

## Agents that are part of a Team

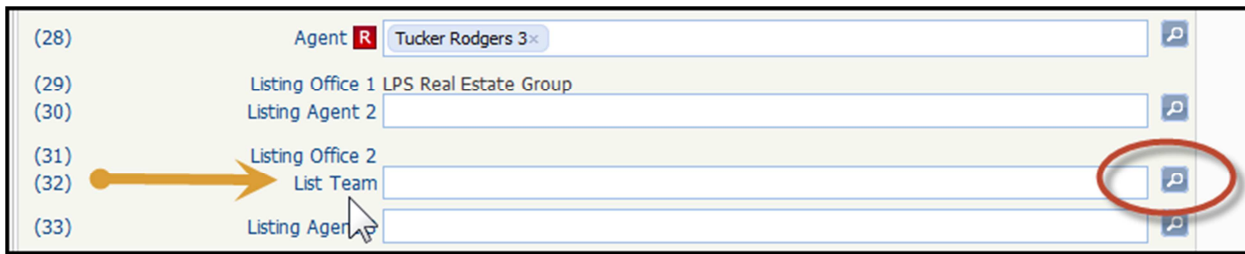
Being part of a Team gives you access to the Team Listings. There are MLS/Board/Broker guidelines or rules that must be followed. Check with your Team Leader for your specific guidelines. The main guideline is having permission to input and maintain listings.

This guide will make the assumption that you have listing input and maintenance permissions.

Once your team is set up by your MLS Administrators, you will have another field called List Team added to your listing input and maintenance screens automatically. If you are bringing to the team your own existing listings, you can maintain your listing(s) and assign your listing(s) to the team. You can input and maintain a team listing for one of your team members. And they can do the same for you. You do not have to share each other's login to do this.

Whether you are inputting or maintaining a listing, the procedure will be the same. The only difference of course is that you will either be in a new listing input screen or a listing maintenance screen. They will act and look identical.

Here is a look at the List Team field. It will be a look up field. Which means your team will be listed, just waiting for you to choose it.

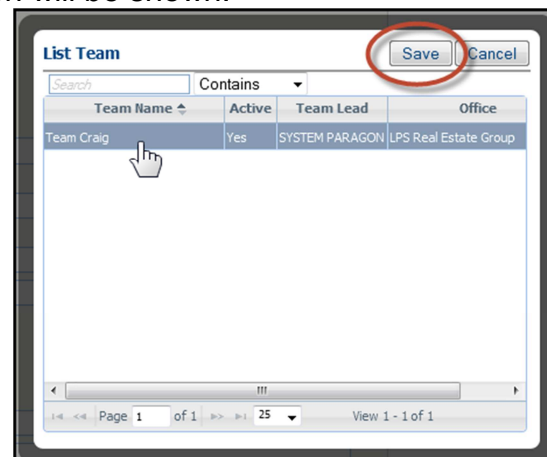


The screenshot shows a listing form with several fields. The 'List Team' field is highlighted with a red circle. An orange arrow points from the left towards this field. Other fields include 'Agent' (Tucker Rodgers 3x), 'Listing Office 1' (LPS Real Estate Group), 'Listing Agent 2', 'Listing Office 2', and 'Listing Agent'.

If you click on the magnifying glass on the far right, it will list your team in a new box. It is possible to be on more than just one team in some circumstances. That is why there could be a list of teams for you. Only the team(s) that you are on will be shown.

Click on your team name and then click save.

Your team name will then appear in the field box.



The screenshot shows a 'List Team' lookup window. At the top right, there are 'Save' and 'Cancel' buttons. Below is a search bar and a 'Contains' dropdown. A table lists teams with columns for Team Name, Active, Team Lead, and Office. 'Team Craig' is selected, and a mouse cursor is over it. The table data is as follows:

Team Name	Active	Team Lead	Office
Team Craig	Yes	SYSTEM PARAGON	LPS Real Estate Group

At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'View 1 - 1 of 1'.

Since the List Team field is a lookup field, you can use the auto fill shortcut by having your cursor in the List Team field box and start typing the name of your team.



The screenshot shows a form with several fields. The 'List Team' field (row 32) contains the text 'tea'. A dropdown menu is open below it, showing 'Team Craig - Team Craig' highlighted in blue. A mouse cursor is pointing at the highlighted item. Other fields include 'Agent' (row 28) with 'Tucker Rodgers 3x', 'Listing Office 1' (row 29) with 'LPS Real Estate Group', 'Listing Agent 2' (row 30), 'Listing Office 2' (row 31), 'Listing Agent 3' (row 33), and 'Listing Office 3' (row 34).

Click the team name highlighted in blue, hit enter, or hit your tab key to insert the highlighted team name.

Then when you save your new listing or save the maintenance on an existing listing, your team will be shown on the listing.

When a listing of yours has been sold by your team or any other team, when you maintain your listing to a sold status which includes other sold information, you will have the opportunity to list the selling team at this time.