

ADD PROPERTY LISTINGS

You must **login** before adding a listing.

- From the CIE home page, click **Add a Property Listing** or **Login**.
- From Market Monitor, click **Add a Property Listing** located on the right hand side of your screen.
- Enter a **Listing Title, Property Type, and Location**.

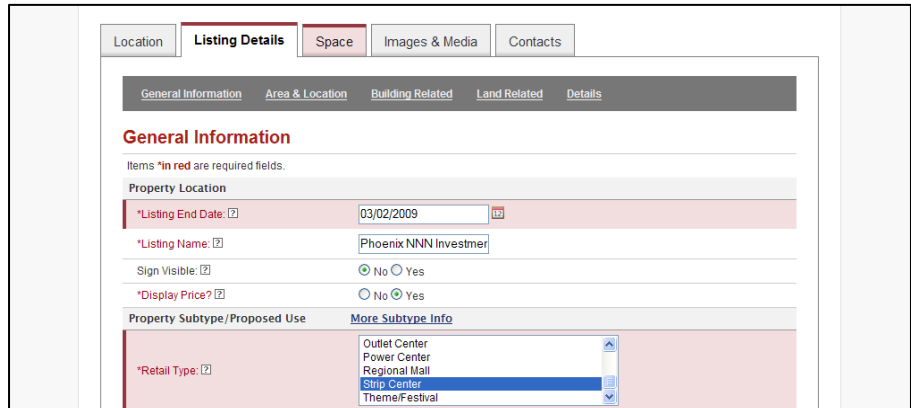
TIP: If your listing is available for both Sale and Lease, select either one. After you have created and saved the listing, you can create the other For Sale or For Lease entry by simply clicking the Sale/Lease drag-down menu on the Manage Property Listing page, and choosing the 'Create Sale Listing' or 'Create Lease Listing.' For further details on the Manage Listing page, please see Adding For Sale or For Lease to an Existing Listing later in this document.

- Enter ALL FIELDS of requested information
- Click **Create New Listing**.
- Using the tab format, enter the applicable information. Tabs with required fields are highlighted in red.
- After the location data is entered, you can confirm the map location for the listing. If the location is mapped correctly, you can move to the Listing Information tab. If the location maps incorrectly, simply point and click the correct location on the map and select the **Update** button.
- You can navigate from section to section by using the **Next** button located at the bottom of each profiler. You do not need to use the "Save" button until you are done entering information and are ready to return to the listing overview.
- Once the required fields in the General Information section have been completed and saved, you may select any section or tab to enter additional information.

TIP: If you have trouble saving the listing, try removing any non-numeric characters, such as \$ signs and decimal points from your entries, and then save again.

NOTE: Your session will expire one hour after inactivity on the site, although you will be notified when your session is about to expire. Make sure to click save to avoid losing unsaved data.

- If your session does expire, close the window and re-enter the information.



The screenshot shows the 'Listing Details' form with the following fields and values:

- Listing End Date:** 03/02/2009
- Listing Name:** Phoenix NNN Investor
- Sign Visible:** No
- Display Price?:** No
- Property Subtype/Proposed Use:** Strip Center

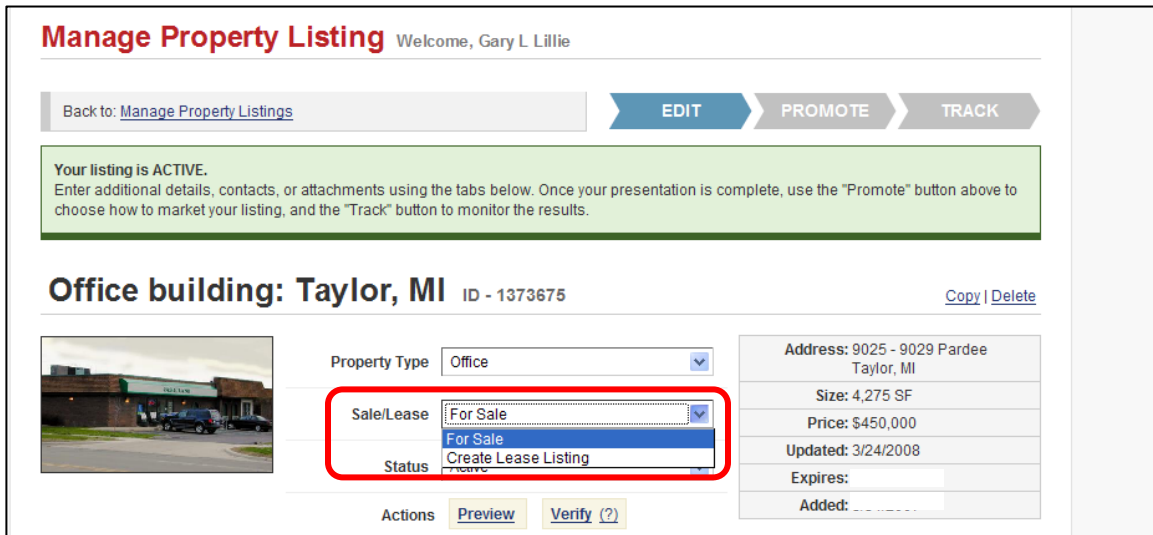
For Lease Listings Only

- One suite will be created during the initial listing creation process
- To enter additional suite(s) click the **Space** tab and then the **Add Suite** button
- Add the **Suite** information.
TIP: Even if your listing does not technically have a suite number, you **must** enter one. You may simply call it suite “1”.
- Enter the required fields indicated in red.
- Click **Save Suite Info**.
- To add multiple suites, repeat the process above.
TIP: You must click the Save Suite Info button to save your data. Clicking to go to a different profiler section will not save the current data on this page.

