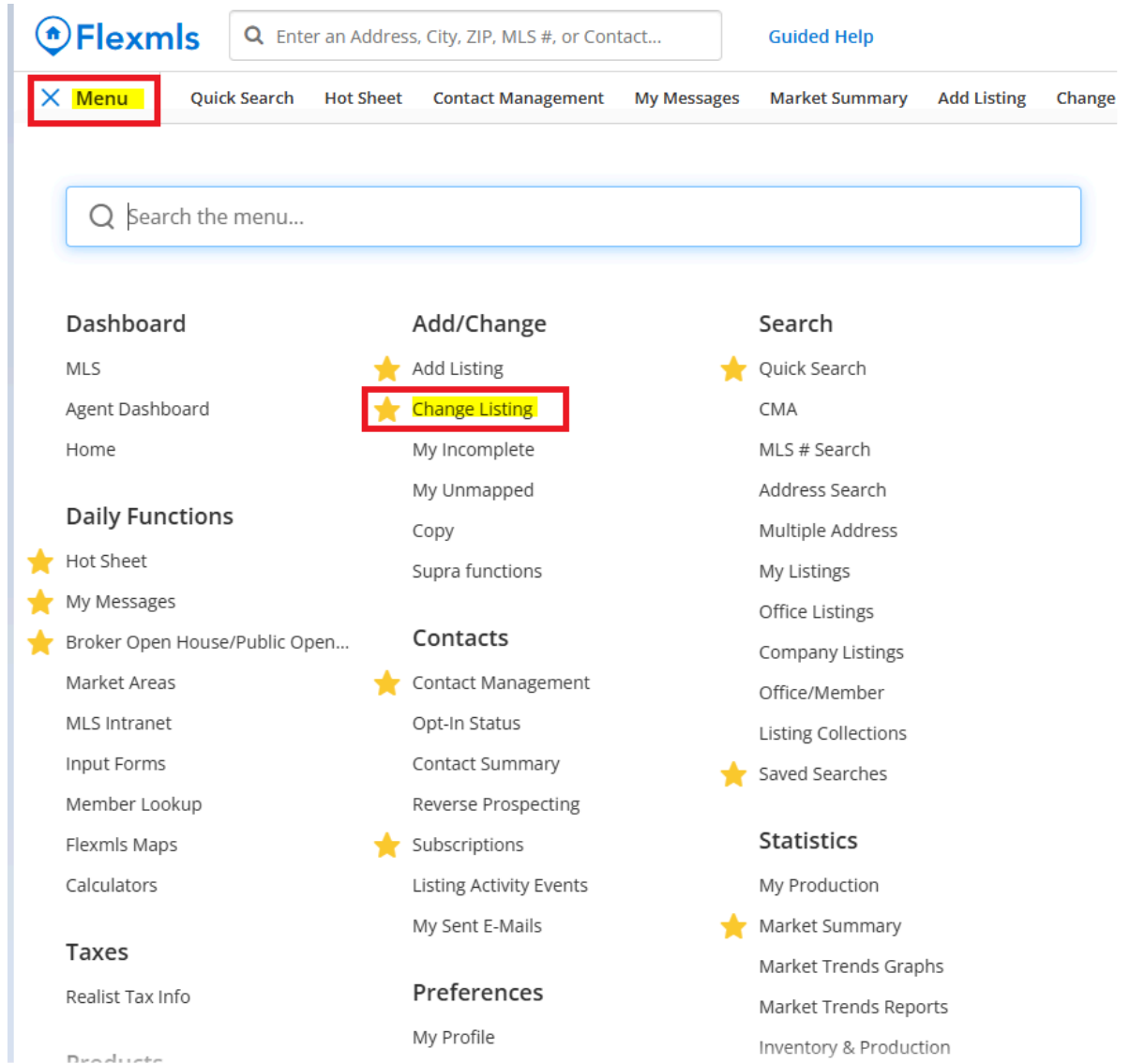


Quick Tutorial: Add a Listing to a Broker Tour / Caravan List

1. Click **Menu** → **Change Listing**



The screenshot displays the Flexmls application interface. At the top, there is a search bar with the placeholder text "Enter an Address, City, ZIP, MLS #, or Contact..." and a "Guided Help" link. Below the search bar is a navigation bar with several menu items: "Menu", "Quick Search", "Hot Sheet", "Contact Management", "My Messages", "Market Summary", "Add Listing", and "Change". The "Menu" item is highlighted with a red box. Below the navigation bar is a search bar with the placeholder text "Search the menu...". The main content area is divided into three columns of menu items. The first column contains "Dashboard" (with sub-items: MLS, Agent Dashboard, Home), "Daily Functions" (with sub-items: Hot Sheet, My Messages, Broker Open House/Public Open..., Market Areas, MLS Intranet, Input Forms, Member Lookup, Flexmls Maps, Calculators), "Taxes" (with sub-item: Realist Tax Info), and "Products". The second column contains "Add/Change" (with sub-items: Add Listing, Change Listing, My Incomplete, My Unmapped, Copy, Supra functions), "Contacts" (with sub-items: Contact Management, Opt-In Status, Contact Summary, Reverse Prospecting), "Subscriptions" (with sub-item: Listing Activity Events), "My Sent E-Mails", and "Preferences" (with sub-item: My Profile). The "Change Listing" item is highlighted with a red box. The third column contains "Search" (with sub-items: Quick Search, CMA, MLS # Search, Address Search, Multiple Address, My Listings, Office Listings, Company Listings, Office/Member, Listing Collections, Saved Searches) and "Statistics" (with sub-items: My Production, Market Summary, Market Trends Graphs, Market Trends Reports, Inventory & Production).

