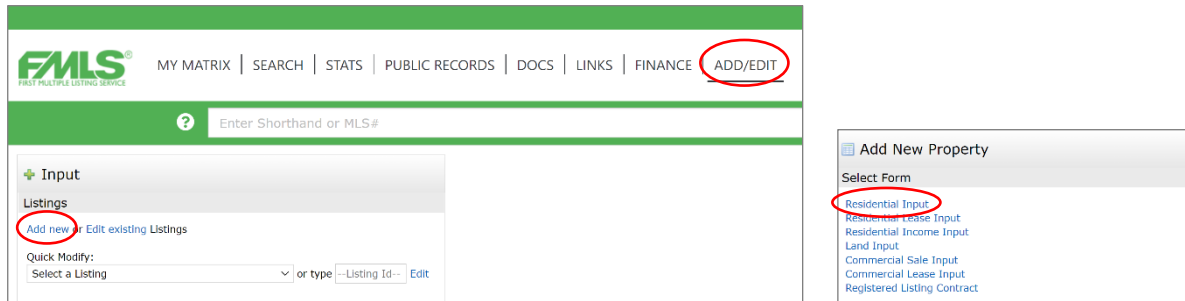


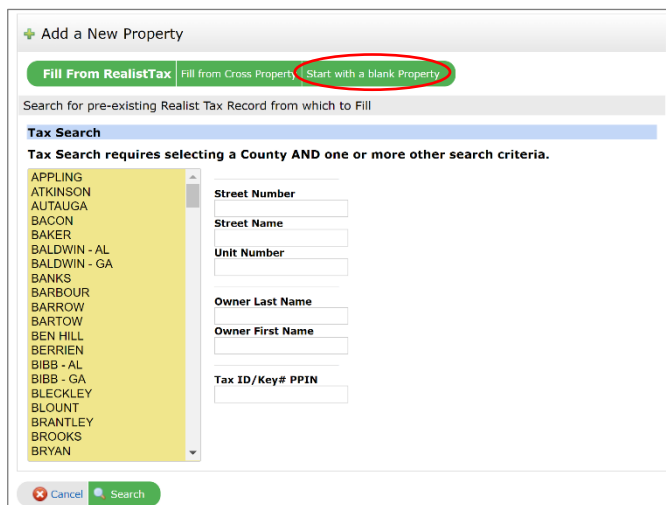
Listing Process

Enter the Listing

- Login to FMLS, hover over Products, then click on Matrix. Click Add/Edit. Then click Add New. On the next screen, select the type of property you're entering, most often Residential Input.



- You can choose to search the tax records to begin your listing entry, and it will automatically fill in some fields for you. Or you can choose to Start with a Blank Property. This second option is sometimes a better choice, if the tax records aren't correct or may not exist yet (like with new construction or recently sub-divided land, for example).



- Begin filling in the required fields either by typing in the info or selecting an option from the various drop-down menus or checkboxes. Be sure to complete the fields on all tabs. When you are finished, click Save as Incomplete and make a note of the FMLS #.

Residential Input

Status **Location** Listing Agent/Office Legal Financial Rooms Interior Exterior Setting Green Remarks

Location Information

Map Not Found

Street #* Dir Prefix Street Name* Street Type Dir Suffix Unit Number
Auto-Fill (GCMLS Only)

State* County* City*

Zip Code* Zip +4 Subdivision/Complex*
Auto-Fill Subdivision (GCMLS Only)

Elementary School* Middle School* High School*

Elementary School Bus Route Middle School Bus Route High School Bus Route

Latitude Longitude
Update Map
Get Lat/Long from address
Set Lat/Long manually
Choose Google Street View

** To set the latitude and longitude, click "Set Lat/Long". On the map click where the property is located, adjust the blue pin, then click Done.*

Save as Incomplete Validate Cancel Input Submit Property

- Next, click Manage Photos, then click Browse. Navigate to the folder on your computer where you've saved the photos for the property and select all photos. Allow them time to upload, rearrange them if necessary, then enter a description on each photo, if so desired. Click Certify and Save when you are done.

Add / Edit Photos for MLS#7080016

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. For maximum quality, upload photos at least **1024 x 768** pixels in size.

Browse...

Click **Browse** to select photo(s) to upload (147 max).

Check All

Primary slot Slot: 2* Slot: 3* Slot: 4 Slot: 5

Enter description... Enter description... Enter description... Enter description... Enter description...

Slot: 6 Slot: 7 Slot: 8 Slot: 9 Slot: 10

Cancel Delete Check Certify and Save

- Next, you will click Continue Editing to return to the input form, then click Submit Property. If you've made any errors, the system will alert you so you may correct them. Once submitted, the listing is live and viewable by other agents and any buyers that are set up on a portal.

Directions*

I-575 to Exit 11 Sixes Rd, head east toward Woodstock. Right on Main St. Left on Toonigh Rd. Left on New Light Rd. Right on Hickory Rd. Left on Stringer Rd. Right on Rockwood Ct. Home on left.

Characters Remaining: 308

Validate Cancel Input Submit Property

- Next, you will set up ShowingTime so that buyer's agents can schedule showing appointments. From the Add/Edit tab, select the property, then click Manage ShowingTime.

The screenshot shows the FMLS 'Modify Property' interface. At the top right, the 'ADD/EDIT' button is circled in red. The property details for 739 Rockwood Court, Canton, Georgia 30115-0201 are displayed. In the 'Other Options' section, 'Manage ShowingTime' is circled in red. To the right, a confirmation message 'Input Succeeded' is shown, with 'Manage ShowingTime' also circled in red.

- Typically, you would leave the top section at its default settings. Any of this can be changed to suit your and the seller's needs. For instance, if the house is vacant, you might select Go and Show for the Appointment Type, and the system will automatically approve showing requests. Or if the seller wishes to have you present for all showings, then switch Listing Agent Accompanied Showing to Yes.

The screenshot shows the 'ShowingTime for the MLS' configuration page. The 'Appointment Type' is set to 'Appointment Required' and 'Is this a listing agent accompanied showing?' is set to 'No'.

- In the Contacts section, you can Add a New Co-Listing Agent, if applicable. You will then Add Owner/Occupant for any sellers that will be approving showing requests. Select the best way to contact each person, typically Text.

The screenshot shows the 'Contacts' management page. It features a table with columns for 'Contact Details', 'Can Confirm Appts By:', and 'Notify of Confirmed/Canceled Appts By:'. At the bottom, 'Add New Co-Listing Agent' and 'Add Owner/Occupant' buttons are circled in red.

Contact Details	Can Confirm Appts By:	Notify of Confirmed/Canceled Appts By:
(Listing Agent) (404) (Mobile Phone) (404) (Text Message) Send New Offer Notifications: YES	Text <input checked="" type="checkbox"/> Email <input type="checkbox"/> Push <input type="checkbox"/> ShowingVoice <input type="checkbox"/>	Text <input checked="" type="checkbox"/> Email <input type="checkbox"/> Push <input type="checkbox"/> ShowingVoice <input type="checkbox"/>
Robert (Owner/Occupant) (770) (Mobile Phone) (770) (Text Message) Email Offers Automatically: NO	Text <input checked="" type="checkbox"/> Email <input type="checkbox"/> Push <input type="checkbox"/> ShowingVoice <input type="checkbox"/>	Text <input checked="" type="checkbox"/> Email <input type="checkbox"/> Push <input type="checkbox"/> ShowingVoice <input type="checkbox"/>
Selena (Owner/Occupant) (770) (Mobile Phone) (770) (Text Message) Email Offers Automatically: NO	Text <input checked="" type="checkbox"/> Email <input type="checkbox"/> Push <input type="checkbox"/> ShowingVoice <input type="checkbox"/>	Text <input checked="" type="checkbox"/> Email <input type="checkbox"/> Push <input type="checkbox"/> ShowingVoice <input type="checkbox"/>

- When you click Add Owner/Occupant, this dialogue box appears. Click the Add New tab and enter the seller's first and last name and their mobile phone number. Check Use for Text Messages. You may also choose to enter the seller's email address. If you do, they will receive an invitation to the showing portal and they will be able to review showing feedback. Then Save when you are done. Follow the same process to add any additional sellers.

- Scrolling down to the Appointment Restrictions settings, you can change Advanced Notice Required to reflect the seller's needs. A lead time of 1-2 hours is typical to allow the sellers time to tidy up, secure pets, and vacate the home. Change Maximum Appointment Length to 1 Hour to allow buyers ample time to view the property. Less time may be necessary if the listing is receiving very high activity. If there are any additional showing restrictions, click Add New Showing Restriction.

