

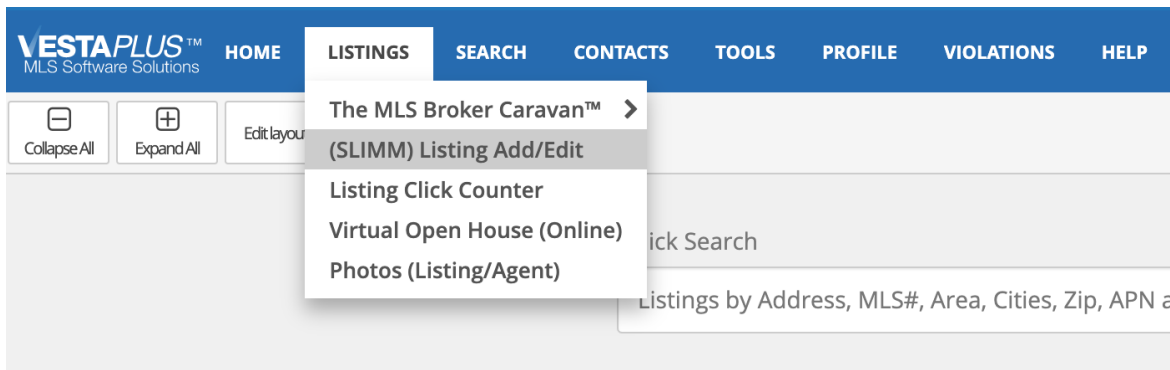
## New & Enhanced SLIMM Listing Input Module

VESTAPLUS™ MLS Software is launching a new and enhanced SLIMM Listing Add/Edit Module! The new SLIMM allows you to easily and efficiently create, edit and manage listings.

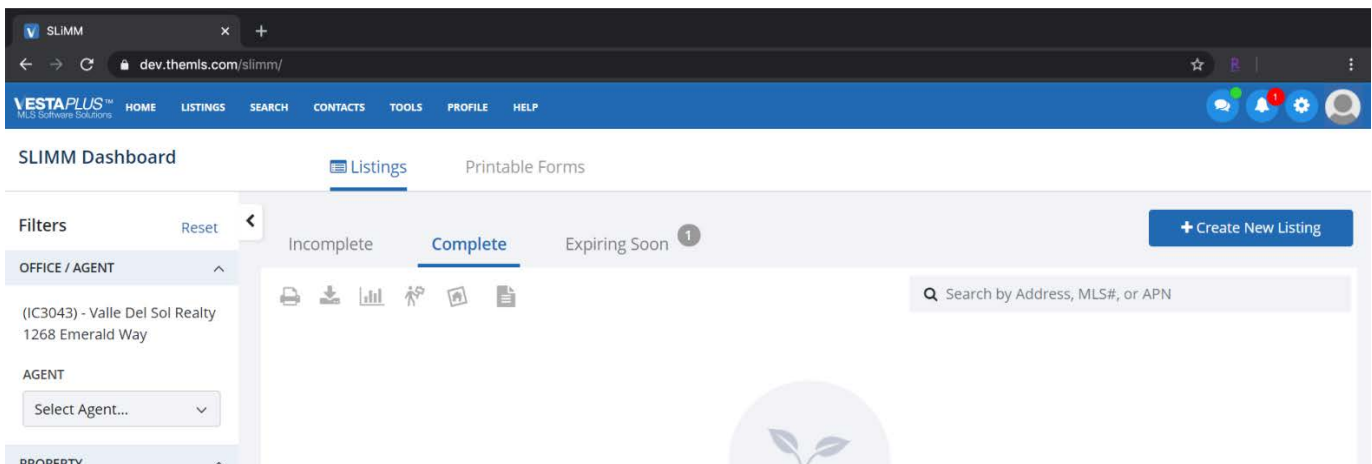
**Create a New Listing**

VESTAPLUS™ guides you step-by-step through the listing creation process to ensure the accuracy of your data.

**STEP 1:** Similar to before, you can access SLIMM by clicking on **Listings** on the top navigation bar and selecting **(SLIMM) Listing Add/Edit**



**STEP 2:** From the new **SLIMM Dashboard**, click on **+Create New Listing** to get started.



**STEP 3:** Select a property type and click **Next**. If you are unsure of your property type, simply click on the info button.

