

Submit a Greensheet

1. Click the **Initiated** tab on the dashboard screen to locate your Greensheet.
2. Click on the listing link located in the **MLS** column. The existing Greensheet will appear.
3. Click the **Greensheet** button, which is located at the bottom of the **Listing Details** screen of the opened listing. The **General information** screen of the Greensheet will appear.
4. Verify all the information on the Greensheet is correct. If you need to edit any information, do so by updating the specific fields with the correct information.
6. Click the **Submit** button to submit the Greensheet. Make sure the message **Status: Submitted** displays in top center of the screen.

Find a Greensheet

1. Click one of the **Find a Greensheet** links located in the **Getting started** section or on the top navigation bar on the **Dashboard** of the KWLS. The **Find a Greensheet** page will appear.
2. Complete at least one of the **Find a Greensheet** fields, and then click the **Search** button. Your search results will display.
3. Click on the MLS number link in the **MLS** column to display the Greensheet.

Tip: Use the KWLS/GSO to market your listings internationally. Because the MLS only markets your listings locally, the KWLS gives you a competitive advantage with potential customers and secures you more buyers' leads through your Website.

- Any listing entered into the KWLS is currently sent to Google, Trulia and CyberHomes with a link back to the agent website - meaning only the listing agent will get the lead from these sites with no charge. We are forming business relationships with other sites that we will begin feeding listing data to as well.
- You can add this information to your listing presentation indicating that you can market the seller's listing internationally on real estate search engines.

Navigation Tools

Headers

Simply click on one of the listing/Greensheet headers to sort the listings/Greensheets by that header.

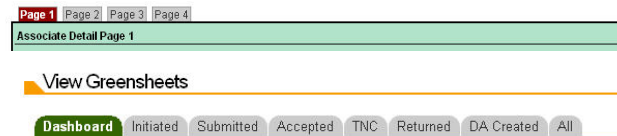
MLS	Agent	Address	City	State	Listing Status	KWLS Status	
GS	MLS	DA	Agent	Address	City	State	GS Status

Tabs

In the KWLS, the listing features are accessible by clicking the appropriate tab from the **Listing Information** screen.



In the GSO, additional page tabs are available for entering additional associate information in the Associate Details section of the Greensheet and on the **View greensheets** page.



Help Icon

Click on the **Help** icon to access additional instructional information about that screen. After clicking the **Help** icon, a new window will appear on your screen containing everything you need to know to complete the page.

Asterisk (*)

In the listing entry forms, an asterisk(*) next to the field box indicates that this particular field is a required field. You must complete the required field before the KWLS will allow you to save your information.

Dashboard

The Dashboard pages are the home pages for both the KWLS and the GSO. The dashboard gives you quick access to the listings and Greensheets you need to find and shows you a snapshot of your data. Dashboard features include links to help documents and training and the latest news and updates to the tool.



The Keller Williams Listing System (KWLS) and the Greensheet Online (GSO)



Quick Reference Guide

Create a Listing

1. Click one of the **Create a Listing** links located in the **Getting started** section or on the top navigation bar on the **Dashboard** page of the KWLS. The **Create your listing** page will appear.
2. Complete the appropriate **Listing Details** (create your listing) fields. These listing details provide all relevant listing information. The more information you provide here, the more information your client will have about the property when it is available to outbound feeds.
3. Click the **Next** button (located at the bottom of the screen) to save your listing details. The **MLS Information for Agent** screen will appear
4. Enter the MLS number for the listing you are creating in the **MLS Number** field for the appropriate MLS entity *if this listing is only associated with one MLS*, and then click the **Save** button. Or click in the checkbox of one or more of the available **MLS Name** options to select the MLS where you have already entered this listing *if this listing is associated with more than one MLS*, enter the MLS number for the listing you are creating in the **MLS Number** field for the appropriate MLS entity, and then click the **Save** button. Make sure the **Listing was saved successfully** message displays on the screen.

The **Listing Information** screen will appear and you will now have access to the additional listing features accessible by clicking on the appropriate tab.

One listing image is required to be uploaded to the listing before the listing can be saved.

Tip: You can add extensive details to your listings, which will help make your listings more attractive to potential clients – including: up to 20 images, upcoming open houses, virtual tours, and additional listing links. You can upload up to 20 additional documents to your KWLS listing like flyers, marketing materials, etc .

Tip: Top agents average 14 images per listing.

Submit a Listing

1. Click the **Listing Details** tab to go to the **Listing Information** page.
2. Verify that the listing information is correct, and then click the **Submit for review** button, which is located at the bottom right hand of the Listings Detail page. Make sure the **Listing has been submitted** displays in the Status section at the top of the screen.

The listing will be reviewed by the designated approval person in your office, who will then accept the listing or return the listing to the agent (which will require you to edit the listing and resubmit for review). To confirm that your listing is accepted, you can always check the listing status on the dashboard by clicking the **Return to Dashboard** or **Find a Listing** link on the top of each KWLS screen.

Tip: Your listings must be in Accepted status before they can be published online to your KW website and/or the real estate search websites. Your broker can be held liable and is responsible for all displays of your listing information. Offices review and accept all listing paperwork.

Find a Listing

1. Click one of the **Find a Listing** links located in the **Getting started** section or on the top navigation bar on the **Dashboard** of the KWLS. The **Find a Listing** page will appear.
2. Complete at least one of the **Find a listing** fields, and then click the **Search** button. Your search results will display.
3. Click on the MLS number link in the **MLS** column to display the listing record.

Tip: Don't forget to click the Submit for Review button on the property's Listing Detail page after you enter and save your listing in the KWLS. This will then ensure that it is submitted to your Market Center leadership if all of the required fields are completed and at least one photo is uploaded.

Create a Greensheet

KW Listing /Buyer Agent

1. Click one of the **Create a Greensheet** links located in the **Getting started** section or on the top navigation bar on the **Dashboard** page of the Greensheet. The **Create greensheet** page will appear.
2. Select the **Yes, I am** option indicating that you are the listing agent for this Greensheet you want to create or the **No, I am not option** if you are the buyer agent
3. Select one of the options (**Yes, it has** or **No, it has not**) indicating if the listing has been entered into the KWLS

If the listing has not been entered into the KWLS, select the **No, it has not** option and continue to the **Create a listing** section.

If the listing has been entered into the KWLS, select the **Yes, it has** option. The **KWLS Find a Listing** screen will appear.

4. Complete at least one of the **Find a listing** fields, and then click the **Search** button to search for the listing for which you want to create a Greensheet. Your search results will display.
5. Click on the listing link located in the **MLS** column when you locate the listing. The **Listing Details** tab on the **Listing Information** screen will appear.
6. Click the **Greensheet** button, which is located at the bottom of the **Listing Information** screen of the opened listing. The **Greensheet** screen will appear.
7. Complete the appropriate fields based on your transaction. Fields in **red** font are required and must be completed before you can save the Greensheet.
8. Click the **Save** button to save your Greensheet information. Make sure the **Status: Initiated** message displays in the Status section on top center of the screen.

Tip: Entering a listing into the KWLS will help populate the online Greensheet that streamlines the financial process for getting your money FASTER!!!