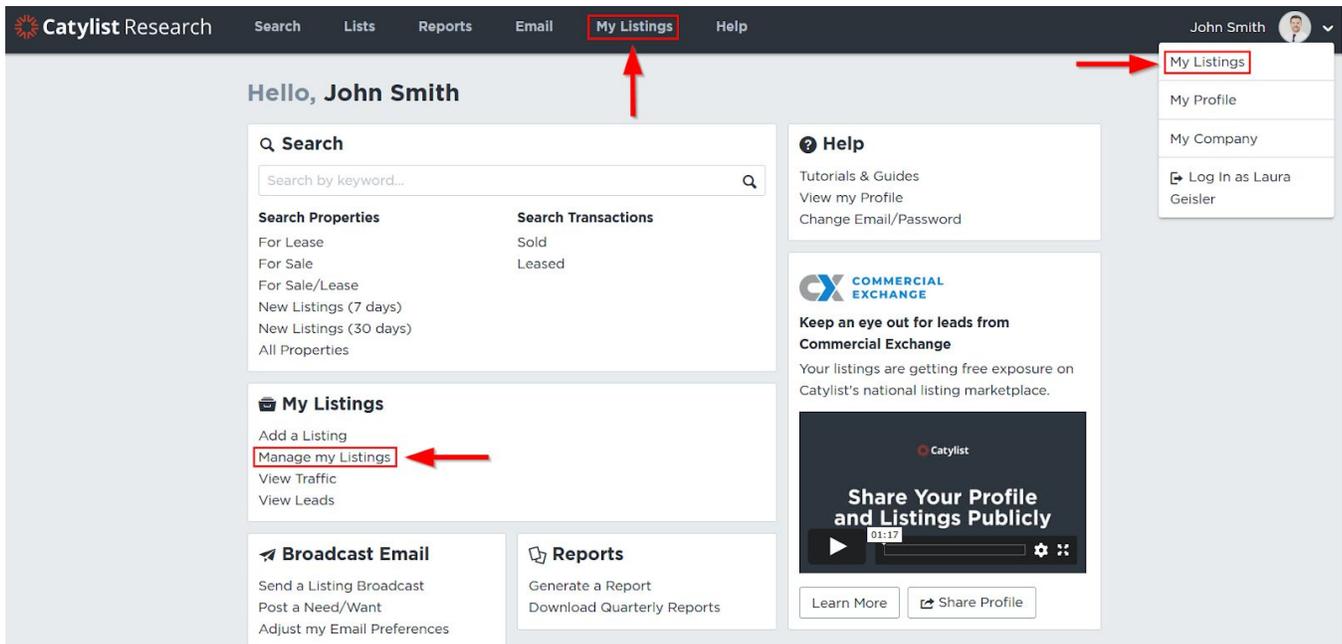


Editing a Listing

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

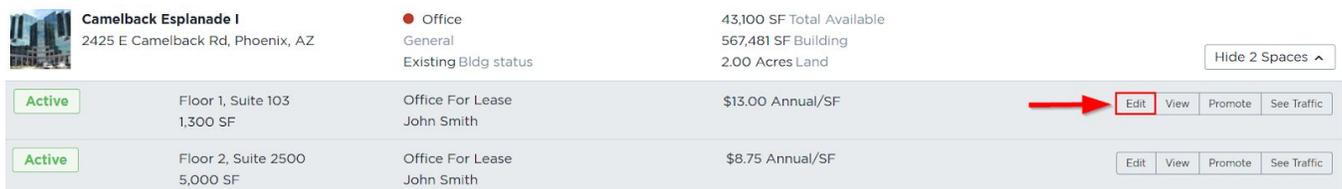
- Click “Manage my Listings” on your dashboard
- Click your name in the top right-hand corner of the page, then click “My Listings”
- Click “My Listings” at the top of the page:



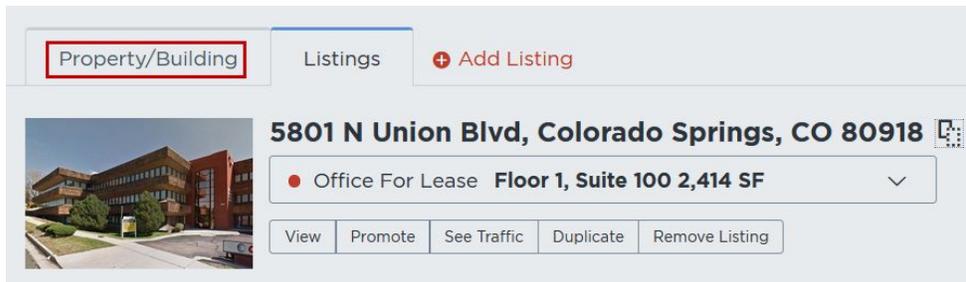
Next, click to show the spaces you have listed under this address:



Then, click “Edit” by the listing you’d like to update:



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:



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



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.