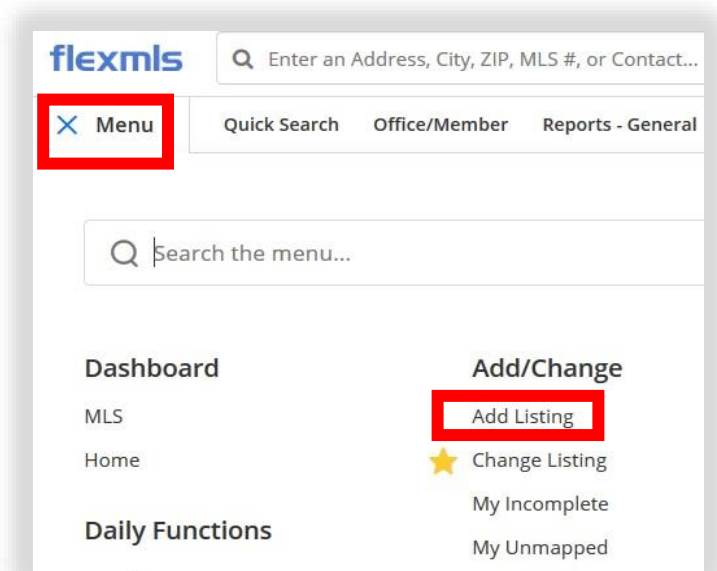


Where to select Coming Soon Status:

- Click Menu.
- Under Add/Change select Add Listing.
- Located under the Main Fields tab is the Status option.
- Locate Status and click on the drop-down arrow to select the Coming Soon option.
- Once Coming Soon is selected the "Go Live Date" field will appear.
- Enter the date the listing is scheduled to change to Active Status (up to 30 calendar days from the *listing date).



flexmls

Q Enter an Address, City, ZIP, MLS #, or Contact...

X Menu Quick Search Office/Member Reports - General

Q Search the menu...

Dashboard

MLS

Home

Daily Functions

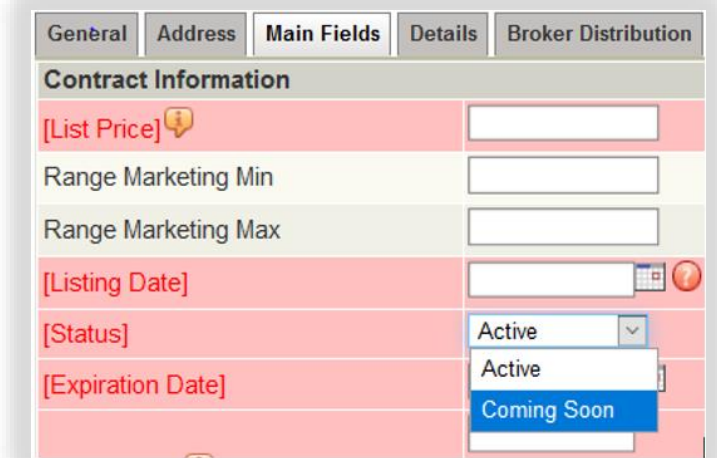
Add/Change

Add Listing

★ Change Listing

My Incomplete

My Unmapped



General Address Main Fields Details Broker Distribution

Contract Information

[List Price] ⓘ

Range Marketing Min

Range Marketing Max

[Listing Date]

[Status] Active

[Expiration Date]

Active

Coming Soon



General Address Main Fields Details Broker Distribution

[Listing Date] 3/1/2021 ⓘ

[Status] Coming Soon

[Go Live Date] ⓘ 3/22/2021

[Expiration Date]

*Listing Date is the date the sellers authorized entry into MLS (the date the Seller signed Coming Soon Section of the Coming Soon/Exempt/Delayed Form.)