2. Enter MLS # or select from **My Listings**

Change Listing

Find By MLS Number MLS # [Next](#)

My Listings Active

MLS #	Address	List Price	Begin	Expiration
2019042115	6388 Dominion Way	\$1,499,000	1/12/2020	3/12/2020
2019041176	10533 Deane Drive	\$1,399,000	1/11/2020	3/11/2020
2019039666	22112 Cade Lane	\$125,000	12/12/2019	4/12/2020
2019039666	10533 Deane Drive	\$1,399,000	1/12/2020	3/12/2020
2019037614	44871 Lumina Way	\$1,649,000	10/11/2019	2/11/2020
2019036996	22802 Desert Plover Court	\$1,599,000	10/19/2019	2/19/2020
2019036176	15111 Napa Way	\$1,199,000	10/19/2019	2/19/2020

3. Scroll down to **Scheduled Marketing Activities** and select **Broker Caravans**.

Note: This selection ensures the broker caravan displays in the **Broker Caravan List**.

General

- Listing Information >
- Supplement >
- Map Location >
- Listing/Selling Members >
- Supra functions >

Status ?

- Add Contingency >
- Extend or Expire Listing >
- Pend Listing (Under Contract) >
- Close Listing >
- Withdraw Listing >
- Hold Listing (Temporary) >
- Current Status (Active) >

Price

- Change List Price >

Media

- Photos (54) >
- Floor Plans >
- Documents >
- Videos and Virtual Tours (1) >

Scheduled Marketing Activities

- Public Open House (1) >
- Broker Open House >
- Broker Caravans** >
- ListTrac >

4. Click **Add Listing**, enter comments, and save

Broker Caravans

01/14/2026 to 01/28/2026 [Go](#)

Tour Name	Date/Time	Start Location	Cutoff Date/Time	Listings
<input type="radio"/> 331, 332, 334, 335, 336	01/14/2026 at 10:30 AM	GPSR	01/13/2026 at 12:00 PM	14 of 20
<input checked="" type="radio"/> 331, 332, 334, 335, 336	01/21/2026 at 10:30 AM	GPSR	01/20/2026 at 12:00 PM	3 of 20 Add Listing.