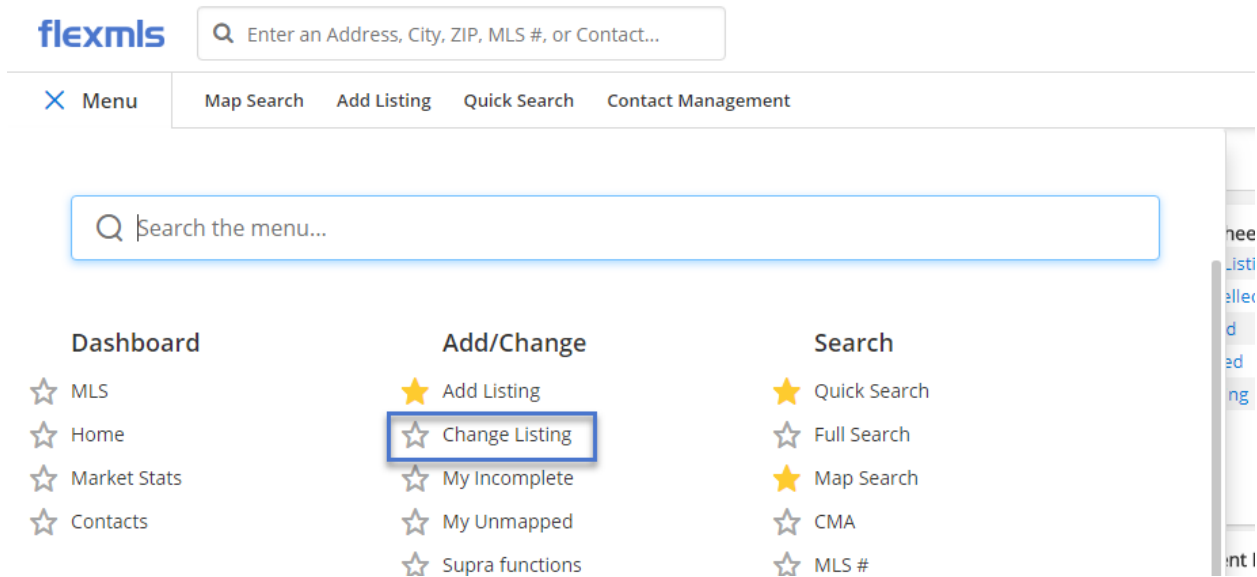


# Changing Existing and **Coming Soon** Listings

To change an existing listing with an active MLS number, begin from the **Change Listing** screen within your Flexmls Menu. If you have this menu option saved as a favorite, you can begin from that point as well.



You will use the **Change Listing** screen to perform the following actions:

- Add, edit, and remove current listing details (Map location, Supra functions, General listing information)
- Add, edit, and remove photos, documents, videos, and/or virtual tours
- Edit the status of your listing (Active, Pending, Closed, etc.)
- Edit the price of your listing if needed
- Schedule Open Houses and/or tours of the property

## Change Listing | Property Selection

Your Change Listing screen presents all your listing entries, along with a searching and filtering menu to find the specific listing which you are looking to change. Use the options in this screen to locate your listing, per the instructions below:

\* Listings in Coming Soon status are a separate drop down menu choice:

The screenshot shows the 'Change Listing' interface. At the top, there is a search bar labeled 'Find By MLS Number' with a 'Prefix' field, a hyphen, an 'MLS #' field, and a 'NEXT' button. Below this is a 'My Listings' section with a dropdown menu currently set to 'Active and Future'. The table below the dropdown has columns for 'MLS #', 'Address', 'List Price', 'Begin', and 'Expiration'. To the right, a dropdown menu is expanded, showing various status options: 'Active and Future', 'Active and Future', 'Active - Contingent Remove', 'Pending - Take Backup', 'Coming Soon' (highlighted in blue), 'Pending', 'Closed', 'Expired', 'Temp Off Market', 'Cancelled', and 'Deleted'. Red boxes and numbers 1, 2, and 3 are used to highlight the search bar, the 'My Listings' dropdown, and the 'Coming Soon' option respectively. A red arrow points from the 'Coming Soon' option in the dropdown to the 'My Listings' dropdown in the main interface.

MLS #	Address	List Price	Begin	Expiration
00-2164	3538 banana Dr	\$15,615		
00-2162	456 winston	\$456,456		
00-2161	1661 Palindrom Ave	\$16,661		
00-2159	12 test	\$100,000		
00-2155	2135 ashley	\$10		
00-2153	3700 42nd	\$2,500,000		
00-2152	1 E 1 A I Y 1	\$1		

1. Enter an MLS number and click next to jump to a specific listing
2. Filter your search by Status with the My Listings drop down menu \*
3. Scroll through and click on a matching property within your listings field

For more information on changing an existing listing, visit: <https://help.flexmls.com/en/listing-maintenance/changing-existing-listings.html>