The screenshot shows a web browser window with the URL `dev.themls.com/slimm/listing/setup/type`. The page header includes the VESTAPLUS logo and a 'Cancel' button. The main content area is titled 'Please select a property type' and features a 'Residential' tab. Below the tab are six property type options, each with an icon and text: Single-Family (SFR), Condo/Co-Op (CC), Income (INC), Land (LND), Lease (LSE), and Mobile Home (MMH). A 'Next' button with the text 'APN / Address Search' is located in the top right corner.

**STEP 4:** In order to retrieve the public record information for your listing, enter the APN # or address and click **Search**.

The screenshot shows a web browser window with the URL `sprint.themls.com/slimm/listing/setup/apn`. The page header includes the VESTAPLUS logo, a 'Cancel' button, and two navigation buttons: 'Previous Property Type' and 'Next Public Records'. The main content area is titled 'What's the APN number?' and includes the instruction 'Enter an APN number or an address to get public record information.' Below this is a form with two tabs: 'APN' and 'Address'. The 'APN' tab is active, showing a text input field with a red asterisk and the label '\* APN #', and a 'Search' button below it.

The results will appear on the right-hand side. Select your property and click **Next**.

SLIMM

sprint.themls.com/slimm/listing/setup/apn

VESTA PLUS<sup>TM</sup>  
MLS Software Solutions

SFR

Cancel

Previous  
Property Type

Next  
Public Records

What's the APN number?

Enter an APN number or an address to get public record information.

APN

Address

\* APN #

4348-015-011

Search

Results

Select one of the following option(s):

☐ 1503 Tower Beverly Hills Ca 90210  
APN 4348-015-011

or Skip APN

**STEP 5:** Review the data pulled from the public records and click **Next**. You may override this data and doing so will **not** alter the actual public records.

SLIMM

sprint.themls.com/slimm/listing/setup/public

VESTA PLUS<sup>TM</sup>  
MLS Software Solutions

SFR

1155 Tower Beverly Hills Ca 90210  
APN: 4348-015-011

Cancel

Previous  
APN / Address Search

Next  
Map PIN Adjustment

Review Public Record

This data has been pulled from public records. You may override this Data.  
These changes will not alter actual public records.

ADDRESS

\* Street No.

Public Record 1155

1155

Street No. Modifier

Public Record

Street Direction

Public Record -- Select --

\* Street Name

Public Record Tower

Tower

Street Suffix

Public Record Rd

RD

Unit or Suite No.

Public Record

\* City

Public Record BEVERLY HILLS

BEVERLY HILLS

\* State

Public Record California

California

\* Zip Code

Public Record 90210

90210

Zip Plus 4

Public Record 2144

2144

\* County

Public Record Los Angeles

Los Angeles

Country

United States Of America

**STEP 6:** The property **Area** will be auto assigned. Adjust the location **Pin**, if needed. There is a **+** and **-** sign on the left-hand side of the map to zoom in and out. Click **Next** upon completion.

SLIMM

themls.com/slimm/listing/setup/map

VESTAPLUS™  
MLS Software Solutions

SFR

8350 Wilshire Blvd Beverly Hills Ca 90211  
APN: 4333-030-130

Cancel

Previous  
Public Records

Next  
Listing Agent 1

Is the pin in the right place?  
If needed, you can adjust the map so the pin is in the right location.

\*Area ⓘ

(1) - Beverly Hills

Area

Map showing the location of the property (Beverly Hills) with a red pin. The map includes street names and landmarks like Beverly Center and Hancock Park.

© 2022 TomTom, © 2022 Microsoft Corporation, © OpenStreetMap Terms

**STEP 7:** Identify **Listing Agent 1** for the listing and click **Next**. You can search by first name, last name, agent ID or DRE #.

SLIMM

sprint.themls.com/slimm/listing/setup/agent

VESTAPLUS™  
MLS Software Solutions

SFR

1155 Tower Beverly Hills Ca 90210  
APN: 4348-015-011

Cancel

Previous  
Map PIN Adjustment

Next  
The Listing

Who is the Listing Agent 1 on this listing?  
Identifying the agent will ensure that the agent can access this listing.

