

## Create a Pre-Listing

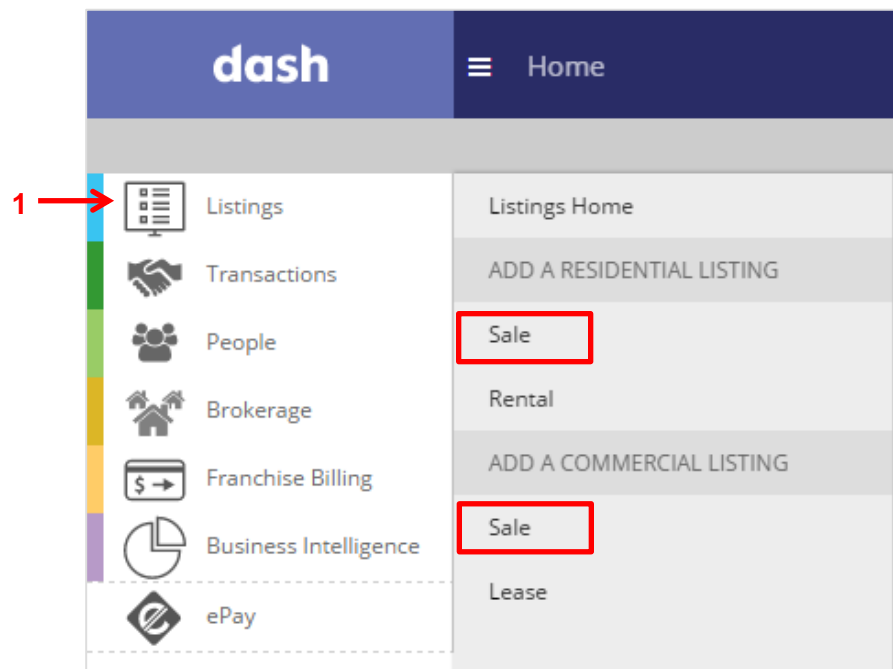
If you have a listing that is not ready to be displayed on the website (e.g. you need to work further with the seller on finalizing the marketing materials), you can enter it as a Pre-Listing in dash. In this way, you can enter the listing information ahead of time, but the listing will not show until the designated listing date. In addition, you will be alerted when pre-listings will become active.

Fields marked with an asterisk (\*) are mandatory.

For more information on adding a Residential or Commercial sale listing, refer to the following guides:

- Add a Residential Sale Listing
- Add a Commercial Sale Listing

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



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

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

The screenshot shows the 'Add a Residential Sale Listing' or 'Add a Commercial Sale Listing' window. It features two dropdown menus: 'PROPERTY SUB-TYPE\*' with the selected value 'Single Family Detached' and 'PROPERTY STYLE\*' with the selected value '-- SELECT --'. At the bottom, there are two buttons: 'Cancel' and 'GO'. A red arrow labeled '4' points to the 'GO' button.

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

On the **Essentials** tab, in the **Listing Information** section:

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.

LISTING INFORMATION

LISTING OFFICE\* -- SELECT --

This is a Pre-Listing **6**

LIST DATE\* mm/dd/yyyy

EXPIRES ON\* mm/dd/yyyy

TERM DAYS

LIST PRICE\* USD

MLS ID\*

DISPLAY OPTIONS

- Auction
- Do not show list price online
- Do not show listing online
- Do not show address online
- Price Upon Request

SHOWING OPTION  Call to show

DATE AVAILABLE mm/dd/yyyy

Foreclosure  Short Sale

Upon checking the **This is a Pre-Listing** box, the List Date field will change to **Anticipated List Date**.

LISTING INFORMATION

LISTING OFFICE\* -- SELECT --

This is a Pre-Listing

**ANTICIPATED LIST DATE\*** mm/dd/yyyy

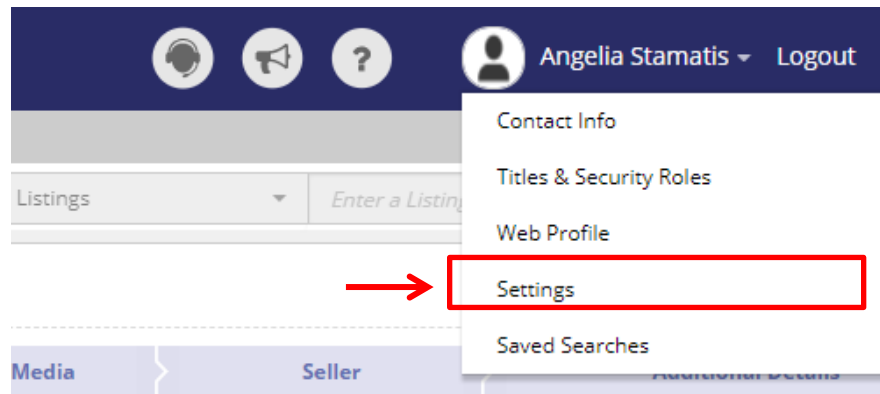
EXPIRES ON\* mm/dd/yyyy

TERM DAYS

LIST PRICE\* USD

By default, you will be alerted if a pre-listing will become active in the next 30 days. You can adjust the settings by following these steps.

1. Click **your name or photo** from the dash toolbar at the top of the screen.
2. A drop-down list appears. Click **Settings**.



Your Profile appears.

3. Under *Alert Configurations*, adjust the timing for when you'd like to be alerted for when **No. of Pre-listings will become Active**.
4. Click **Save**.

