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# Add and Edit Listings

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## About Add/Edit

To add and maintain listings at the Add/Edit tab, you must be assigned Add/Edit privileges for your brokerage. See your broker of record or manager for more information.

NOTE: For training sessions, to avoid adding or changing actual listings, select the "Training Mode" check box at [Customize My TMLS](#).

### Adding Listings

Add listings of any class at [Add Listing](#). If you can't complete the entire listing in one session, save it as a listing worksheet (see [Edit Worksheet](#)). Once you complete the worksheet, submit it as a listing in order to make it available to MLS members.

When adding a listing you can upload photos, purchase a real estate new ad, and/or order a virtual tour at that time, or return to Add/Edit anytime to upload photos or purchase ads and tours.

### Editing

If the listing is still in worksheet form, make additions and changes at Edit Worksheet. Once you complete a worksheet and submit the listing, make changes at [Edit Listing](#). Use Edit Listing to perform Price Changes and Extensions.

### Editing a Listing's Map Location

Once a listing is submitted, if its mapped location is improperly set (or not set at all), you can mark its correct location on the provided map. Once you have set the marker at the correct location, CTRL-Click to set the new location. If the marker was not previously mapped, CTRL-Click to set its marker where needed.

### Changing Listing Status

Change the status of a previously-added listing at [Status Change](#). Use the Status Change option to enter Sold Conditional, Sold, Leased, New (for available Sold Conditional listings), Deal Fell Through, Back on Market, Terminated, or Suspended. (Make all other changes—including Price Changes and Extensions—through [Edit Listing](#).)

### Cloning Listings

If a property was previously listed, it can be cloned. (See [Clone Existing Listing](#).) TorontoMLS creates a worksheet using much of the original listing's data (some fields, like List Price, are not cloned because they are unique for each listing). Review the cloned information, revise text in any field, and add new data.

### Uploading Photos

Use [Upload Photos](#) to upload (from your PC) and store photos for existing listings.

## **Adding Faxed Attachments to Listings**

You can attach a variety of faxed documents to an available listing (e.g., Floor Plans, Feature Sheets). See [Attach Faxed Document to Listing](#) to create cover pages specific to the listing and type of document you want to attach.

## **Adding Uploaded Attachments to Listings**

You can upload a PDF, JPG, GIF, and Microsoft Word Documents (DOC or DOCX) to attach to an available listing. See [Attach Uploaded Document to Listing](#).

## **Ordering Virtual Tours**

Use [Virtual Tour](#) to order a virtual tour for an existing listing.

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## Add Listing

Use Add Listing to add listings of any class, for sale or for lease. Enter values, at the tabbed data entry pages (see below), for each field in turn. Save a partially completed listing in Worksheet form (click Save Worksheet) to complete later; when complete, click Submit Listing to make the listing available to MLS members.

NOTE: Page names (tabs) and field names vary by class.

### The Listing Worksheet

Because it is not always practical to enter all listing data in a single session, TorontoMLS creates a "worksheet" for each new listing. Using [Edit Worksheet](#), you can add data to this worksheet over a number of sessions. Submit the listing when the worksheet is complete. TMLS assigns an MLS# and adds the listing to the MLS database.

NOTE: The worksheet is a temporary document, available only to the user who creates it. Worksheets remain active for thirty days and are purged after that time. *Even if you create the listing worksheet for another salesperson's listings, only you can update it.* Once you complete the worksheet and save it as a listing, any user with the appropriate Add/Edit privileges can edit it.

When you start a new listing, TorontoMLS assigns a worksheet number and displays it at the bottom left corner of each Add Listing page. As you work, TorontoMLS periodically auto-saves the worksheet. **You must save the worksheet at the end of your work session** to ensure that data entered after the last auto-save is included.

You can print the worksheet at any time.

### Finalize Services

When the worksheet is accurate and complete, submit the listing. (See [Finalizing the Listing](#) for photo, virtual tour, real estate news ads, and printing instructions.)

### Data Entry and Navigation

The Add Listing pages match the order of input fields in the Listing Contract. Enter a value for each field on the page. For example, for the field "List Price", the value might be "350000".

Move from page to page by clicking the Prev and Next buttons, or click the folder tabs at the top of the Add Listing page. You can use the mouse to select the page you want to work on, and then click to select fields where you want to make an entry; however, it is faster to move sequentially from field to field with the Tab key.