Search by first name, last name, agent ID, or DRE #



**STEP 8:** Once you've completed the previous steps, you are now ready to add additional listing details in the input form. This form is designed to improve productivity with the following features:

- ▶ Toggle between tabs - **Listing Info, Contract Info, Showings** and **Photos**
- ▶ Helper Panel displays # of pending required fields
- ▶ Missing required fields are highlighted on the input form
- ▶ Search easily for any fields
- ▶ Left-hand side navigation allows you to easily access different sections of each tab
- ▶ You can preview or print your listing as it would appear in the VESTAPLUS™ Reports Module

The screenshot displays the VESTAPLUS MLS Software Solutions interface for adding listing details. The browser address bar shows the URL: `sprint.themls.com/slimm/listing/forms/20-580566/listing`. The page header includes the VESTAPLUS logo, a home icon, and listing details: 1155 Tower Beverly Hills CA 90210, APN: 4348-015-011, and Reserved MLS#: 20-580566. A red box highlights the top navigation tabs: **Listing Info**, **Contract Info**, **Showings**, and **Photos**. A red arrow points to the **Listing Info** tab with the label "Toggle between the different tabs". To the right of the tabs are buttons for **Print**, **Preview**, **Save Draft** (Saved 3:17:17 PM), and **Proceed to Submit**. A red arrow points to the **Proceed to Submit** button with the label "Search bar". On the left side, a red box highlights the left-hand side navigation menu, which includes links for **Address**, **Location**, **Structure Info**, **Interior Features**, **Exterior Features**, **Remarks**, **Parking**, **Community / Development**, and **Land / Lot Info**. A red arrow points to this menu with the label "Left-hand side navigation for listing info". The main form area is titled **Address** and contains fields for **Street No.** (1155), **Street No. Modifier**, **Street Direction**, **Street Name** (Tower), **Street Suffix** (RD), **Unit or Suite No.**, **City** (BEVERLY HILLS), **State** (California), **Zip Code** (90210), **Zip Plus 4** (2144), and **County** (LOS ANGELES). A red box highlights the **Helper panel** on the right, which shows a search bar and a list of required items: **Location**, **Area**, **Directions**, **Building Type**, **Maid's Room**, **Style**, **View Type**, **AC / Cooling**, **Equipment / Appliances**, **Fireplace**, **Flooring**, **Furnished**, **Heating**, **Laundry**, and **Rooms**. A red arrow points to the Helper panel with the label "Helper panel".

**STEP 9:** Go to the **Contract Info** tab to input contract details. Select 'Yes' if the **Status** will be 'Coming Soon'.

The screenshot shows the 'Contract Info' tab in the SLIMM interface. The top navigation bar includes 'Listing Info', 'Contract Info' (active), 'Showings', and 'Photos'. The left sidebar lists 'Status', 'Contract Details', 'Agent Info', and 'Syndication'. The main content area is divided into two sections: 'Status' and 'Contract Details'. In the 'Status' section, there is a 'Coming Soon' label and two radio buttons: 'Yes' (selected) and 'No'. The 'Contract Details' section contains three fields: 'List Price' (a text input with a '\$' symbol), 'List Date' (a date input), and 'Expiration Date' (a date input with a calendar icon). The top right of the interface shows 'Save Draft' (Saved 3:17:17 PM) and 'Proceed to Submit' buttons. The bottom right corner has an 'Exit' button.

The new SLIMM allows you to choose whether your listing will be syndicated or not. Simply scroll down or click **Syndication** to choose your settings. If you are creating a 'Coming Soon' listing, please note that your Syndication preference will only apply when the listing status becomes Active.

The screenshot shows the 'Syndication' tab in the SLIMM interface. The top navigation bar includes 'Listing Info', 'Contract Info', 'Showings', 'Photos', and 'Documents'. The left sidebar lists 'Status', 'Contract Details', 'Agent Info', and 'Syndication' (active). The main content area is titled 'Syndication' and contains three sections: 'Load on Internet', 'Street No. Display', and 'Street Name Display'. Each section has two radio buttons: 'Yes' (selected) and 'No'. Below these sections is a text input field labeled 'Alternative to street name'. The top right of the interface shows 'Submit' and 'You have 0 Alerts' buttons. The bottom right corner has an 'Exit' button.

