Geo-Code (Map Placement) of New and Previously Entered Listings

Geo-Coding is the process of locating a property on a map by latitude and longitude coordinates. In the Tempo MLS system, this geo-code process locates the property in regard to polygon searching on the map. This makes the exact, accurate geo-code location of all MLS listed properties extremely important. Agents are searching for properties based upon accurate geo-code location. This prompted the MLS Committee to enact a new mandatory geo-code policy beginning May 1, 2009.
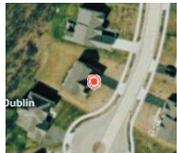
Automatic geo-coding by the Tempo MLS system attempts to locate the property by address and zip code. If the information is incorrect, out of date, or fails for some other reason, the property will be automatically geo-coded incorrectly. This is the reason the MLS Committee chose to require mandatory geo-code correction by all agents who list properties in the MLS. This means that every time a listing is entered, the Add/Edit form (also known as Listing Maintenance Manager) will request that the agent verify the geo-code for every newly listed property. When a property is edited, the MLS system may remind the agent to check the map placement (geo-code) for the property.

PLEASE NOTE: The Tempo MLS system will make every effort to correctly geo-code the listing. However, the listing agent is responsible for verification and correction of geo-code should the automatic placement be incorrect for any reason. Every listing must be verified by the agent for correct map placement. This can be done at time of newly listing the property for sale or any time afterward by editing the listing. The listing agent will be liable for fines if geo-code is incorrect for their listing.

To add a new Listing (and verify or correct Geo-Code):

1) Begin entering a new listing (2 ways)

   a) On the Tempo homepage, click the "Modify or add new listing" link (Image 1). Click "New Listing" button. (Image 3)

   b) Hover over My Tools at the top blue bar in Tempo (Image 2). When the menu drops down, click on Staff Tools. On the Staff Tools page, click on "New Listing" button (Image 3).
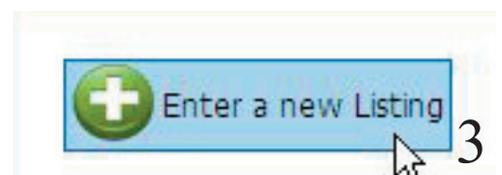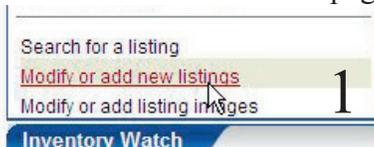
2) Choose the Category for the property you are listing (Residential, Land/Farm, etc). Click OK.

3) Auto-populate Tax Data for your listing by parcel or street number and name (exclude St, Ave, Blvd, etc). This is done through the Realist system. Click OK (Image 4). (For counties not covered by Realist, agents can click cancel.)
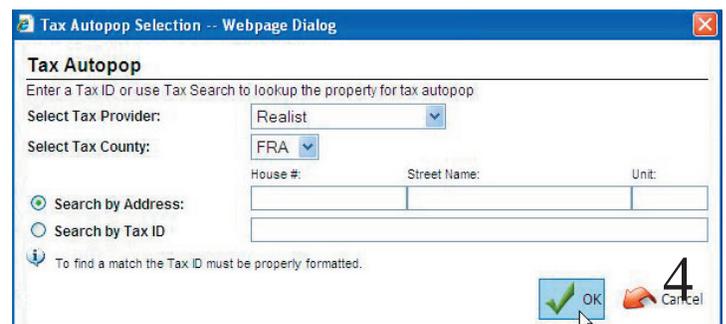
4) Enter all listing data on the long edit form. When finished, click the "Map Property" button (Image 5) at the bottom of the page.
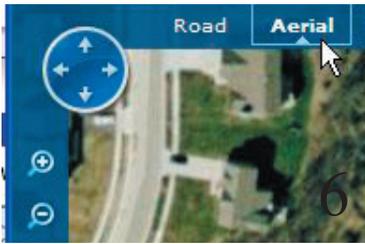
5) Zoom in and out as necessary. Click "Aerial" button (Image 6) at the top to turn on the aerial photos to make map placement easier.

6) Left-Click on the rooftop (or driveway) to indicate the exact geo-code location of that listing. A "red dot" (Image 7) will appear to designate the new map placement (geo-code).
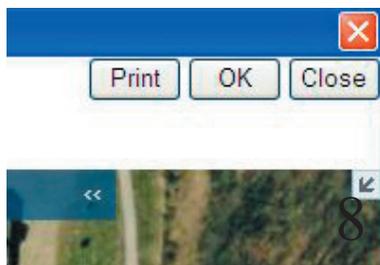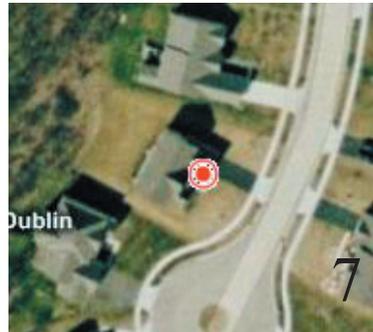
7) Click OK at the top right of the geo-code window to accept the new map placement (geo-code) location. (Image 4)

8) When all data is entered and geo-code has been verified or corrected, click submit at the bottom of the listing screen. If you did not click the "Map Property" button manually, the Tempo system should automatically remind you to check the map location when you hit the submit at the bottom of the page.

