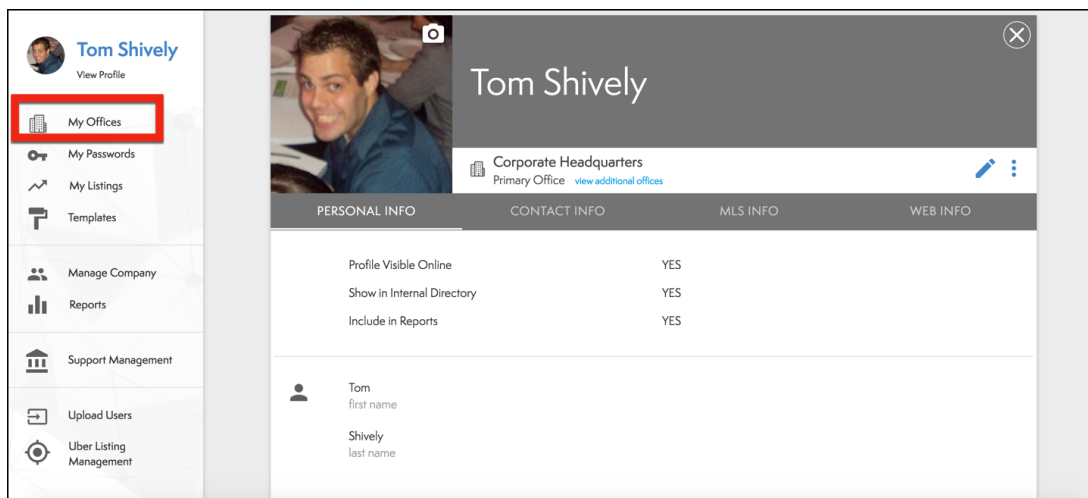


Elevated Listing Management

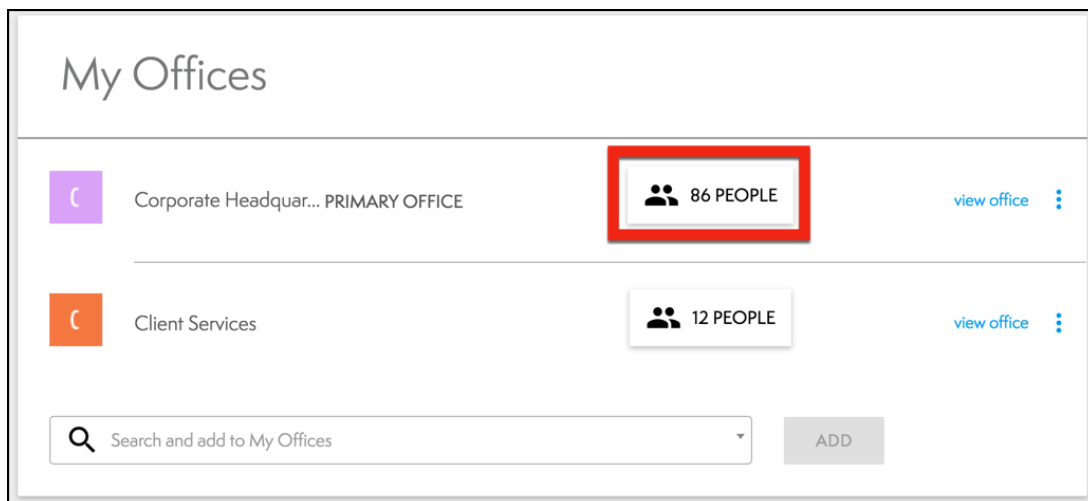
If a member of your staff has admin access to their office, they can help agents edit their listings. Follow the steps below to find an agent's listings, filter the entries so you can find the listings, and how to edit the listings.

Elevated Listing Management.










1. From your Agent Roster, select **My Offices** (Circled below).




2. Select **People** (Circled below).




3. You will now see a list of all the people in your office. Select the person whose listing you would like to edit (Circled below).