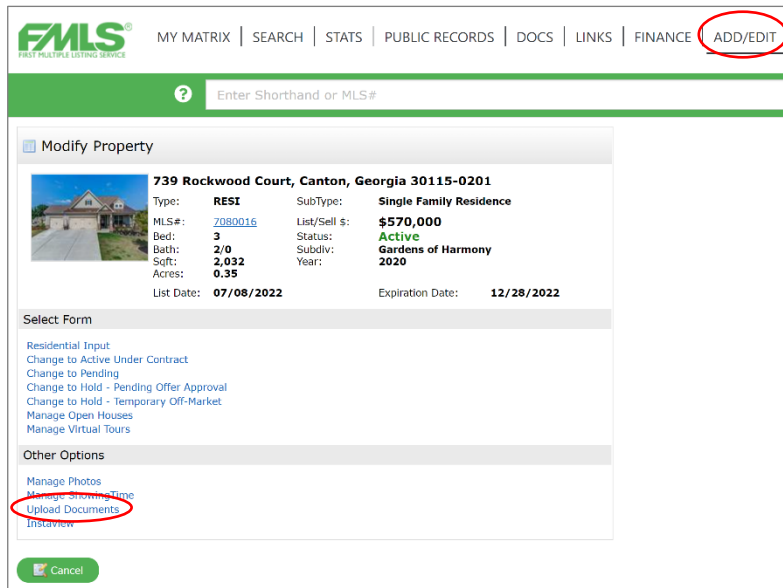
- In the dialogue box that appears, type in the reason for the restriction (for example, "No showings until Fri 7/22 at 10 am" or "Toddler nap time each day 3-5 pm"). Then select either timed restriction and enter the effective times or select all-day restriction. From there, you can select the restricted days and set a repeating restriction, if necessary. Then click Save.

- In the Access Information section, you can enter the details for the Supra lockbox. When you are done with all these steps, you can click Save Changes at the top. But don't exit ShowingTime just yet - we have one more thing to do.

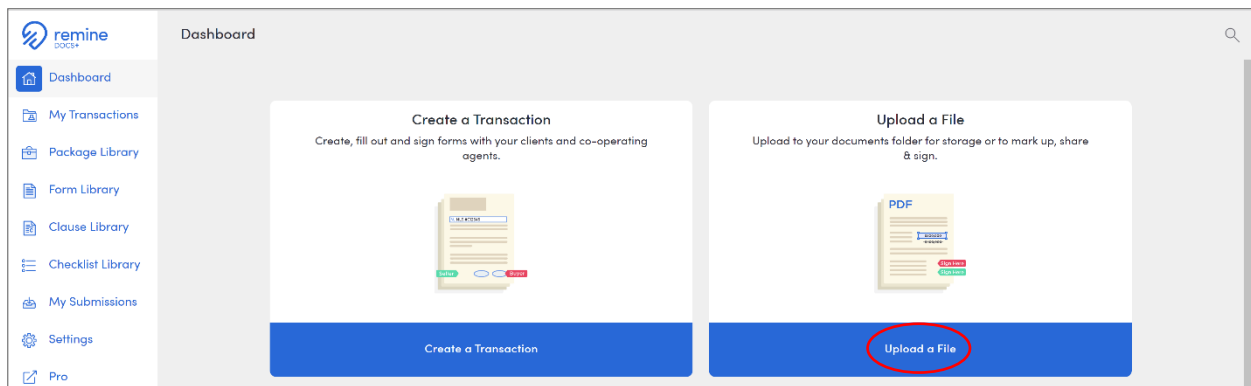
- Our final step here will be to add the property disclosures to ShowingTime as attachments. This setting will automatically email the property disclosures to any agents that request a showing. Click on Attachments, then Add/Remove.

- You will click Choose File, then navigate to the saved disclosures on your computer. You may include up to 5 attachments. You may choose to upload the Legal Description, Plat, Seller's Property Disclosure, Community Association Disclosure, Lead-Based Paint Exhibit, and/or HOA Documents, as applicable. Then Click Done. You may now exit ShowingTime.

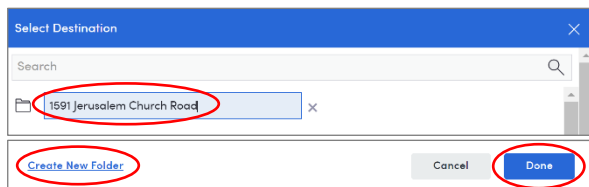
- Back on the Add/Edit tab in Matrix, select the subject property, and click Upload Documents. This will attach the property disclosures to the listing itself.



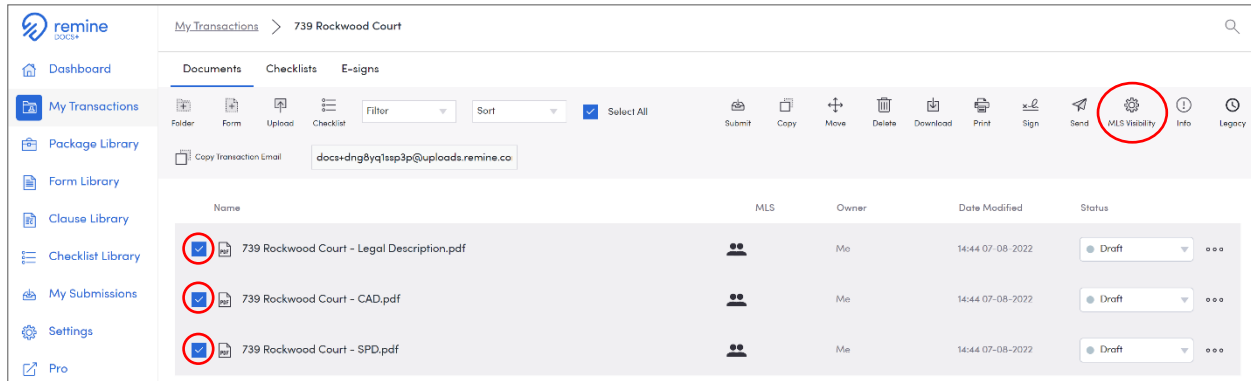
- This will open the Remine Docs+ Dashboard. Click on Upload a File. Navigate to the saved disclosures on your computer. Upload the Legal Description, Plat, Seller’s Property Disclosure, Community Association Disclosure, Lead-Based Paint Exhibit, and/or HOA Documents, as applicable. You are not limited to the number of attachments you can upload here. Click Continue.



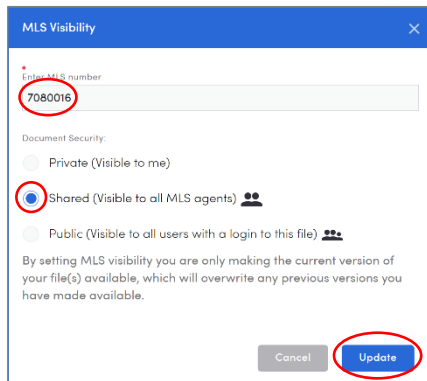
- Select Create New Folder at the bottom, then enter the property address at the top. Then click Done.



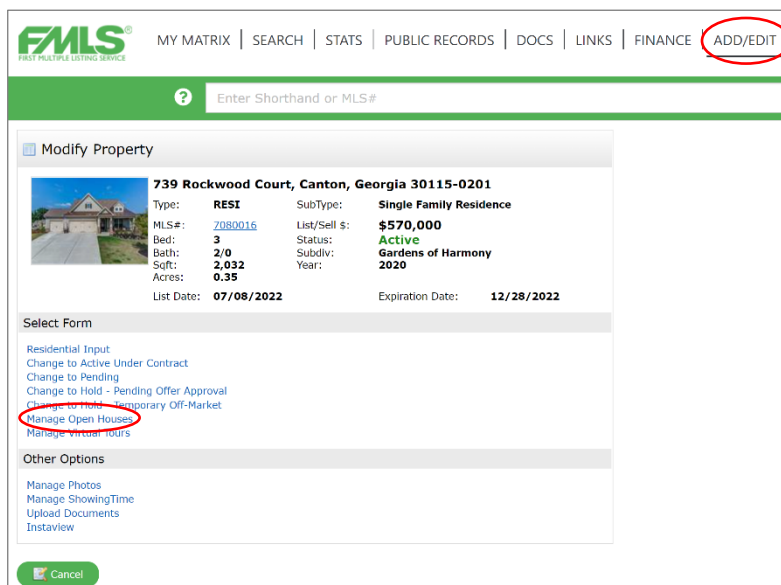
- Within the property folder, put a check mark next to each document, then click MLS Visibility.



