# Avoiding duplicate loops | Listing Agent

As a Listing Agent, your goal is to fill out your loop as quickly, and efficiently, as possible. You also will want to make your listing available to be actively linked to within dotloop, allowing prospective Buying Agents to submit offers to you. There are a few steps you want to take to ensure that this is done as efficiently as possible.

## Creating a loop using MLS RETS feed

If your MLS has an agreement with dotloop and the listing is set as active in the MLS you can use this to create your loop. If this is not the case with your MLS then it is best practice to create your loop using the Google Maps source. In the image to the right, the arrows are pointing to the source.



## Making your listing searchable

Once your loop is created you will navigate to the view details page. On this page we can set our role to **Listing Agent**, set the transaction type to **Listing for Sale** and the loop status set to **Active Listing**. Then scroll to the property address section and ensure the property address and MLS number are filled in. These steps ensure that your loop will be able to be searched by a prospective Buying Agent to make an offer right into your loop!
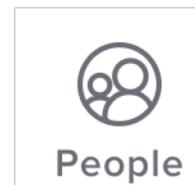
## Easy Offer Folder

At this time you can leave the loop as-is, or go a step further and provide the Buying Agent with some offer documents via Easy Offer. By setting up and Easy Offer folder, these documents in the folder will be added to the Buying Agent's loop, pre-filled out, for them to make an offer directly to you, with documents of your choice!

1. Utilize the steps above to create a searchable listing
2. Add a new folder to your loop. You could name this new folder Easy Offer or anything you want!
3. Drag completed documents to your Easy Offer folder. You will want to drag documents that you would normally add to the MLS listing.
4. In the upper right hand corner of your loop click 'Set Up Easy Offer'
5. In the pop-up, select the new folder you created and click Save

# Avoiding duplicate loops | Buying Agent

As a Buying Agent, your main goal is to make an offer on a prospective property. To do this, we do suggest that you create a loop for each property you are making offers on, as this will keep your loops organized, and ensure your clients, and the agent's you are making offers to, only see the things you need them to see. Let's walk through some steps to make this process as smooth and efficient as possible!

**1.** Before even creating a loop, let's navigate to the **People** section of your dotloop account, You can find this icon at the top right of the screen. Once here, add your clients, making sure to fill out their *NAME*, *EMAIL ADDRESS*, *ROLE*, and any other additional information. Why do we do this? Well, this ensures that every time you add your client to a new loop, you are adding them in quickly, and will all their information pre-filled for the loops!

**2.** Now, let's create our first offer. So we have found a home for our new buyer(s) and want to get started. Let's create a new loop first. On the loop creation screen, let's start by searching to see if this listing is available in dotloop. We can search by MLS number, or property address. If we see the property in question, we want to look for an option that says **Source: dotloop**. We always want to select the dotloop source as opposed to the MLS source because this will ensure that you are linking directly to the Listing Agent's loop, and this will result in no duplicate loops, as well as if that agent has any listing documents prepared for you, they will automatically be added to your loop! However, if there is no dotloop source listing, it is still okay to link to the MLS source.

**Add a new loop**

1 Loop Name     2 Template     3 Photo     4 Finish

Property Address or MLS#
899 Manor

**899 Manor Road, City GA 55555**
dotloop MLS#: 1234567
Listed by Alan Agent

**899 Manor Road, Alexandria, VA, USA**
Google Maps

**3.** Now that we've linked to our dotloop source listing, we will have the Listing Agent added to our loop, the property information already filled out for us, and any listing documents the agent has included! As an additional step for loop organization, you can go to the loop details, and add your client's name to the loop name. For example: **Betty Buyer - 123 Main Street**. This way, when you are on your main loops page, you can quickly search for all loops with your buyer's name!