## Print Listing with or without Map and Media Information

You can easily print residential sale and rental listings as well as commercial sale and lease listings that are stored in dash. When printing, you have the choice of selecting whether you want a print-out of the Listing without Media and Map information or the Listing with its Map and Media information.

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

Print a Listing Using Advanced Search:						
First, locate the listing you	6			gelia Stamatis + Logout		
want to print:			<u> </u>			
1. Click Advanced Search.	Active Listings	▼ Enter a Listing	; ID or MLS I	299999 ID or Property Address	- NON-AR CUSTOMER Test Advanced Search	
	ADVANCED SEARCH 🔮					
			SEARCH *	Listings	•	
The <b>Advanced Search</b> screen displays.	LISTING DETAILS	[	LISTING ID OFFICE *			
use the drop-down arrow to		PRO	OPERTY TYPE	All	• •	
a. Listing Office		L	STATUS *	All	Ţ	
b. Listing Type		SALES	S ASSOCIATE TEAM			
c. Listing Status		BROKER REFEREN	CE NUMBER			
section, enter the property	PROPERTY LOCATION					
address.		_	COUNTRY	All	T	
		ADD	ORESS LINE 1			
		ZIP/PC	DSTAL CODE		¥	

<ol> <li>Scroll to the bottom of the screen and click Search.</li> </ol>	Cancel Clear	Hood Insurance     Lease Options Availalable     long Term Lease     Partially     Ranch & Resort     Repair Insurance     Urban	Furnished     Lease Renewal Option     New Lease     Pet Security Deposit     Rent Excludes-Utilities     Unfurnished     Waterfront Collection	Save Search Search
<ul> <li>The Advanced Search Result screen displays.</li> <li>5. Click on the listing you would like to print.</li> </ul>	ADVANCED SEARCH SEARCH RESULT: 1 ITEMS MLS # LISTING ID PROPERTY ADDRESS 1292143 HVTXQX 6 Amold Drive, Verona 《 < 1 > >>	OFFICE 0001 - 13000 Frankstown Roa, Pittsburgh	STATUS CREATED BY CREATED O Active Louis R. Tassari 7/26/2017 2	Edit Search N LAST UPDATED BY LAST UPDATED ON -09 PM Louis R. Tassari 7/26/2017 2:09 PM
<ul> <li>The actions pop up window displays.</li> <li>6. Select Print listing without Map &amp; Media, for a print-out of the listing information only.</li> <li><u>Or</u></li> <li>Print listing with Map &amp; Media for a print-out of the listing as well as its photos and map.</li> </ul>	Quick Update	Copy Copy Media ithout Map & Media	View Details View Details Open House Print listing Add Transaction	Delete U Withdraw

	Close				Print		
	Type: RESIDENTIAL SALE   Address: 6 Arnold Drive, Verona   Listing ID : HVTXQX   MLS ID: 1292143   Status: Active   Market Status: On Market ESSENTIALS						
	PROPERTY TYPE Residential	PROPERTY SUB-TYPE Single Family Detached	PROPER 2 Story	TY STYLE	COUNTRY United States		
	ADDRESS LINE 1 6 Arnold Drive	CITY Verona	STATE/PROVINCE Pennsylvania	ZIP/POSTA 15147	L CODE		
	LISTING OFFICE 0001 - 13000 Frankstown Roa, Pittsburgh	LIST DATE Jul 26, 2017	EXPIRES ON Jul 26, 2018	TERM DAYS 365	LIST PRICE \$239,900.00		
	NO OF BEDROOMS 4	ANNUAL TAXES 4240	SALES ASSOCIATE 10011 - Patrick Tassari				
	NUMBER OF BATHS						
A print preview screen will be	FULL 1/2 3 1						
displayed.	REMARK LANGUAGE English	TYPE Property Description	DESCRIPTION Custom built by original owner. Super fantastic 2 story fireplace, office and 1/2 bath. 2nd fl has 4 large bedrooi integral grange. Baarling integrating and price large bedrooi	on a nearly half acre landscaped corner lot. All large rooms ms and main bath and master bath. Lower level game room do a reas elevel of leared. This is NOT sour ordinary Deno h	and outstanding closets and storage space. 1st floor huge LR, DR, EIK, FR with or can be in Law suite with full kitchen 3/4 bath and wood burner. 2 car I'le Monal		
	ringer gange. Conserve in service in proc. Up you in the intervention of proceeding of the initial Table.						
7 Click <b>Print</b>	Age 31-40 Years Old	Basement Finished		Garage Count 2 Car Garage			
	ADDITIONAL FEATURES						
	Cooling • Central A/C - Electric	Exterior [ • B	Description Irick	Flooring • Wall to Wall Carpet • Ceramic	Garage Description <ul> <li>Attached Garage</li> <li>Kitchen Features</li> </ul>		
	Heating - Fuel Type Gas	Heating T • F	ype orced Air		Eachin Kitchen		
	PROPERTY DETAILS						
	PROPERTY USE Owner Occupied	YEAR BUILT 1983					
	SELLER						
	SELLER SOURCE Personal Referral	SELLER LEA Agent	D				
	түре	NAME	ADDRESS				