- Enter the FMLS #, select Shared, then click Update. If it displays an error that there are no listings found, it's because the system hasn't refreshed yet. Give it about 10 minutes then come back to try again. Once you've successfully linked the disclosures to the listing, you can exit Remine Docs+.



- If you wish to hold an open house, return to the Add/Edit tab and select the property. Then choose Manage Open Houses.



- Select Open House for a public open house. Select Caravan for an agent only open house. Enter the date and times, then change the Status to Active and then Submit Property.

Listing Information

MLS#: 7080016 List Agent:
 Status: Active List Office:
 Status Date: 07/08/2022
 List Date: 07/08/2022
 List Price: \$570,000.00

Manage Open Houses

Open House Type: Open House Date: 07/16/2022 Start Time: 2:00 AM PM End Time: 5:00 AM PM

Refreshments:

Open House Remarks

Characters Remaining: 500

Livestream URL:

Do not use the Delete button to remove the open house. Instead, set the Status selection below to "Cancelled".

Status: Active

Buttons: Validate, Cancel Input, **Submit Property**, Move

- The final step in FMLS is to save a copy of the listing for your broker. In the speed bar, you can enter the FMLS # then hit Enter.

FMLS HOME PAGE MATRIX MOBILE TRAINING SUPPORT/LIVE CHAT FAQs CONTACT US LOGOUT

MY MATRIX | SEARCH | STATS | PUBLIC RECORDS | DOCS | LINKS | FINANCE | ADD/EDIT

7080016 Recent Searches

- Open the listing, then click Print at the bottom. Select Agent Full, then Print to PDF. Save it to your computer.

FMLS HOME PAGE MATRIX MOBILE TRAINING SUPPORT/LIVE CHAT FAQs CONTACT US LOGOUT

MY MATRIX | SEARCH | STATS | PUBLIC RECORDS | DOCS | LINKS | FINANCE | ADD/EDIT

7080016 Recent Searches

Criteria Map Results

Previous Next 1 of 1 Checked 0 All None Page Agent Single Line display Display Agent Full - Tabbar at 1 per page

739 Rockwood Court Canton, Georgia 30115 View Comparable Properties

Listing Tax Photos Open House History Parcel Map Flood Map Foreclosure

Agent Full

Residential - Detached
 MLS #: 7080016 Broker: KWRP02 Availability: No conditions \$570,000 Active
 739 Rockwood Court
 City: Canton State: Georgia, 30115-0201
 County: Cherokee - GA Lake: None
 Subd/Comp: Gardens of Harmony

Lvl	Bdrms	Baths	Hlf Bth	SCHOOLS	Bus Rte:
Upper	0	0	0	Elem: Hickory Flat - Cherokee	Bus Rte: Y
Main	3	2	0	Middle: Dean Rusk	Bus Rte: Y
Lower	0	0	0	High: Sequoyah	Bus Rte: Y
Total	3	2	0		

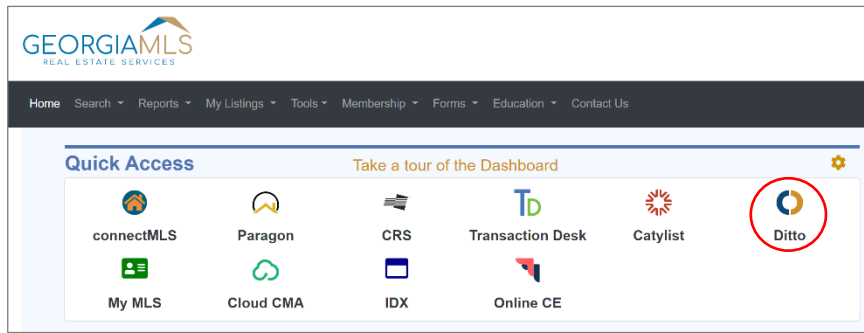
Condition: Resale
 Sq Ft/Source: 2,032 / Owner
 Above Grade Finished Area:
 Below Grade Unfinished Area:
 Foundation: Concrete Perimeter

Subtype: Single Family Residence
 Levels/Stories: 1
 Year Built: 2020
 Acres/Source: 0.3480 / Owner
 Const: Cement Siding, Frame
 Arch Style: Craftsman, Traditional

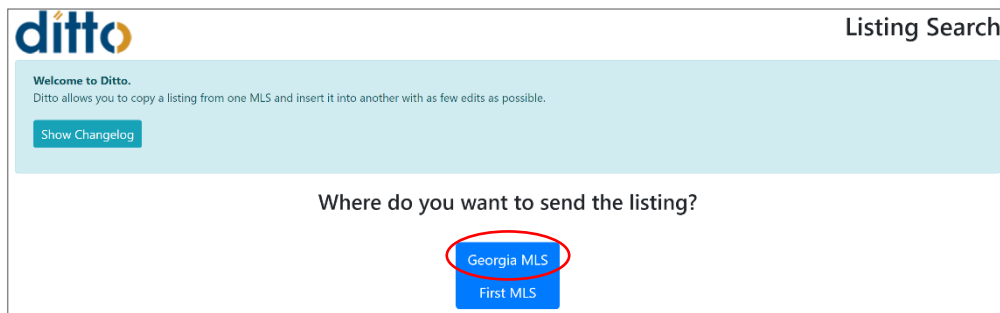
1 / 53

Actions Refine Save Carts Print CMA Directions Stats Export Quick CMA Cloud CMA ShowingTime

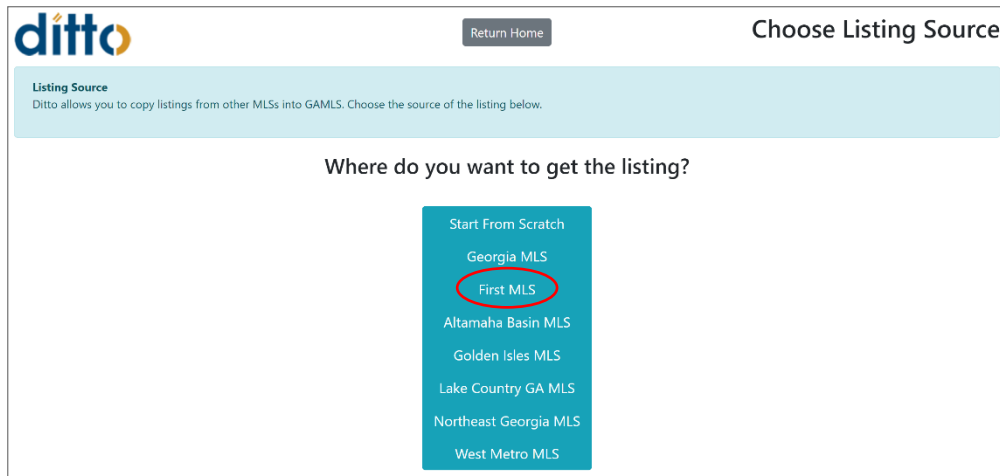
- Next, you will need to enter the listing in Georgia MLS. Login and click on Ditto. This will copy the listing from FMLS, so you won't have to enter it from scratch again.



- You want to send the listing to Georgia MLS.



- You want to get the listing from First MLS.



- Enter the FMLS # and click Search.

- Ditto will pull the listing from FMLS and ask you to verify that it is the correct one to use. If it is correct, click Use This Listing.

Listing ID	Address	Property Type	Action
7083016	1591 Jerusalem Church RD WALESK, GA 30183	RESI	Use This Listing

- Select the property type from the drop-down menu and click Next.

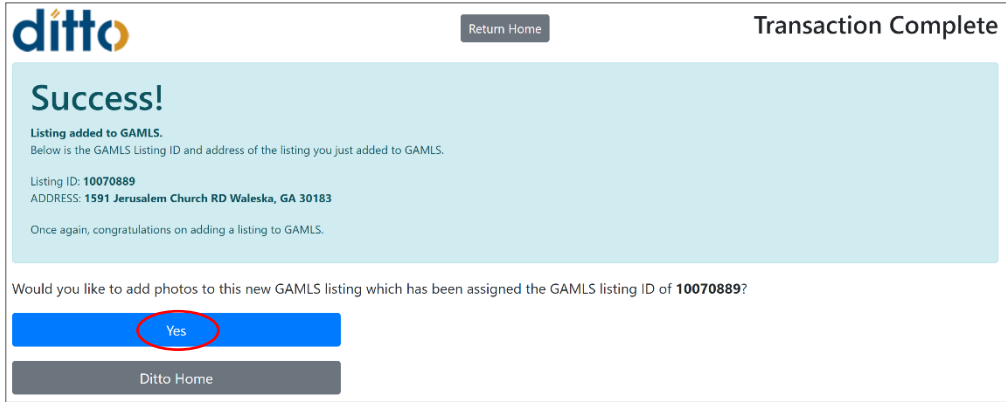
- Select the property sub-type from the drop-down menu and click Next.

