGUAGE
<input type="text"/>	<input type="text"/>	--SELECT--

ADDITIONAL INFORMATION

ATTRIBUTE	VALUE
<input type="text" value="Local Area"/>	<input type="text" value="Teaneck, NJ"/>

Buttons: Cancel, Save as Draft, **Syndication Settings >>**

The Syndication Tab

The **Syndication Settings** tab displays the channels (external websites) where this listing is currently being sent. Channels listed with a status of **Required**, have been chosen by the brand manager or office administrator as a location for all listings to be sent. Channels with a status of **Opted In** or **Opted Out** can be adjusted by you for this listing.

- 38. Click the **Opted In** or **Opted Out** toggle to

ADD A RESIDENTIAL SALE LISTING

Essentials | Features | Property Details | Media | Seller | Additional Details | **Syndication Settings** | Review

Export to Excel | Export to PDF

CHANNEL NAME	EXTENDED NETWORK	DETAILS	STATUS
Home Finder		***	OPTED IN <input checked="" type="checkbox"/>
Homes		***	OPTED IN <input checked="" type="checkbox"/>
HomeZada		***	OPTED IN <input checked="" type="checkbox"/>
iProspect Client		***	OPTED IN <input checked="" type="checkbox"/>
	YES	***	OPTED IN <input checked="" type="checkbox"/>
KeyBoom		***	OPTED IN <input checked="" type="checkbox"/>
Land.com	YES	***	OPTED IN <input checked="" type="checkbox"/>
Leavitt Digital		***	OPTED IN <input checked="" type="checkbox"/>
ListGlobally	YES	***	OPTED IN <input checked="" type="checkbox"/>
ListHub	YES	***	OPTED IN <input checked="" type="checkbox"/>

Navigation: << < 1 2 3 4 > >> | 11 - 20 of 36 items

select the appropriate action for this listing.

Note: If **Opted In** is displayed with a green toggle, the listing is currently syncing with that site. If **Opted Out** is displayed with a white toggle, the listing is not currently syncing with that site.

39. Click **Review** to move on.

The Review Tab

The **Review tab** allows you to review the information entered prior to submitting the listing.

40. Edit any section by clicking the edit pencil.

41. Click **Finish** to save the information.

Essentials ✓ Features ✓ Property Details ✓ Media ✓ Seller ✓ Additional Details ✓ Syndication Settings ✓ Review

▶ Essentials

▶ Features

▶ Property Details

▶ Media

▼ Seller

SELLER SOURCE SELLER LEAD Agent

▶ Additional Details


▼ Syndication Settings

OPTED IN CHANNELS 0 of 0 channels OPTED OUT CHANNELS 0 of 0 channels REQUIRED CHANNELS 0 of 0 channels






Cancel Save as Draft FINISH

A confirmation displays, letting you know that the listing has been successfully saved. The listing will also be assigned a unique Listing ID number.

ADD A RESIDENTIAL SALE LISTING

 **Listing has been saved**
230 Marigold Drive, Teaneck, New Jersey (Listing ID: EVFN6R)

MORE ACTIONS

-  Print listing with Map & Media
-  Print listing without Map & Media
-  Add another Residential Sale Listing
-  Go to Listings Home Page
-  View this Listing