**STEP 10:** Click on **Showings** tab to input showings details.

The screenshot shows the 'Showings' tab in the VESTAPLUS MLS Software Solutions interface. The browser address bar shows 'sprint.themls.com/slimm/listing/forms/20-580566/showings'. The header includes the VESTAPLUS logo, a house icon with 'SFR', and listing details: '1155 Tower Beverly Hills CA 90210', 'APN: 4348-015-011', and 'Reserved MLS#: 20-580566'. There are buttons for 'Save Draft' (Saved 3:17:17 PM) and 'Proceed to Submit'. The main navigation bar has tabs for 'Listing Info', 'Contract Info', 'Showings' (active), and 'Photos'. A search bar is on the right. The left sidebar has a 'Showing Info' tab and an 'Exit' button. The main content area is titled 'Showing Info' and contains the following fields: 'Showing Remarks' (a text area with a 0/150 character count), 'Is Sign on Property' (radio buttons for 'Yes' and 'No'), 'Access / Gate Code' (a text field), 'Showing Contact Name' (a text field), and 'Showing Contact Phone' (a text field). On the right, there are two dropdown menus: 'Required Items' (showing 34 items) and 'You have 0 Alerts'.

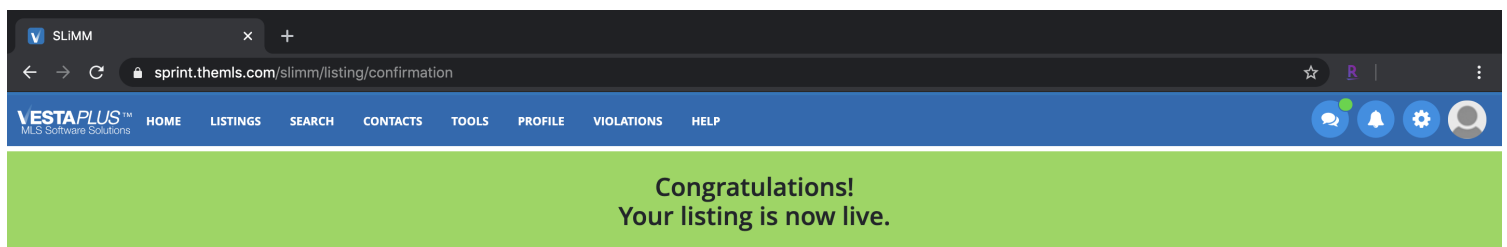
**STEP 11:** Click on **Photos** tab to upload property photos. You can drag and drop or click **Browse Photos**. Images must be .jpg or .jpeg files and up to to 5 MB in size. Make sure to click **Upload** after you have added your photos.

The screenshot shows the 'Photos' tab in the VESTAPLUS MLS Software Solutions interface. The browser address bar shows 'sprint.themls.com/slimm/listing/forms/20-580566/photos'. The header is identical to the previous screenshot. The main navigation bar has tabs for 'Listing Info', 'Contract Info', 'Showings', and 'Photos' (active). The left sidebar has a 'Photos' tab and an 'Exit' button. The main content area is titled 'Photos' and contains the following text: 'Please make sure you click Upload after you have added your photos. Only \*.jpg/\*.jpeg files can be uploaded. Files up to 5 MB from your computer are allowed.' Below this text is a large dashed box containing a cloud icon with an upward arrow and the text 'Drag and drop images here OR'. Below the dashed box is a blue button labeled 'Browse Photos'. On the right, there are two dropdown menus: 'Required Items' (showing 34 items) and 'You have 0 Alerts'.

**STEP 12:** Click on Proceed to Submit when you are ready to submit your listing. Remember you can preview or print your listing at any point in this process.

**STEP 13:** After submitting your listing, you will see a Congratulations page where you can take the following actions:

- ▶ View live listing in VESTAPLUS™
- ▶ Go back to SLIMM Dashboard
- ▶ Create a new listing
- ▶ Advertise in The MLS Broker Caravan™
- ▶ Launch a Homesnap Social Media Ad Campaign
- ▶ Schedule an Open House



A listing card for a property at 1230 Sweetzer 104, West Hollywood CA 90069. The card features a placeholder image for the property, a green 'Active' status icon, the price '\$ 1,000,000', and property details: SFR, APN: 5554-020-046, MLS#: 20-580584. It also lists '1 beds', '1 baths', and '717 Sq. Ft.'. A blue button at the bottom left of the card says 'See My Live Listing'.

[Go to SLIMM Dashboard](#)

[Create a new Listing](#)

Click here to view your live listing in VESTAPLUS™

What's New?

Click on any of the three options to market your listing

Advertise in The MLS Broker Caravan™

Create Homesnap Social Media Campaign

Create Open Houses

## SLIMM Dashboard

The SLIMM Dashboard is the hub for all your listings. Here you can easily manage your listings from the three tabs at top - **Incomplete**, **Complete** and **Expiring Soon**. The dashboard has been redesigned to make it more intuitive.