PLEASE NOTE: Agents are required to verify and correct this map placement (geo-code). If the automatic placement was incorrect, but the agent fails to correct it by the steps explained here, the agent is liable for fines based on incorrect geo-code.

To verify or correct Geo-Code for an existing/previously entered listing:

1) Open a listing for editing (2 ways)

   a) On the Tempo homepage in the Find a Listing area (Image 9), type the MLS number or Address of the listing you wish to edit/geo-code. Click the "green arrow button" to go to the Grid. Hover over the "i" bubble (Image 11), click Edit (pencil) icon (Image 12).

   b) On the Tempo homepage in the Inventory Watch section (Image 10), click on active listings. This will display your inventory on the Grid. Hover over the "i" bubble (Image 11), click Edit (pencil) icon (Image 12).
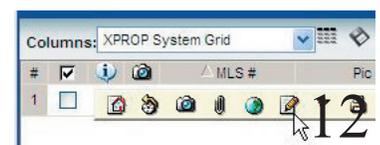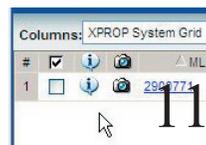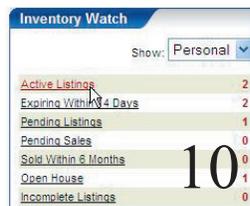
2) Click the Edit button at the bottom of the listing summary page (Image 13). This will open the long edit form for this listing.
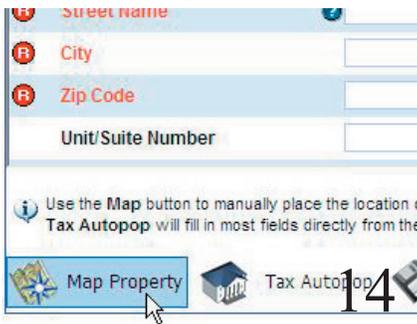
3) At the bottom of the long edit form, click the "Map Property" button.(Image 14)

4) Zoom in and out as necessary. Click "Aerial" button (Image 15) at the top to turn on the aerial photos to make map placement easier.
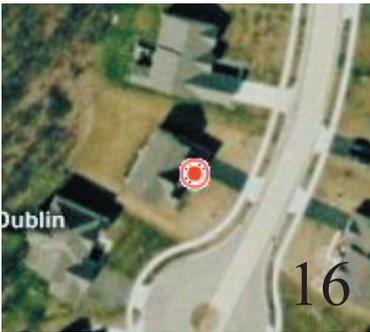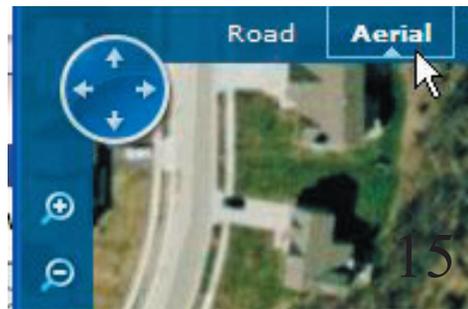
5) Left-Click on the rooftop (or driveway) to indicate the exact geo-code location of that listing. A "red dot" (Image 16) will appear to designate the new map placement (geo-code).

6) Click OK at the top right of the geo-code window to accept the new map placement (geo-code) location. (Image 17)
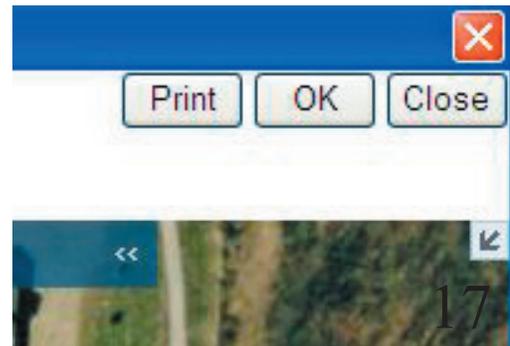
7) When all data is entered and geo-code has been verified or corrected, click submit at the bottom of the listing screen to save the changes to the listing. The Tempo system should automatically remind you to check the map location when you hit the submit at the bottom of the page.

PLEASE NOTE: Agents are required to verify and correct this map placement (geo-code). If the automatic placement was incorrect, but the agent fails to correct it by the steps explained here, the agent is liable for fines based on incorrect geo-code.