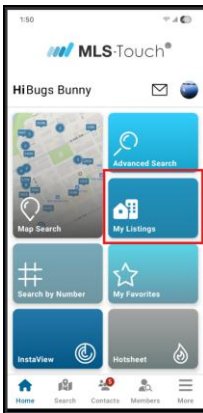


Adding and Editing Listings Using MLS Touch

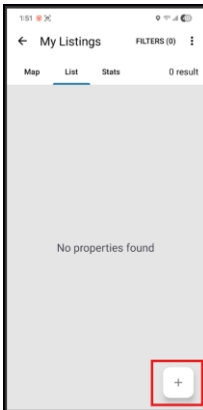
You can now add or edit your listings on your mobile device using MLS Touch. This will be very handy when you are at a client's home and want to start a new listing, or when you are on the road and need to make a change to an existing listing. To begin, download MLS Touch from the Android Play Store or Apple iTunes and log in using your RCO3 login credentials.

Adding a New Listing

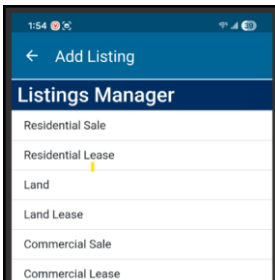
1. Click the My Listings icon.



2. To add a new listing, click the plus sign in the lower right corner of the My Listings page.



3. On the Listing Manager page, select the property type of the listing.



4. From there it will follow the same pages that you see when entering a listing through RCO3's Add Edit. **Note: On longer text fields, such as Remarks and Directions, you may be able to click the microphone to use talk-to-text, if this has been enabled on your device).**

1:55

← Add Listing

Add Listing x

Begin by entering the address of the property to be listed. If the address matches a previously sold listing or public records search, you will be given the option to pre-fill the listing fields from either source. Otherwise, you may create a new address or skip this step to begin manual entry of a listing.

Location

Listing Location or Identifier

Enter the street address, Listing ID 🔍

Fill Method

Copy from Listing

Fill From Tax

5. As you are entering the listing, you can save it as Incomplete at any time by clicking the file folder icon in the upper right (in red below). When the listing is complete, click the disk icon to save it as an Active listing (in yellow below).

2:25

← Add Listing

New Listing | Active - 1... 📁 📀 x

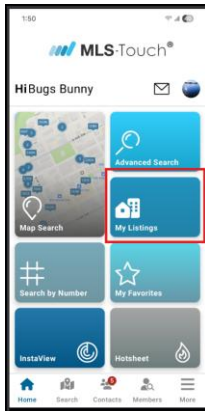
Editor ▾ ⋮

Residential ⓘ

Status

Editing Existing Listings

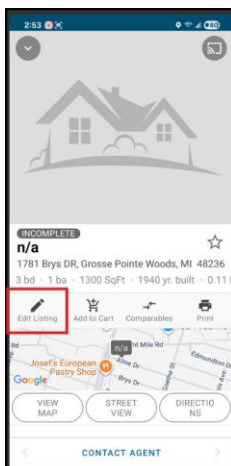
1. Click the My Listings icon.



2. Select the listing that you want to edit from the list by tapping it with your finger.



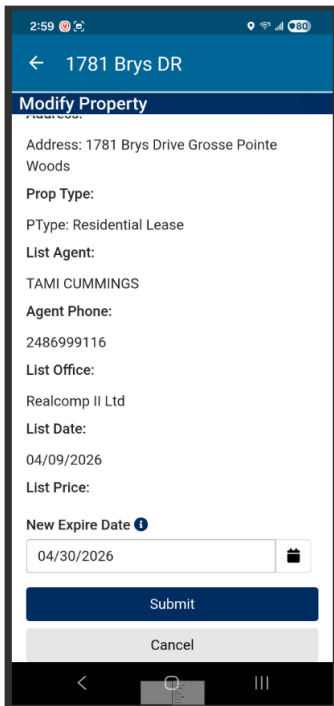
3. Click the Edit Listing button.



4. Select the change that you want to make. You may have different options than the ones shown in the picture. For this example, the listing is being extended.



5. Enter the new information and click Submit when finished.



If you have questions, please contact Realcomp's Customer Care at (866) 553-3430.