Add For Sale or For Lease to an Existing Listing

If the listing is also For Sale or For Lease, click **Manage Property Listings**.

- To select the listing, click the **Property Title**, **Edit Listing** or the listing **Photo**.
- Click the “**Sale/Lease**” drop-down to **Create Sale/Lease Listing**.
TIP: Information from the current For Sale/For Lease listing will be pre-populated, including photos and media, eliminating the need for redundant data entry.
- Enter additional required information.
- Click **Save**.
TIP: From this point forward, each listing must be maintained separately.



The screenshot shows the 'Manage Property Listing' page for 'Office building: Taylor, MI' (ID - 1373675). The page includes a 'Back to: Manage Property Listings' link, 'EDIT', 'PROMOTE', and 'TRACK' buttons. A green box indicates the listing is ACTIVE. The main form shows 'Property Type' as 'Office' and 'Address' as '9025 - 9029 Pardee Taylor, MI'. The 'Sale/Lease' dropdown menu is open, showing options: 'For Sale', 'For Sale', and 'Create Lease Listing'. The 'Status' field is empty. The 'Actions' section includes 'Preview' and 'Verify (?)' buttons. A metadata table on the right shows 'Size: 4,275 SF', 'Price: \$450,000', 'Updated: 3/24/2008', 'Expires:', and 'Added:'.

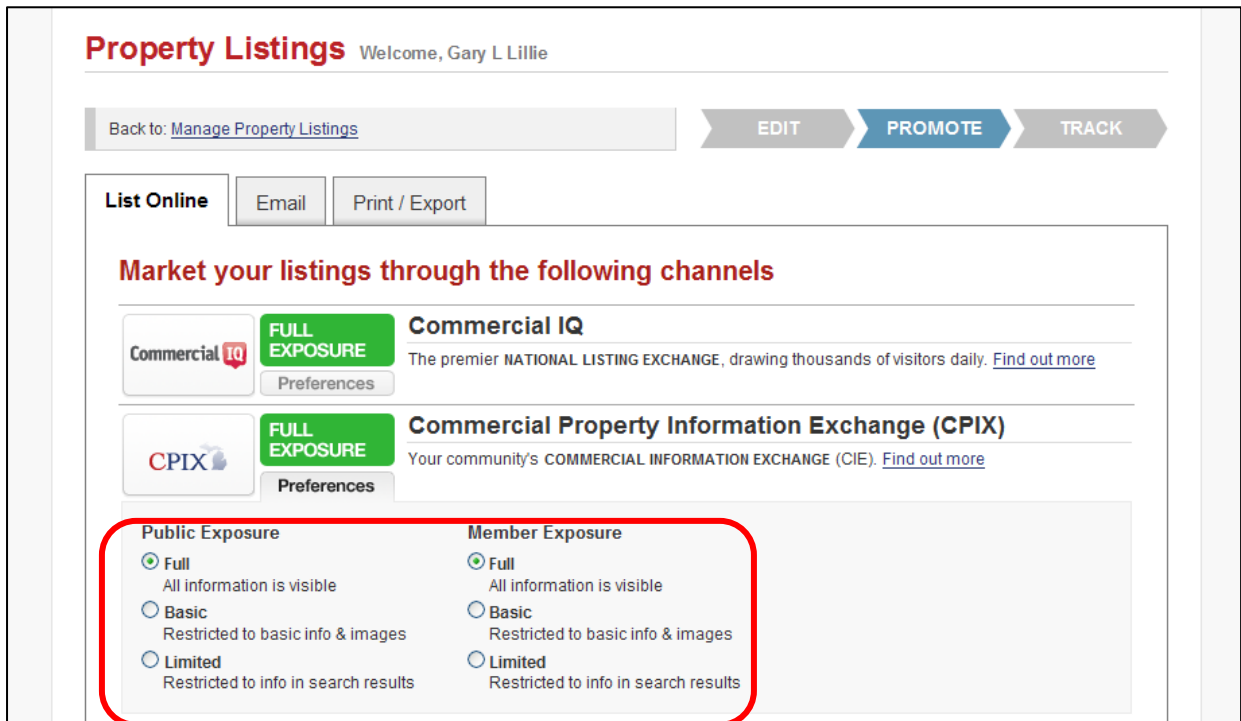
Promote Your Listing

Once your listing is complete, click the **Promote** arrow located at the top of the page to market your listing online to multiple listing services and websites, via print, broadcast emails, and more! Click through the tabs to make sure your listing is receiving maximum exposure.

