

Listing Load Filter: Ask Technical Terry



[Ask Technical Terry](#) is a series RMLS™ aims to offer once a month. RMLS™ subscribers will drive the content—submit any question about RMLS™ to Technical Terry in the comments or by emailing communications@rmls.com. Don't be shy—we won't identify you by name.

Dear TT:

I am so frustrated! Ever since [Listing Load got updated](#), whenever I start a new listing and save it as in progress I'll come back later to finish it, and it's GONE! Sometimes this happens several times per listing! I'll then call the RMLS™

Help Desk and they help me see all the in-progress listings I've started. What the heck is going on?

Tired in Tigard

Dear TT:

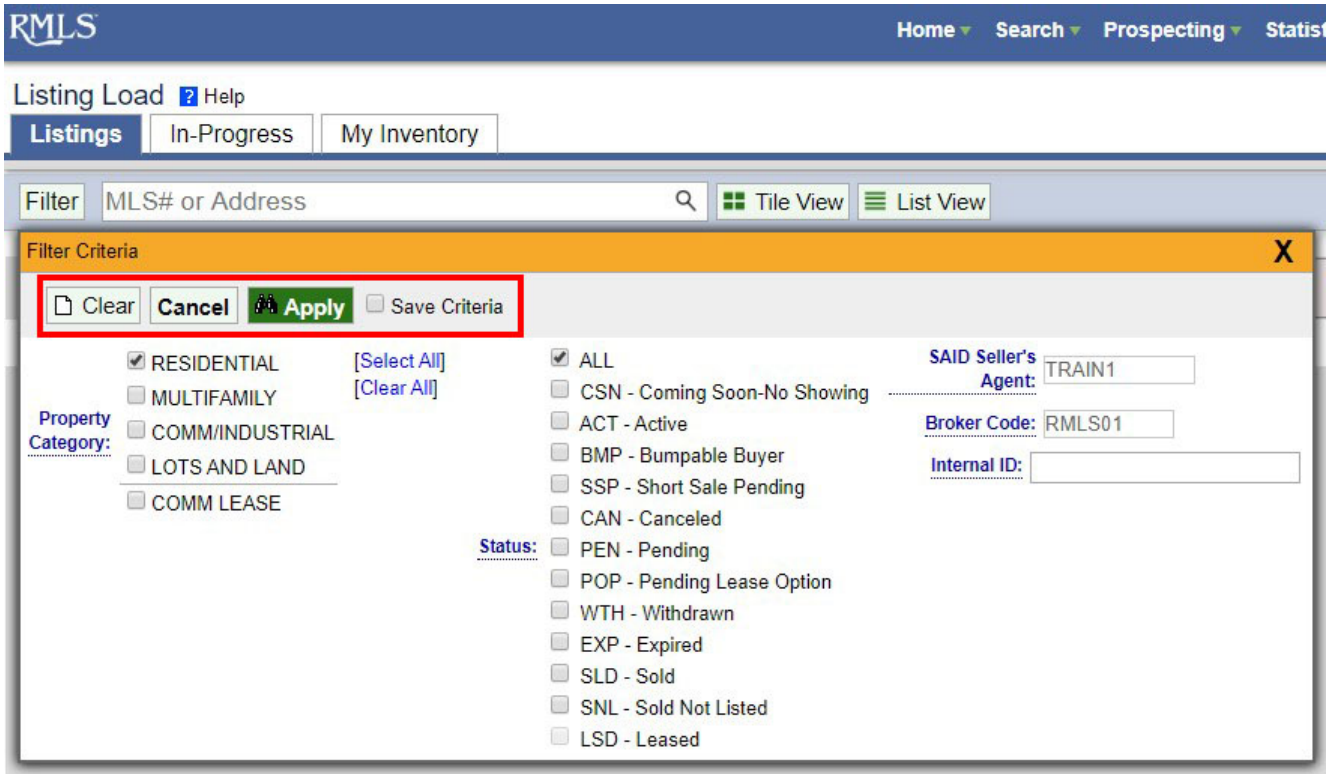
How frustrating! As you've experienced when contacting the RMLS™ Help Desk, your listings *are* still there but the new "filter" option is set with criteria that keeps the listings from appearing on your screen. Let me show you how to access the filter and change the settings.

The filter button is located here on Listing Load.



