

If your client has indicated that they would like to use Flex by Unlock MLS, here are the easy steps to create your listing.

1. Go to **Listing Manager** under Add/Edit
2. Select **Add** and choose the Property Type for your listing
  - a. Note: Flex listings do not apply to Commercial Sale or Commercial Lease property types
3. Begin your listing by Auto-Populating your listing data or start with a blank listing
4. Once on the **Editor tab** of your new listing, you'll default to the new **Flex listing YN** field at the top of your input form. **This field is required to select Yes or No before publishing a listing** (note: you can still Save as Incomplete at any time in your input process).

The screenshot shows the 'New Listing' editor interface. At the top, there are buttons for 'Save as Incomplete', 'Publish Listing', and 'Cancel Input'. Below the header, there are tabs for 'Editor 19' and 'Photos', and a 'View Full Form' toggle. The main content area is titled 'Residential Input Form' and contains a 'Flex Listings' section. This section has a text input field with the placeholder 'Text goes here'. Below it is the 'Flex Listing YN' field, which is highlighted with a red box. It has two radio buttons: 'Yes' (selected) and 'No'. A red error message below the field reads 'Flexible Listing YN is required.' To the left of the main form is a sidebar with a 'Residential Input Form' section, also highlighted with a red box, containing 'Flex Listings' (1), 'Listing' (14), 'General' (1), and 'Additional'.

5. Once Flex listing YN is set to Yes, **Listing Manager will highlight the required fields needed to publish a Flex listing.** For a blank listing, here is a comparison of the required fields when Flex listing YN = Yes vs No:

Note: When Flex listing YN = No, this is the same as a full, Active listing.

## Flex listing YN = Yes

This screenshot is similar to the previous one, but the 'Flex Listing YN' field is now set to 'Yes' and is highlighted with a red box. The 'Yes' radio button is selected and has a checkmark. The 'No' radio button is unselected. The 'Required' toggle in the sidebar is still turned off.

## Flex listing YN = No (Full, Active Listing)

The screenshot shows the 'New Listing' form with the 'Active' status. The 'Editor' tab is selected, and the 'Flex Listings' section is highlighted in the left sidebar. The 'Residential Input Form' is visible, and the 'Flex Listing YN' field is set to 'No', which is highlighted with a red box. The 'Publish Listing' button is also visible in the top right corner.

6. Once Flex listing YN = Yes, **enter in your required fields**, which includes the Internet Display option fields

Note: Flex listings will only display on VOW websites when seller gives permission to do so; Flex listings will never appear on IDX or syndication sites (even if syndication sites are selected under Listing Will Appear On field)

The screenshot shows the 'Internet Display' section of the form. The 'Internet Entire Listing Display' field is set to 'No', which is highlighted with a red box. The 'Remarks/Tours/Internet' field in the left sidebar is also highlighted with a red box.

7. Once your required data is entered, select **Publish Listing** to make your Flex listing Active  
Note: You can enter MORE than the required data for a Flex listing

The screenshot shows the 'New Listing' form with the 'Active' status. The 'Editor' tab is selected, and the 'Flex Listings' section is highlighted in the left sidebar. The 'Residential Input Form' is visible, and the 'Flex Listing YN' field is set to 'Yes'. The 'Publish Listing' button is highlighted with a red box.

8. Once you are ready to make your Flex listing a full, Active listing, enter your input form and select **Flex listing YN = No**. Listing Manager will signal if you have required fields remaining to complete. Click **Publish Listing** once all required fields are completed to update your Flex listing to a full, Active listing.