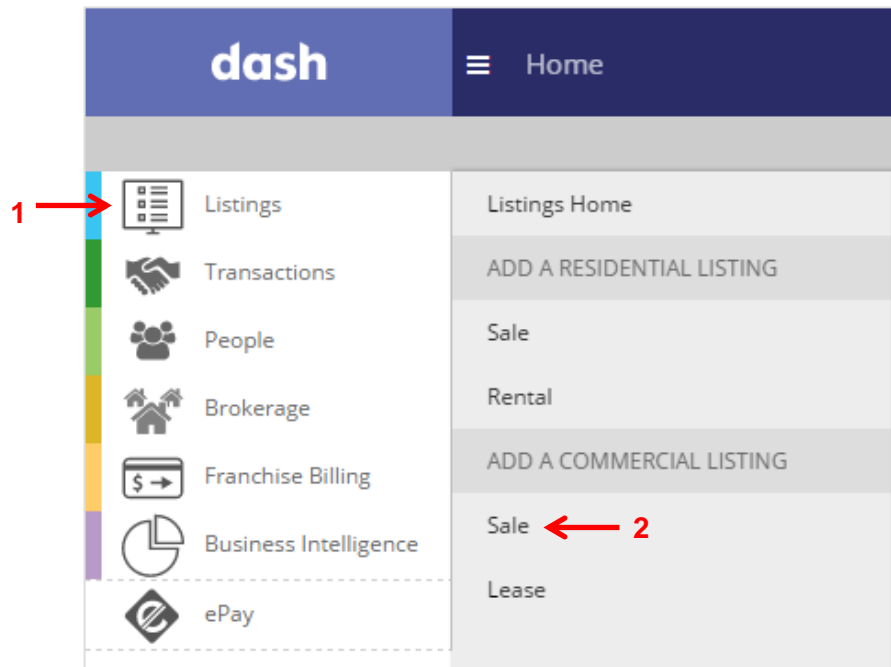


Add a Commercial Sale Listing

Follow the steps in this guide to add a commercial sale listing in dash. *Note: Make sure that the sales associate or team with the listing already exists in dash, so that you can associate them with their listing.*

Fields marked with an asterisk (*) are mandatory.

1. Click **Listings** on the left navigation menu.
2. Click **Sale** under *Add a Commercial Listing*.



The **Add a Commercial Sale Listing** window displays.

3. Select *Commercial* for **Property Type**.
4. Select the appropriate options for **Property Sub-Type** and **Property Style**.
5. Click **Go**.

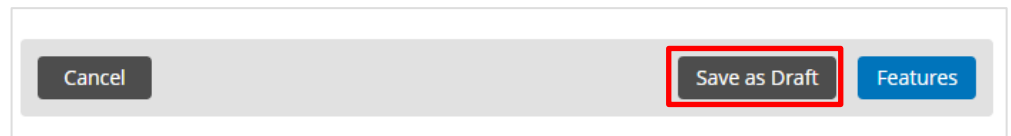
The **Add a Commercial Sale Listing** form displays.

- Navigate to any tab by clicking the tabs at the top of the screen.
- Enter the information in the fields for each tab. You will be prompted if there is missing information required on a tab.



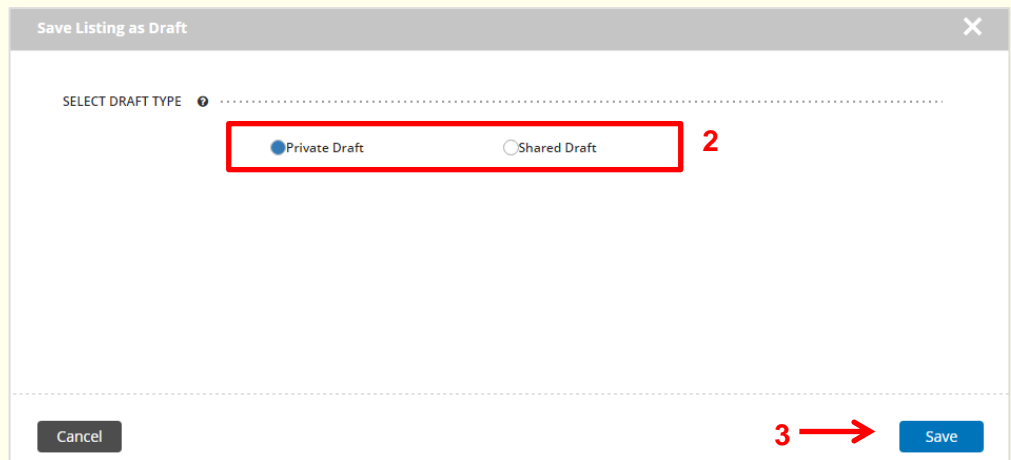
To Save a Draft:

