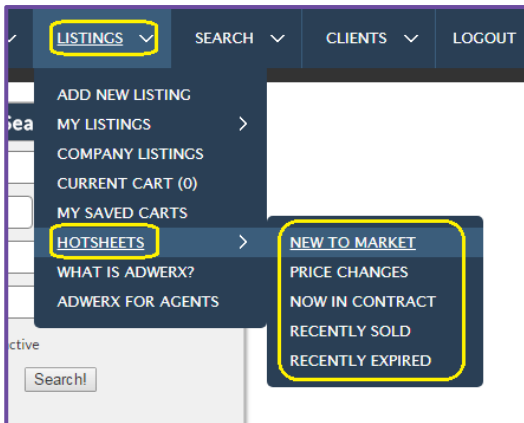


# Adding Listings to a Cart

## Step 1(a):

Conduct your search for your client or customer. (Please see Searching tutorials for more information)



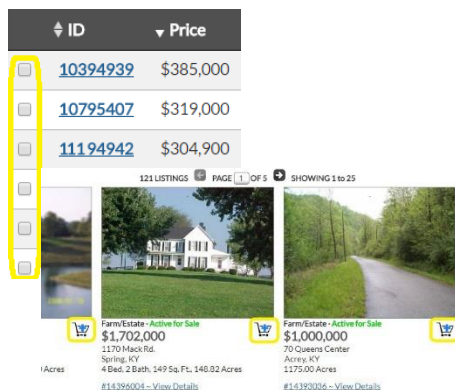
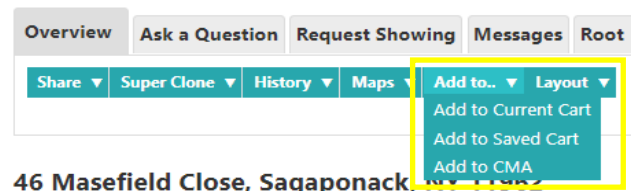
## Step 1(b):

Listings can also be retrieved by viewing the newest listings through the "Hotsheets" page, found under the „Listings" tab. (Please review the "Hotsheets" tutorial for more information)



## Adding an Individual Listing:

When viewing individual listings, you can add that property to a cart by clicking the "Add to..." button (found under the "Overview" tab at the top of a listing). You can add the listing to your current cart, or to one you've previously saved. If you click "Add to Saved Cart," a pop up window will appear, allowing you to select the correct cart



## From Search Results Page:

When viewing your search results, each listing will have a checkbox or a cart icon next to it. By clicking either the checkbox or the cart, the corresponding property will be added to your default cart, found on your Side Bar menu.

## Saving Default Cart:

You can save your current default cart, by viewing the cart from your Side Bar Menu and selecting "Save to Cart." A pop-up box will give you the opportunity to save the listings to an existing cart or by assigning them to a new one.

**Need help creating a Listing Cart?**  
Follow along with the Creating a Listing Cart tutorial.

