



Entering and Updating Listings in MLXchange

This class is mandatory if you will be entering and updating your own listings. You will be taught how to input and modify listings, enter photos, and add attachments along with valuable tips and techniques. [Click here for a list of classes](#) or [Click here to complete a webinar](#). You will need your broker to sign the [Listing Maintenance Authorization Form](#) and fax it to MFRMLS.

- Listing maintenance authorization forms
- Explain the importance of accurate data
- Rules and Regulations
- Review the profile sheet
- Entering a new listing, using tax auto pop, reviewing the fields that have specific entries in the Rules and Regulations
- Adding images, attachments, open house information, Supra Key and Showing Time Inventory watch-easiest way to modify the listings