

## **Editing a Listing**

To edit a listing, log in to Catylist Research and navigate to the My Listings page one of the following ways:

- Click "Manage my Listings" on your dashboard
- Click your name in the top right-hand corner of the page, then click "My Listings" -
- Click "My Listings" at the top of the page: \_



## Next, click to show the spaces you have listed under this address:



Camelback Esplanade I

 Office 2425 E Camelback Rd, Phoenix, AZ General Existing Bldg status

43,100 SF Total Available
567,481 SF Building
2.00 Acres Land



## Then, click "Edit" by the listing you'd like to update:

	Camelback Esplanade I 2425 E Camelback Rd, Phoenix, AZ	<ul> <li>Office</li> <li>General</li> <li>Existing Bldg status</li> </ul>	43,100 SF Total Available 567,481 SF Building 2.00 Acres Land	Hide 2 Spaces 🔺
Active	Floor 1, Suite 103 1,300 SF	Office For Lease John Smith	\$13.00 Annual/SF	Edit View Promote See Traffic
Active	Floor 2, Suite 2500 5,000 SF	Office For Lease John Smith	\$8.75 Annual/SF	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:

Property/Building	List	tings	Add Lis	ting		
	5801	N Unic	on Blvd,	Colorad	lo Springs, CO	80918 🖫
	• Office For Lease Floor 1, Suite 100 2,414 SF ~					
	View	Promote	See Traffic	Duplicate	Remove Listing	

<b>Confirm changes</b> 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 Submi	t						

Lastly, click "Save" on the left side of the Edit Listing page to submit your updates to Researchers.

Make your changes available to "Everyone" if you'd like the photos to be visible publicly.