

## **Editing a Listing as a Company Administrator**

Start by logging in to Catylist Research and then click "Manage Listings" on your dashboard (or, click "My Listings" at the top of the page):

<b>% Catylist</b> Research	My Listings	My Transactions	My Agents	Email	Help		Jane Doe	•
×	CRE Ass	ociates						
	<b>10</b> Lis	stings			Manage Listing	s View Listing Traffic		
	<b>0</b> Tra	nsactions				Manage Transactions		
	1 Age	ents				Manage Agents		

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 For example, you can use the "Type" filter to view active listings, as well as listings that have expired, been withdrawn, or are on hold: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) 🗸 Pr	ce/Size 🗸 Mo	re 🗸 Keyword	d Q	€ Clear
Location V	Type (2) Pr For Sale Active Sold Withdrawn Expired Hold For Lease Active Leased Withdrawn Expired Hold	Ce/Size V Mo Property/Bu Property Property/Bu Property Proper	re V Keyword iilding rial ience Ranch ality lity Family	Space Use Office Retail Land Flex/R&I Executiv Suites/C	o Clear
	Auction				~

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

Location 🗸	Туре (2) 🗸	Price/Size 🗸	More 🗸	Keyword	٩	O Clear	0 properties · 0 spaces			
Add a Listi	ng				Lis	tings f	or CRE Associates	Expand All	Filter by Agent	Sorting by Modified Date 🗸

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

 5801 N Union Blvd
 • Office

 5801 N Union Blvd, Colorado Springs, CO
 General

 Existing Bldg status
 Existing Bldg status

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





	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 A
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

## Click "Edit" on whichever listing/suite you would like to update and fill in the listing information:

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:



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 Sub	mit				