If you cannot see the entire page (including navigation buttons) without scrolling, press the F11 key. TMLS compresses your browser's toolbar, allowing the entire Add page to display. Once you complete your listing, press F11 to return your browser to its original format with expanded toolbars.

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<b>Keyboard Entry:</b>	
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Tab	Move to next sequential field.
F11	Compress browser toolbar for increased screen display (press F11 again to restore the browser toolbar).

Click the Reset button if you need to restore all fields to the last-loaded defaults.

## Using Add Listing


### *To Add a Listing*

NOTE: TMLS displays the worksheet number at the bottom left corner of each page.

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Add Listing**.
3. Select a **Property Class**.
4. At **Select One From the Following**, click **For Sale** or **For Lease** (Note: if it is a Commercial listing you can click **For Sub-Lease**.)
5. Click **Continue**. (You may experience a delay before the screen refreshes with the Add Listing form.)
6. At the first worksheet page, you must choose an **Area**, a **Municipality**, and (if available) a **Community**. (Note: In certain Areas, a selection of Community is required. The system will prompt accordingly.)
7. Enter or select text at the remaining fields on the on the first worksheet page, then click the next tab at the top of the page (or click **Next**) to proceed. Continue to enter data at each worksheet page.
8. If the worksheet is incomplete and you need to finish it later, click **Save Worksheet**. At the confirmation prompt, click **OK**. (See [Edit Worksheet](#) when ready to resume.)
9. When the worksheet is accurate and complete, click **Submit Listing**. (See [Finalizing the Listing](#) for photo, virtual tour, real estate

When the worksheet is accurate and complete, click news ads, and printing instructions.

### *To Print a Worksheet*

1. At the worksheet, click **Print Worksheet**. TMLS displays your worksheet in a printable format in a secondary browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print**.
5. Close  the browser window to return to the worksheet.

### *Popup Help for Data Fields*

Click on any field label (e.g., Holdover Days, CAC) for a popup explanation of the field and to display information about what kind of response you should enter (e.g., a number or text; Y for yes, N for no).

Click OK to close popup help.

### **Required Fields**

TMLS indicates required fields with a blue asterisk (\*).

If you attempt Submit Listing without entering responses at all required fields, TMLS displays a message for the first empty required field, flagging it in red. If this occurs, enter a response at the flagged field, then resubmit the listing. If additional fields require data, TMLS flags each. Continue adding data and submitting the listing until it is accepted.

Required fields may be dynamic, based on your entry at other fields. For example, if you enter Lot Front and Lot Depth, then Lot Size Code is required. (Occasionally, when saving, TMLS prompts for fields that were *not* marked Required in previous pages. This occurs if a value entered at a later page triggers a required response at an earlier page.)

Required fields vary by class. For Commercial listings, the Type field at the Details tab (specifying Farm, Industrial, Office, etc.) determines most of the listing's required fields.

NOTE: Street Abbreviation is a required field. If the street has no abbreviation, select "N/A" from the drop-down list.

### **Pre-Filled Data Fields**

Once you enter Area, Municipality, Community, Street #, Street Name, and Street Abbreviation, TMLS attempts to locate the property in the Street Dictionary. If a match is found, the system pre-fills fields like Postal Code, Map #, Map Column, and Map Row.

### **Lookup Data Fields**

Both Street Name and Listing Brokerage offer too many choices for display in a drop-down list. These fields allow you to look up a subset of options, based on starting characters. TMLS fills the list with options that match the starting character(s) you type.

### **Street Name**

Either type the entire street name (if you know its spelling) in the "Or Type" text box at the right margin;

*or* perform a lookup as follows:

1. At "Starts w/", type the starting characters, then press Tab.
2. At "Select", choose a street name from the resulting matches in the drop-down list.

### **Listing Brokerage**

1. At the left-hand text box, type the starting characters, then press Tab.
2. Choose a Brokerage from the resulting matches in the drop-down list.

NOTE: If, in a lookup, you click directly on a drop-down arrow, instead of tabbing to the field first, you will need to click the drop-down arrow twice.

### Data Entry Errors

When possible, TMLS prevents incorrect data entry. For example, at price fields you cannot enter a non-numeric character. TMLS rejects dollar signs and commas—automatically deleting the character as you type it.

At other fields, TMLS flags errors when you Tab or click away from a field (for example, you enter an Expiry Date earlier than the Contract Date.) TMLS indicates incorrect entries with a red label, requiring that you change the response before proceeding.

