

## Manage Draft Listings

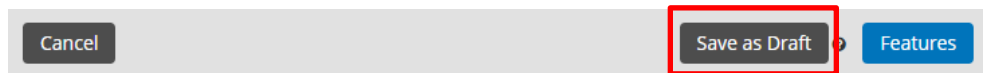
Within each section of the listing entry form, you have the option to save a listing as a draft. Doing so allows you to save your progress so that you can complete the listing at another time.

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

### To Save a Listing as a Draft:

1. Click **Save as Draft** at the bottom of the screen while adding the listing.

You will find this option in each section of the Add Listing screens.

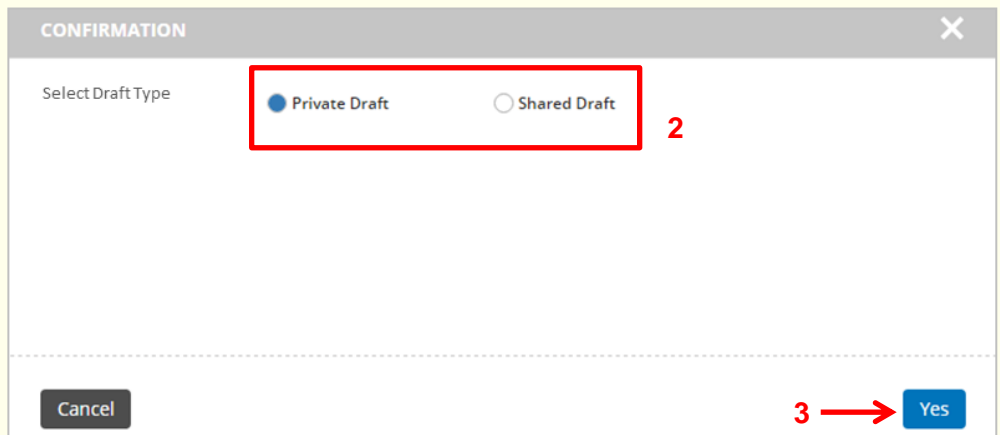


A confirmation screen displays.

You can save the draft as either of the following:

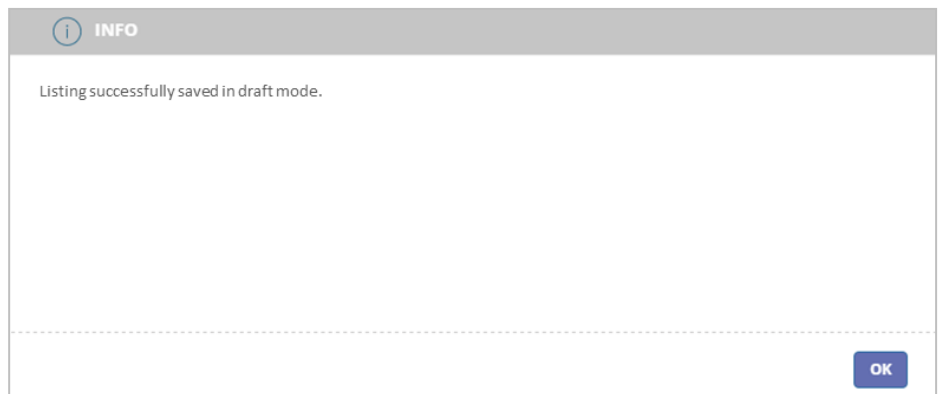
- **Private Draft:** Only the creator can open and edit the draft.
- **Shared Draft:** The draft can be opened and edited by anyone in the office with permissions to add listings.

2. Click either **Private Draft** or **Shared Draft**.
3. Click **Yes**.



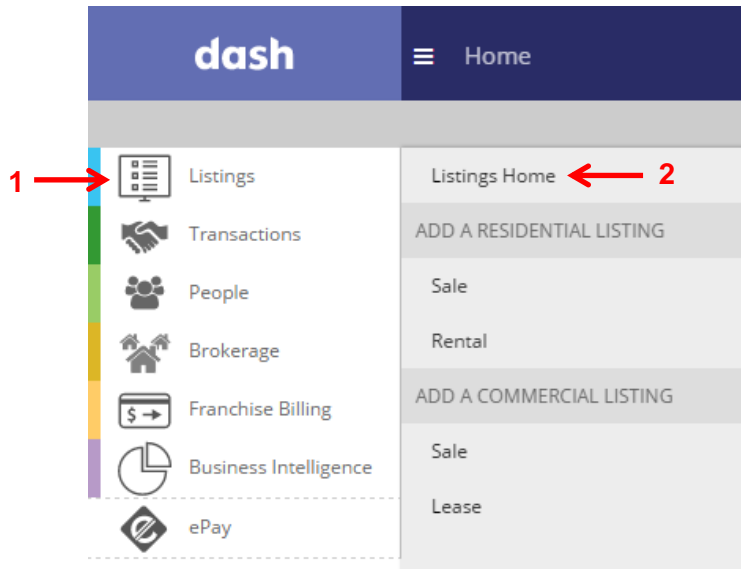
A confirmation window displays, letting you know that your listing has been successfully saved in draft mode.

