


MLS News & Notes

***NEW* Approve Listing Feature**

A new feature has been added to the MLS that, if activated by the BIC, requires all new listings entered into the MLS to have “approval” prior to those listings going live. Important features you should know about this new enhancement:

- 1) A BIC can request this feature be turned on for the entire office, or only for select agents.
- 2) The ability to approve listings can be granted to Office Staff as well as BIC.
- 3) Unapproved listings do not purge from the system – they can remain unapproved indefinitely.
- 4) Unapproved listings must be approved by BIC (or Office Staff) within 24 hours of entry to be included on the 24 Hour Market Watch or within 14 days to be included on a Hot Sheet.
- 5) Unapproved listings will not be available for public viewing until marked as approved.
- 6) Unapproved listings will show a new indicator  **Active** if approved within 4 days.

If you are interested in activating this new feature for your office, please email this request to Cynthia at the Association Office (Cynthia@bcarnc.com) and include in the email the following:

- Who are you requesting need approval for their listings? All agents in the office or only specific agents. *(please include MLS IDs of agents)*
- Who can approve listings? Only BIC or are there office staff as well? *(please include MLS IDs)*

Once this feature has been enabled for your office, the BIC (or Office Staff) will have to manage any changes or additions to this feature. For example, when a new agent is added to the system, it will be the BIC (or Office Staff) responsibility to change this new agent’s rights in the MLS so their listings must go through the approval process.

Relisting

The MLS Committee and Board of Directors recently approved a change to our MLS Rules & Regulations **allowing relisting within a company without a 30 day cool off.** This means that when a listing is withdrawn released, someone else **within the company** can enter a brand new listing. DOM will reset to 0, but CDOM will continue to calculate. CDOM can ONLY be reset with a 30 day cool off. The change to the MLS Rules & Regulations can be seen in Section 1.5.1

Tax Card Info

Did you know that the new iMap product contains a direct link to property tax cards? When you are looking at the property tax information of a particular piece of property, look in the Tax Valuation Information box for the *Link to County Tax Collector*. When this link is selected it will take you into the property tax card on record with the county. If you select this link and the county tax information does NOT appear, it could mean that the information has not been uploaded to the county system. If you know that the information exists in the County records, please call iMap directly at 888-462-7701 and let them know. They are very quick to fix any identified errors.

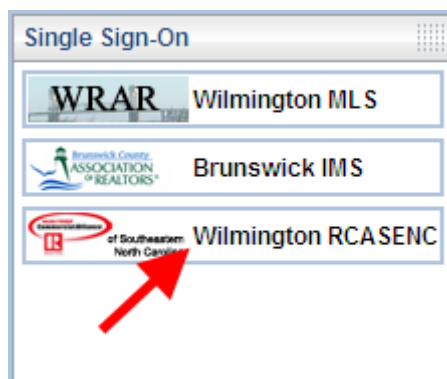
Get Direction – Check out the NEW Map Web Page

The Association website (www.bcarnc.com) has a new page specifically regarding the new MLS Maps! Go to MLS Information and select BCAR MLS Area Maps ([Click here](#) to go directly to this page now!).

This page features the new Brunswick County street level atlas that is for sale at the Association Office. These are ideal for use while driving because they are spiral bound and have an index of all street names in the county.

Also contained on this page are PDF map of Brunswick, Bladen and Columbus counties. The Brunswick County map defines all of the current MLS areas. These are street level maps and ONLY available for viewing online due to their size. If you are interested in purchasing one of these maps, there is a link direct to the manufacturer. Due to their size, these maps are only available for purchase in large sizes (17X22, 9X12, & 48X64 inches).

SSO Link to Wilmington Commercial



The newest SSO Link to Wilmington Commercial MLS is up and running. All members of the BCAR MLS can now view sold Commercial listings. To access this, select the Wilmington RCA SENC Single Sign-On link. If you ARE NOT a member of the RCA you will use the login name of **commrecip** and the password of **brwc**.