### Entering Dates

You can enter dates in the following formats:

Date Format	Meaning
1/30/2006 or 1/30/06	January 30, 2006
1/30	assumes current year
T	Today's date <i>displays when you Tab to next field</i>
T+n	<b>n = any number of days.</b> For example, if $n = 1$ , tomorrow's date displays <i>when you Tab to the next field</i>
T-n	<b>n = any number of days.</b> For example, if $n = 1$ , yesterday's date displays <i>when you Tab to the next field</i>

### Multiple Features Data Fields

Some fields, like Property Features, Area Influences, and Other Structures at the Exterior tab; allow selection of more than one feature. Select as many features as allowed (usually two). If you select too many, the system alerts you when you tab away from the field.

CTRL+click each feature to select more than one. (See [Choosing Items in a List Box](#) for more information.)

### Responsive Data Fields

TMLS sometimes presents new input fields in response to your entry at an earlier field.

### Dependent Data Fields

Some fields are dependent on your entry at another field. For example, if you select an Area, TMLS offers only valid Municipalities for that Area, and valid Communities for that Municipality.

### ***Saving Your Work***

TMLS auto-saves your worksheet (once every minute) as you prepare it. However, you **must** click Save Worksheet (or Submit Listing) to save your entries when you end your session to ensure that TMLS stores all data, including information entered after the last auto-save.

If you click Reset to clear entries (setting the values back to their loaded defaults) be sure to click Save Worksheet to store the reset.

When your worksheet is complete, click Submit Listing to add the listing to the MLS database. (See [Finalizing the Listing](#) for photo, virtual tour, real estate news ads, and print view options.)



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## Edit Worksheet

Use Edit Worksheet to add information to a worksheet at any time, or to change data you added to the worksheet previously. If, after making changes, the worksheet is still incomplete, save it again as a worksheet, to finish later. (For data entry help, see [Data Entry](#) in the Add Listing topic.)

- Click Save Worksheet as often as required for later completion.
- Click Print Worksheet at any time to display a printable version of the worksheet.
- Click Submit Listing only when your entries are complete. When you submit a listing, TMLS assigns an MLS#, and adds the listing to the database.

If you attempt Submit Listing without entering responses at all required fields, TMLS displays a message for the first empty required field, flagging it in red. If this occurs, enter a response at the flagged field, then resubmit the listing. If additional fields require data, TMLS flags each. Continue adding data and submitting the listing until it is accepted.


## Using Edit Worksheet

### *To Edit a Worksheet*

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Edit Worksheet**.
3. Select the worksheet you want to edit, then click **Continue**.
4. Click on any worksheet tab, then add or change the response at any field. Repeat as required.
5. If the worksheet is incomplete and you need to add information to it later, click **Save Worksheet**. TMLS confirms that the worksheet is saved. Click **OK**.

When the worksheet is accurate and complete, click **Submit Listing**. (See [Finalizing the Listing](#) for photo, virtual tour, real estate news ads, and printing instructions.)

### *To Print a Worksheet*

1. At the worksheet, click **Print Worksheet**. TMLS displays your worksheet in a printable format in a secondary browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print**.
5. Close  the browser window to return to the worksheet.

### *To Delete a Worksheet*

1. Select the **Add/Edit** tab at the top of any TMLS page.

2. At **Add/Edit Options**, click **Edit Worksheet**.
3. Select the worksheet you want to delete, then click **Delete**.
4. Click **OK** to confirm deletion.

### ***Popup Help for Data Fields***

Click on any field label (e.g., Holdover Days, CAC) for a popup explanation of the field and to display information about what kind of response you should enter (e.g., a number or text; Y for yes, N for no).

Click **OK** to close popup help.

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## Edit Listing

Use Edit Listing to make corrections or update remarks in a listing. TorontoMLS tracks your changes in [History](#). (For data entry help, see [Data Entry](#) in the Add Listing topic.)

Use Edit Listing to:

- make a Price Change or Extension;
- modify Remarks or add an Open House; or
- change the listing's property characteristics (e.g., Basement features, Room descriptions).

Instead of Edit Listing, use Status Change to change status to: Sold Conditional, Sold, Leased, New (for available Sold Conditional listings), Deal Fell Through, Back on Market, Terminated, or Suspended.

You can also edit a listing at its "full" listing reports.

### Non-Editable Fields

MLS rules prevent the editing of some fields (such as Contract Date and Listing Brokerage).

