

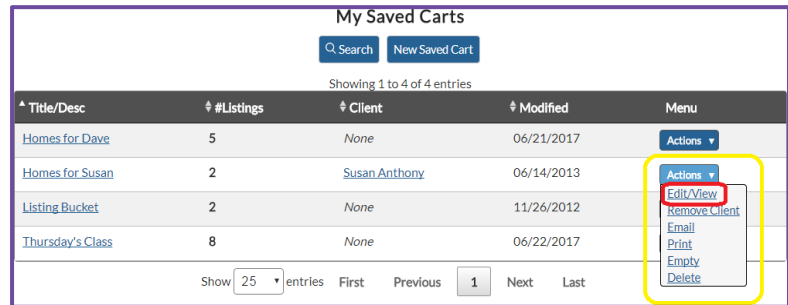
Step 1:

Saved Listing Carts can be found under the 'My Saved Carts' option under the 'Listing' Drop down.

For additional help on using Carts, please follow along with the Add Listings to Carts Tutorial *

Step 2:

Select the cart you wish to modify by clicking 'Edit / View' from the Actions dropdown, found to the right of the cart.



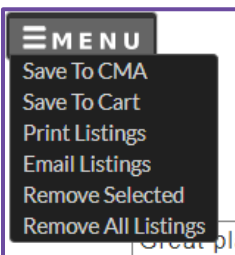
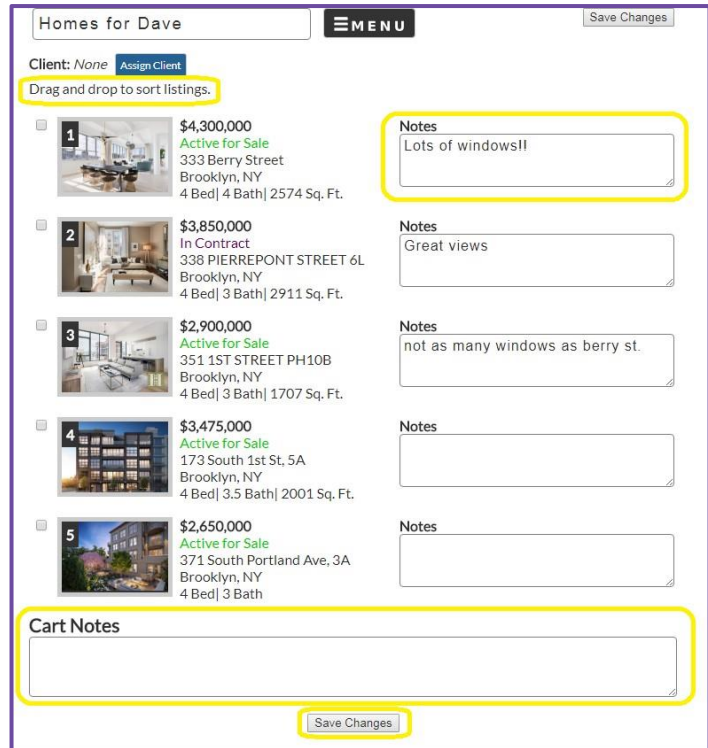
Step 3:

To change the order in which the listings appear, click and drag the listings into an order of your liking.

To reorder: click on a listing's photo, then drag it to a new position on the list. Once you've made your changes, be sure to click the 'Save Changes' button.

Step 4:

You can add your own custom notes to each listing in the notes section, as well as leave a general note for each cart. Simply type what you'd like in each text box and hit the 'Save Changes' button. Your saved notes will appear with the listings if you share the cart with a client.



Step 5:

The Menu at the top of your Cart will allow you to convert your Cart into a CMA, Print it, or Email it to your customer (with your notes included). Don't want to share a specific property? You can remove selected listings by using the check boxes found next to each listing photo. You can also empty the cart entirely, using the 'Remove All Listings' option.

! Need help creating a Listing Cart? Follow along with the Creating a Cart tutorial for more help.