- Select New and click Next.

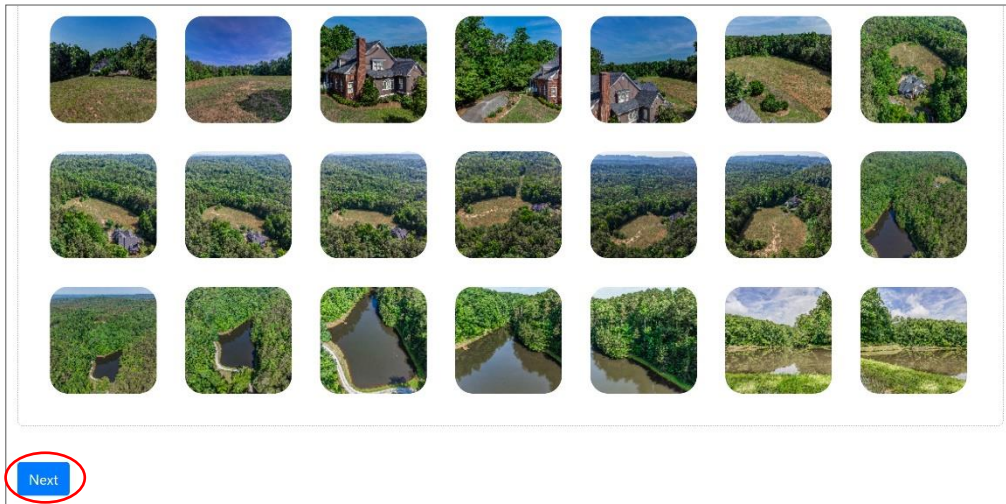
- Ditto will now auto-fill most of the information from FMLS, but it might not pull all of the fields. Scroll down the form, looking for blanks and missing info. Be sure any required fields marked with an asterisk are filled in. When you're done, click Save.

- Click Send Listing to Connect MLS.

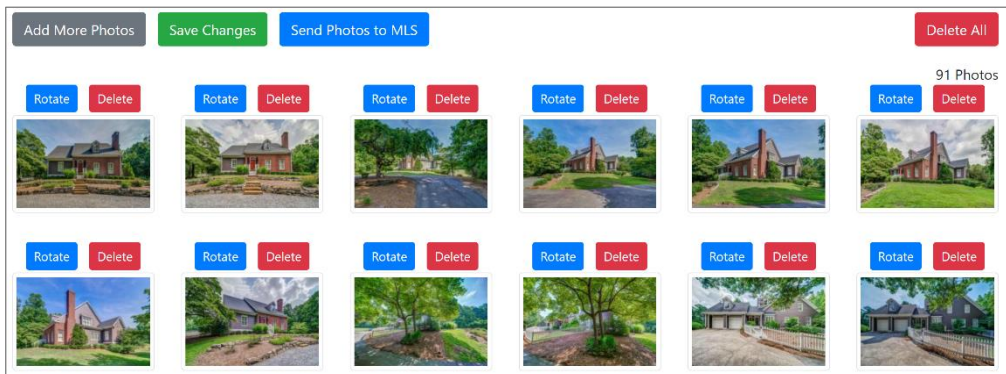
- Make a note of the Georgia MLS #, then click Yes to add photos.



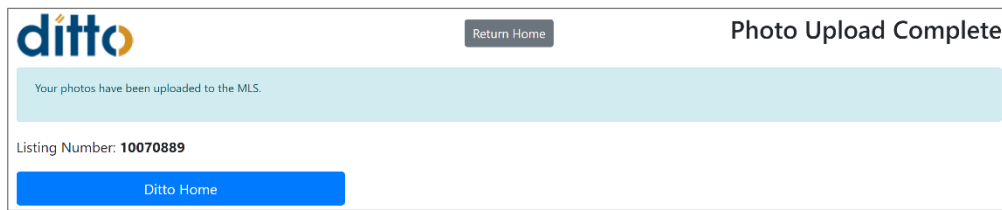
- Click in the bar to add photos. Navigate to the property's photos on your computer. Wait for all photos to load, then click Next.



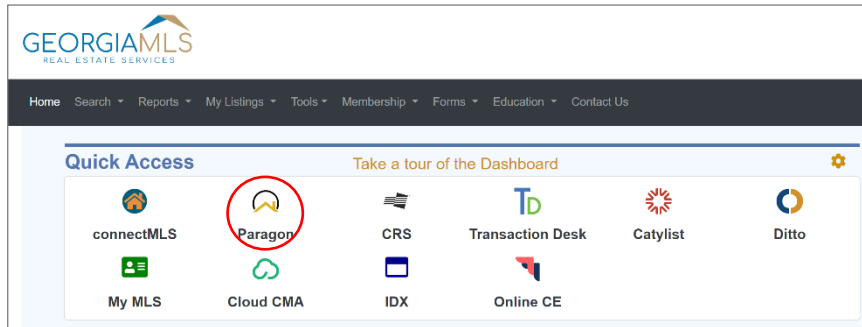
- If you need to rearrange the photos, you may drag and drop them in this screen. When you are finished, click Save Changes. Then wait while the system uploads the photos.



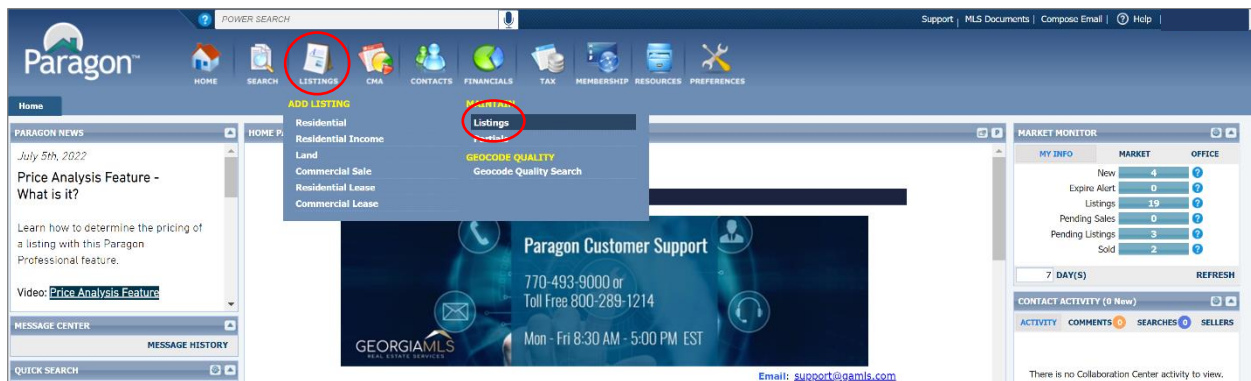
- When the photos are done uploading, the system will return to this screen. You can exit the Ditto tab, but do not exit Georgia MLS just yet. You still need to upload the disclosures.



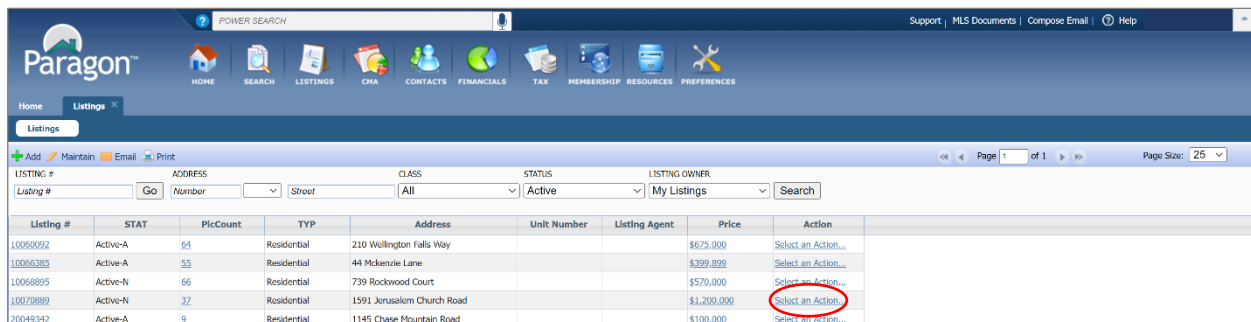
- Back on the Georgia MLS home screen, you'll click on Paragon.