	Name ▼	Email Address	MLS ID#	Phone #
PRIMARY				
	Symbols @, -	Symbols@symbols.xxx	C18999	
	Support Access	dummy_1475244@agentdigs.com		
	Support Access	dummy_1475245@agentdigs.com		
	Georgia Admin	dummy_464994@agentdigs.com		
	Uber Admin	dummy_1545361@agentdigs.com		
	Joe Q. Agent	joeqagent@windmeretest.com		
	Agentrolecheckr Agentrolecheckr	AgentRoleCheckR@AgentRoleCh...	15282	
	Patricia Aranda	patricia.aranda@windmeret...		
	Throw Away	throwaway@xxx.xxx		

4. Select the **Action Button** (the vertical 3 dots).



Joshua Bentley


Windermere Solutions
Primary Office [view additional offices](#)



PERSONAL INFO

CONTACT INFO

MLS INFO

WEB INFO

Profile Visible Online

YES

Show in Internal Directory

YES


Include in Reports

YES


Agent

distribution groups


5. From the drop-down menu, select **View Listings** (Circled below)




Products & Permissions




Relocate to a new office




Reset account password



View listings

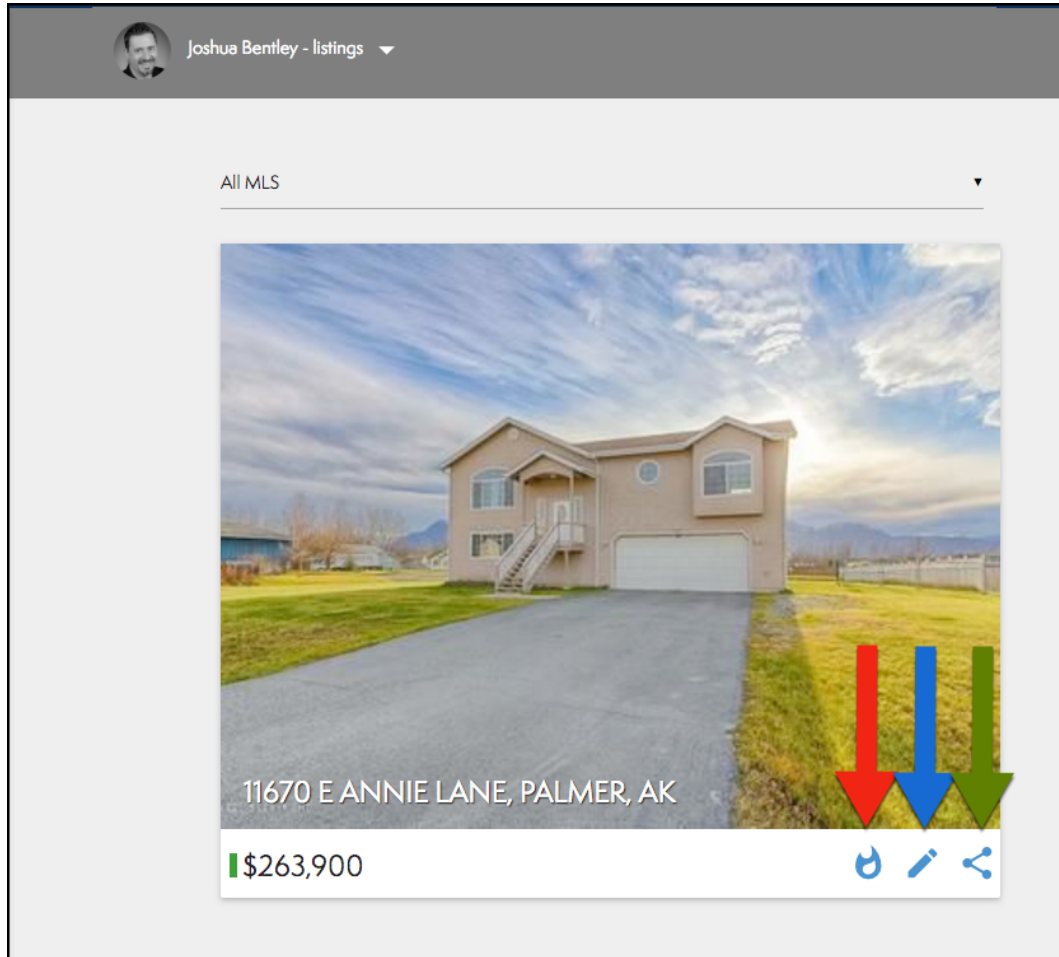


Deactivate

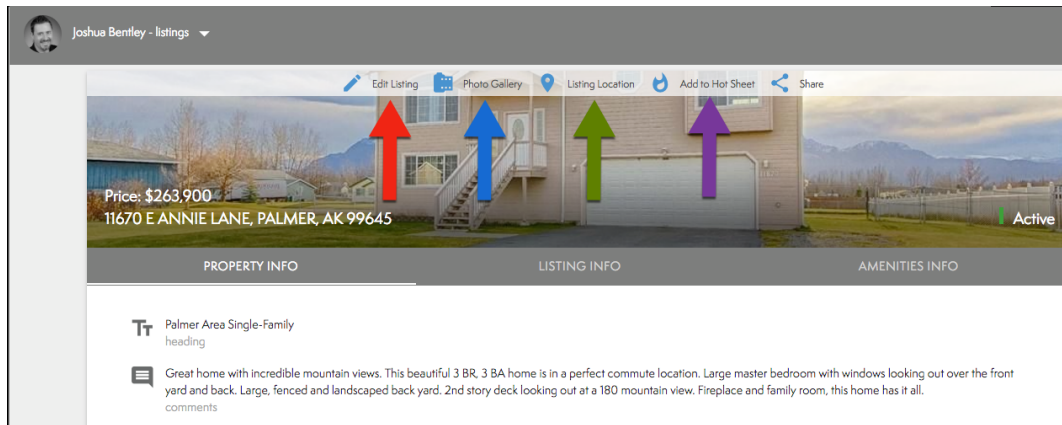


Print Profile