4. Click **OK**.



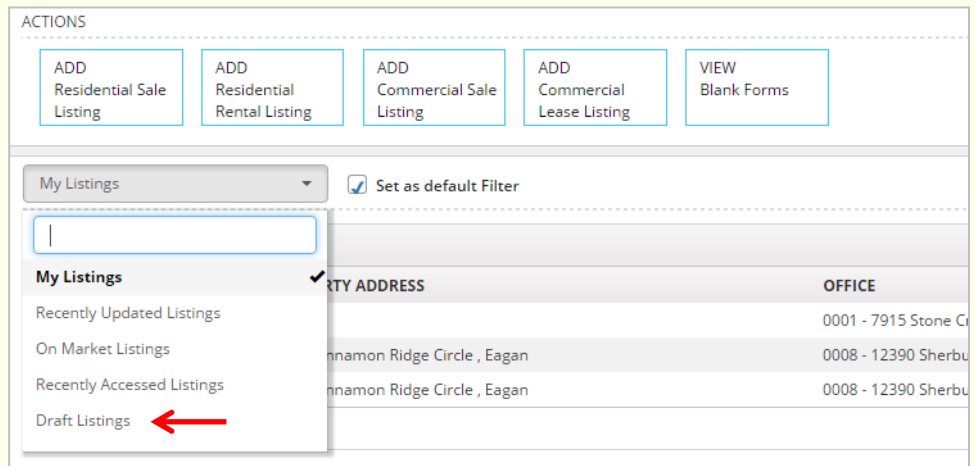
**To Retrieve a Saved Draft:**

1. Click **Listings** on the left navigation menu.
2. Click **Listings Home**.

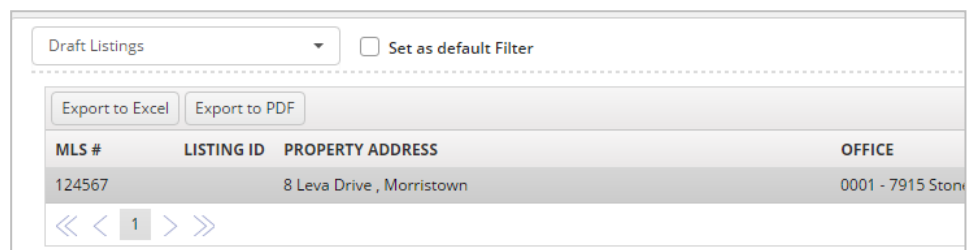


The **Listings** homepage displays.

3. Click the dropdown arrow in the Browse Listings Grid and select **Draft Listings**.

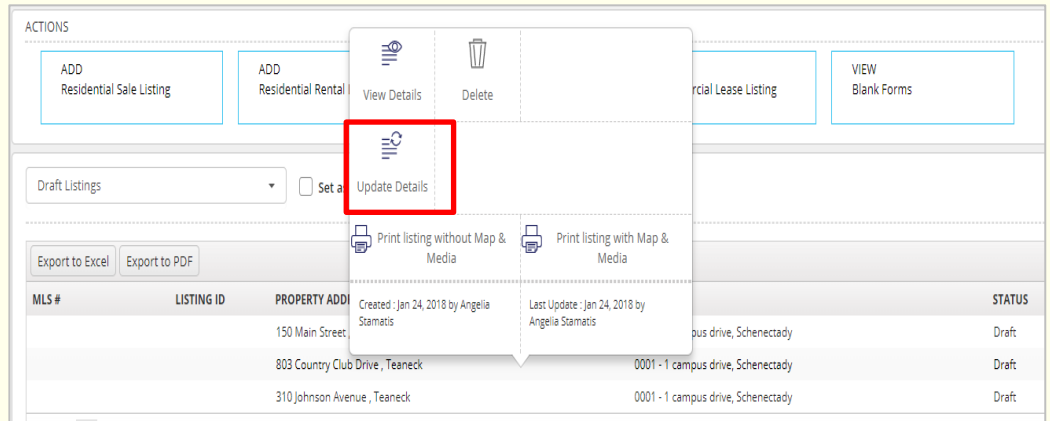


4. Click the draft listing you would like to retrieve.



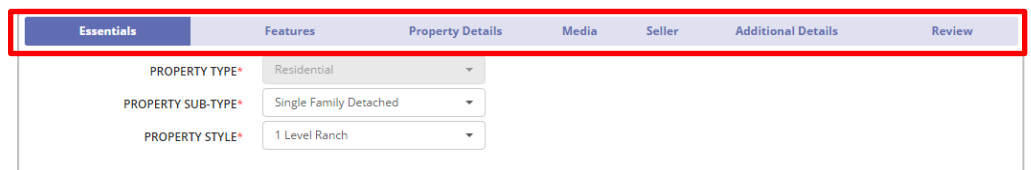
An actions popup window displays.

5. Click **Update Details**.

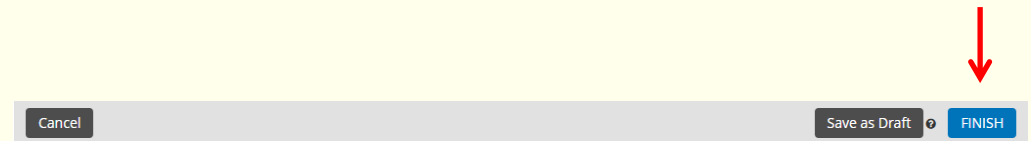


The **Edit Listing** form displays.

6. Make the necessary changes to the information for each tab.



7. When you've finished entering the information for the listing and reviewed your entry, scroll down to the bottom of the Review tab and click **Finish**.



A confirmation displays, letting you know that the listing has been saved successfully.

The new listing will also be assigned a unique id number.

