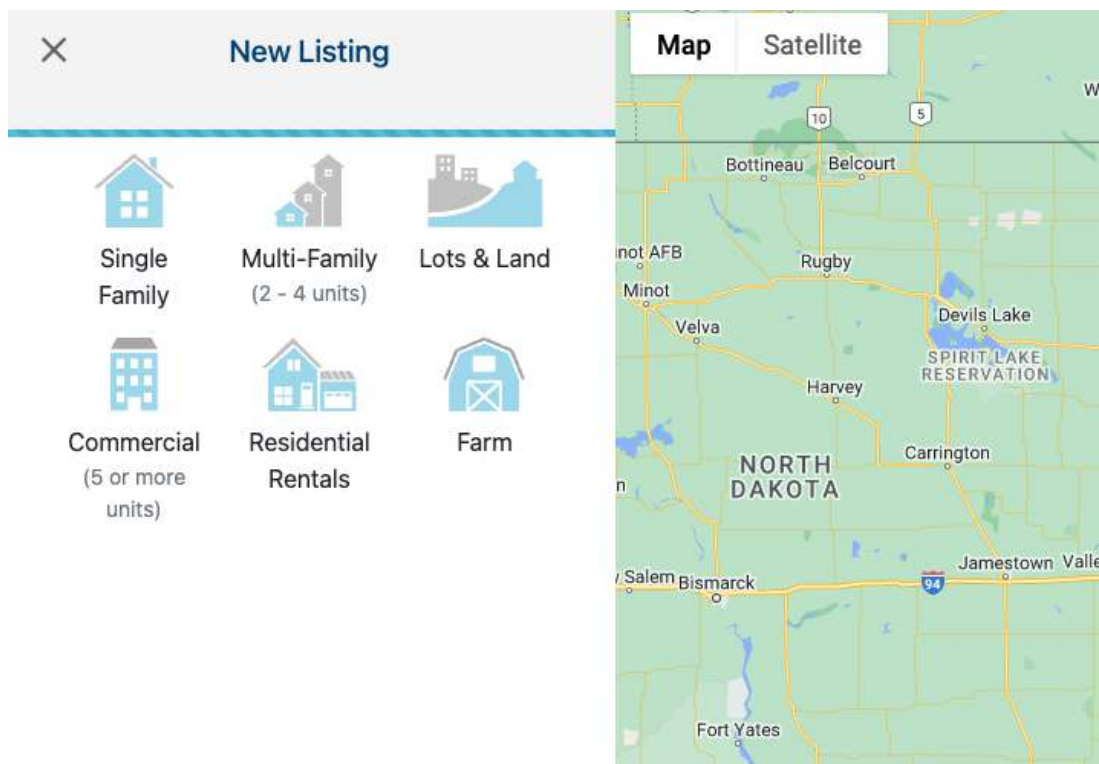


Add a Listing Using the Add/Edit System

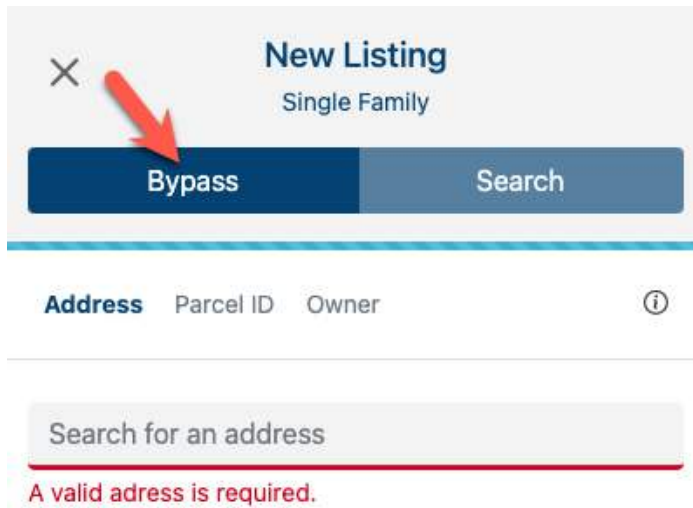
1. To add a new listing, click on “+” at the bottom right corner of the Add/Edit screen.



