Creating a Non-MLS Transaction in Moxi Works [™]/Moxi Engage [™]

Your business sometimes takes you outside the realm of your MLS. Make sure your pocket listings and offmarket work counts toward your annual GCI goal by creating a non-MLS transaction in Moxi Engage.

To create a non-MLS transaction, follow the bellow steps:

1. Click on All People in the People section (see below).



2. This brings you to My People screen (see below).

My People			ADD PEOPLE
ilters		Select all export + sort +	101 people
Area Act	tives Pending	Abrehem Cerr	Personal
95 3	1 / 1	Ahmed Meyers	Buyer & Seller
MY GROUPS	manage	Brianna Shelton	Seller
Blue category	3	Bruce Young	New
Green category	0		
Orange category		Carly Robinson	New
show 3 more		Casey Duncan	

- 3. Select the person you would like to add a non-MLS transaction to. In this example, Bruce Young is selected (see above, indicated by the red arrow).
- 4. This brings you to the Profile Page for the selected person (see below).
- 5. Click MAKE THIS PERSON A PROSPECT to start a transaction (see below, indicated by the red arrow).

	marketing			
		Market	ing Plan	
BRUCE YOUNG		MAKE THIS PERS	SON A PROSPECT	_
	TASKS NOTES			
Marketing Plan	10 tasks remaining			add task
		this	week	DUE
	Set Neighborhood New	s Subscription		9/19/14

6. Select Buyer or Seller (see below indicated by the red arrow).

7. Click on Non-MLS (see below, indicated by the blue arrow).

2	Create Prospects transaction × This person is a BUYER SELLER	close
BRUCE YOUNG	Trensection Name Bruce Young - buyer MLS Non-MLS	
Marketing Plan	Non-MLS transactions require an address, start date, close date, and sold price to ensure that they're accounted for in your GCI goal.	
	Address	

- 8. Enter transaction information.
 - a. NOTE: A start and close date is required before you close the transaction. This also gives a more accurate average time to close statistic.
- 9. Click Done at the bottom of the screen.