## Withdraw and Reactivate Listings

There are times when you may need to withdraw a listing from being displayed on the public websites. For example, the seller may have requested for the listing to be removed or the listing may have expired.

Sometimes, you may also need to reactivate a listing after it has expired.

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

v	Vithdraw an Active Listing using Quick Search:	
The fastest way to locate an active listing you want to withdraw is to use the Quick Search located at the top right side of Listing home screen.	Active Listings     Enter a Listing ID or MLS ID or Property Address	Advanced Search
<ol> <li>In the Quick Search field, enter either the Listing ID, MLS ID or Property Address to locate the listing.</li> <li>Click the edit pencil tool for the listing you would like to update from the results.</li> </ol>	Active Listings	Advanced Search
<ul> <li>The Edit Residential Sales Listing screen displays.</li> <li>Click the Actions button.</li> <li>Next, click Withdraw this Listing.</li> </ul>	Active Listings       Enter a Lating ID or MLS ID or Property         EDIT RESIDENTIAL SALE LISTING         5330 Berkshire Valley Rd, Oak Ridge   Listing ID : KG3VZK   MLS ID: 3425256   Listing Status: Active   Market Status:       ON MARKET         Essentials       Features       Property Details         Media       Seller         PROPERTY TYPE +       Residential         PROPERTY STVE +       Single Family Detached         PROPERTY STVE +       Bi-Level         United States       •         ADDRESS LINE 1       S330 Berkshire Valley Rd         ADDRESS LINE 2	Advanced Search Actions Add Transaction to this Lissing Withdraw this Lissing Delete this Lissing Copy this Lissing

<ul> <li>A listing withdrawal confirmation window displays.</li> <li>5. Click the calendar to select the withdraw date.</li> <li>6. Click Withdraw Listing.</li> <li>Note: The Withdraw Date cannot be a future date.</li> </ul>	Confirm Withdrawal of Listing       X         If you proceed:       1.11 listing will not be displayed on consumer websites.         No changes to the listing information will be allowed.       Y         Withdraw Date       11/10/2017         Cancel       Y         Cancel       Y
A confirmation message displays, letting you know that the listing has been successfully withdrawn. Also, you will see multiple options to select any action for your next step, as needed.	WITHDRAW A LISTING Listing has been successfully withdrawn. 190 Palmer Ave, Teaneck, New Jersey (Listing ID: LFPGFP) MORE ACTIONS MORE ACTIONS Print listing with Map & Media Print listing without Map & Media Go to Listings Home Page View this Listing

The updated listing is displayed on the Listing homepage with new Withdrawn Status	ALERTS  Listings ACTIONS ADD Residential Sale	1 expliring in 30 days	2 Listings without media ADD Residential Rental Listing	ADD Commercial Sale Listing	ADD Commercial Lesse Listing	VIEW Blank Forms	
	Recently Updated Listings						
	Export to Excel Export to PDF						
	MLS #	LISTING ID	PROPERTY ADDRESS		OFFICE		STATUS
	3425526	K63VZK	5330 Berkshire Valley Rd , Oak Ridge		0001 - 979 Littleton Road, Parsippany	$\rightarrow$	Withdrawn
	3427861	7j76V3	7/76V3 124 E. Main St. STE 206 , Denville 0001 - 979 Littleton Road, Parsippany			Available	
	3427446	ZHLVXY	812 Porter Way West , Bridgewater Tov	wnship	0001 - 979 Littleton Road, Parsippany		Active

Withdraw an Active Listing from the Browse Grid:				
<ol> <li>From the Listings Browse Grid, locate and click on the listing you want to Withdraw.</li> </ol>	E       Listing         ALERTS ●       1         Listings expiring in 30 days       ADD         ACTIONS       ADD         ACD       Residential Sale Listing         Recently Updated Listings       •         Export to Excell       Export to PDF         MLS#       LISTING ID         3427446       2HUXY       612         3385576       MTEVSR       202         3419590       VTKPW2       9E         3389644       2M2QD       124	Listings without media  Itsal Renal Listing  ADD Commercial Sale  Set as Default Filter  PPERTY ADDRESS PROTE: Way West, Midgeweser Township Rendoo Lane, West Midford Twp Productore Viets Viets Midford Twp Productore Viets Viets Midford Twp Productore Viets Vi	Active Listings     O     Commercial Lesse Listing     O     Commercial Lesse Listing     O     Commercial Lesse Listing     O     O     Commercial Lesse Listing     O	Sundra Brooks - Logout Unting ID or MLS ID or Property Address VIEW Blank Forms STATUS* Y Active
The actions pop up window displays. 2. Click <b>Withdraw</b> .	Quick Update	Copy E Media without Map & Media	View Details View Details Open House Print listing w Add Transaction	Delete U Withdraw
<ul> <li>A listing withdrawal confirmation window displays.</li> <li>3. Click the calendar to select the withdraw date.</li> <li>4. Click Withdraw Listing.</li> <li>Note: The Withdraw Date cannot be a future date.</li> </ul>	Confirm Withdrawal of Listing If you proceed: • This listing will not be displayed on consur • No changes to the listing information will Withdraw Date	mer websites. be allowed. 10/31/2017		× 8→WTHDRAW LISTING



