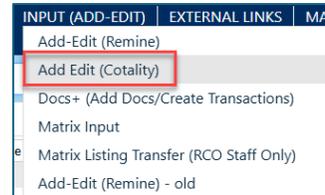
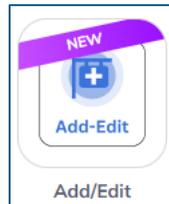


Where to Go to Make Changes to Your Listing

In Add Edit there are two places to go to access the change screens depending on what you are changing on your listing.

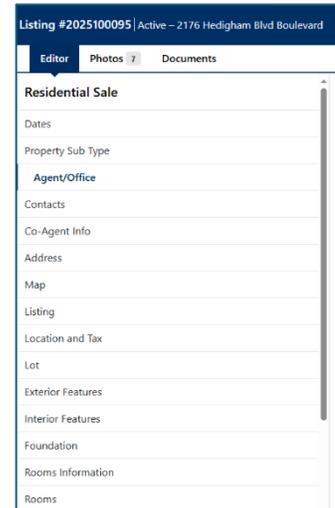
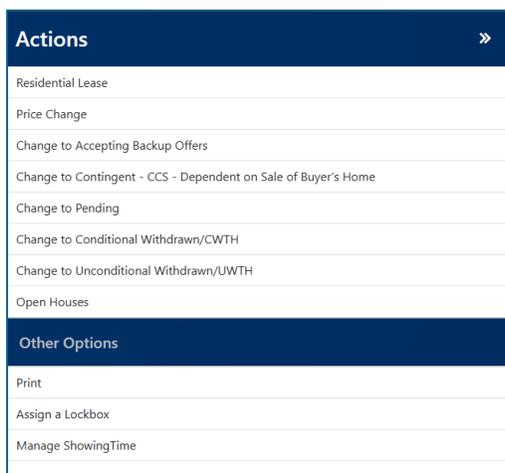
To access Add Edit, select the Add Edit icon from the Realcomp Dashboard or select Add Edit from the Input (Add-Edit) menu on RCO3.



Your listing may be displayed on the dashboard of Add Edit. If it is not displayed, use the search box to search for the MLS number to pull it up (red box below).



If you are making changes to the photos, documents or data included on your listing such as Remarks, room information, etc, you will click the Edit button (green box above) to get to those change screens.



If you are changing the status on your listing, changing the price, adding an Open House or setting up your Showing Time or SentiLock you will click the three-dot (Actions) menu to the right of the Edit button (also in the green box above).

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