If you ARE a member of the Wilmington RCA you will use YOUR login name and password into the RCA – THIS WILL ONLY WORK IF YOU ARE A MEMBER OF THE RCA!

Waterfront Condo

The MLS Committee recently discussed what the definition of a Waterfront Condo would be for listing in the MLS. It was agreed by all committee members that, in the case of condos, they can only be classified as waterfront if the **UNIT** is a waterfront unit. A condo listing may NOT be marked as waterfront if the entire condo complex is located on the waterfront, but the unit is not. Please take this into consideration when entering condo listings in the MLS.

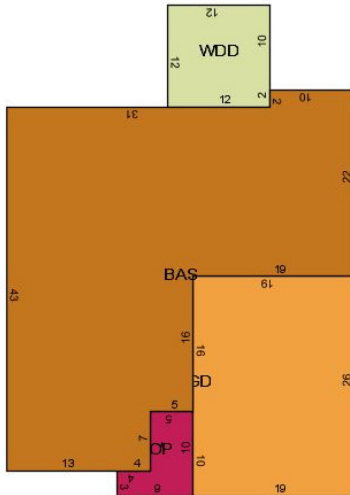
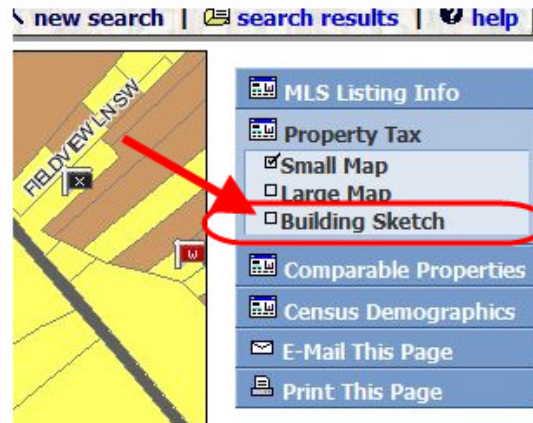
Update to R&R

Make sure you are using a referring to the most recent version of the MLS Rules & Regulations! Several changes were made to the MLS Rules & Regs in April. Go to www.bcarnc.com and look for the link to the MLS Rules & Regs. You can quickly see what changes were made by going to the Changes/Addendums Section.

iMap UPDATES

NEW Building sketches added to iMap

The ability to view building sketches has been added to iMap! When you have selected a property to view, check out the new Building Sketch option!



This an example of what building sketches look like. Remember, this may not be available for all listings.

iMapp saving pictures

We have received several calls wanting to know how to save a picture from iMapp and use it in the MLS. The images that come from iMapp are currently defaulting to a file type of PNG and the MLS can only use JPEG. The following instructions detail how to convert the image!

Instructions to Save a **PNG** image to a **JPEG** image.

1. On the IMAPP page, Select the Map Size to Save (S/M/L/XL)
2. On the file Download Window, click the **SAVE** button.
3. On the Save As Window, enter a Filename and **Save as *PNG** Image
4. If it gives you a choice to open it now or later, click on the **OPEN** button. It opens Windows Picture and Fax Viewer.
5. In the Windows Picture and Fax Viewer, click on the **EDIT** icon (Ctrl E) (it's the one just to the left of the Help icon "?" at the bottom) – this will close the program and open the image to edit in Windows Paint.
6. In Windows Paint, click on **File → Save As,**
7. On the Save As window, choose the folder you would like to save the image
8. Then enter a Filename if you want to change the name
9. and change the **SAVE AS TYPE** to **JPEG.**
10. Click the **SAVE** button

You have Successfully Saved a **PNG** image as a **JPEG** image!

Columbus County Tax Data NOW Available

You can now search Columbus County Tax data through iMapp!!! Bladen County data is currently undergoing conversion from iMapp and will be available in the future.