

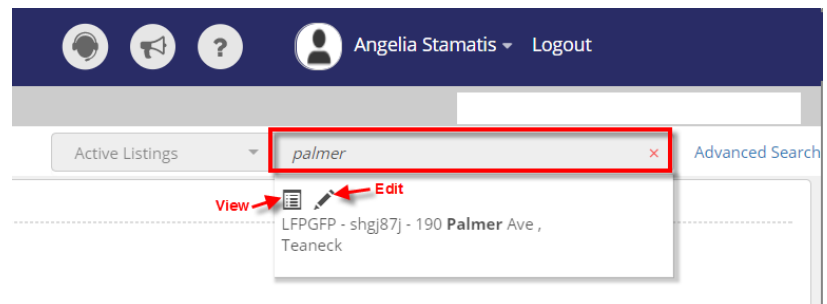
## Update Listings

There are times when you may need to update the information for a listing that you've already entered in dash.

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

### To Update a Listing Using Quick Search:

1. In the Quick Search box on your dash homepage, type the Listing ID, MLS ID, or property address for the listing.
2. Click the edit pencil tool for the listing you would like to update from the results.



### The **Edit Residential Sale Listing** form displays.

3. Navigate to any of the tabs and make the necessary updates.

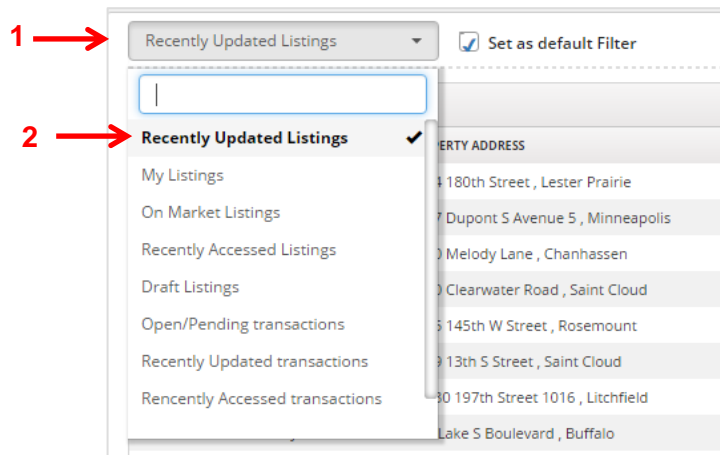
4. Scroll down and click **Save** at the bottom of each tab you update.

A confirmation window displays, letting you know that your listing has been updated successfully.

Also, you will see multiple options to select any action for your next step, as needed.

## To Update a Listing from Browse Listing Grid:

1. On the Browse Listings grid at the bottom of the dash homepage or Listings homepage, click the dropdown menu.
2. Select the appropriate option from the list.



The listings that match the option you selected display on the results grid.

3. Click on the listing you would like to update.
4. **From the Actions Overlay,** click the appropriate action to update the listing.

MLS #	LISTING ID	PROPERTY ADDRESS	STATUS
shg87J	LPPGFP	190 Palmer Ave , Teaneck	Active
435345	LQSVET	Street 21 , Au Sable Forks	Active
123456	DH49MK	1, campus drive , parsippany	Active
kjg678	8D682C	238 Vista Drive , Edison	Close
tgt5ryht	56DVXZ	5465+6+65+64 , thytrh	Pendi

- Quick Update:** Edit basic listing information such as list price, listing expiration date and remarks.
- Copy:** Copy an existing listing
- View:** Access entire listing detail in a long form view.
- Delete:** To permanently remove the listing from your inventory.
- Update Details:** Update listing information by navigating the tabs at the top of the screen.
- Media:** This brings you directly to the Media tab of the Edit Listing form, where you can quickly add and edit photos.
- Open House:** Quickly enter or update your Open House information.
- Withdraw:** To remove an active listing from public display.
- Print listing without Map & Media:** Print your listing text only, without any media or maps included.
- Print listing with Map & Media:** Print your full listing, including media and maps.
- Add Transaction:** If there is a buyer's contract on the listing, Add Transaction to Pend/Close.

5. Scroll down and click **Save** at the bottom of each tab you update.



A confirmation window displays, letting you know that your listing has been updated successfully.

Also, you will see multiple options to select any action for your next step, as needed.