- At any time, you can scroll down and click **Save as Draft** to save your work.

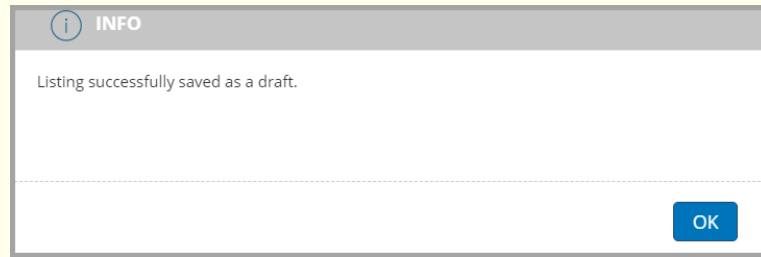


The **Save Listing as Draft** window displays.

- Select to either save your draft as a **Private Draft** (i.e. only the person who entered the listing can retrieve the draft and make edits) or **Shared Draft** (i.e. anyone within your company with the appropriate security permissions can retrieve and edit the draft).
- Click **Save**.

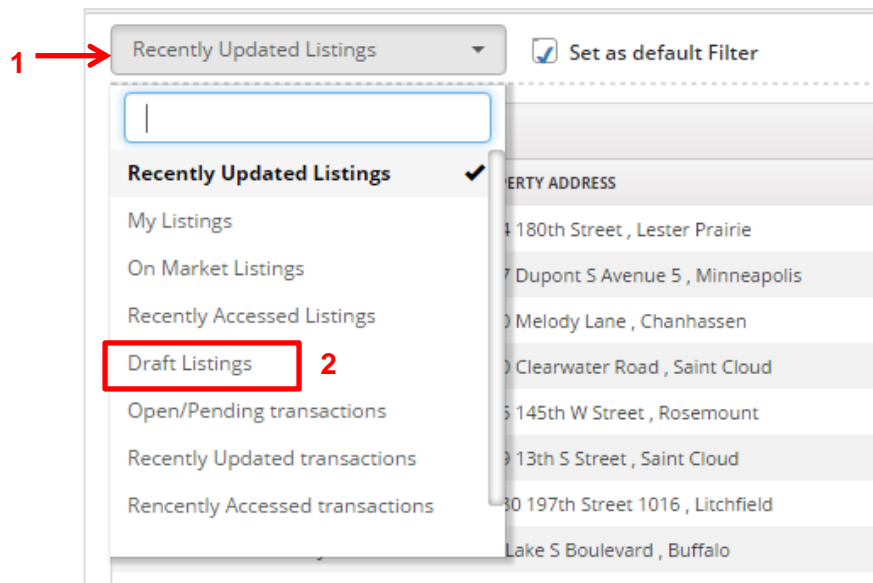


A confirmation window displays, letting you know that your draft has been saved successfully.



To Retrieve a Draft:

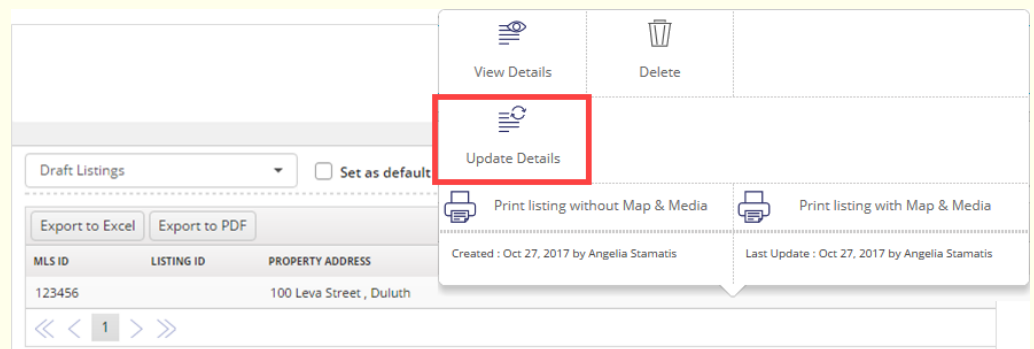
1. On the Browse Listings grid at the bottom of the dash homepage or Listings homepage, click the dropdown menu.
2. Select **Draft Listings**.



The list of draft listings you have saved previously displays.

3. Click on the appropriate draft listing.
4. Click **Update Details**.

The **Add a Commercial Sale Listing** form displays, allowing you to continue entering the listing.



The rest of this guide walks you through each tab of the **Add a Commercial Sale Listing** form.

Remember that all fields marked with an asterisk (*) are mandatory.

Essentials Tab:

The Essentials tab contains the minimum information you must enter for a listing in order to save it in dash.

1. Confirm the **Property Sub-Type** and **Property Style** you had selected.
2. Enter the **Location** for the listing.
3. Click **View** to view the latitude and longitude coordinates of the property on the map.

The screenshot shows the 'Essentials' tab of a listing form. The tabs are: Essentials, Features, Property Details, Media, Seller, Additional Details, and Review. The 'Essentials' tab is active. The form contains the following fields:

- PROPERTY TYPE*: Commercial (dropdown)
- PROPERTY SUB-TYPE*: Office Bldg (dropdown)
- PROPERTY STYLE*: Office Bldg -General (dropdown)
- LOCATION: (header)
- COUNTRY*: United States (dropdown)
- ADDRESS LINE 1*: (text input)
- ADDRESS LINE 2*: (text input)
- CITY*: (text input)
- STATE/ PROVINCE*: Minnesota (dropdown)
- ZIP/POSTAL CODE*: (text input)
- NEIGHBORHOOD: (text input)
- MAP: View (button) ← 3

4. Enter the **Listing Information**.
5. Check **This is a Pre-Listing** if you are entering the listing ahead of time, but do not want the listing to show until the designated list date.

The screenshot shows the 'Listing Information' section of the listing form. The fields include:

- LISTING OFFICE*: -- SELECT -- (dropdown)
- This is a Pre-Listing ← 5
- LIST DATE*: mm/dd/yyyy (calendar icon)
- EXPIRES ON*: mm/dd/yyyy (calendar icon)
- TERM DAYS: (text input)
- LIST PRICE*: (text input) USD (dropdown)
- PRICE PER AREA: (text input) USD (dropdown)
- MLS ID: (text input)
- DISPLAY OPTIONS:
 - Auction
 - Do not show list price online
 - Do not show listing online
 - Do not show address online
 - Allow Mapping
 - Price Upon Request
- SHOWING OPTION: Call to show
- DATE AVAILABLE: mm/dd/yyyy (calendar icon)
- Foreclosure Short Sale

Essentials Tab (cont.):

- 6. Enter the **Property Information**.
- 7. Select the Sales Associate or Team to associate with the listing.

PROPERTY INFORMATION

MAX CONTIGUOUS AREA

MIN DIVISIBLE AREA

COMMON AREA FACTOR

BUILDING AREA Sq. Ft. ▾

LOT SIZE Acres ▾

ANNUAL TAX AMOUNT TAX YEAR

PROPERTY NAME English ▾ +

SALES DETAILS

Sales Associate Team

SALES ASSOCIATE NAME/ID* +

- 8. Add property remarks for the listing by selecting the **Remarks Type** and **Language**.
- 9. Click **Apply**.
- 10. Click **Features** to move on.

REMARKS

i Property description in English is mandatory.