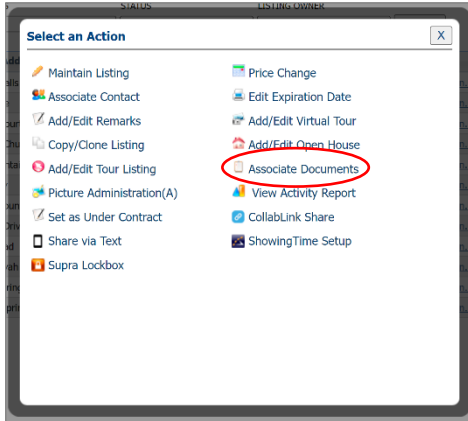
- Hover over Listings, then in the Maintain section, click on Listings.



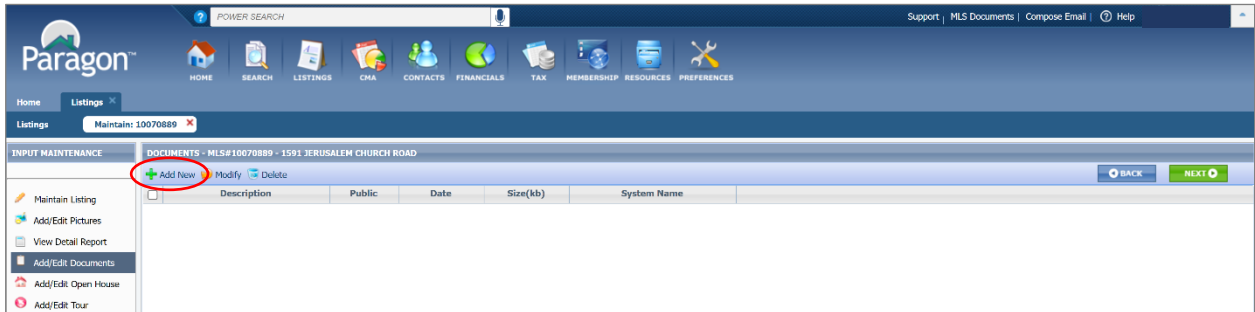
- Find the listing you're working on and to the right, click on Select An Action.



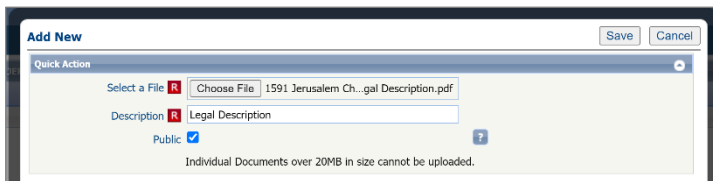
- Click on Associate Documents.



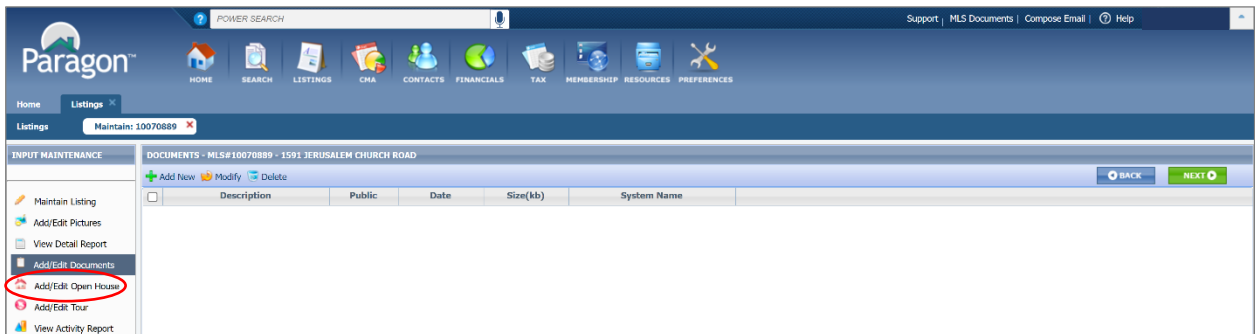
- Click Add New.



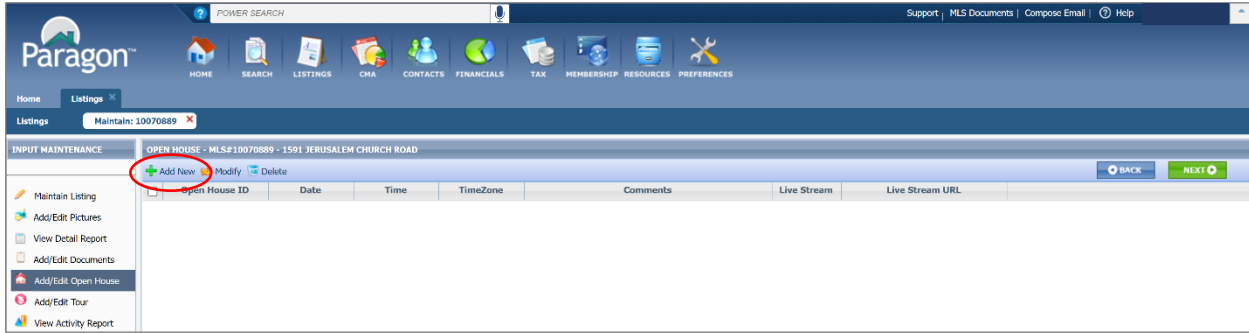
- Navigate to the saved disclosures on your computer. Upload the Legal Description, Plat, Seller's Property Disclosure, Community Association Disclosure, Lead-Based Paint Exhibit, and/or HOA Documents, as applicable. Type the name of the disclosure in the Description field, then check the Public box, then click Save for each disclosure.



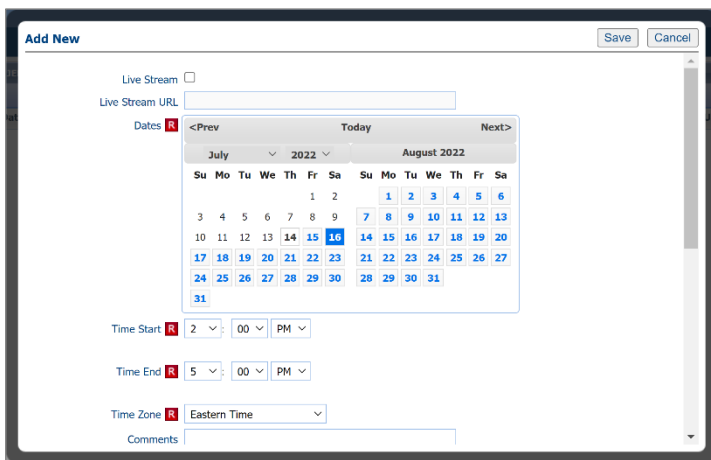
- To add an open house, return to the Input Maintenance screen and click Add/Edit Open House.



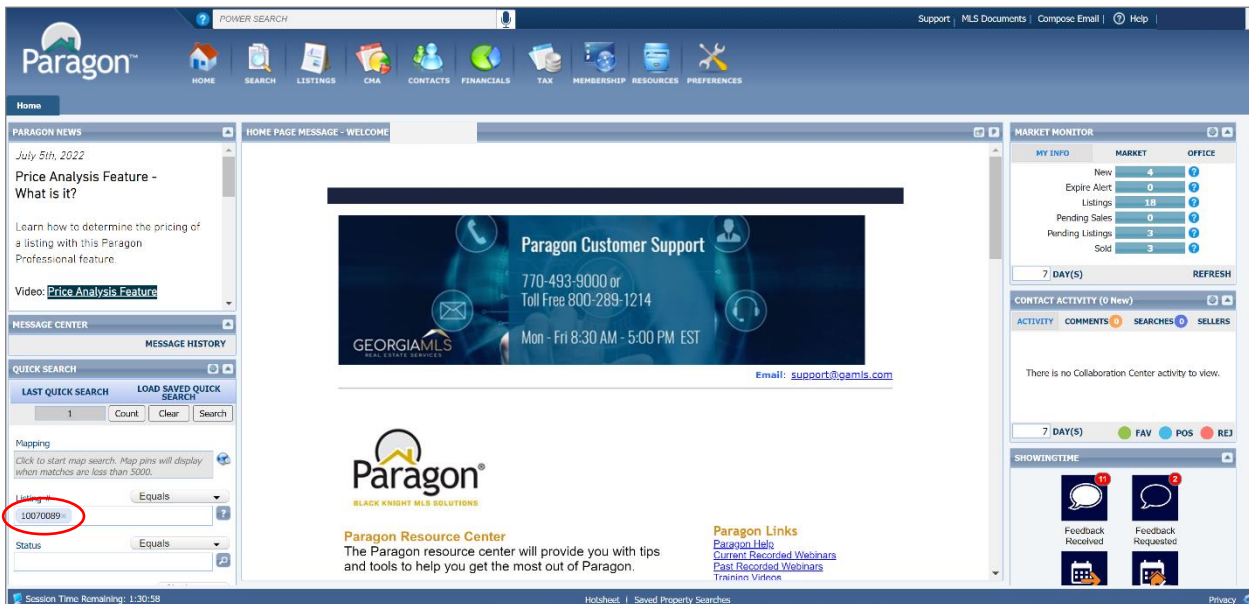
- Click Add New.



