

A great new feature has been added to THEMLS PRO® SLIMM Module, “Submit For Approval”. This new feature allows CLAW members with Broker Load “NO” to input a listing and then submit it to their listing coordinator or broker for review and approval. This will expedite the old process that required the agent to print out the input form, fill it out, and then give it to their listing coordinator to input into THEMLS PRO® SLIMM module.

## How will this Submit For Approval process work?

- 1 Click on the “NEW LISTING” button of the SLIMM Home Page.
- 2 “A Request For Approval” form will display
- 3 Enter the email address (s) of the person(s) who will review and approve the listing.
- 4 Then click “Continue” to start inputting the new listing.
- 5 Click the “Submit For Approval” button upon completion of the listing input.
- 6 A blue button on the SLIMM home page will indicate the number of listings waiting for approval.
- 7 Click the blue button to view listings that need review and approval.
- 8 Click the Edit link next to the listing you would like to approve.
- 9 Review the listing information entered by the agent
- 10 And click the “Save Complete Listing” button to upload the listing to TheMLS.com.
- 11 All participating parties will receive an email confirming the completion of the Approval process.

