

RANW MLS How To: Verify Mapping for your MLS Listing

It is very important that members set the mapped location in Paragon. Even if the system places the property in the correct location, members should set and verify the mapping so that it is guaranteed to appear in map-based search results, and so that mapping on external websites such as Realtor.com and Zillow can be updated if their own mapping is incorrect.

Properties can be mapped during listing entry (LIM users only) as well as through the Select an Action link (available to all members). Both methods are shown in this document.

How to Set the Mapping on your Listing:

In Paragon, select **Listings > Maintain > Listings**

A list of your listings will appear in a spreadsheet format.

MLS #	Street Number	City (Mailing)	Address State	Price	Status	Listing	Photo Count	Action
10079	16134 PENINSULA Lane	MOUNTAIN	WI	\$320,000	Partial Listing-PAR	Colleen M 0		Select an Action...
10091	1208 DOGWOOD Trail	NEENAH	WI	\$269,900	Partial Listing-PAR	Sheila Ha 0		Select an Action...
10093	16134 PENINSULA Lane	MOUNTAIN	WI	\$320,000	Partial Listing-PAR	Colleen M 0		Select an Action...
10097	1811 WASILLA Lane	NEENAH	WI	\$269,900	Partial Listing-PAR	Sheila Ha 0		Select an Action...
10099	2935 LARK Road	GREENLEAF	WI	\$69,900	Partial Listing-PAR	Ryan Ch 0		Select an Action...

Click on the **Select an Action** link for the listing you wish to set or check mapping on.

Select **Change Geocode**

Select an Action

- Maintain Listing
- Edit Expiration Date
- Add/Edit Virtual Tour
- Copy/Clone Listing
- Add/Edit Tour Listing
- Picture Administration(A)
- Audit Listing
- Share Listing on Facebook
- ShowingTime
- Price Change
- Add/Edit Remarks
- Change Geocode**
- Add/Edit Open House
- Associate Documents
- Sold/Closed
- View Activity Report
- Share via Text
- Supra Lockbox

The mapping window will pop-up on your screen, showing the listing where the system has mapped it.

Change Geocode Listing#-2237

426 HEWITT Street
NEENAH, WI 54956
Map It

SAVED GEOCODE VALUES

44.192202
-88.451331
Map It

CURRENT MAP COORDINATES

Latitude: 44.192202
Longitude: -88.451331
Map It

ADDITIONAL MAP INFO

Default Zoom Level: 16
Geocode Quality: 0.9


To verify the mapping of a listing, drag the location pointer to the correct location on the map.

Even if the location looks correct, move the pointer slightly and reset it in the correct location.

Moving the pointer updates the Geocode Quality to a 1.0, verifying the mapping.

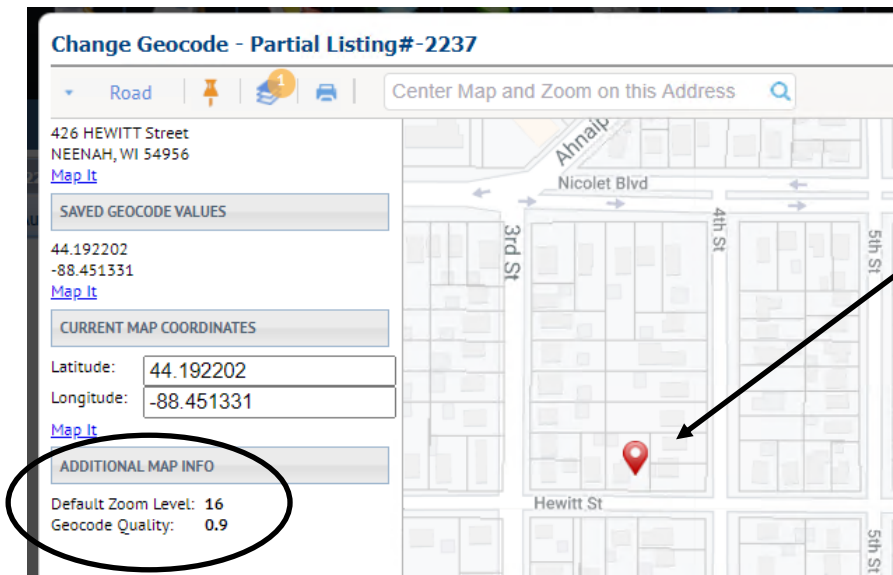
Save your change.

Verifying Mapping during Listing Entry in LIM:





City (Mailing) R	NEE-C - NEENAH
Address State R	WI
Address Zip Code R	54956
Mapping Validate Map 	

When LIM users are entering their listing, they can verify the mapping during the entry process by clicking the Validate Map link that appears just below the Zip Code field.

The same mapping window will pop-up on your screen, showing the listing where the system has mapped it. The same mapping process will apply:



Change Geocode - Partial Listing#-2237

▼ Road    Center Map and Zoom on this Address 

426 HEWITT Street
NEENAH, WI 54956
[Map It](#)

SAVED GEOCODE VALUES

44.192202
-88.451331
[Map It](#)

CURRENT MAP COORDINATES

Latitude: 44.192202
Longitude: -88.451331
[Map It](#)

ADDITIONAL MAP INFO

Default Zoom Level: 16
Geocode Quality: 0.9

To verify the mapping of a listing, drag the location pointer to the correct location on the map.

Even if the location looks correct, move the pointer slightly and reset it in the correct location.

Moving the pointer updates the Geocode Quality to a 1.0, verifying the mapping.

Save your change.

NOTE: Only use the **Validate Map** link on the LIM screen to set the mapped location. When Validate Map is clicked, any mapping that was previously set by the member disappears and the mapping once again appears in a system-set location.

To check mapping without changing it, or to check to see if the mapping has been updated (by Geocode Quality), members can use the **Select an Action > Change Geocode** tool. Current mapping (whether updated or not) will show—along with the Geocode Quality indicator.