- ▶ **Search** bar allows you to search by APN #, MLS # or Address
- ▶ Click on **Edit** to go back to the input form and make changes
- ▶ Click on **Actions** (i.e. 3 vertical dots) to Create Open House, ClickCounter Report, Create MLS Flyer, Create CloudCMA Flyer, Create a Property Report, ShowingTime, Supra, and Share on Social Media
- ▶ Take bulk actions by selecting listing(s) and clicking on the Print, Download, Homesnap, and additional icons
- ▶ Sort columns in ascending or descending order
- ▶ Click on **Column Settings** to customize columns
- ▶ Click on MLS # to view Reports
- ▶ Click on photo thumbnail to view slideshow
- ▶ Filters on the left-hand side provide Brokers and Office Assistants a quick way to find listings
- ▶ Create a new listing by clicking on **+Create New Listing**

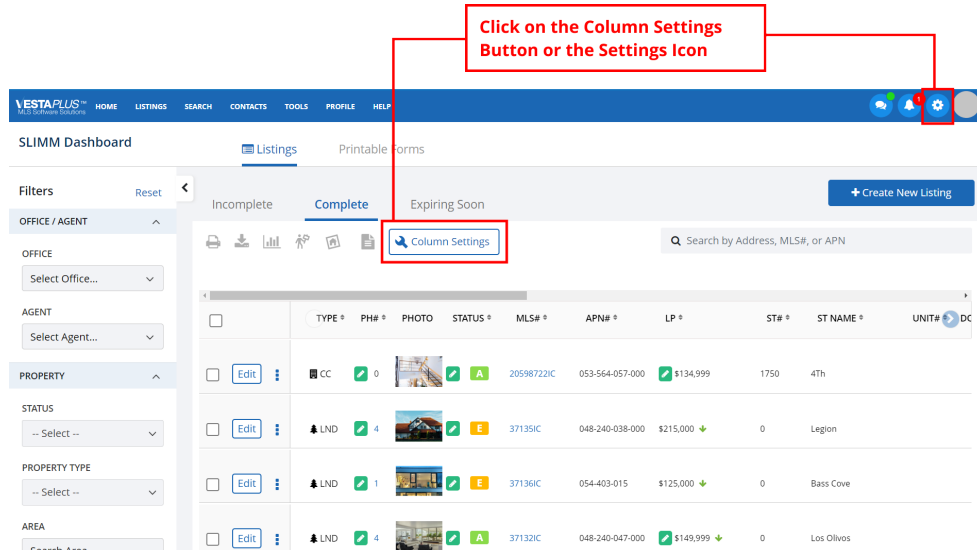
The screenshot shows the SLIMM Dashboard interface with several annotations highlighting key features:

- Filter by various different attributes to easily find a specific listing:** Points to the left-hand side filter panel.
- Select Listings and click icons to perform bulk actions:** Points to the top of the listing table where bulk actions are performed.
- Customize by managing the grid columns:** Points to the 'Column Settings' button.
- Sort columns in ascending or descending order:** Points to the sort icons in the table headers.
- Search bar:** Points to the search input field at the top right.
- Edit your listing or select from various different actions including Homesnap Ads, Open House, CMA:** Points to the 'Edit' button in the listing table.
- Click on pencil to add/edit photos:** Points to the photo thumbnail in the listing table.
- Click on photo thumbnail to lunch slideshow:** Points to the photo thumbnail in the listing table.
- Click on MLS# to view Reports:** Points to the MLS# column in the listing table.

