



Only 3 Steps to the Change Listing Screen!

How many times a day do you have to change a listing? Is it a pain to always have to look up the MLS# or enter the MLS# in the Change area of the Listing Pane?

There is an easier way!

1. Click on *My Active Listings* or *My Pending Listings* from your Dashboard

Listings	
Status	Total
My Active Listings	6
My Pending Listings	1
My Listings To Expire	0
My Sold Listings	1

2. Click on the gray down-arrow next to the MLS#



3. Select *Edit Listing*

Schedule a Showing
Match Contacts
Error Form
Edit Listing
Listing Activity

4. Voila! You're at the *Change Residential Listing* Screen!!

Listing Information	Multimedia
Listing Information	Photos
Supplement	Documents
Map Location	Videos
Reset Geocode	Virtual Tour
Listing/Selling Members	
Supra functions	
Status and Price Change	Scheduled Marketing Activities
Remove Listing	Open House
Edit Current Status (Active)	Tour of Homes
Change List Price	
Add/Remove Contingent	
Extend or Expire Listing	
Pend Listing (Under Contract)	
Close Listing	
Take Off Market (Temporary)	
Cancel Listing (Final)	