

Field Changes Best Practices

The image shows a software interface for editing city values. A navigation menu is overlaid on the interface, listing various categories. The 'Edit Custom Fields, Step 2' table is also visible, showing property types and their associated fields.

Navigation Menu:

- es
- Statistics
- Preferences
- Other
- Main Listings
- Property Types
- List Prefixes
- Constraints
- Map Constraint
- Main Listing Groups
- Main Listing Fields
- Custom Fields
- Status Change
- Export Codes
- Main List Fields & Scroll
- Related Scroll
- RETS
- Details
- Groups
- Fields
- Export Codes
- Details & Scroll
- RETS

Edit Values for City:

Buttons: Reset Sort Order, Remove Default, Remove All, Copy, Done

Value	Description	Default	Order
<input type="text" value="New Value"/>	<input type="text" value="New Value"/>	<input type="radio"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>	<input type="text"/>
<input type="text" value="Foyer"/>	<input type="text" value="Foyer"/>	<input type="radio"/>	<input type="text"/>
<input type="text" value="Granby"/>	<input type="text" value="Granby"/>	<input type="radio"/>	<input type="text"/>
<input type="text" value="Grand Lake"/>	<input type="text" value="Grand Lake"/>	<input type="radio"/>	<input type="text"/>
<input type="text" value="Hot Sulphur Springs"/>	<input type="text" value="Hot Sulphur Springs"/>	<input type="radio"/>	<input type="text"/>

Edit Custom Fields, Step 2:

Property type: Single Family Res

Name	Label	IDX Label	Type	Size	Enabled	Help Text
area	<input type="text" value="Area"/>	<input type="text" value="Area"/>	List	4	Yes	Add
assessed_val	<input type="text" value="Assessed Valuation"/>	<input type="text" value="Assessed Valuation"/>	Number		No	Add
baths_full	<input type="text" value="Total Full Baths"/>	<input type="text" value="Total Full Baths"/>	Number		Yes	Add
baths_half	<input type="text" value="Total Half Baths"/>	<input type="text" value="Total Half Baths"/>	Number		Yes	Add
baths_3_4	<input type="text" value="Total 3/4 Baths"/>	<input type="text" value="Total 3/4 Baths"/>	Number		Yes	Add
style	<input type="text" value="Style"/>	<input type="text" value="Style"/>	List	10	Yes	Add
subdivision	<input type="text" value="Subdivision"/>	<input type="text" value="Subdivision"/>	List	100	Yes	Add
tax_year	<input type="text" value="Tax Year"/>	<input type="text" value="Tax Year"/>	Number		Yes	Add
taxes	<input type="text" value="Taxes"/>	<input type="text" value="Taxes"/>	Number		Yes	Add
terms	<input type="text" value="Terms"/>	<input type="text" value="Terms"/>	List	20	Yes	Add

Main vs. Details

Add Listing – Single Family Res

General Address **Main Fields** Details Rooms Photos Export

Location, Legal and Taxes

[Area]

[Monthly HOA Fee]

Monthly HOA Remarks

[Taxes]

RE Tax Remarks

[Tax Year]

[Tax Schedule #]

[Subdivision]

[Legal]

Single Selection

Multiple Selections

Limited # of Fields

Reordering Fields

Add Listing – Single Family Res

General Address Main Fields **Details** Rooms Photos Export

Fireplace/Wood Stove: Please select up to 2 items.

[# of Fireplace/Stove] [Basement] no

[Bedroom] no

[Family Room] no

[Living Room] no

[Fireplace Remarks]

[Dining Room] no

[Kitchen] no

[Master Bedroom] no

Construction

[Construction]

Amenities: Please select up to 16 items.

Assigned Parking Cable TV

Fishing Game Room

Golf Course Heat Included

Horseback Riding Hot Tub

Insurance Laundry

Main Fields

Guidelines for Modifying Fields

Adding a new field?

Let Us know! We will need to post notice and can give you guidance for the best placement. Why is notice needed?

Removing an existing field entirely?

Let Us know! We will need to post notice and can give you a date for removal or remove it for you.

Reordering Fields

Go for it!

Modifying the Data Type?

Let Us know! We will need to post notice and give you a date to switch.

Detail Fields

Guidelines for Adding, Removing and Modifying Fields

Adding a new detail group?

Let us know! We will need to post notice and can guide you through the process or make the changes for you.

Adding a Detail field (Not including Y/N)?

Let us know! We will need to post notice and can guide you through the process or make the changes for you.

Modifying the Data Type?

Let us know! We will need to post notice and give you a date to switch.

Removing an existing detail group?

Let us know! We will need to post notice and can give you a date for removal or remove it for you.

Bulk Listing Update

Items to Consider When Switching Data Fields

Bulk Listing Update involving less than 9,000 Listings.

No notice needed

Bulk Listing Update involving 9,000-30,000 listings.

At least 5 Business days once passed to our RETS team.

Bulk Listing Update involving 30,000+ Listings.

At least 10 business days once passed to our RETS team.

Labels and Lists

Do's and Dont's

Changing the Label of a Main List Field

Go for it!

Changing the name of an existing list item

Be careful! You may change the description but not the value.

Adding a new Item to an existing list

Go for it!

Removing an item from an existing list

Go for it! Be sure to consider what happens to listings with that value.

User defined 24	Section #	Section #	Number	Yes	Add	
User defined 25	Range #	Range #	Number	Yes	Add	
User defined 26	Zip = 4	Zip = 4	Number	Yes	Add	
User defined 27	Garage Capacity	Garage Capacity	Number	Yes	Add	
User defined 28	% Ownership	% Ownership	Number	Yes	Add	
User defined 29	List Price/SqFt	List Price/SqFt	Number	Yes	Add	
User defined 30	Sold Price/SqFt	Sold Price/SqFt	Number	Yes	Add	
User defined 31	Proposed Closing Date	Proposed Closing Date	Date	Yes	Add	
User defined 32	User Defined 32	User Defined 32	Date	No	Add	
User defined 33	User Defined 33	User Defined 33	Date	No	Add	
User defined 34	Showing Instructions	Showing Instructions	Text	50	Yes	Add
User defined 35	Owner	Owner	Text	100	Yes	Add
User defined 36	Agent Remarks	Agent Remarks	Text	1000	Yes	Add
User defined 37	Legal	Legal	Text	800	Yes	Add
User defined 38	User Defined 38	User Defined 38	Text	500	No	Add
User defined 39	Contingency Reason	Contingency Reason	List	20	Yes	Add
User defined 40	User Defined 40	User Defined 40	Text	20	No	Add
User defined 41	User Defined 41	User Defined 41	Text	20	No	Add
User defined 42	User Defined 42	User Defined 42	Text	20	No	Add
User defined 43	User Defined 43	User Defined 43	Text	20	No	Add

Edit Values for Subdivision

Reset Sort Order Remove Default Remove All Copy Done

Value	Description	Default	Order	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
29-PINES	29-PINES	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
ALPINE ACRES	ALPINE ACRES	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
ALPINE PARK	ALPINE PARK	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
ALPINE TIMBERS	ALPINE TIMBERS	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
ANTLER RANCHETTES	ANTLER RANCHETTES	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
ASPEN CANYON	ASPEN CANYON	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
ASPEN PINE ACRES	ASPEN PINE ACRES	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>

Related Scrolls

Parent and Child Fields

Troubleshooting - Why is something broken on my input screen?

Adding Relationships

Removing Relationships

Related Scroll Report



When in Doubt...

CONTACT CPR!

CPR@FLEXMLS.COM