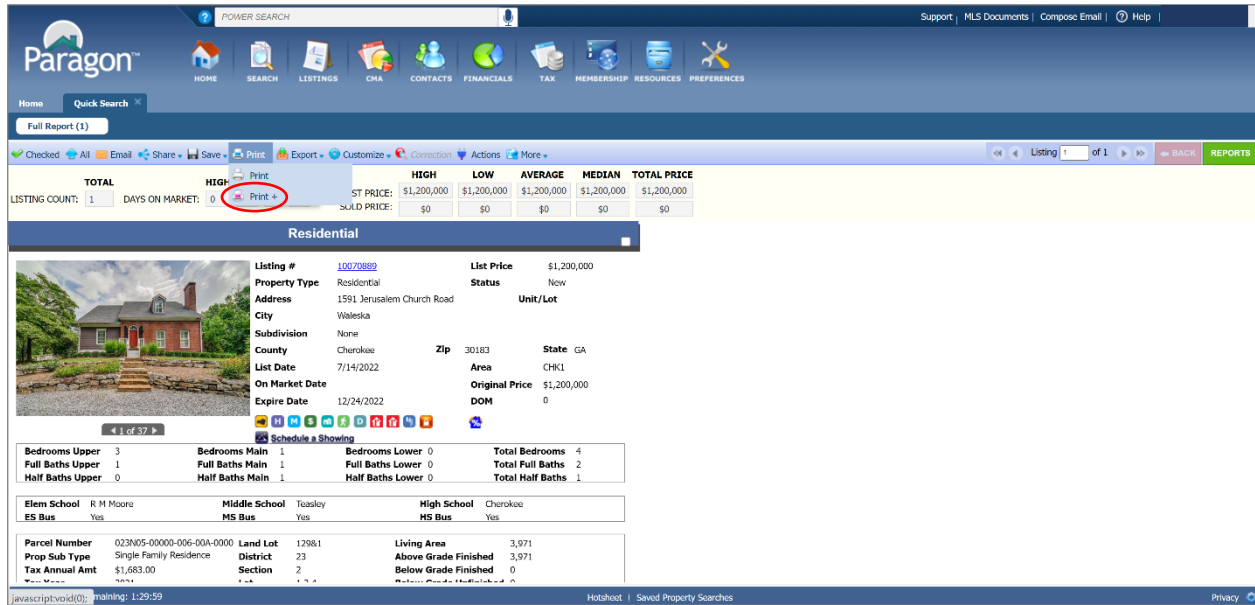
- Select the date and set the start and end times for the open house, then click Save. Note that Georgia MLS only allows you to enter public open houses. They do not have a separate option for agent caravans.



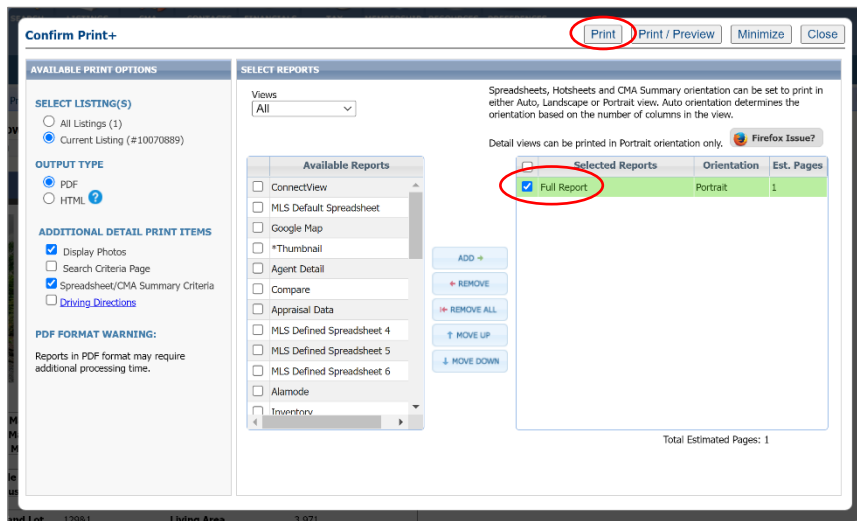
- Our final step in Georgia MLS is to save a copy of the listing. You can close out of the Input Maintenance screen and return to the Paragon dashboard. In the Quick Search section, enter the Georgia MLS # then click Search.



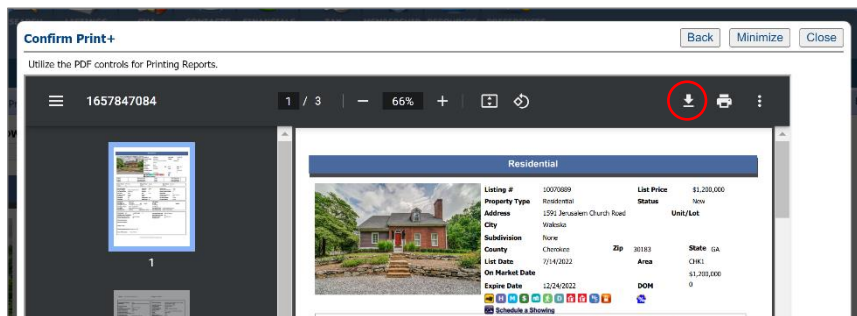
- When the listing appears, click Print, then Print+.



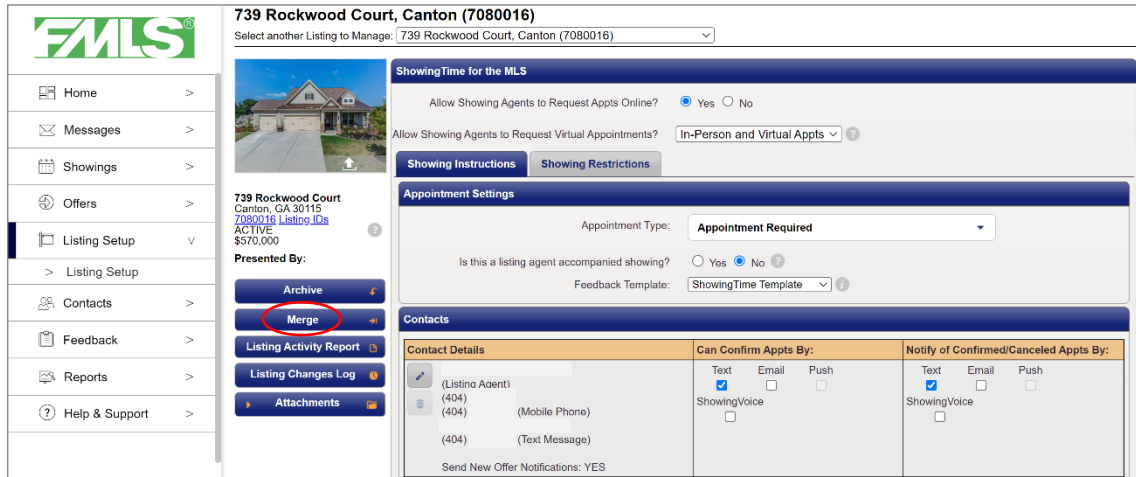
- Full Report is selected by default, and that's the one you want, so click Print.



- Once the report appears, click the Download button and save it on your computer. You may now exit Georgia MLS.



