

How Do I Post a “Have” or Post a “Want”?

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A “Have” is a message sent to the user community indicating that you have a property which might be of particular interest. Although users could potentially find the property via searching, posting a “Have” raises immediate awareness and draws attention to the property.

Users whose preferences match the property type and geographical area of your “Have” will receive your message. For Example: If you Post a “Have” of your Vacant Land listing in Detroit, Michigan, a user who has set their broadcast email preferences to receive “Haves” for Vacant Land in that particular market area will receive your email.

You must **Login** before you can Post a “Have”. To Login, go directly to <http://market.catylist.com> or Login to your CIE website to access My CIE.

TIP: Market Catylist is the area of the site where listings are managed. You can also access Market Catylist by logging into the CIE home page and clicking Manage Your Listings / Profile or one of the short cut links. However, logging in directly to <http://market.catylist.com> eliminates these additional steps.

To Post a “Have”

- From **My CIE** or <http://market.catylist.com>, click **Manage Property Listings**.
- From the Manage Property Listing page, click **Promote**.
- Click the **Email** tab.
- Click **Post a Have**.

TIP: The message text, message title, location, and property listing URL link will be emailed to users. To maximize system performance, “Haves” are queued during the day and sent each night.

TIP: You only need to **Post a “Have”** one time. If you choose to email your listing more frequently, you will be limited to once every two weeks. On the promote page, if the Broadcast Email section displays **Not Shared**, you may click **“Post a Have”** to email your listing.

To Post a “Want”

Posting a “Want” lets other agents know what you are looking for.

- You may Post a “Want” by clicking **Post a “Want”** located on virtually every page of the Catylist system.
- Complete all required information (indicated by a red asterisk*).
- Click **Post a “Want”**.