2. You are brought to a webpage with a map and property types listed. Click on the desired property type.

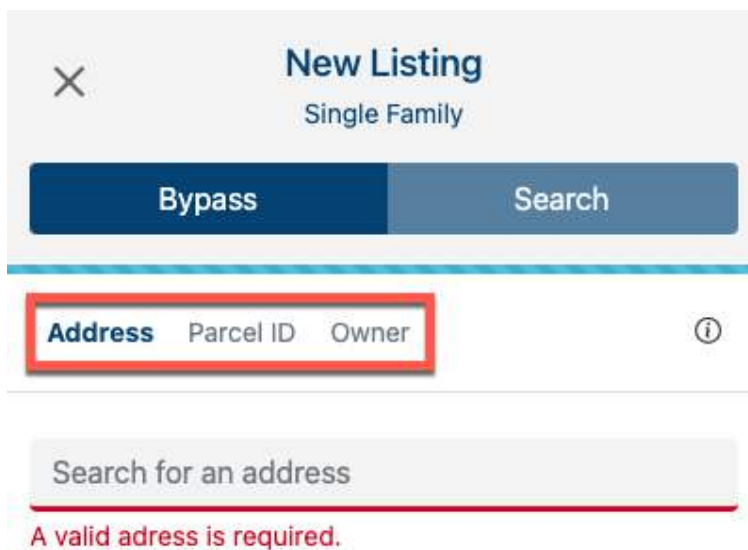


3. A new listing can be added by using the bypass or auto-population function. Using the Bypass function will create a brand-new *blank* listing where no data.



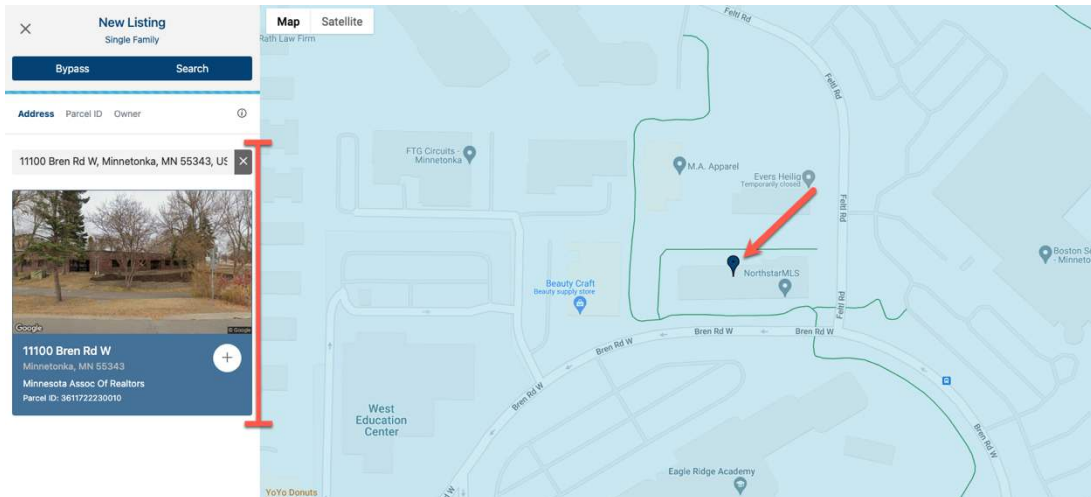
The screenshot shows a 'New Listing' form for 'Single Family' properties. At the top, there is a close button (X) and the title 'New Listing' with the subtitle 'Single Family'. Below this are two buttons: 'Bypass' and 'Search'. A red arrow points to the 'Bypass' button. Below the buttons is a table with three columns: 'Address', 'Parcel ID', and 'Owner'. To the right of the table is an information icon (i). Below the table is a search bar with the placeholder text 'Search for an address'. Below the search bar is a red error message: 'A valid address is required.'

4. If the property's tax information is available in the database, the auto-population function can be used. To use the auto-population function enter the address, parcel ID, or the owner's name and search.