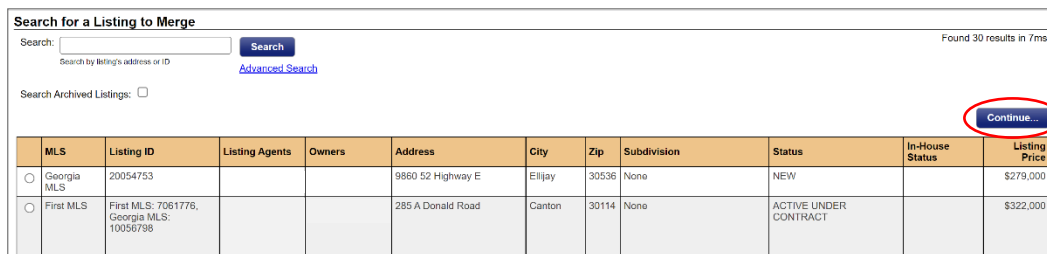
- You're going to briefly return to FMLS to merge the ShowingTimes. This prevents different agents from accidentally double booking showings at the same time by making appointments in the separate MLSes. In FMLS, go to Matrix, then Add/Edit. Select the subject property, then Manage ShowingTime. Then click Merge.



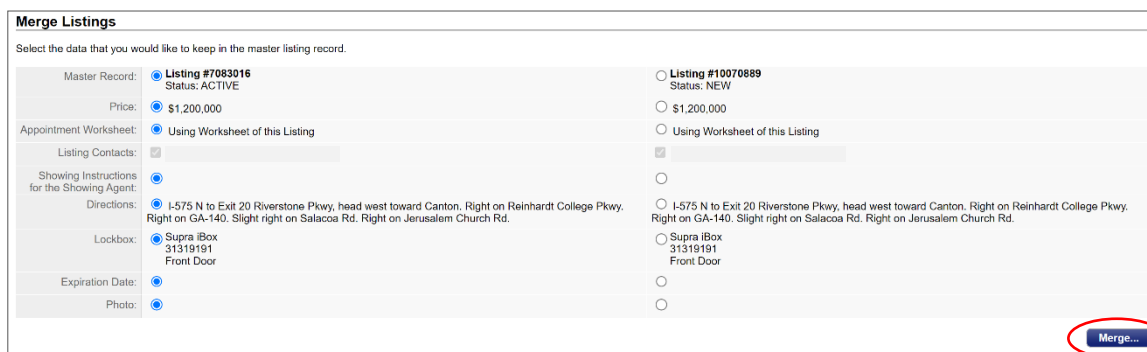
- The FMLS listing will be highlighted in pink. Find the corresponding Georgia MLS listing and select it by clicking to the left of it. They may or may not be listed right next to one another, so you may need to scroll to find it.

<input type="radio"/>	First MLS	7083016			1591 Jerusalem Church Road	Waleska	30183	None
<input checked="" type="radio"/>	Georgia MLS	10070889			1591 Jerusalem Church Road	Waleska	30183	None

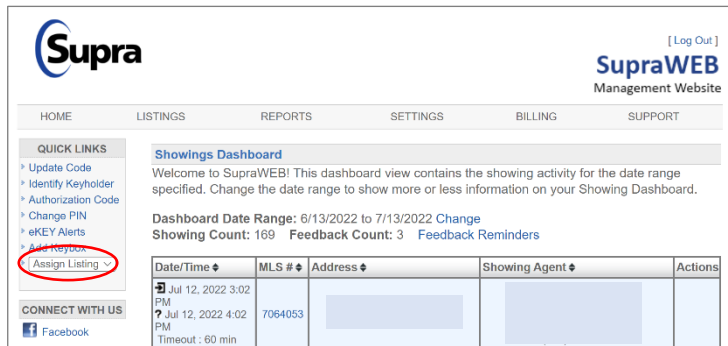
- You may have to scroll up or down to click Continue.



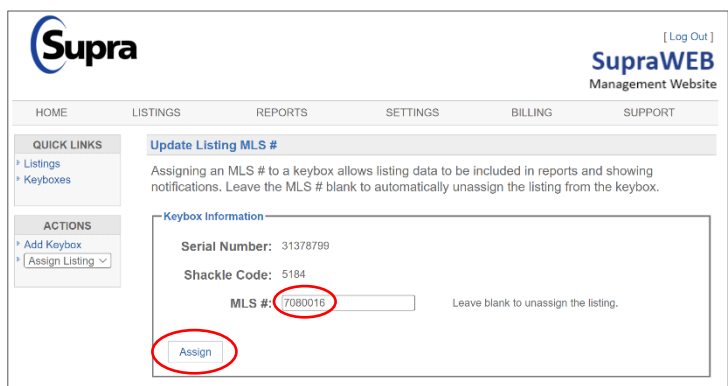
- The FMLS listing should show on the left and the Georgia MLS listing on the right. The boxes on the FMLS listing should all be selected by default, but if not, select the FMLS boxes, then click Merge. You may now exit FMLS.



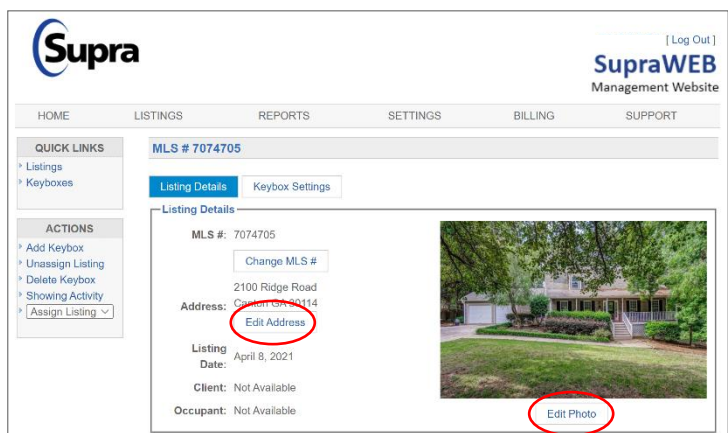
- Next, you need to attach the Supra lockbox to the listing. Login to the Supra website then select the correct lockbox from the drop-down menu labeled Assign Listing.



- Enter the FMLS # then click Assign.



- In the Listing Details view, the address should automatically pull from FMLS, but if it doesn't, you can manually enter it. It's also nice to upload a photo of the property. This helps to remind buyer's agents of which property it was when they leave feedback.



- Scrolling down a bit, in the Showing Notifications section, put a check in Send Me Showing Notifications box. Then under Also Send a Copy To, you can enter the email address of anyone else that you might want to copy on showing notifications, like a Co-Listing Agent or an Admin. Click Save at the bottom, wait for the confirmation message, then you may exit Supra.

Showing Notifications (for individual keybox)

Send me showing notifications for the keybox associated with MLS #7074705.

Also send a copy to:

1. 2.

3. 4.

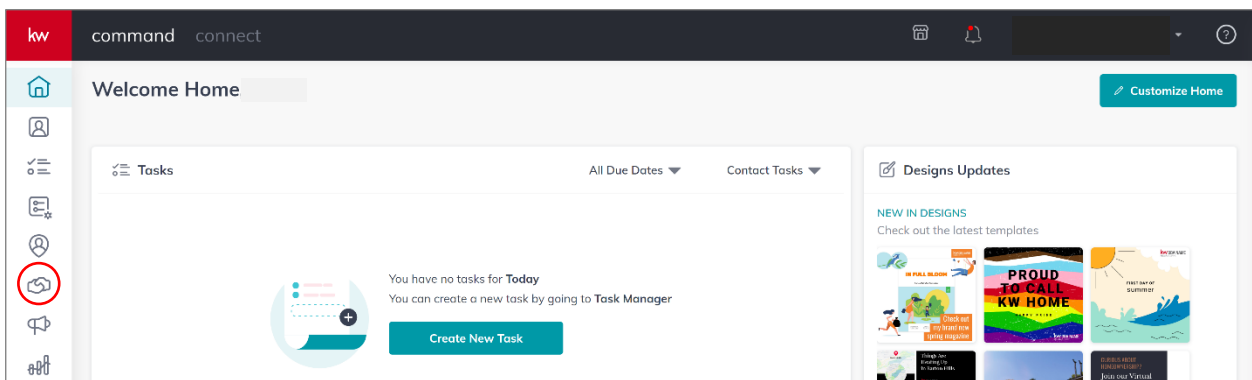
5.