▼ Set as Default Filter

OFFICE

0001 - 13000 Frankstown Roa..., Pittsburgh

PROPERTY ADDRESS

716 Aspen Drive . Pittsburg

1716 Freeport Road , New Kensington

Recently Updated Listings

MLS #

1283946

1300081

Export to Excel Export to PDF

LISTING I

D71 000

L5L577

## homepage with new Withdrawn Status

STATU

To F	Reactivate an Expired or Withdrawn Listing:
1. Click Advanced Search.	Iteriors without areats   Bill Ryan - Logout Bill Ryan - Logout   399999 - NON-AR CUSTOMER   Advanced Search     5   3   8   Detential duplicate listing
<ul> <li>The Advanced Search screen displays.</li> <li>2. Provide the required information on the screen, as indicated by an asterisk (*).</li> <li>3. Click the dropdown for Status and select Expired or Withdrawn.</li> </ul>	ADVANCED SEARCH    SEARCH Lissings
<ol> <li>Scroll to the bottom of the screen and click Search.</li> </ol>	Flood Insurance       Furnished         Lease Options Availalable       Lease Renewal Option         Long Term Lease       New Lease         Partially       Pet Security Deposit         Ranch & Resort       Rent Excludes-Utilities         Repair Insurance       Unfurnished         Urban       Waterfront Collection

	ADVANCED SEARCH					
The Advanced Search Result	SEARCH RESULT : 477 ITEMS					
screen displays.						
5. Click the expired listing you	MLS # 4347579	LISTING ID Z5RJDS	5747 57th SE Street	s <b>s</b> , Delano	OFFICE 0001 - 7915 Stone Creek Dri, Chanhassen	
	4349251	YCESTM	24897 21st Avenue	, St Augusta	0001 - 7915 Stone Creek Dri, Chanhassen	
	Ģ		9	Ę	×	
A pop up window displays.	Сору	Vie	w Details	Reactivate t	his listing	
6. Click <b>Reactivate this listing</b> .	Print listi	ng without Ma	8. Media	Ð	Print listing with Map & Media	
	C					
A confirmation window displays.	Confirm R Please confir current infor	eactivation of m the reactivatio mation for the lis	Listing n of the listing. V	You will be put into u	pdate mode to enter the most	
7. Click <b>Reactivate Listing</b> to confirm.	Cancel				REACTIVATE LISTING	
The Edit Listing screen will be displayed.						
<ul><li>The Edit Listing screen will be displayed.</li><li>8. Make any necessary updates</li></ul>	LISTING INFORMATION					
<ul><li>The Edit Listing screen will be displayed.</li><li>8. Make any necessary updates to the listing prior to complete the strength of the</li></ul>	LISTING INFORMATION	CE* 0001 - 1 campus	frive, Schenectady	•		
<ul> <li>The Edit Listing screen will be displayed.</li> <li>8. Make any necessary updates to the listing prior to completing the reactivation process.</li> </ul>	LISTING INFORMATION LISTING OFF LIST IC	CE + 0001 - 1 campus ATE + 09/09/2004	frive, Schenectady	•	EXPIRES ON * mm/dd/yyyy	
<ul><li>The Edit Listing screen will be displayed.</li><li>8. Make any necessary updates to the listing prior to completing the reactivation process.</li></ul>	LISTING INFORMATION LISTING OFF LIST D TERM LIST PR	ICE * 0001 - 1 campus IATE * 09/09/2004 DAYS ICE * 1,000,000	frive, Schenectady	•	EXPIRES ON * mm/dd/yyyy	
<ul> <li>The Edit Listing screen will be displayed.</li> <li>8. Make any necessary updates to the listing prior to completing the reactivation process.</li> <li>Note: You will be required to</li> </ul>	LISTING INFORMATION LISTING OFF LISTING OFF LIST E TERM LIST PR PRICE PER	CCE + 0001 - 1 campus ATE + 09/09/2004 DAYS CCE + 1,000,000 AREA	trive, Schenettady	• •	EXPIRES ON * mm/dd/yyyy	

<ol> <li>Click Save to reactivate the listing back to an Active status.</li> </ol>	Cancel Save
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.	UPDATE A RESIDENTIAL SALE LISTING          Isting has been updated successfully         124 Palmer Avenue, Teaneck, New Jersey (Listing ID: 8LHSS6)         MORE ACTIONS         Image: Print listing with Map & Media         Image: Print listing without Map & Media         Image: Print listings Home Page         Image: View this Listing         Image: Add Transaction to this Listing