

Coming Soon Input Instructions:

1. Start a listing and fill out all required information and input at least 1 exterior front photo.
2. Save listing as INCOMPLETE

Listing #944564

Editor 46 Photos Documents

Residential 12 Listing

Save as Incomplete Submit Close

3. From Listing Manager, select Edit Next to the Incomplete Listing you wish to place in Coming Soon Status

Listings Manager

2 Listings

View Editable Listings (default)

Listing #	Address	List Agent MLSID	List Office MLSID	Status	Property Type	Property Sub Sub Type	Transaction Type	
944564		PITTSASHLSTF	DABR01	Incomplete	Residential			Edit
944563		PITTSASHLSTF	DABR01	Incomplete	Residential			Edit

4. From the Edit Screen, select Change to Coming Soon

Manage Listing

Residential

Manage Photos

Manage Supplements

Quick Edit

Price Change

Change to Coming Soon

Change to Active Change to Coming Soon

Change to Sold

Change to Withdrawn

Virtual Tours

Delete Listing

5. Enter the On Market Date, which is the date that the listing will convert to Active status. **NOTE: This date must be within 10 days from the date it enters Coming Soon status and CANNOT BE CHANGED ONCE THE LISTING IS IN COMING SOON STATUS.**

Change to Coming Soon

Status

MLS#: 944564

List Agent: Ashley Pitts

Status: Coming Soon

List Office: Dayton REALTORS

Status Date:

List Date:

List Price:

On Market Date *

On Market Date is required.