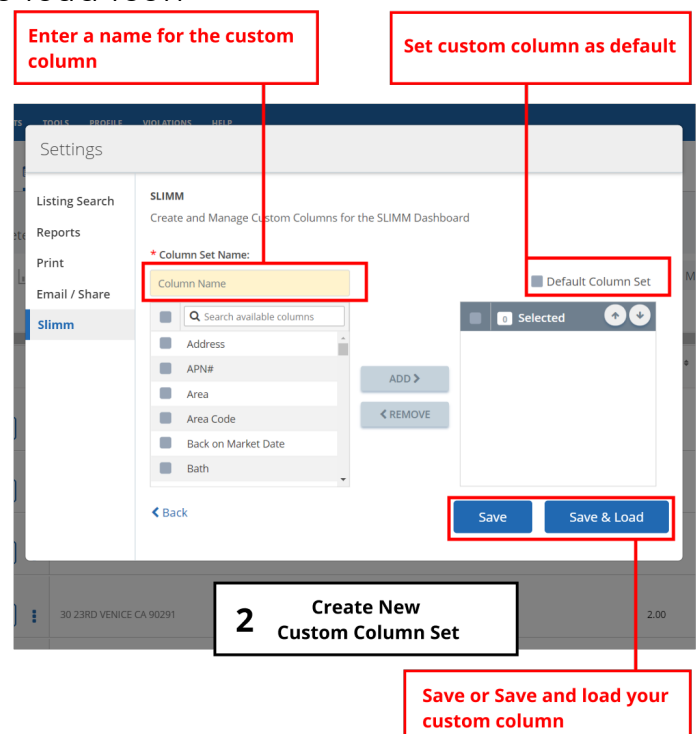
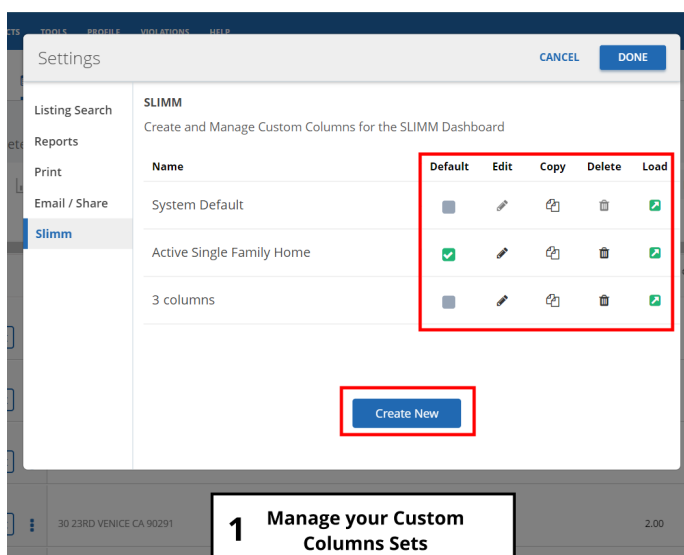
The dashboard includes a top navigation bar with links for HOME, LISTINGS, SEARCH, CONTACTS, TOOLS, PROFILE, and HELP. The main content area has tabs for Incomplete, Complete, and Expiring Soon listings. A '+ Create New Listing' button is located in the top right corner. The listing table displays columns for TYPE, PH#, PHOTO, STATUS, MLS#, APN, LP, ST#, ST NAME, and UNIT#.

## Custom Columns

Customize columns on the SLIMM Listing Dashboard by either clicking on **Column Settings** or the settings icon on the upper right-hand side.



- ▶ Create new column set by clicking on **Create New**. Select from the available list of columns, giving the column set a name and deciding if you want the column set to be the default.
- ▶ A column set can be made default by clicking the **Default Column Set** checkbox
- ▶ **Edit** a column set by clicking on the pencil icon
- ▶ **Copy** a column set by clicking on copy icon
- ▶ **Delete** a column set by clicking trash icon
- ▶ **Load** a specific column set by clicking the load icon



## Frequently Asked Questions

**Q: How do you extend a listing that is expired?**

**A:** Per MLS rule 7.23, renewals/extensions received after the expiration date are treated as a new listing. In order to easily create a new listing, go to the SLIMM Dashboard search for the listing, click on **Actions** and select **Copy Listing**. You can choose to copy all photos.

The screenshot shows the SLIMM Dashboard with a list of listings. A red arrow points to the 'Actions' icon (three vertical dots) in the first listing's row, labeled 'Step1: Click Actions'. Another red arrow points to the 'Copy Listing' option in the dropdown menu, labeled 'Step2: Click Copy Listing'.