## Note: Print listing without Map & Media was selected in this example.



Note: Print listing with Map & Media was selected in this example.

When **Print listing with Map & Media** is selected, the map and photos will be shown below the listing information in the print preview screen.

**NOTE:** When printing, make sure to complete the entire printing operation at once, to prevent any functional dash site issue.

Also, once printed, close the print browser window.

## Print a Listing from the Browse Grid: Recently Updated Listings Set as Default Filter Export to Excel Export to PDF MLS # LISTING ID PROPERTY ADDRESS OFFICE STATUS WJRZX5 H2BZZQ 0001 - 1 Sylvan Way Ops Cen.... Schenectad 22 50 Corey Rd , Flander Availabl 175 Park Av , Madisor 0001 - 1 Sylvan Way Ops Cen..., Schenectady Available **1.** From the Listings Browse 123456 ZLC7FL 50 Corey Rd , Flander 0001 - 1 Sylvan Way Ops Cen..., Schenectady Available S2VGY2 test today , Adams 0001 - 1 Sylvan Way Ops Cen..., Schenectady Active Grid, locate and click on the 123344 175, Park Ave , Madiso HKINKS 0001 - 1 Sylvan Way Ops Cen..., Schenectady Active VC4MBY test today , Adams 0001 - 1 Sylvan Way Ops Cen..., Schenectady Withdra listing you would like to print. QHHELF aa , aa 0001 - 1 Sylvan Way Ops Cen..., Schenectady Expired 0001 - 1 Sylvan Way Ops Cen..., Schenectady 0001 - 1 Sylvan Way Ops Cen..., Schenectady PTD89F 23 Palmer Avevb , Te Expired aaa1 WT67L9 1212, aa Expired 555555 QBHSZV gxdfgdr . xfgvdxg 0001 - 1 Sylvan Way Ops Cen..., Schenectady Expired $\ll$ < 1 2 3 4 5 > $\gg$ 1 - 10 of 50 items 1 P Þ 1 2. Select Print listing without Quick Update Сору View Details Delete Map & Media, for a print-out <u></u> 무 of the listing information only. Update Details Media Withdraw Or Print listing with Map & Media Ð Print listing without Map & Media Print listing with Map & Media for a print-out of the listing as Ð well as its photos and map. Add Transaction \$ → Created : Aug 23, 2017 by Suhasini Kuber Last Update : Nov 8, 2017 by Suhasini Kuber Close Type : RESIDENTIAL SALE | Address : ng ID : HVTXQX | MLS ID: 1292143 ESSENTIALS PROPERTY SUB-TYPE Single Family Detached PROPERTY STYLE PROPERTY TYPE COUNTRY United States ADDRESS LINE 1 6 Arnold Drive CITY Verona ZIP/POSTAL CODE 15147 STATE/PROVI Pennsylvania LISTING OFFICE LIST DATE Jul 26, 2017 EXPIRES ON Jul 26, 2018 LIST PRICE \$239,900.00 TERM DAYS NO OF BEDROOMS ANNUAL TAXES 4240 SALES ASSOCIATE 10011 - Patrick Ta A print preview screen will be FULL 1/2 displayed REMARK LANGUAG English TYPE Property Description FEATURES 3. Click Print. Age 31-40 Years Old Basement Finished Garage Coun 2 Car Garage ADDITIONAL PER-Cooling • Central A/C - Electric Exterior Descripti Brick Wall to Wall Carper Ceramic Heating - Fuel Type • Gas Heating Type • Forced Air PROPERTY DETAILS PROPERTY USE Owner Occupied YEAR BUILT SELLER SELLER SOURCE Personal Referral SELLER LEAD Agent TYPE



Note: Print listing with Map & Media was selected in this example.