Catylist Data Sharing – Listing Access Permissions

You control *how much* information is shared with public viewers and the private members for each listing as well as each exchange.

- For each exchange, click **Preferences**, to set access levels.
TIP: If you restrict access to *Basic* or *Limited*, viewers will need your Full Access password to unlock all information contained within the listing. (Viewers obtain this password by contacting you directly.)
 - **Public Exposure** refers to information available to all viewers.
 - **Member Exposure** refers to information available to members and requires a Login to view.



Property Listings Welcome, Gary L Lillie

Back to: [Manage Property Listings](#) EDIT PROMOTE TRACK

List Online Email Print / Export

Market your listings through the following channels

Commercial IQ FULL EXPOSURE Preferences
The premier NATIONAL LISTING EXCHANGE, drawing thousands of visitors daily. [Find out more](#)

CPIX FULL EXPOSURE Preferences
Your community's COMMERCIAL INFORMATION EXCHANGE (CIE). [Find out more](#)

Public Exposure

- Full
All information is visible
- Basic
Restricted to basic info & images
- Limited
Restricted to info in search results

Member Exposure

- Full
All information is visible
- Basic
Restricted to basic info & images
- Limited
Restricted to info in search results

Access Levels

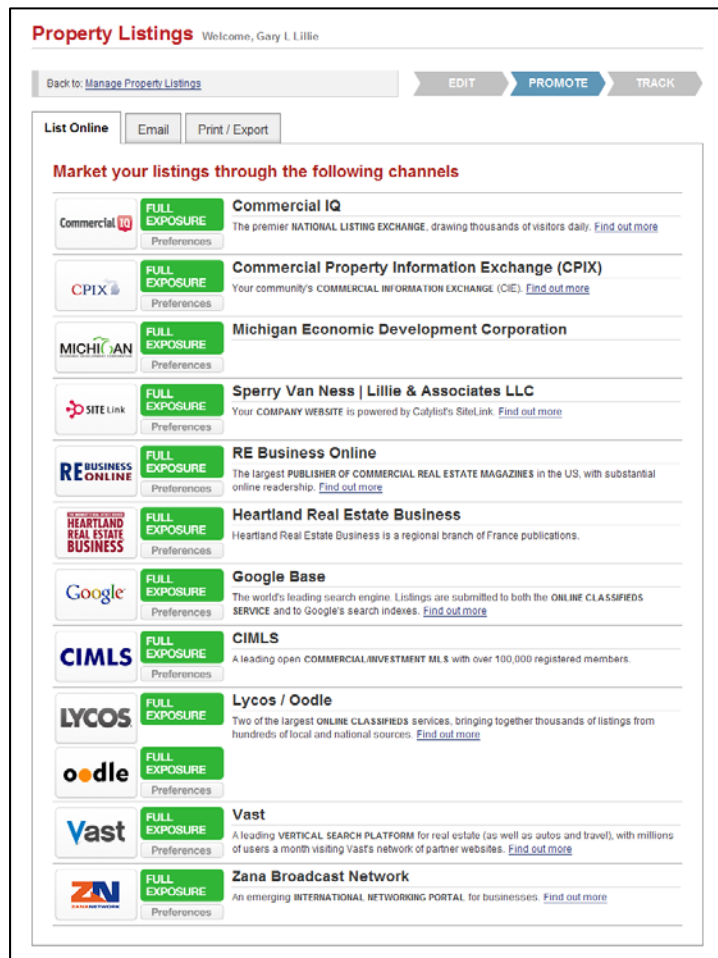
	Overview	Details	Available Space	Attachments	Maps	Comp Info
Full Access	X	X	X	X	X	X
Basic Access	X	-	-	-	-	-
Limited Access	-	-	-	-	-	-
Offline Access	-	-	-	-	-	-

TIP: The chart above summarizes the options for setting listing access permissions. The available options may also depend on your membership type, and whether you hold a real estate license. For more information, please contact the [Catylist Help Desk](#).

Maximize Your Listing Exposure

To maximize listing exposure, click **Find out More** for additional information on how to push your property to our partner websites without redundant entry.

This is a FREE service for Catylist Full-Access members.



The screenshot shows the 'Property Listings' interface for a user named Gary L. Lillie. At the top, there are navigation buttons: 'Back to: Manage Property Listings', 'EDIT', 'PROMOTE', and 'TRACK'. Below this, there are buttons for 'List Online', 'Email', and 'Print / Export'. The main section is titled 'Market your listings through the following channels' and lists several partner websites, each with a 'FULL EXPOSURE' button and a 'Preferences' button. The channels listed are: Commercial IQ, Commercial Property Information Exchange (CPIX), Michigan Economic Development Corporation, Sperry Van Ness | Lillie & Associates LLC, RE Business Online, Heartland Real Estate Business, Google Base, CIMLS, Lycos / Oodle, Vast, and Zana Broadcast Network. Each channel entry includes a brief description of the platform.