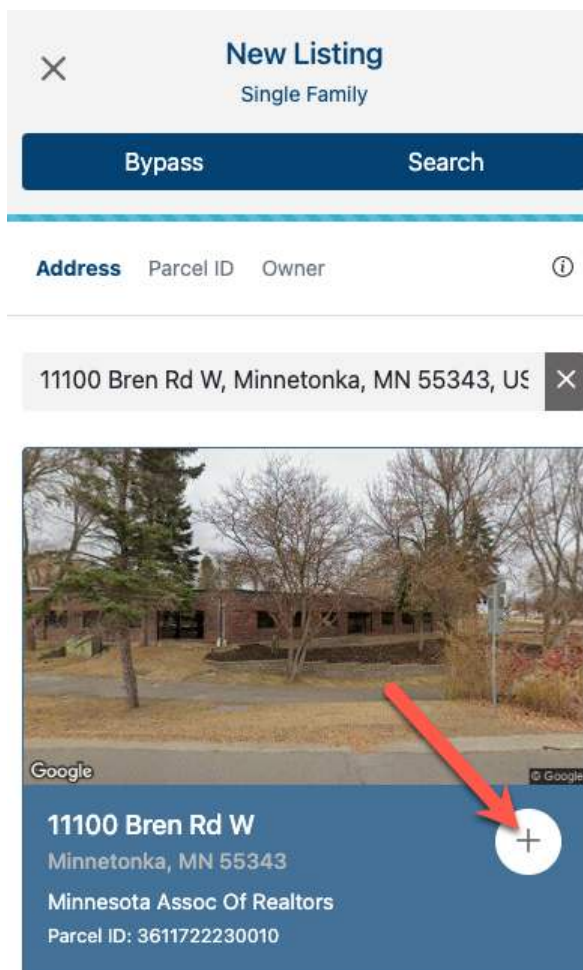


The screenshot shows the same 'New Listing' form for 'Single Family' properties. In this version, the 'Address' column of the table is highlighted with a red box. The 'Bypass' and 'Search' buttons are still present. The search bar and the red error message 'A valid address is required.' are also visible.

- Once the property is located, the system will provide the property information as a listing option and place a map pin on the map. Please verify that the property information is correct.



- Click on the "+" to create a new listing with some auto-populated tax data.



7. The newly created “Incomplete” listing can have the map pin and data fields edited.
Make sure to save your edits!

×

Edit Single Family: Incomplete #6405480
11100 Bren Rd W

ErrorsSave

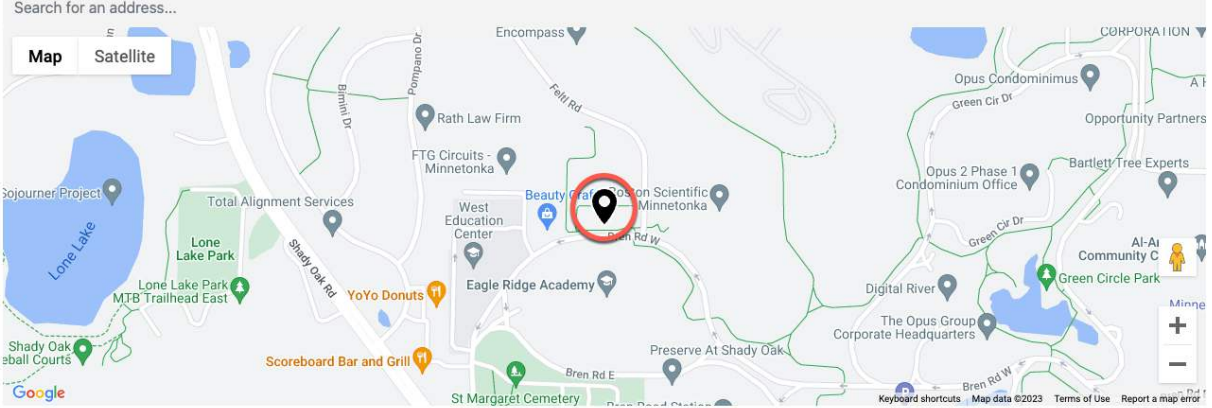
Jump To +

Select a section

Map

Search for an address...

MapSatellite



LatitudeLongitude

44.901824-93.418495

Status

Need Help?

If you have questions not covered in this guide, you may contact our Help Desk M-F, 8:00 to 5:00 at help@northstarmls.com or 651-251-5456 (1-877-251-5455 toll free).