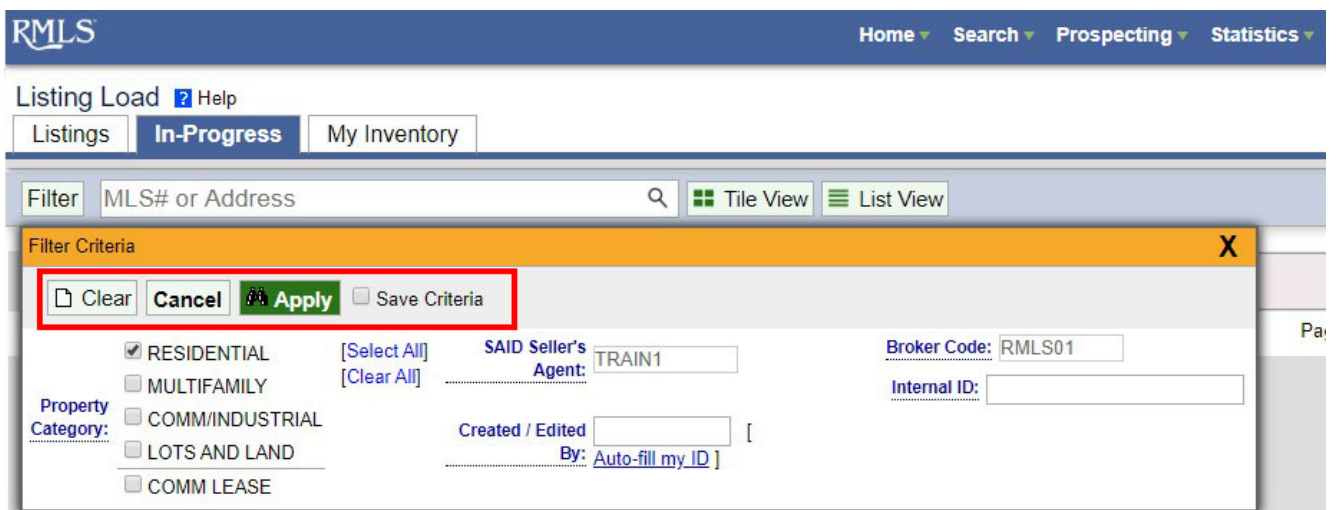
Notice there are three unique tabs available in Listing Load: Listings, In-Progress, and My Inventory. The filter button gives you unique options for each tab as shown here.

LISTINGS FILTER:



Notice the variety of filtering options you have available! Also note the ability to clear all filter values, and apply the filter values you've chosen. Don't forget "Save Criteria" if you want the filter to retain your choices for that particular tab!

IN-PROGRESS FILTER:



Once again, so many options! Again you've got the ability to clear all filter values, apply the filter values you've chosen, and and save the criteria to retain your choices for that particular tab.

MY INVENTORY FILTER:

The screenshot shows the RMLS web interface. At the top, there is a navigation bar with 'Home', 'Search', 'Prospecting', and 'Statistics'. Below this, the 'Listing Load' section has tabs for 'Listings', 'In-Progress', and 'My Inventory'. A search bar labeled 'Filter' contains 'MLS# or Address'. The 'Filter Criteria' dialog box is open, featuring a red border around the 'Clear', 'Cancel', 'Apply', and 'Save Criteria' buttons. The dialog contains several filter categories: 'Property Category' with options like RESIDENTIAL (checked), MULTIFAMILY, COMM/INDUSTRIAL, LOTS AND LAND, and COMM LEASE; 'Status' with options like ALL (checked), CSN - Coming Soon-No Showing, ACT - Active, BMP - Bumpable Buyer, SSP - Short Sale Pending, CAN - Canceled, PEN - Pending, POP - Pending Lease Option, WTH - Withdrawn, EXP - Expired, SLD - Sold, SNL - Sold Not Listed, and LSD - Leased; and 'Agent ID', 'Broker Code', 'Internal ID', and 'Type' fields.

Again you've got a cornucopia of options, the ability to clear all filter values, apply the filter values you've chosen, and save the criteria for that particular tab.

Since we're on the topic, I've also heard that the RMLS™ Help Desk staff has gotten plenty of calls from subscribers wondering why they can't edit their listing in the My Inventory tab. The My Inventory tab is simply that: it shows your inventory based on the filter settings you've applied. *All editing capabilities are performed under either of the other two tabs.*

I hope this helps, TT. Just remember, if you've saved a listing in progress and it seems to have disappeared when you come back to RMLSw**eb**, check the filter! I'd bet you'll find a filter option has been chosen that keeps the listing from appearing.

Technical Terry

Dear Technical Terry:

**Why do you sign some of your responses "Ask Technical Terry?"
Typically, one signs a letter or email using his or her name.**

Ward Smith

Dear Ward Smith:

Great question! Indeed—sometimes I use my full name, which includes [my first name Ask \(from Norse mythology\)](#), sometimes I use initials, and in [one of the blog posts I reviewed](#) I forgot to sign off at all! I'm so embarrassed. Be assured that these oversights were made in the pursuit of quality content for RMLS™ subscribers.

A. Technical Terry