

Manage Listings

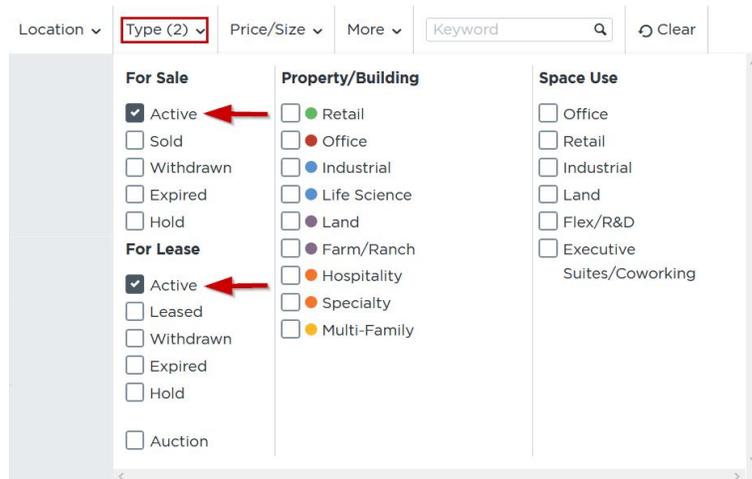
1. Log in to your admin account and click “Manage Listings”

172 Listings Manage Listings View Listing Traffic

208 Transactions Manage Transactions

18 Agents Manage Agents

2. Use the filters to find the listings you are looking for. For example, you can use the “Type” filter to view active listings, as well as listings that have expired, been withdrawn, or are on hold:



Location ▾ **Type (2)** ▾ Price/Size ▾ More ▾ 🔍

For Sale	Property/Building	Space Use
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Retail	<input type="checkbox"/> Office
<input type="checkbox"/> Sold	<input type="checkbox"/> Office	<input type="checkbox"/> Retail
<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Industrial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Expired	<input type="checkbox"/> Life Science	<input type="checkbox"/> Land
<input type="checkbox"/> Hold	<input type="checkbox"/> Land	<input type="checkbox"/> Flex/R&D
For Lease	<input type="checkbox"/> Farm/Ranch	<input type="checkbox"/> Executive Suites/Coworking
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Hospitality	
<input type="checkbox"/> Leased	<input type="checkbox"/> Specialty	
<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Multi-Family	
<input type="checkbox"/> Expired		
<input type="checkbox"/> Hold		
<input type="checkbox"/> Auction		

3. Use the Filter by Agent option to see listings for specific agents:



Location ▾ Type (2) ▾ Price/Size ▾ More ▾ 🔍 0 properties · 0 spaces

Listings for CRE Associates

Filter by Agent

Filter by Agent

Only listings from the selected agents will appear on your list and on generated reports.

Search by name

John Smith

Jane Doe

2 Agents

Updating Listings

4. Click to show the spaces you have listed under this address:



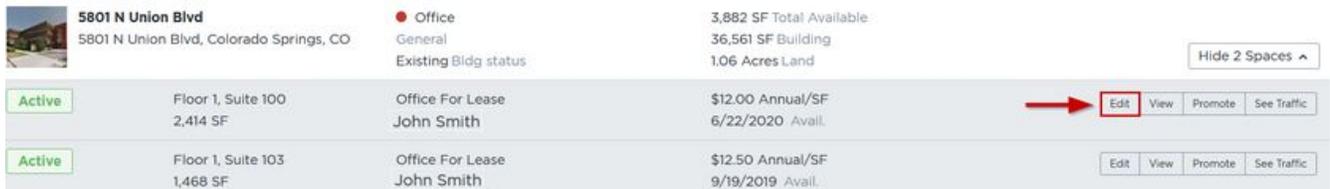
5801 N Union Blvd
5801 N Union Blvd, Colorado Springs, CO

Office
General
Existing Bldg status

3,882 SF Total Available
36,561 SF Building
1.06 Acres Land

Show 2 Spaces ▾

5. Click “Edit” on whichever listing/suite you would like to update and fill in the listing information:



5801 N Union Blvd
5801 N Union Blvd, Colorado Springs, CO

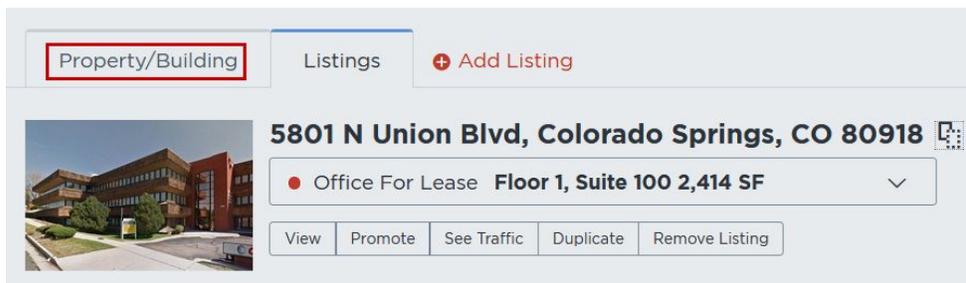
Office
General
Existing Bldg status

3,882 SF Total Available
36,561 SF Building
1.06 Acres Land

Hide 2 Spaces ▾

Active	Floor 1, Suite 100 2,414 SF	Office For Lease John Smith	\$12.00 Annual/SF 6/22/2020 Avail.	Edit View Promote See Traffic
Active	Floor 1, Suite 103 1,468 SF	Office For Lease John Smith	\$12.50 Annual/SF 9/19/2019 Avail.	Edit View Promote See Traffic

