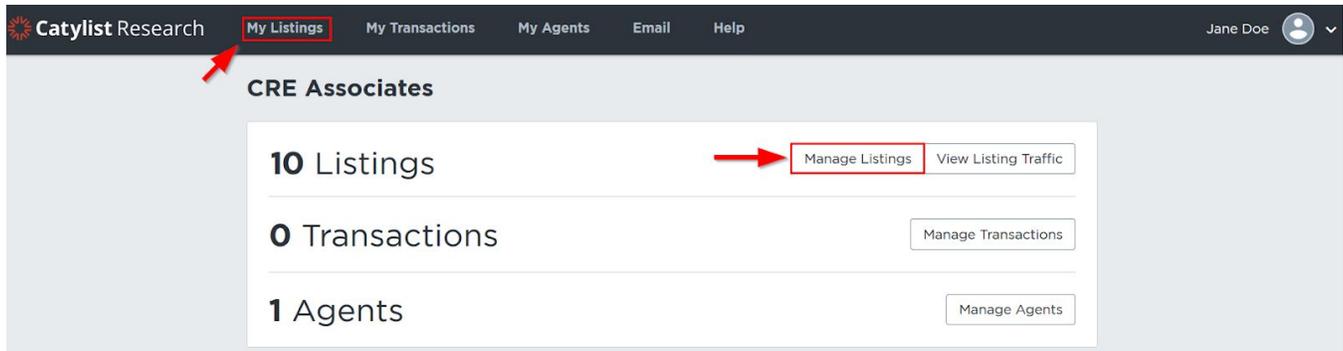
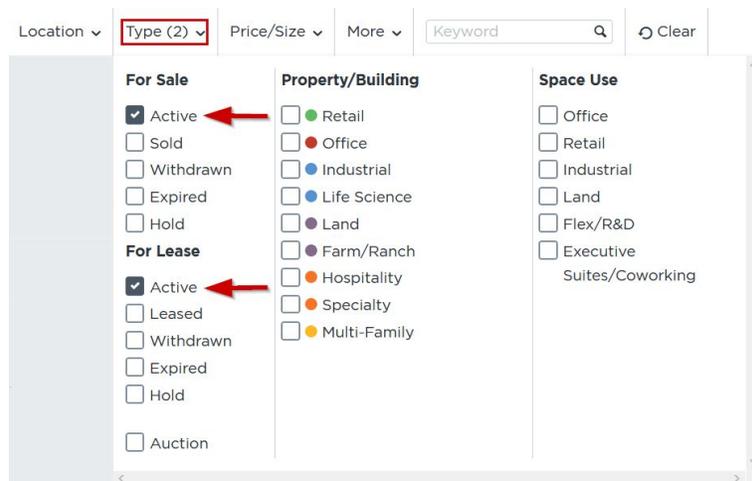


Editing a Listing as a Company Administrator

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):



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 For example, you can use the “Type” filter to view active listings, as well as listings that have expired, been withdrawn, or are on hold:



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



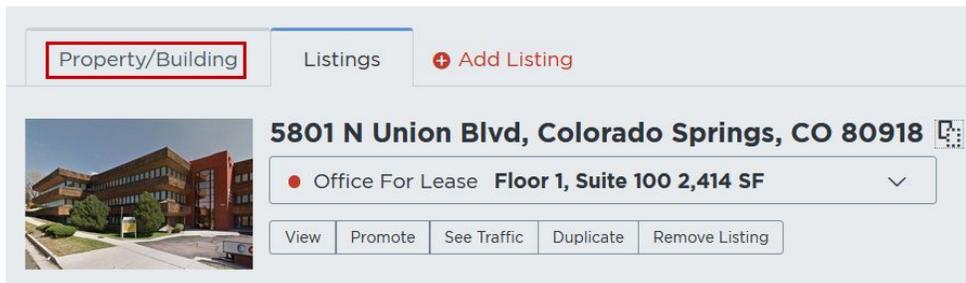
Click to show the spaces you have listed under this address:



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

5801 N Union Blvd		Office	3,882 SF Total Available	
5801 N Union Blvd, Colorado Springs, CO		General	36,561 SF Building	
		Existing Bldg status	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

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 Submit