

# Managing Office Listings (Admin Account)

MyStateMLS WALL ADMIN TOOLS LISTINGS SEARCH CRM JB JANE BROKER

Company Listings

Hide Filters Clear Results Print

Listing IDs Sales/Rentals Property Type View Price From

Price To Listing Type State Abbrs Street Address City Zip Codes

Owner Name Agent Name Showing Key Branch Office Order By Keywords

Search

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Listing ID	Photo	Location	Price	Status	Agent	Type	Listing	Owner	Dates
✓ 11671507		400 SW 15th Drive Boca Raton, FL	\$10,000 / month	Active Rental	Penny Dias simongrayrealty.com	House	Exclusive Right	Dianne Basdeo	Create: 3/11/2026 List: 3/11/2026 Exp: 10/14/2026 Live: 3/11/2026 Share: 3/11/2026
11663296		1762 Service Road North Palm Beach, FL	Call	Active Sale	Jane Broker	Residential Rental		Dawn Pfaff Robert Pfaff	Create: 2/26/2026

The **Manage Listings** section allows administrative staff to view, filter, and manage all listings associated with their brokerage or specific office locations. To manage office listings:

- Click the **ADMIN** menu at the top of the navigation bar
- Select **Manage Listings**

This will display a complete list of listings (past, current, draft) associated with your brokerage.

## Searching and Filtering Listings

Use the available filters to quickly locate specific listings. You can search by Listing ID, Property type or listing type, Location (city, state, zip), Agent or office, Status, price, or keywords, etc.

## Listing Actions

From the **Actions** menu next to each listing, Admin users may be able to:

- **View/Edit** – open the listing to review or update details
- **Add or Save to Cart** – add the listing to your current cart for quick access or for future reference
- **Delete** – remove the listing (if permissions allow)

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