REMARKS TYPE * ▾

LANGUAGE * ▾

4000 characters remaining

B *I* U ☰ ☷ ☰ ▾

← 9



Features Tab:

11. Select the appropriate options for the various **Features**, using the dropdown menus.

The screenshot shows a navigation bar with tabs: Essentials (checked), Features (checked), Property Details, Media, Seller, Additional Details, and Review. Below the navigation bar are four dropdown menus labeled AGE, LOT SIZE, SEWER, and WATER, each with "-- SELECT --" as the current selection.

12. Select any **Additional Features** you would like to highlight about the listing by picking a category, and then picking a feature within the category.
13. Click **Property Details** to move on.

The screenshot shows the "ADDITIONAL FEATURES" section. It includes a "FILTER FEATURES" dropdown set to "Most Used By Office". There are three columns: "Pick a category" (listing Appliances, Area Amenities, Cooling, Exterior Living Space, Fencing, Fireplace Description, Flooring, Garage Description, Property Description, Road Type, Roof), "Pick a Feature" (listing Dishwasher, Double Oven, Dryer, Garbage Disposal, Microwave, Range / Oven, Refrigerator, Trash Compactor, Washer), and "Selected" (showing "None Selected"). At the bottom are buttons for "Cancel", "Save as Draft", and "Property Details >>".



Property Details Tab:

14. Enter the following general information for the **Property Details**, if known.

ADD A COMMERCIAL SALE LISTING

Essentials ✓ | Features ✓ | **Property Details** | Media | Seller | Additional Details | Review

PROPERTY USE: -- SELECT --

NUMBER OF PARKING PLACES:

YEAR BUILT: New Construction

YEAR RENOVATED:

LAST SOLD ON:

ZONING:

TAX ROLL NUMBER:

ASSESSOR'S PARCEL NUMBER (APN):

LOT DIMENSIONS:

CAP RATE PERCENTAGE:

PARKING RATIO:

OCCUPANCY RATE:

15. Enter the information for **Geographic Location**.

GEOGRAPHIC LOCATION

CITY REGION:

STATE REGION:

COUNTRY REGION:

CONTINENT REGION:

PROPERTY LOCATION:

DEVELOPMENT:

Property Details Tab (cont.):

16. Enter the information for **Suites** and **Floors**.

SUITES

SUITE NAME AVAILABLE

AREA Sq. Ft.

COLUMN SPACING

NO OF BATHS Full 1/2

RATE Feet ▾

LEASE TERM -- SELECT -- ▾

FLOORS

NUMBER OF LEVELS / FLOORS

AVERAGE FLOOR SIZE

AVAILABLE FLOORS

FLOOR DETAILS

FLOOR NAME	LENGTH	x	WIDTH	UNIT
<input type="text"/>	<input type="text"/>		<input type="text"/>	Feet ▾

17. Enter any additional information on the listing.
18. Click **Media** to move on.

ADDITIONAL

NUMBER OF DOCKS

INDUSTRIAL POWER

DOCK HEIGHT

CLEARANCE

CEILING HEIGHT

COLUMN SPACING

TURNING RADIUS

TOTAL UNITS

NUMBER OF BALL ROOMS

NUMBER OF CONFERENCE ROOMS

NO OF BATHS Full 1/2

ANCHOR STORES

Sub Lease Cross Docks
 Sprinkler Rail Access
 Ground Level

Cancel Save as Draft **Media >>**



Media Tab:



19. Click **+** to browse and select photo(s) that you have previously saved to your computer.
20. Once the photo(s) have been successfully saved, they will appear on this tab as shown.
21. Click **Tags & Description** to add a caption and description for the photo in a different language, if you choose.
22. You can also upload virtual tours, floor plans, listing documents, etc.
23. Click **Seller** to move on.

Essentials ! } Features ✓ } Property Details ✓ } **Media** } Landlord } Additional Details } Review

▼ LISTING PHOTO (1 of 99 Limit)

ⓘ Drag any photo to the desired sequence.

SELECT ALL | DELETE SELECTED

  19

building ← 21

Tags & Description

▶ LISTING PHOTO URLS

▶ VIRTUAL TOUR

▶ LISTING DOCUMENT

▶ VIDEO WALK THROUGH

▶ 3D VIDEO

Cancel Save as Draft **Seller >>** 23

Seller Tab:

- 24. Enter the information for **Seller Source, Seller Lead** and **Seller Details**.
- 25. Click **Additional Details** to move on.