### Using Edit Listing

#### *To Edit a Listing*

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Edit Listing**.
3. At **MLS #**, enter the MLS# of the listing you want to edit, then click **Continue**.
4. TMLS displays identifying information for the listing. If this is the correct listing to edit, click **Continue** to display the listing.
5. TMLS displays the listing. Click on any tab, then add or edit data in any field. Repeat as required.
6. Click **Submit Listing**.

(See [Finalizing the Listing](#) for photo, virtual tour, real estate news ads, and printing instructions.)

#### *Popup Help for Data Fields*

Click on any field label (e.g., Holdover Days, CAC) for a popup explanation of the field and to display information about what kind of response you should enter (e.g., a number or text; Y for yes, N for no).

Click OK to close popup help.

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## Edit a Listing's Map Location

Use Edit a Listing's Map Location to change - or set for the first time - a listing's map location, using the interactive map provided. You can relocate or set the map location for any listing for which you have edit permission.

There are two ways to relocate (or set) a marker:

- To locate the marker by address, type an address and then click "Locate"
- To locate the marker by mouse, move the mouse to the correct location. At the correct position, hold down the Control key and click the mouse. The marker appears at the new location. Repeat to nudge the location as needed.

### *To Edit or Set a Listing's Map Location*

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit options**, click **Edit Listing's Map Location**.
3. Enter the appropriate MLS#. Click **Continue**.
4. At the map provided at the **Edit Listing's Map Location** page, note the listing information and address at the bottom of the page.
5. You can move (pan) the map by holding down the left mouse button and dragging as needed; to zoom in, double-click the mouse.
6. To locate the marker by address, type an address and then click **Locate**. To locate the marker by mouse, move the mouse to the correct location. At the correct position, hold down the Control key and click the mouse. The marker appears at the new location; to nudge the marker to the correct location, repeat as needed.
7. Click **Save** to save the new location, **Cancel** to return to the Add/Edit menu, or **Reset** to restore the listing's previously-set map location.
8. Once you click **Save**, a confirmation message displays noting that the change will be visible throughout the system after several minutes.

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## Status Change

Use Status Change to change a listing's contract status. TorontoMLS tracks status changes in [History](#).  
Use Status Change for:

- Sold Conditional
- Sold
- Leased
- New (for available Sold Conditional listings)
- Deal Fell Through
- Back on Market
- Terminated
- Suspended

Make all other changes, including Price Changes and Extensions, through [Edit Listing](#).

NOTE: You may not enter a future date for Sold and Leased status changes.

NOTE: Terminations may be made in your office by the Broker of Record, Manager, or Office Administrator only. The Termination/Cancellation form, signed by the Seller and Broker of Record/Manager must be kept on file. Otherwise, the Termination/Cancellation form may be faxed into the MLS Department at TREB for processing.

## Using Status Change

### *To Perform a Status Change*

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Status Change**.
3. At **MLS #**, enter the MLS# of the existing listing, then click **Continue**.
4. Review displayed information to ensure that the correct property displays. Select the new **Status** from the drop-down list, then click **Continue**.
5. Enter information at all required fields marked **\***.
6. Click **Submit Listing**.
7. Click **Complete** at the confirmation page.

### *Popup Help for Data Fields*

Click on any field label (e.g., Escape Clause) for a popup explanation of the field and to display information about what kind of value you should enter (e.g., a number or text; Y for yes, N for no).

Click OK to close popup help.

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## Clone Existing Listing

If a property was previously listed, it can be cloned. Both available and unavailable listings can be cloned.

TorontoMLS copies information from the existing listing to the new listing's worksheet. Carefully review all copied fields, changing information when appropriate. TorontoMLS does not copy listing-specific fields (like List Price, Contract Date, Expiry Date, Listing Brokerage, and Salesperson).

### *To Clone a Listing*

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Clone Existing Listing**.
3. At **MLS #**, enter the MLS# of the existing listing, then click **Continue**.
4. TMLS creates a new worksheet with data filled from the existing listing. Review entries on all pages and make required changes.
5. Examine empty fields and enter data where necessary.
6. If the worksheet is incomplete and you need to add information to it in the future, click **Save Worksheet**. Click **OK**. (See [Edit Worksheet](#) when ready to resume.)

If the worksheet is accurate and complete, click **Submit Listing**. (See [Finalizing the Listing](#) for photo, virtual tour, real estate news ads, and printing instructions.)