Enabling this feature provides alerts via email. To send a text message via email, address the email alert to the recipient's 10-digit wireless phone number. See examples below:

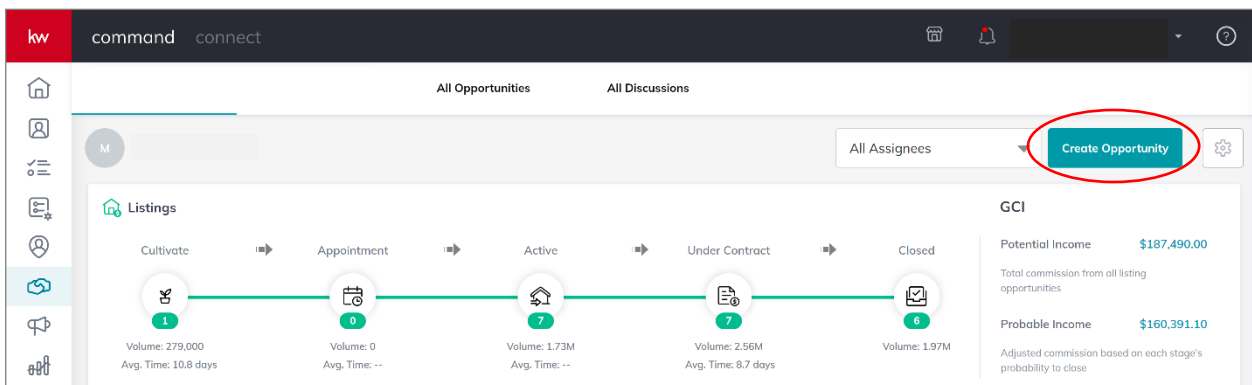
Alltel: 1234567890@mms.alltelwireless.com
 AT&T: 1234567890@mms.att.net
 Boost Mobile: 1234567890@myboostmobile.com
 Cricket Wireless: 1234567890@mms.cricketwireless.net
 Rogers: 1234567890@pcs.rogers.com
 Sprint: 1234567890@pm.sprint.com
 T-Mobile: 1234567890@tmomail.net
 U.S. Cellular: 1234567890@mms.uscc.net
 Verizon: 1234567890@vzwpx.com
 Virgin Mobile: 1234567890@vmpix.com

Important: Be sure to assign keyboxes to listings to include the property address in showing notifications.

- If you are a KW agent, you'll need to login to Command to submit your new listing to your broker. From the Command dashboard, click on Opportunities.



- From the Opportunities page, you'll click on Create Opportunity.



- Choose Listing as the Opportunity Type. Enter the seller's name. It will automatically pull matches from Contacts. (If your seller isn't in your Contacts, you'll need to stop and add them now.) The Opportunity Name is usually "Property Address - Seller Last Name - Listing."

- Scroll down a bit and enter the List Price and Commission Rate. Change the Opportunity Phase to Active and the Opportunity Stage to Showing. Add any co-listing agents as Assignees. Then click Create.

- It will take you to the Property Details tab. Click on the Edit icon to the right of the Property box to enter the property address.

- As you're entering the property address, it will automatically find matches for you (it pulls from Google). If it can't find any matches, it will allow you to enter it manually. Once the address is in place, click Save.

Country*
United States of America

Address Line 1*
1591 Jerusalem Church Road

Address Line 2

City/Town*
Waleska

State/Province*
Georgia

County
Cherokee

Zip/Postal Code*
30183

Cancel Clear Save

- Next, click on the Documents tab, then select the Checklist Type from the drop-down menu. In most cases, it'll be Residential.

kw command connect

Sales Pipeline / Listing (Active)
1591 Jerusalem Church Road - Bowers - Listing
Client Updates: Off 0/4 Client Updates Discussion Export Documents

Thomas Bowers 1591 Jerusalem Church Road Waleska, GA 30183

Details Seller Profile Documents Offers & Commissions 0 Notes 0 Timeline

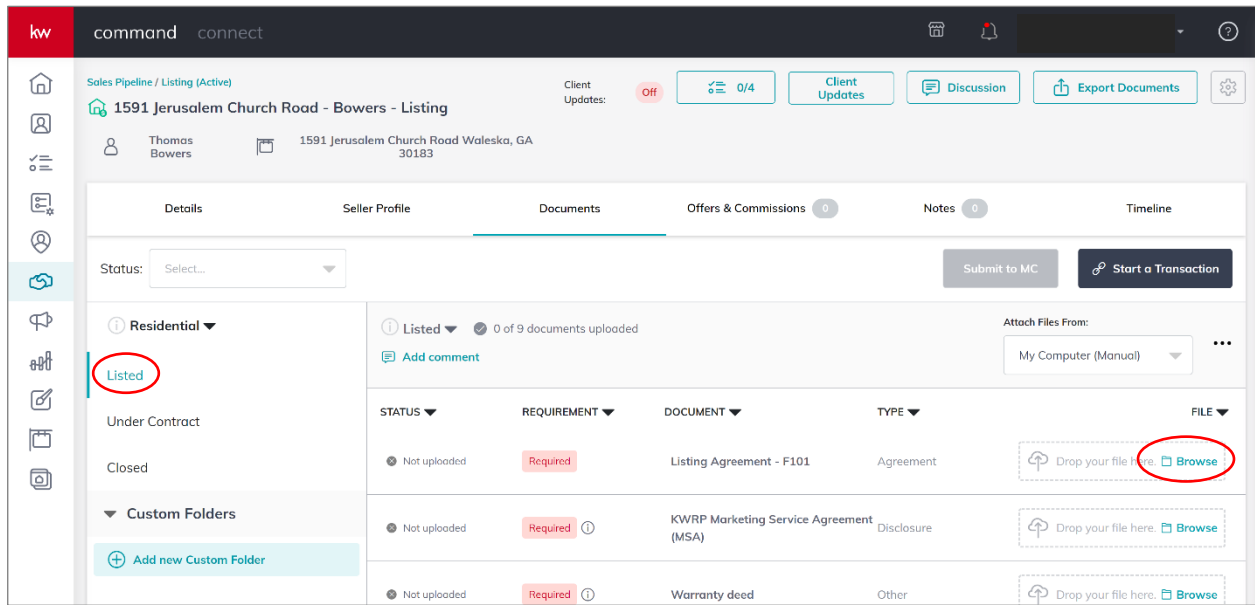
Status: Select... Start a Transaction

Pick checklist type

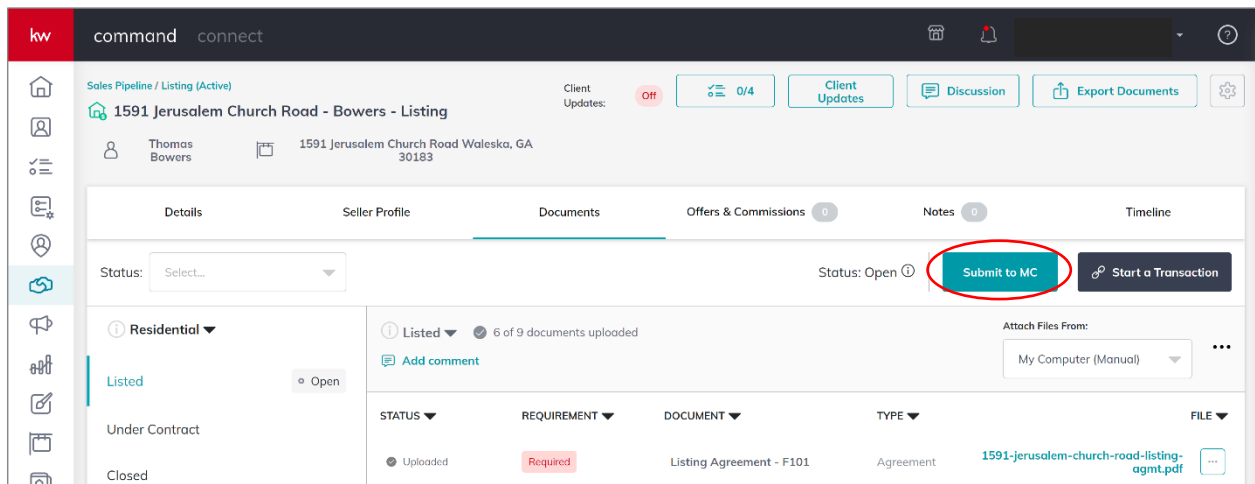
Custom Folders
Add new Custom Folder

To start work with opportunity please select checklist type first

- In the Listed section, click Browse to begin uploading the listing agreement, disclosures, and MLS listings in their corresponding slots.



- When you're done, click Submit to MC. You may now exit Command.



- Be sure to alert your seller that their listing is now live, and prepare them for handling ShowingTime requests.