

Modifying Listing Carts

The screenshot shows the MyStateMLS interface. The 'LISTINGS' menu is open, highlighting 'MY SAVED CARTS'. Below the menu is a table of saved listing carts:

Title/Desc	#Listings	Contact	Modified	Actions
<input type="checkbox"/> Olive Test	2	None	2/20/2026	<input type="checkbox"/> Actions
<input type="checkbox"/> Favorites Bucket	0	None	2/19/2026	<input type="checkbox"/> Edit/View

The 'Actions' dropdown menu for the 'Olive Test' cart is open, showing options: Edit/View, Assign Contact, Email, Print, Empty, and Delete.

Accessing Saved Carts

Saved Listing Carts can be accessed under the **Listings** menu by selecting **My Saved Carts**.



From this page, choose the cart you would like to modify by clicking **Edit / View** from the Actions menu, or clicking on the cart **Title/Desc** hyperlink.

The screenshot shows a listing cart titled 'Olive Test'. The cart contains two listings:

- Listing 1: 2 Bed - 2.5 Bath, 2117 SF, Active for Sale, \$5,950,000, 701 S Olive Avenue, #311, West Palm Beach, FL.
- Listing 2: 3 Bed - 3 Bath, Active for Sale.

The interface includes a 'Listings' section with a 'Drag and drop to sort. Change the number to reorder.' instruction and a 'Notes' section with an 'Add notes' field. A 'Save Changes' button is visible at the bottom right of the cart.

Reordering/Removing Listings

Within the cart, you can change the order in which listings appear by dragging and dropping them into your preferred sequence using the  icon. You can also delete listing that are no longer relevant by using the  icon. After making changes, be sure to click **Save Changes** to update the cart.

Adding Notes

You can add custom notes to individual listings or include general notes for the entire cart. Listing notes and cart notes will appear when you print or email the cart, making it easy to personalize your communication with clients.

Sharing or Converting Your Cart

From the Cart menu, you can convert the cart into a CMA, print it, email listings to a client, or remove all listings as needed. This allows you to easily manage, organize, and share listings based on your client's needs.