Note: While Seller information is not required in order to save the listing, this information will be needed once the listing goes under contract.

ADD A COMMERCIAL SALE LISTING

Essentials ! | Features | Property Details | Media | **Seller** | Additional Details | Review

SELLER SOURCE -- SELECT --

SELLER LEAD Agent Office

SELLER DETAILS

TYPE -- SELECT --

FIRST NAME -- SELECT -- Select from existing contacts

LAST NAME

ENTITY NAME

ADDRESS Use Property Address

COUNTRY United States

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE/ PROVINCE -- SELECT --

ZIP/POSTAL CODE

PHONE NUMBER

EMAIL

WEBSITE

Cancel Save as Draft **Additional Details >>**

25 ↓

Additional Details Tab:

The Additional Details tab allows you to capture any additional relevant information.

26. Enter the builder or property manager's **Contact Details**.

Essentials ✓ Features ✓ Property Details ✓ Media ✓ Seller ✓ **Additional Details** Review

CONTACT DETAILS ⓘ

CONTACT -- SELECT --

CONTACT TYPE -- SELECT --

FIRST NAME -- SELECT -- Select from existing contacts

LAST NAME

ENTITY NAME

COUNTRY United States

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE/ PROVINCE -- SELECT --

ZIP/POSTAL CODE

PHONE NUMBER

EMAIL

WEBSITE

27. Enter any **Internal Notes**.
These will not be visible to anyone outside your company.

28. Enter any **Income & Financial Information**.

INTERNAL NOTES ⓘ

4000 characters remaining

INCOME & FINANCIAL INFORMATION ⓘ

GROSS INCOME

EXPENSES

NET OPERATING INCOME

CASH FLOW

DOWN PAYMENT

LOAN PAYMENT

FULLY LEASED INCOME

BROKER REFERENCE NUMBER

Additional Details Tab (cont.):

- 29. Enter any **Property Fees Details** and **Listing URLs**.
- 30. Click **Review** to move on.

PROPERTY FEES DETAILS

FEE TYPE	FEE AMOUNT	FREQUENCY	
<input type="text"/>	<input type="text"/>	-- SELECT --	<input type="checkbox"/>

LISTING URLS

URL NAME	URL	CONTENT LANGUAGE	
<input type="text"/>	<input type="text"/>	-- SELECT --	<input type="checkbox"/>



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Review Tab:

The Review tab allows you to review the information entered prior to submitting the listing.

31. Edit any section by clicking the pencil.
32. Click **Finish** to save the information.

ADD A COMMERCIAL SALE LISTING

Essentials ✓
Features ✓
Property Details ✓
Media ✓
Seller ✓
Additional Details ✓
Review

▶ ESSENTIALS ✎

▶ FEATURES ✎

▶ PROPERTY DETAILS ✎

▼ MEDIA ✎

LISTING PHOTO 1 of 99 Limit	LISTING PHOTO URLs 0 of 99 Limit	VIRTUAL TOUR 0 of 99 Limit	LISTING DOCUMENT 0 of 99 Limit	VIDEO WALK THROUGH 0 of 50 Limit	3D VIDEO 0 of 99 Limit
--------------------------------	-------------------------------------	-------------------------------	-----------------------------------	-------------------------------------	---------------------------

▶ SELLER ✎

▶ ADDITIONAL DETAILS ✎

Cancel
Save as Draft
FINISH

↑
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Result: A confirmation displays, letting you know that the listing has been successfully saved. The listing will also be assigned a unique Listing ID number.

The **More Actions** section allows you to print the listing with or without map and media, immediately begin adding another commercial listing, return to the listings home page or to view this listing.

ADD A COMMERCIAL SALE LISTING

✔

Listing has been saved

275 Main Street, Madison, New Jersey (Listing ID: 8L3WDL)

MORE ACTIONS

- Print listing with Map & Media
- Print listing without Map & Media
- Add another Commercial Sale Listing
- Go to Listings Home Page
- View this Listing