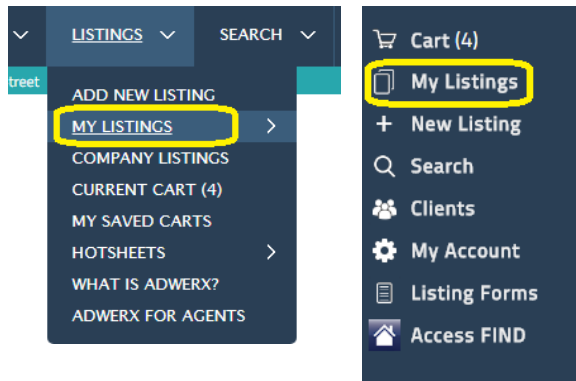


Changing the Status of a Listing



Step 1:

Find the listing you wish to Edit. Listings can be accessed from the 'Listings' drop down menu or from your Left Side-Bar Menu.

Step 2:

Open the listing by clicking the photo or the MLS Listing ID Number.

Photo	Listing ID	Agent	Dates	Location	Type	Listing	Status	Price	Owner
	10313236	David	Ult: 09/12/2017 Exp:	1325 Second St Rensselaer, NY	House (Detached)	Exclusive	Active Sale	\$350,000	
	10312894	David	Ult: 10/04/2017 Exp:	18 Putterin Way Valley Falls, NY	House (Detached)	Exclusive	Active Sale	\$250,000	



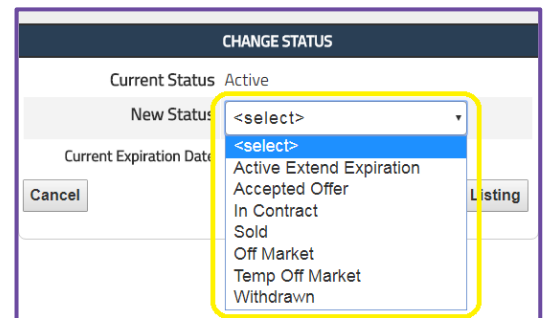
Step 3:

Click the 'Edit' link next to the current listing status.

Step 4:

Select the new status and click the 'Save Listing' button.

Please Note: Some Statuses may require additional information before saving.



Status Options

Active Extended Expiration:

Enter a new listing expiration date

Accepted Offer: Mark the property as pending

In Contract: Enter in a contract date

Sold: Enter sale date, price, cooperating agent, etc.

Off Market, Temporarily Off Market, Withdrawn: Date is required

Reactivating Expired Listings: Expired listings can be put back on the market if a listing extension is signed.

To reactivate an Expired listing, click the 'Edit' link next to the expired status.

Select 'Active Extended' and enter the new expiration date.

Be sure to click the 'Save Listing' button.