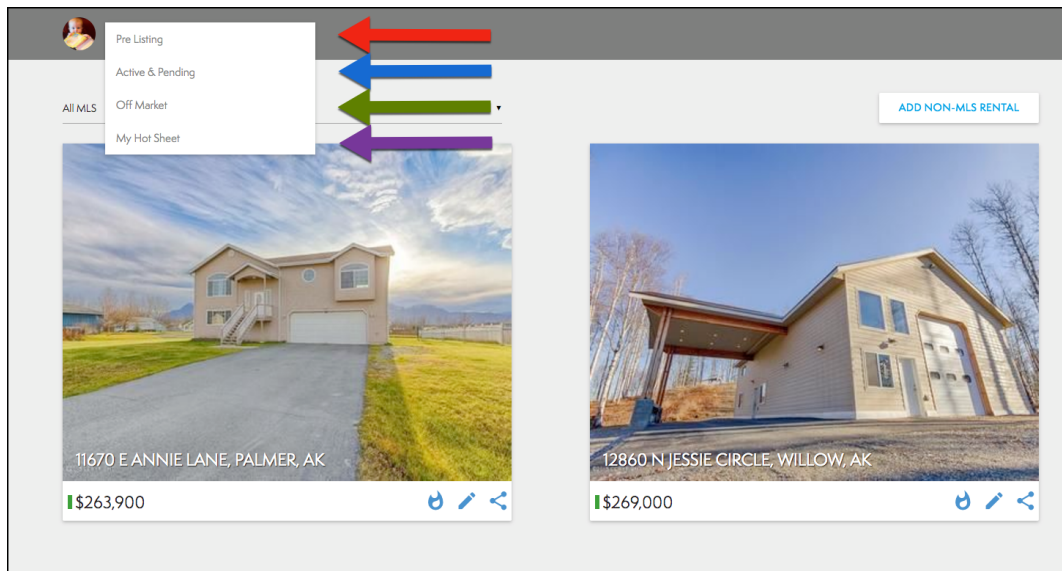
6. This will display a card view of the agent's current listings.
 - a. You can add listings to the Hot Sheets (See red arrow).
 - b. Edit the Listing (See blue arrow),
 - c. Or share the listing (See green arrow).



7. If you select the listing, you will be able to:
 - a. Edit the information of the listing (See red arrow).
 - b. Edit the Photo Gallery (See blue arrow).
 - c. Edit Listing location (See green arrow).
 - d. Add to the Hot Sheets (See purple arrow).



8. You can filter the listings by selecting the **Agent – Listings** and selecting from the drop down.
- a. Pre-Listing (See red arrow)
 - b. Active and Pending (See blue arrow)
 - c. Off Market (See green arrow)
 - d. My Hot Sheet (See purple arrow)



9. You can also filter by MLS, select the **All MLS** drop down menu and choose the correct MLS (Circled below).



All MLS

ALASKA MULTIPLE LISTING SERVICE

NAPLES



11670 E ANNIE LANE, PALMER, AK

\$263,900



ADD NON-MLS RENTAL



12860 N JESSIE CIRCLE, WILLOW, AK

\$269,000

