



Add Items to Main Listing Fields and Set Related Scrolls

ADD ITEMS TO MAIN LISTING FIELDS

To add an item to a list for a main listing field, go to the Admin tab and select Main Listing Fields. From the Edit Main List Fields screen, select a property type and click **Next**.

From the Edit Main List Fields screen, the Type column shows the data type that defines how each field is used. If the data type is a List, click on the word **List** to edit the available items in the list for that field. This will take you to the Edit Values page for that field. Note, please contact the Customer Projects and Relations team (cpr@flexmls.com) before removing a List or changing a field currently using a list to a Text entry field.

The image shows two screenshots from the FlexMLS system. The top screenshot is titled 'Edit Residential Main List Fields' and displays a table of fields. The 'Postal Code' field is highlighted, and its 'List' data type is circled in red. A tooltip 'Edit list values for Postal Code' is visible. The bottom screenshot is titled 'Edit Values for Postal Code' and shows a table with columns: Value, Description, Default, and Order. The first row has '99999' in both Value and Description, and the 'Add' button is circled in red. Red arrows point to the Value and Description input fields.

On the Edit Values page, enter the Value and Description for the new item. Most often, the Value and Description will be exactly the same. Click **Add** to add the item to the list.

Use the Order column to organize items in the list and specify the order in which they appear; if the Order column is not used, the items will appear in alphanumeric order. When you have finished adding items, click **Done**.

SETTING RELATED SCROLLS

From the Admin tab, click on **Related Scroll**. Then select the property type and click **Next** to go to the Fields tab for Related Scroll Fields.

The image shows the 'Related Scroll Fields' screen. It has three tabs: '1. Property Type', '2. Fields', and '3. Related List Items'. The '1. Property Type' tab is selected, showing a list of property types: Residential, Lots/Acreage, Commercial, Farm/Ranch/Orchard, Residential Income, Business Op, Rental, and Landfill/Ditch/Gully. The 'Next' button is circled in red. At the bottom, there is a disclaimer: 'Information is deemed to be reliable, but is not guaranteed. © 2015 MLS and FBS. Prepared by Demonstration database, on Wednesday, March 25, 2015 4:23 PM.'

On the Fields tab, asterisks indicate fields with current related scrolls. Clicking on a parent field with an asterisk will show the related child field at the bottom of the screen, while clicking on a child field will show the related parent field. To add a new related scroll, select the Parent field and the Child Field and click **Next** to move to the Related List Items tab.

1. Property Type 2. Fields 3. Related List Items

Residential: Please select fields to relate. Fields marked with * have a relationship with another field.

Parent Field	Child Field
Area Test IDX	Area Test IDX
Book Section	Book Section
City *	City
Community	Community *
Contingent...	Contingent...
How Sold	How Sold
Postal Code *	Postal Code *
Square Foot Source	Square Foot Source
State/Province	State/Province

City is related to Community and Postal Code

Print Report Next

Select an Item from the Parent field (Step 1). Select an item (or items) from the Child list to relate to the item in the Parent field (Step 2). Hold the Control key to add multiple items at once. Click **Add** to add the items.

1. Property Type 2. Fields 3. Related List Items 4. Save

Residential: Relating City to Postal Code

Step 1. Select an item from City

City: Test City

Step 2. Add the items from Postal Code that are to appear when the item highlighted in the above list for City is selected

Available Items	Selected Items
56560	55555
56601	
56621	
58078	
58102	
58103	
99999	

Step 3. Save the related item list for these two fields

Save Related Items

You can also remove items from the related scroll on the Related List Items tab. To remove an item, select it in the Selected Items list, then click the **Remove** button.

Related Scroll Fields

1. Property Type 2. Fields 3. Related List Items 4. Save

Residential: Relating City to Postal Code

Step 1. Select an item from City

City: Test City

Step 2. Add the items from Postal Code that are to appear when the item highlighted in the above list for City is selected

Available Items	Selected Items
56560	55555
56572	99999
56601	
58104	
99999	

Step 3. Save the related item list for these two fields

Save Related Items

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Click the **Save Related Items** button at the bottom of the screen to save the relations that you've made. It is important to remember that once you set up a relationship between two fields, each parent must have associated children for members to be able to add a listing.