

## CREATE LISTING CATALOGS

You must first **Login** before you can create a listing catalog.

You can assemble and save a collection of listings in a catalog. The listings in this catalog can be rearranged, e-mailed, mapped, or used to create a report.

- Run a property search.
- From the search results page, select the listings you would like to add to your catalog by checking the box to the left of each listing or click the **Check All** box to select all listings on that page.

TIP: If you would like all of the listings in the search results to be saved in the Listing Catalog, you will need to click the **Check All** box on each page of the search results. Catalogs can hold a maximum of 100 listings.

- Click the **Add to Catalog** button above the listing search results.
- Click the box labeled **Create New Catalog**.
- Enter **New Catalog Name** and **Description**.
- Click **Submit**.

## Adding Listings to a Previously Saved Catalog

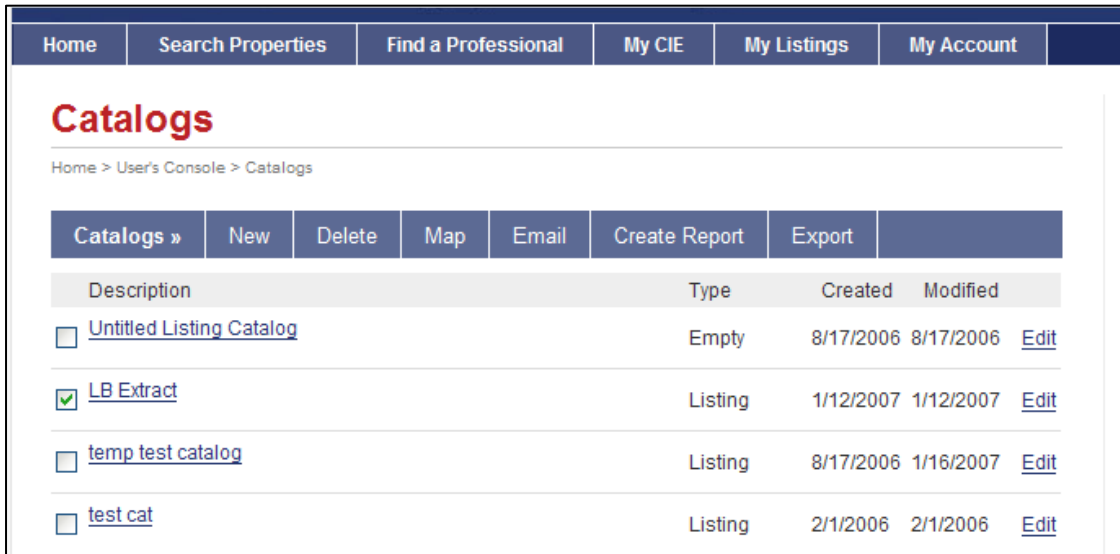
- Following the process above, generate search results and click the **Add to Catalog** button.
- Choose the catalog(s) to which you would like to add the listing and click **Submit**.
- To view the listings within that catalog, click the catalog name.

## Managing Listing Catalogs

- From MY CIE, click **View/Edit Listing Catalogs** located under Search.
- To access listings within a catalog, click on the name of that catalog.
- To change the catalog name or description, click **Edit**.
- To remove a listing from a catalog, click the catalog name.
- In **Manage Catalog**, check the box located to the left of the listing and click the **Delete** button.
- To remove a saved catalog from your catalog menu, check the box next to the catalog name and click the **Delete** button.

## Map, Email, Create Reports or Export an Entire Catalog

- Check the box located to the left of the catalog.
- Click **Map**, **Email**, **Create Report** or **Export** in the Catalog navigation bar.



The screenshot shows the 'Catalogs' page in the CATYLIST application. At the top is a navigation bar with links: Home, Search Properties, Find a Professional, My CIE, My Listings, and My Account. Below the navigation bar is the 'Catalogs' section header, followed by a breadcrumb trail: Home > User's Console > Catalogs. A secondary navigation bar contains buttons: Catalogs » (selected), New, Delete, Map, Email, Create Report, and Export. Below this is a table listing catalogs with columns for Description, Type, Created, and Modified. Each row includes a checkbox on the left and an 'Edit' link on the right.

Description	Type	Created	Modified
<input type="checkbox"/> <a href="#">Untitled Listing Catalog</a>	Empty	8/17/2006	8/17/2006 <a href="#">Edit</a>
<input checked="" type="checkbox"/> <a href="#">LB Extract</a>	Listing	1/12/2007	1/12/2007 <a href="#">Edit</a>
<input type="checkbox"/> <a href="#">temp test catalog</a>	Listing	8/17/2006	1/16/2007 <a href="#">Edit</a>
<input type="checkbox"/> <a href="#">test cat</a>	Listing	2/1/2006	2/1/2006 <a href="#">Edit</a>