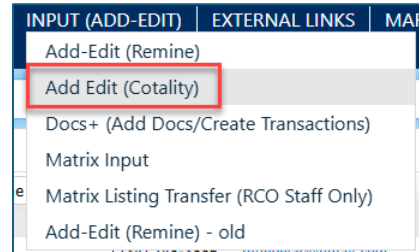
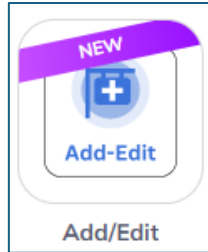
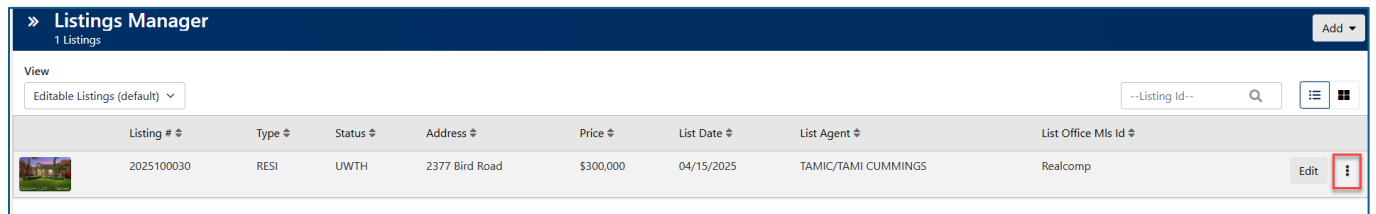


Adding an Open House to Your Listing

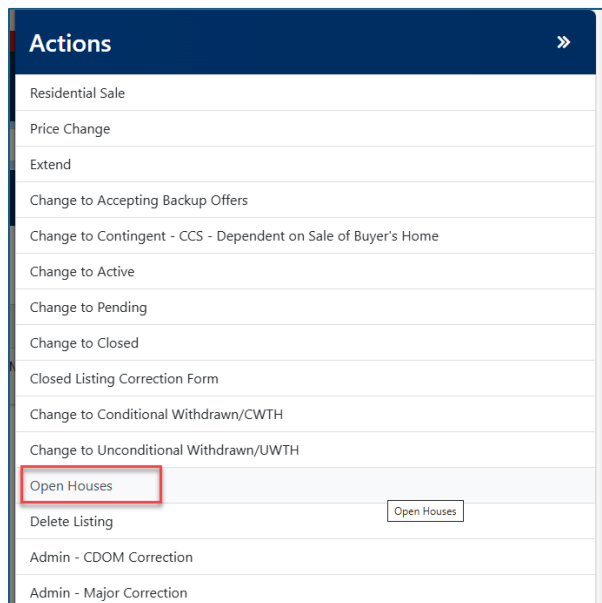
To add an Open House to your listing, access Add Edit in RCO3 either from the Realcomp Dashboard or the Input menu.



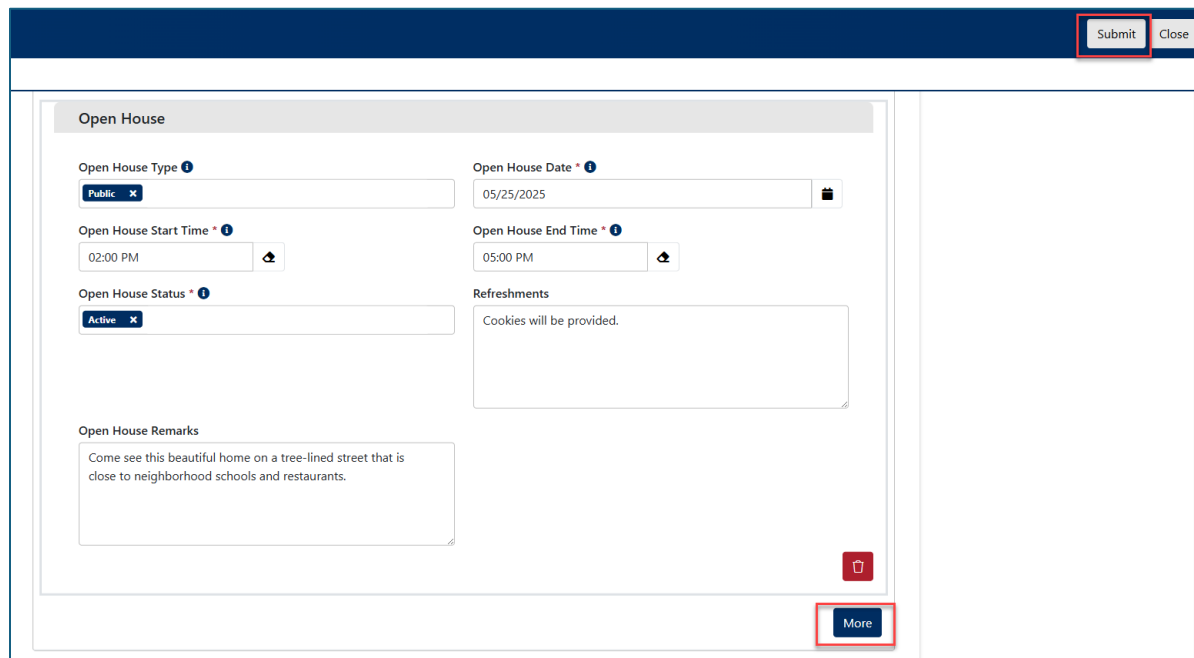
If your listing is displayed on the dashboard of Add Edit, click the Edit button on the right side of the desired listing's line. If it is not displayed, use the search box to search for the MLS number and then click the Edit button when it displays.



