Save Time with Listing Load in RMLSweb

RMLS™ Subscribers: Use 'Finish Later' in Listing Load

Our latest release brought some relatively minor changes to Listing Load on RMLS*web*. The first change is that the "Save and Add" function is now called "Publish". The other change is that we now allow you to enter a future list date.

We thought this would be a good time, however, to re-introduce you to a time-saving feature in Listing Load. This feature has been around for awhile, but we often hear that subscribers don't know about it.

When you're entering a listing, you can click "Finish Later" and it allows you to print the listing agreement form with the information you entered in Listing Load on the form.

So, instead of having to fill out a listing agreeement form prior to entering it in Listing Load, you can actually just start by entering the information that you know in Listing Load and if you need more time or more information from your clients, you can click "Finish Later". Just follow these steps:

1) Enter your listing information in Listing Load and click the Finish Later button to save it for your eyes only.

2) Then, with the Preview/Print button, print out the Listing Input Form, as well as the Contract, and present it to your seller.

3) After reviewing the forms with your seller, you can make any necessary changes to the In-Progress listing in Listing Load.

4) Next, simply click the Publish button when you're ready to start marketing.

Watch "Printing Listing Agreements from Listing Load" for a short demonstration. If you have questions the staff at the RMLS™ Help Desk is happy to walk you through this process. Call them today at 877-256-2169.