

Log in to mlsplus.logicaldog.com

User Name _____

Password _____

Welcome to your exclusive listings maintenance page, referred to as **MLSPlus!** Once you enter a listing number, all photos, corrections, status changes, price changes etc. will be maintained through Locator. The listings will be arranged by status, active listings at the top, followed by contingent, then STI, pending and sold.

Listing Number

Enter the MLS number of your listing. The listing or selling office should be your own, and you need written permission from the broker or agent to display an active listing if it isn't yours. If displaying another agent's active listing, please remember to remove it once the listing goes pending, and give the agent or broker listing credit in the comments section. You may display a listing where you were the buyer's agent after closing. Please make note in the comments or headline that you represented the buyer.

Category

Categories define which page displays a listing. A common category is show - to display it on the featured listings page. Another might be sold, to display on the page of sold listings. You can display the same listing on several different pages - just put both words in the category field. Your categories must be defined during the site build.

Headline

Be brief - This will appear in big bold letters above the photo

Virtual Tour URL

Enter the complete address for your Photo Gallery or other Virtual Tour. Try Visual Tour, Imprev, JustSnooping, Obeo, or Tour Factory for tour options.

Comment

The Marketing Remarks from Locator are displayed, but you may add more information in this second paragraph. For example: "Listing courtesy XYZ Realty and displayed here with permission. Let me be your buyer's agent in the purchase of this home!" or "I brought the buyers to this fabulous home, they paid just \$X,XXX,XXX and moved in August 2005! Let me represent you in the purchase of your new home!"

Second Headline in Red

Do not use in combination with Open House. This sits below headline and is good for displaying the SOLD price or bringing attention to the listing. Use sparingly.

Open date

Open House Comment (This is what shows on the page)

Who's open?

Here's a unique system - put in the date weeks ahead of time, then one week prior to your Open House, your comment will display below the headline. The day following the Open House, it will go away until you re-schedule. The section "Who's Open?" can be left blank - that is used for office or partner sites only and must be set up.

Link to page of legal docs, etc

You can put in another link here which will display below the remarks section as "Additional information and documents" The purpose here is to link to Forms 17 and 22J if they are available online, or to a project website, or maybe to a legal description.

Problem!

When you see this, it means that the number you entered does not exist in our database. If it's a new listing, it will show up within 30 minutes of being entered in Locator. It may also mean that the listing expired, or that the listing does not belong to one of my client/offices.