



Flexmls

USER GUIDE SERIES

MERGING A LISTING

OVERVIEW

The Merge feature on each listing's worksheet allows you to consolidate a listing's data into one primary listing record. This means combined listing activity and feedback on a single page, making it easier to access and track.

Search for a Listing

Search: Search All Listings Search My Listings Found 408 results in 46ms.

Search by listing's address or ID [Advanced Search](#)

Search Archived Listings: [Listings Needing Complete Showing Instructions](#)

MLS	Listing ID	Listing Agents	Owners	Address	City	Zip	Subdivision	Status	In-House Status	Listing Price
ShowingTime Demo MLS	2508750	Bonita Falco (443444)	Phil Smith	601 North Wolf Road	Springfield	60603	Continental	ACTIVE		\$154,950
ShowingTime Demo MLS	2495031	Bogdan Parojcic (384864)		3480 West 119th	Cleveland	60603	Crawford Land Co 01	PENDING		\$74,900
ShowingTime Demo MLS	2435201	Bogdan Parojcic (384864)	Test Owner	4847 West 12	Cleveland	60603		ACTIVE		\$89,900

*As an agent with staff or manager rights, you will have the option to search all listings or just your own. As an agent, you will only be able to see your listings.

STEP 1:

Click on the **Listing Setup** tab.

STEP 2:

Select the listing you would like to merge, starting with the 'active' MLS status record.

STEP 3:

Click the **Merge** button.

ShowingTime for the MLS

Allow Showing Agents to Request Appts Online? Yes No

Showing Instructions | **Showing Restrictions**

Appointment Settings

Appointment Type: **Appointment Required**

Feedback Template: Please select

Contacts

Contact Details	For New Requests Send:			Notify of Confirmed/Canceled Appts By:		
Bonita Falco (Listing Agent)	Text	Email	Push	Text	Email	Push
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

STEP 4:

The listing you have selected to merge will appear highlighted. Select the listing you would like to merge it with, then click **Continue**.

Search: **Search** Found 3 results in 3ms.
Address, MLS, and/or MLS Listing # [Advanced Search](#)

Search Archived Listings:

Continue...

	MLS Code	MLS Number	Listing Agents	Owners	Address	City	Zip	Subdivision	MLS Status	In-House Status	Listing Price
<input type="radio"/>	ShowingTime Demo MLS	1230000	Alison Townsend (2003013430)	Jane Smith	130 Lakehurst Dr.	Cleveland	44108		ACTIVE		\$2,650,000
<input checked="" type="radio"/>	ShowingTime Demo MLS	1357	Alison Townsend (2003013430)	John Doe	4540 Mastadon Dr	Cleveland	44108		PENDING		\$875,000
<input type="radio"/>	ShowingTime Demo MLS	4586442	Alison Townsend (2003013430)	John Doe	4540 Mastadon Dr.	Cleveland	44108		ACTIVE		\$875,000

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4 **Continue...**

STEP 5

Select the data that you would like to keep in the primary listing record, then click **Merge**.

Master Record:	<input checked="" type="radio"/> Listing #4586442 Status: ACTIVE	<input type="radio"/> Listing #1357 Status: PENDING
Price:	<input checked="" type="radio"/> \$875,000	<input type="radio"/> \$875,000
Appointment Worksheet:	<input checked="" type="radio"/> Using Worksheet of this Listing	<input type="radio"/> Using Worksheet of this Listing
Showing Instructions for the Showing Agent:	<input type="radio"/>	<input type="radio"/>
Directions:	<input type="radio"/>	<input type="radio"/>
Lockbox:	<input checked="" type="radio"/> SentiLock 007123456 Front Door	<input type="radio"/> SentiLock 007123456 Front Door
Expiration Date:	<input type="radio"/>	<input type="radio"/>
Photo:	<input type="radio"/>	<input type="radio"/>

5 **Merge...**