Select Open Houses from the Actions menu that displays when you click the three dots.

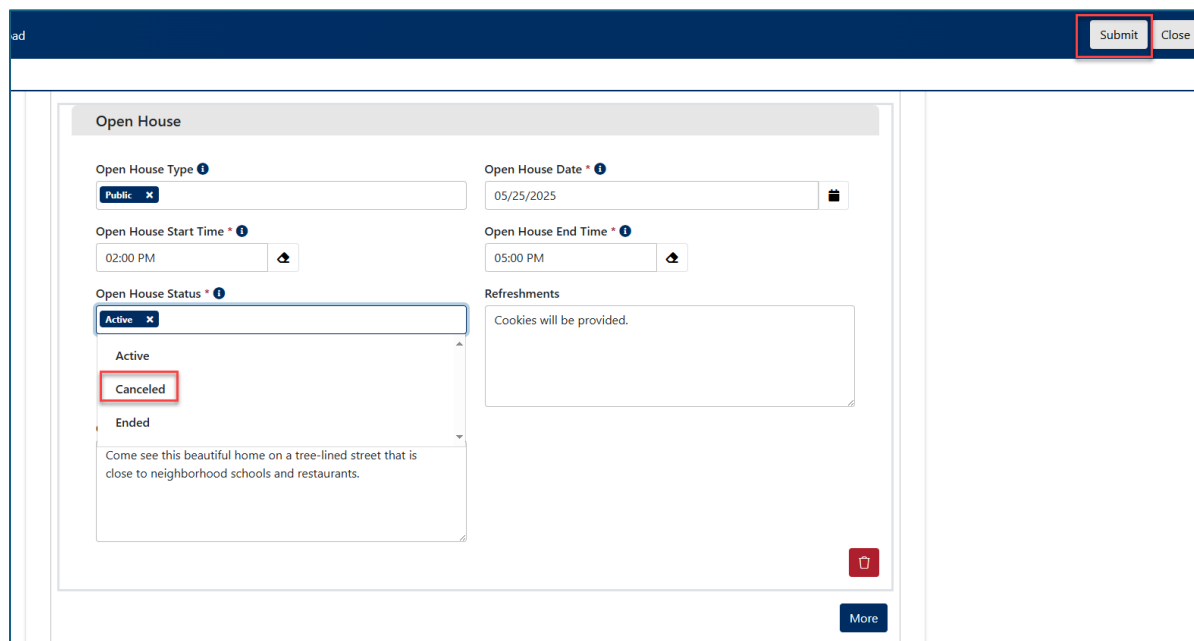


Complete the details of the open house including the Open House Type, Date/time, and any Remarks you would like to include. Click More to add another Open House or click Submit when you are finished and ready to save it.



This screenshot shows the 'Open House' form with the following details: Open House Type is 'Public'; Open House Date is '05/25/2025'; Open House Start Time is '02:00 PM'; Open House End Time is '05:00 PM'; Open House Status is 'Active'; Refreshments are 'Cookies will be provided.'; and Open House Remarks are 'Come see this beautiful home on a tree-lined street that is close to neighborhood schools and restaurants.' The 'More' button at the bottom right is highlighted with a red box.

If you need to cancel an open house, go to Open Houses in the Action menu to access this open house information and change the Open House Status to Canceled. Click Submit to save your change.



This screenshot shows the 'Open House' form with the 'Open House Status' dropdown menu open. The 'Canceled' option is highlighted with a red box. The other details remain the same as in the previous screenshot: Open House Type is 'Public'; Open House Date is '05/25/2025'; Open House Start Time is '02:00 PM'; Open House End Time is '05:00 PM'; Refreshments are 'Cookies will be provided.'; and Open House Remarks are 'Come see this beautiful home on a tree-lined street that is close to neighborhood schools and restaurants.'

If you have questions, please contact Realcomp's Customer Care at (248) 553-3430.