TYPE	PH#	PHOTO	STATUS	APN#	LP	ST#	ST NAME	UNIT#	DOCS#	EXP DATE	OPEN HOUSE	AREA
CC	0		A	20987220C	053-564-057-000	\$134,999	1750	4Th	Add	12/31/2020 163 days	Create	El Centro
LND	4		E	371304C	048-240-038-000	\$215,000	0	Legion	Add	06/30/2020 expired		Brawley
LND	1		E	371304C	054-403-015	\$125,000	0	Bass Cove	Add	06/30/2020 expired		El Centro
LND	4		A	371304C	048-240-047-000	\$149,999	0	Los Olivos	Add	01/30/2021 193 days	Create	Brawley
SFR	1		S	19521320C	058-682-013-000	\$299,999	705	GONZALEZ	Add	06/14/2020		Calexico
SFR	1		E	18382440C	058-251-027-000	\$310,000	1185	TURQUOISE	Add	10/28/2018 expired		Calexico

**Q: How do I add documents to a listing?**

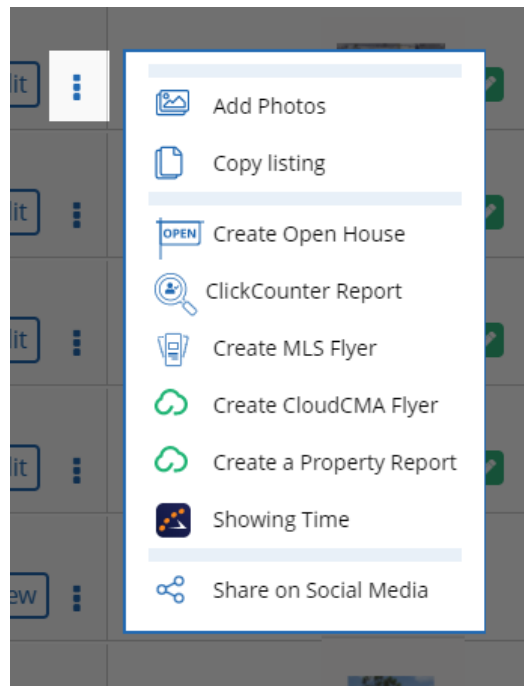
**A:** From the SLIMM Dashboard, scroll right on the navigation bar and click on **Add** under **DOCS#** column.

The screenshot shows the SLIMM Dashboard with a list of listings. A red arrow points to the 'Add' button under the 'DOCS#' column, labeled 'Click on Add to add documents'. Another red arrow points to the right side of the table, labeled 'Scroll right if you do not see the Docs column'.

TYPE	PH#	PHOTO	STATUS	MLS#	APN#	LP	ST#	ST NAME	UNIT#	DOCS#	EXP DATE	OPEN HOUSE	AREA
CC	0		A	20987220C	053-564-057-000	\$134,999	1750	4Th	Add	12/31/2020 163 days	Create	El Centro	
LND	4		E	371304C	048-240-038-000	\$215,000	0	Legion	Add	06/30/2020 expired		Brawley	
LND	1		E	371304C	054-403-015	\$125,000	0	Bass Cove	Add	06/30/2020 expired		El Centro	
LND	4		A	371304C	048-240-047-000	\$149,999	0	Los Olivos	Add	01/30/2021 193 days	Create	Brawley	
SFR	1		S	19521320C	058-682-013-000	\$299,999	705	GONZALEZ	Add	06/14/2020		Calexico	

**Q: What actions can you take from the Actions button?**

**A:** You have the following options available: **Add Photos**, **Copy Listing**, **Create Open House**, **ClickCounter Report**, **Create MLS Flyer**, **Create CloudCMA Flyer**, **Create a Property Report**, **ShowingTime**, **Supra**, **Share on Social Media**.



**Q: How do I create a Coming Soon Listing?**

**A:** When you are inputting a listing in SLIMM, go to the **Contract Info** tab and select 'Yes' for **Coming Soon** status. The requirements are a) CLAW CS Form b) at least one exterior photo and c) complete listing in VESTAPLUS™.

VESTAPLUS™  
MLS Software Solutions

8350 WILSHIRE BLVD Beverly Hills CA 90211  
APN: 4333-030-130 MLS#: 20-585282

Listing Info **Contract Info** Showings Photos

Status  
Contract Details  
Agent Info  
Syndication

**Status**

\* Coming Soon ⓘ

☒ Yes ☐ No

\* Exterior Photo  
At least 1 exterior photo is required

[Go To Photos](#)

\* Signed CLAW CS Form [Download CS Form](#)

[Choose File](#) No file Selected (5 MB max.)

\* Agreement

☐ By checking this box you agree that:

1. You have uploaded at least **one exterior photo** of the property.
2. You have uploaded the **CLAW CS Form** signed by the property owner.
3. You understand the rules regarding the use of Coming Soon.