

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 Market Monitor, click **My Catalog**
- 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.

Home	Search Properties	Find a Professional	My CIE	My Listings	My Account	
<h3>Catalogs</h3> <p>Home > User's Console > Catalogs</p>						
Catalogs » New Delete Map Email Create Report Export						
Description		Type	Created	Modified		
<input type="checkbox"/>	Untitled Listing Catalog	Empty	8/17/2006	8/17/2006	Edit	
<input checked="" type="checkbox"/>	LB Extract	Listing	1/12/2007	1/12/2007	Edit	
<input type="checkbox"/>	temp test catalog	Listing	8/17/2006	1/16/2007	Edit	
<input type="checkbox"/>	test cat	Listing	2/1/2006	2/1/2006	Edit	