6. If you need to edit property level information, like the property’s address or building information, use the “Property/Building” tab near the top of the page:



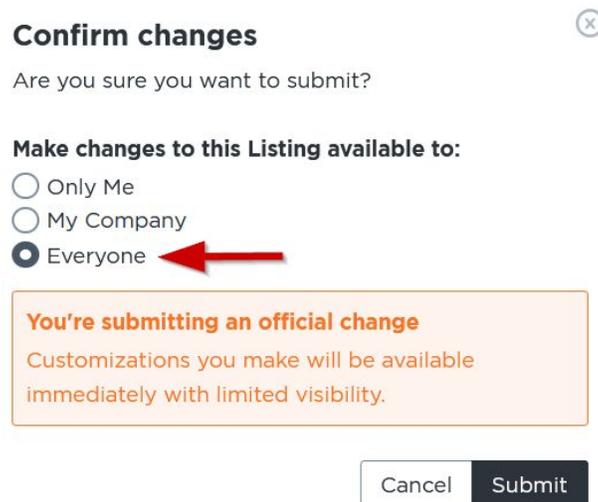
Property/Building Listings + Add Listing

5801 N Union Blvd, Colorado Springs, CO 80918

Office For Lease Floor 1, Suite 100 2,414 SF

View Promote See Traffic Duplicate Remove Listing

7. Once you’ve made your updates, click “Save” on the left side of the page. Make your edits available to everyone if you’d like them to be visible publicly:



Confirm changes ⓧ

Are you sure you want to submit?

Make changes to this Listing available to:

Only Me

My Company

Everyone

You're submitting an official change
Customizations you make will be available immediately with limited visibility.

Cancel Submit

Verify Listings

1. To let your Research Team know your listings are current, click “Verify Listings”

Listings for CRE Associates

[Add a Listing](#) [Download Inventory Report](#) [Verify Listings](#)  Expand All [Filter by Agent](#) [Sorting by Modified Date](#) ▾

Manage Transactions

1. From the homepage of your admin account, click “Manage Transactions” to view the full list of transactions connected to your company:

172 Listings [Manage Listings](#) [View Listing Traffic](#)

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2. To drill down to a particular transaction, use the filters at the top of the page:

Location ▾ | Type (2) ▾ | Price/Size ▾ | More ▾ | 🔍 | [Clear](#)

3. Click to show the transaction you would like to manage:

 **1st Bank Building**
2 N Cascade Ave, Colorado Springs, CO

● Office
General
Existing Bldg status

0 SF Total Available
149,426 SF Building
4.09 Acres Land

[Show 2 Transactions](#) ▾ 

4. Click Edit to make updates to this transaction (or “View” to view it):

 **1st Bank Building**
2 N Cascade Ave, Colorado Springs, CO

● Office
General
Existing Bldg status

0 SF Total Available
149,426 SF Building
4.09 Acres Land

[Hide 2 Transactions](#) ▾

Leased	Floor 13 650 SF	Office For Lease (Leased) John Smith	4/03/2018 Signed	Edit View 
Leased	Floor 13 650 SF	Office For Lease (Leased) John Smith	9/10/2020 Signed	Edit View

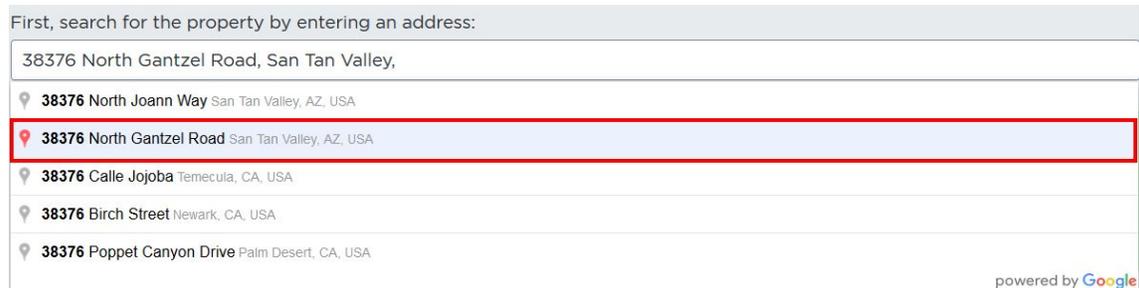
[Add Transaction](#)