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## Upload Photos

Use Upload Photos to upload (from your PC) and store photos for existing listings.


Upload photos in .jpg format, with a maximum resolution of 640 x 480. TorontoMLS proportionally resizes the photo to 454 x 302 pixels. Although not required, for the highest quality, you may want to upload a photo with these specific dimensions.

When you save the photo, the system assigns a filename using the MLS# followed by the filename extension ".jpg" (for example, mk4400 . jpg).

## Multiple Photos for One Listing

You can upload up to nine photos for a single listing.

When saved, TMLS names the first (primary) photo with the MLS# followed by the filename extension ".jpg". Additional photo filenames are appended with the appropriate position number. For example, for listing MK4400, the system saves the primary photo as mk4400 . jpg. The photo for position 2 is named MK4400\_2 . jpg, and so forth.

- When viewed, the listing displays the primary photo with previous and next  buttons in the bottom right corner. Use the buttons to page forward and back through all the photos. If you *move the cursor* over a photo, its comment (if any) displays. If you *click* on the photo, a page with all photos displays. On the multiple photo page, click on any photo to enlarge it.
- When printed, the currently-viewed photo prints with the listing report.
- When published in the MLS books, only the primary photo displays.
- Note: additional photos added to a listing are no longer viewable 90 after the listing becomes Unavailable.

## Using Upload Photos

The photo viewer (top left panel)	Displays the saved photo associated with the current position (1-9).  NOTE: If you open a photo for position <i>n</i> , then navigate to another photo position without saving the photo, the photo for position <i>n</i> no longer displays when you navigate back.
Description	Enter the name of the room featured in the photo.
Filename	Enter the full path and file name (or click Browse to navigate to and select a file) of the photo you wish to upload.
Browse	Navigate to, and select, a file to upload.
Clear	Clear Comments and Filename fields.
Previous/Next	Navigate to next or previous photo position.
Delete Photo	Delete the photo in the current position.
Save Photo	Save the photo in the current position.

Pictures (top right panel)	As you upload a photo for each photo position (up to 9) it displays in the Pictures panel. Click any picture to view its properties.
Picture Properties (MLS#, Status, Comment)	<b>Status:</b> <i>Primary:</i> the listing's primary photo (for publishing) <i>On Server:</i> photo stored successfully <i>Blank (no status displays):</i> photo not stored
Complete	Completes photo upload, returns to Add/Edit menu.

### To Upload Photos

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Upload Photos**.
3. At **MLS #**, enter the MLS# of the listing for which you want to upload photo(s), then click **Continue**.
4. TMLS displays the primary photo for the listing in the top left panel, if one exists. If photos are stored for this listing, click **Next** to navigate to the next available photo position (that is, if 5 photos currently exist, click Next until you see the blank panel labeled Photo Number: 6).
5. Click **Browse** and then locate the photo by filename. When the correct path and filename displays, click **Open**. The photo displays in the photo viewer.
6. At **Description**, if desired, type text to display (in the listing report) when a user moves the mouse over the photo.
7. Click **Save Photo** to save the photo.
8. If uploading another photo, click **Next** to move to the next position. Click **Clear** to remove description and filename. Then repeat steps 5-7.
9. Click **Complete** to return to the Add/Edit menu.

### To Delete Photos

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Upload Photos**.
3. At **MLS #**, enter the MLS# of the listing for which you want to upload photo(s), then click **Continue**.
4. TMLS displays the primary photo for the listing in the top left panel, if one exists. If necessary, click **Next** to navigate to the photo you want to delete.
5. Click **Delete Photo**.
6. At the confirmation prompt, click **OK**.

The deleted photo is removed from its position in the Pictures panel in the top right corner. The large left-side photo continues to display, in spite of the deletion, until you navigate away from the photo.



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## Document Attachments

Document attachments include Floor Plans, Seller Property Information Statements, Financials, Feature Sheets, Environmental reports, Schedules, Disclosures, and Other Property Information. You can attach these documents to your TorontoMLS listings if you have permission to do so.

TMLS provides two ways to attach documents to your listings:

- **[Document Attachment \(Upload\)](#)**: You can upload a document file from your computer for attachment to any of your available listings. Acceptable file types for upload include PDF, JPG, GIF, and Microsoft Word Documents (DOC or DOCX). The maximum size for each document is 750 KB.
- **[Document Attachment \(Fax\)](#)**: You can fax documents to TMLS for attachment to any one of your available listings. Use the Document Attachment (Fax) option to print customized fax cover pages specific to your listing. Each cover page contains a bar code identifying the MLS# and the category of the accompanying document(s). A separate cover page is required for each document category. After printing the cover page(s) follow the instructions on the page.

