



Coming Soon Listings

Add a Listing with Coming Soon Status

When entering a new listing, there is a status selector on the Main Fields tab. The default status is Active, and a user can change it to Coming Soon. If the listing is set as Coming Soon, a required Active Date field will be displayed.

Add Listing – Residential [Last AutoSave: 10:46 am]

General	Address	Main Fields	Details	Rooms	Broker Distribution
Listing Information					
[Realtor.COM Type]	Selection Required ▼				
[Category]	Residential ▼				
[Status]	Coming Soon ▼				
[Start Showing Date] ⓘ	4/24/2019				

Note: Listings that are already Active in the MLS cannot be moved to the Coming Soon status.

Change a Coming Soon Listing to Active

On a listing's Active Date, the status will automatically change from Coming Soon to Active. The listing will also be syndicated, sent to IDX websites, and sent to clients in subscription emails.

If an agent wants to change a Coming Soon listing to Active before the Active Date, they can use the (Active) status change option on the Edit Listing page. When an agent changes the status by using this option, the listing becomes a normal Active listing.

Status

Remove Listing	>
Start Showing (Active)	

Restrictions on the Start Showing Date

After a Coming Soon listing has been saved, the agent cannot modify the Active Date. If the agent wants to extend the Start Showing Date or make a change to it, they must contact the MLS to ensure that MLS rules are being followed.



How to Find Coming Soon Listings

Once the new status is enabled in the system, the dashboard will reflect the new status in multiple locations where statuses or events are displayed. For example, the My Listings gadget will display a row for Coming Soon status.

My Listings	
My Auction Listings	28
My Contingent Take Backup Listings	1311
My First Right of Refusal Listings	30
My Active Listings	12262
My Pending Listings	4960
My Coming Soon Listings	90
My Withdrawn Listings	993
My Listings to Expire	540

The Hot Sheet dashboard gadget will have a section for new Coming Soon listings.

Hot Sheet			
24 hours	▼		
New Listing	209	Pending	175
Auction	3	Withdrawn	26
Contingent Take Backup	72	Extension	43
First Right of Refusal	3	Back on Market	52
Cancelled	0	Price Change	165
Closed	156	New Coming Soon Listing	10
Total	220	Total Change	-122

You will also see a new option when searching by status.

Status of Active

- Coming Soon
- Pending
- Sold
- Expired
- Withdrawn
- Deleted

[See All and Select Date Ranges...](#)

