



# Managing Office Approval Queue (Admin Account)

MyStateMLS

WALL ADMIN TOOLS LISTINGS SEARCH CRM

MANAGE OFFICES  
MANAGE AGENTS  
MANAGE LISTINGS  
**APPROVAL QUEUE**  
MANAGE LISTING PHOTOS  
MANAGE OPEN HOUSES

My Listings

View All >

Active Exclusive Listings	109 Listings
Pending Exclusive Listings	36 Listings
Exclusive Sold Listings	129 Listings
Exclusives Expiring Soon	12 Listings
Recently Expired	22 Listings
Hidden/Draft	1 Listings
Approval Queue	1 Listings
Locked Listings	0 Listings

My Listings

View All >

Active Listings
Pending Listings
Sold Listings
Exclusives Expiring Soon
Recently Expired
Hidden/Draft
Awaiting Approval
Locked Listings

## What is the Approval Queue?

The **Approval Queue** is an optional feature (enabled upon request) that allows brokerages to review and approve listings before they go live. This feature is only enabled for select offices. Listings will **not go live** until approved by the **broker or a designated admin**.

This may apply to:

- **New listings**
- **Any updates or changes** made to existing listings

## Two Ways to Access the Office Approval Queue

- Option 1: From the **ADMIN** menu select **Approval Queue**
- Option 2: From your dashboard, navigate to **Company Listings**, and select **Approval Queue**

This will display all listings currently **pending approval**.

TEST-LOGIN-MODE (RETURN TO YOUR SUPER ADMIN ACCOUNT)

Company Listings - Approval Queue

Hide Filters Clear Results Print Listings Download

Listing IDs Sales/Rentals Property Type Approval Queue Status Price From

Price To Listing Type State Abbr Street Address City Zip Codes

Owner Name Agent Name Showing Key Branch Office Order By Keywords

Search

1 Total Page 1 of 1 1 to 1

Listing ID	Photo	Location	Price	Status	Agent	Type	Listing	Owner	Dates	Actions
11687434		45-51 116th St, Bayside, NY 11364	2,899,000	Draft		Condo				Actions

## Reviewing & Approving Listings

- Click the **Listing ID or address** to open the listing
- Or use the **Actions** button

Once inside:

- Review the listing details
- Make edits if needed (based on permissions)
- Select the appropriate **approval option** to publish the listing

YOU ARE THE COMPANY ADMIN OF THIS LISTING

THIS LISTING IS LOCKED

NEW LISTING FOR APPROVAL  
Last change on 04/23/2026 16:02:50am

Show Changes Approve Listing Reject Listing Unlock

35-91 161 st, #3K, Flushing, NY 11358

List Price \$570,000 on 04/13/2026  
Status Active for Sale 'Draft'  
Shared in MLS Yes  
Listing ID 11690613  
Property Type Condo  
Listing Type Exclusive Right  
Original Price \$570,000  
Hidden/Draft Yes  
Common Charges \$320  
County Queens  
Township Flushing  
Neighborhood Flushing  
Unit 3K