Add a Listing

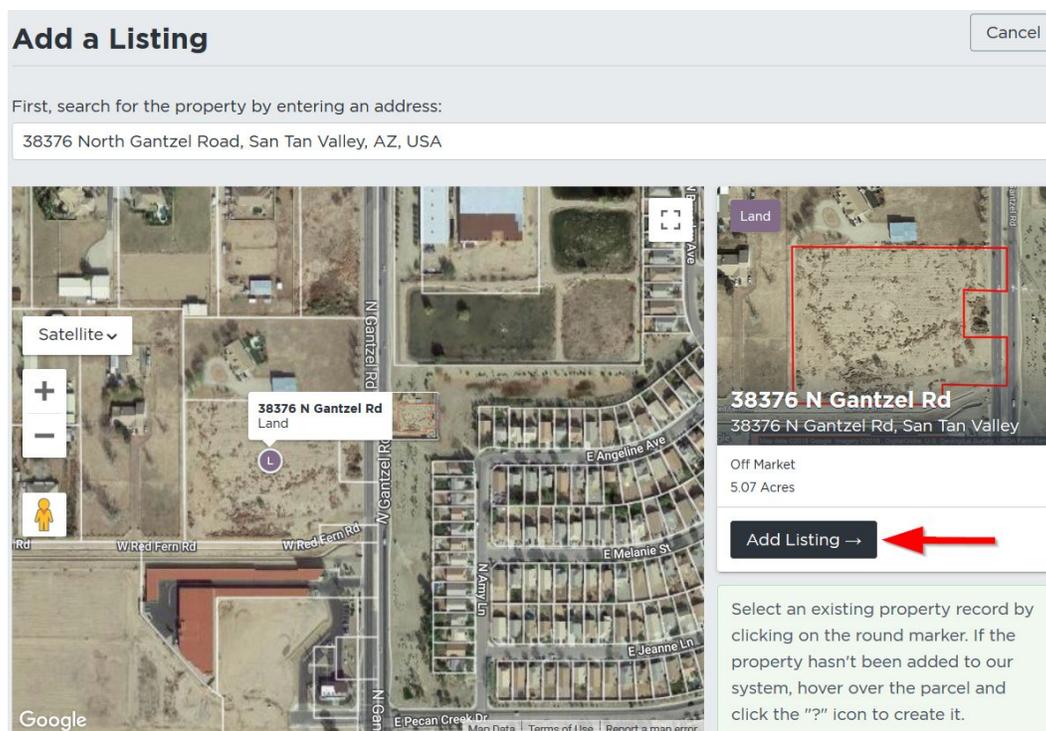
1. Log in to your admin account and click “Manage Listings.” Then, click “Add a Listing”



2. Next, find your property on the map - start typing the property’s address, and when you see the correct address populate as a suggestion, click on that address.



3. If that property already exists in the database, you’ll see a dot on that parcel corresponding to the property type. Click it to display the property window, and then click “Add Listing.”



4. Finally, enter your listing information and provide as many details as possible. Add photos, flyers, and links at the bottom of the page.
5. Once you're ready, click "Save" on the left hand-side of the screen. Make your listing available to "Everyone" if you'd like it to be visible publicly once it's approved by Researchers.

Confirm changes ⓧ

Are you sure you want to submit?

Make changes to this Listing available to:

- Only Me
- My Company
- Everyone 

You're submitting an official change

Customizations you make will be available immediately with limited visibility.

Cancel Submit

What if the property doesn't already exist?

If you were able to find your property's parcel, and there was not an existing property in the system (indicated by a colored dot), hover over the parcel and click the gray question mark that appears.

If you don't see the question mark appear, try zooming in a bit closer over the parcel.



Create new Property ⓧ

We don't yet have a property record at this location. You can add one now and let us know - we'll verify the details.

Add a brief note about this property/building to help with verification

Create Property

On the next prompt, enter any details you think might help Researchers verify the property information and click "Create Property." Once you create the property, you can go ahead and add your listing using the steps above.

Download Inventory Report

1. Log in to your admin account and click “Manage Listings.” Then, click “Download Inventory Report”



2. Choose a format for your report and click “Submit”

Inventory Report ⓧ

This will generate a report of all your listings.

Choose a format:

Summary with Space (PDF) ▾

Cancel Submit

My Agents

1. From the homepage of your admin account, click “Manage Agents” to view your agent roster:

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2. To filter agents, use the keyword search in the top left corner of the page.
3. If the agent in your company is subscribing to Catylist, you can log in as them to perform search, analysis, marketing, and reporting just as they would.
4. To log in as an agent, click “Log in As” next to the agent’s name. You can also choose to manage their listings or edit their profile:



CRE Associates

Manage Listings Edit Profile Log In As