When documents are attached to a listing a View Attachments button displays at the Broker Full listing report. You can view, print, and email the attachments.

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## Virtual Tour

Use Virtual Tour to purchase virtual tours for existing listings.

### *To Purchase a Virtual Tour*

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Virtual Tour**.
3. At **MLS #**, enter the MLS# of the listing that you want to purchase a virtual tour for, then click **Continue**.
4. Click the button for your preferred virtual tour supplier.
5. Follow the supplier's on-screen instructions to complete the order.
6. When the order is complete, close the secondary window to return to the Add/Edit menu.

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## Finalizing the Listing

When you submit a listing, TorontoMLS displays the Photos page where you must select a photo option. Finalize services also include Virtual Tours, Real Estate News ads, and Print View. Use the tabs or navigation buttons (Next, Previous) to move from one option to another.

Finalize services include:

- [Photos](#): Select one of: No photo for this listing (new listings only), Use current photo (edited listings only), Use photo from photo library, Photographer take new photo, Upload your own photo, or Mail in photo.
- [Virtual Tours](#): Order a virtual tour from your choice of supplier.
- [Print View](#): Obtain a print view of the listing.

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## Finalize - Photos

Photos is one of the optional services offered at the end of Add/Edit Listings. At the Photos page, select an option for supplying the listing photo. You may provide a primary photo and up to eight additional photos for the listing.

**Use current photo:** Select this option if a photo was previously supplied for the existing listing. Available for edited listings only.

### *To Use the Current Photo*

1. At the Photo page, select **Use current photo**.
2. Then click **Next** to continue to the next option (Virtual Tours);

Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);

Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

**No photo for this listing:** Select this option if the property does not yet have a photo. Available for new listings only.

### *To Submit the Listing Without a Photo*

1. Select **No photo for this listing**.
2. Then click **Next** to continue to the next option (Virtual Tours);

Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);

Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

**Use photo from photo library:** Select this option to use the photo associated with this property in the photo library.

### *To Use a Photo from the Photo Library*

1. Select **Use photo from photo library**.
2. Then click **Next** to continue to the next option (Virtual Tours);

Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);

Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

**Photographer take new photo:** Select this option if you want the MLS photographer to take a new photo of the listing.

### *To Request a New Photo*

1. Select **Photographer take new photo**. The order form displays.
2. At **Enter Photographer Directions**, enter any specific instructions you want the photographer to have.

3. At **Qty**, type the number of prints you want next to any selection.
4. Then click **Next** to continue to the next option (Virtual Tours);

Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);

Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

**Upload your own photo:** Select this option if you have one or more photographs in .jpg format on your PC and want to upload them to the MLS computer.

#### ***To Upload Your Own Photo***

- See [Finalize-Upload Photos](#) for instructions.

**Mail in photo:** Select this option if you want to mail a photo to the MLS. NOTE: Follow specifications and mailing instructions provided by the MLS for mailed-in photos.

#### ***To Select Mail in a Photo***

1. Select **Mail in photo**.
2. Then click **Next** to continue to the next option (Virtual Tours);

Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);


Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

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## Finalize - Virtual Tours

Virtual Tours is one of the optional services offered at the end of Add/Edit Listings. At the Virtual Tour page, select the virtual tour supplier you prefer.

### *To Order a Virtual Tour*

1. At the Virtual Tours page, click the Virtual Tour button for your preferred supplier.
2. Follow the supplier's on-screen instructions to complete the order.
3. When the order is complete, close  the secondary window to return to the finalize options.
4. Click **Next** to continue to the next option (Real Estate News);

Or click on a tab to proceed to any "finalize" option (Photos, Real Estate News, Print View);


Or click **Finish** to complete the listing then click **OK** at the confirmation prompt.

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## Finalize - Print View

Print View is one of the options offered at the end of Add/Edit Listings. At the Print View page, click the Print View button to obtain a printable version of the listing report.

### *To Print the Listing*

1. At the Print View page, click **Print View**.
2. TMLS displays the listing in a printable format in a secondary browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print**.
6. Close  the browser window to return to the finalize options.
7. If your selection of options is complete, click **Finish**. At the confirmation prompt, click **OK** to return to the Add/Edit menu.