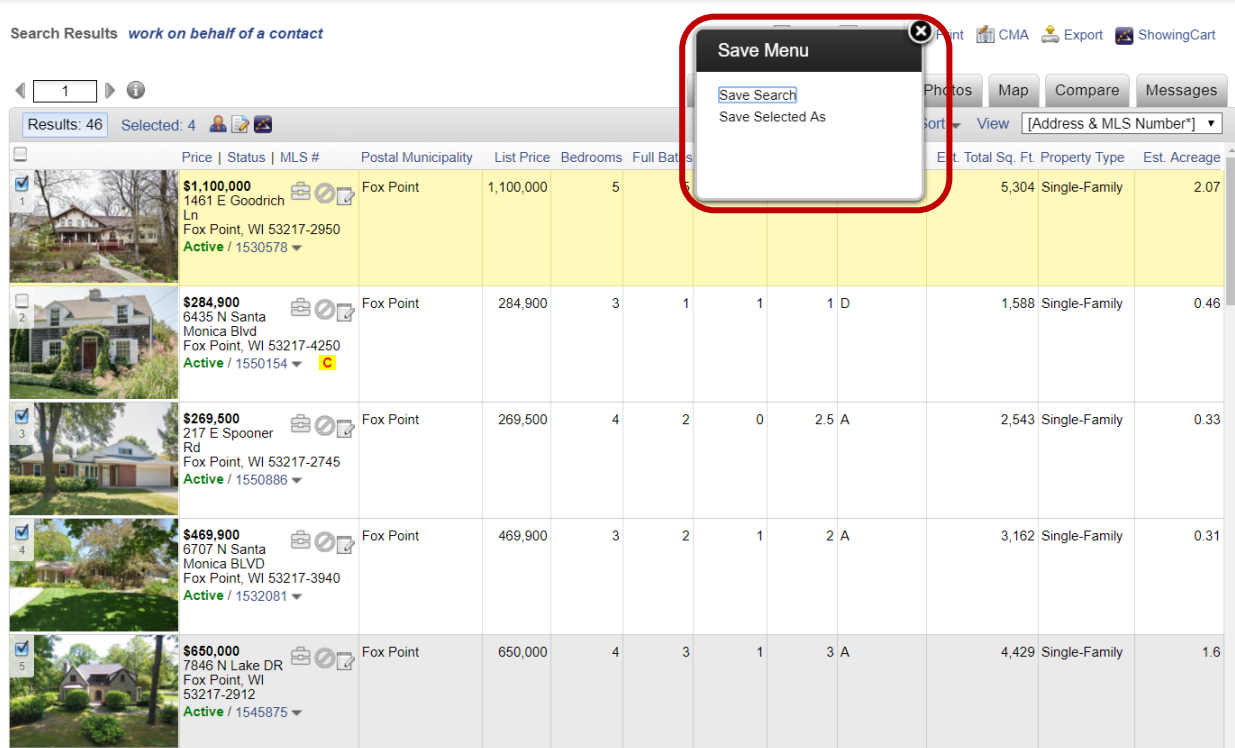


Listing Collection

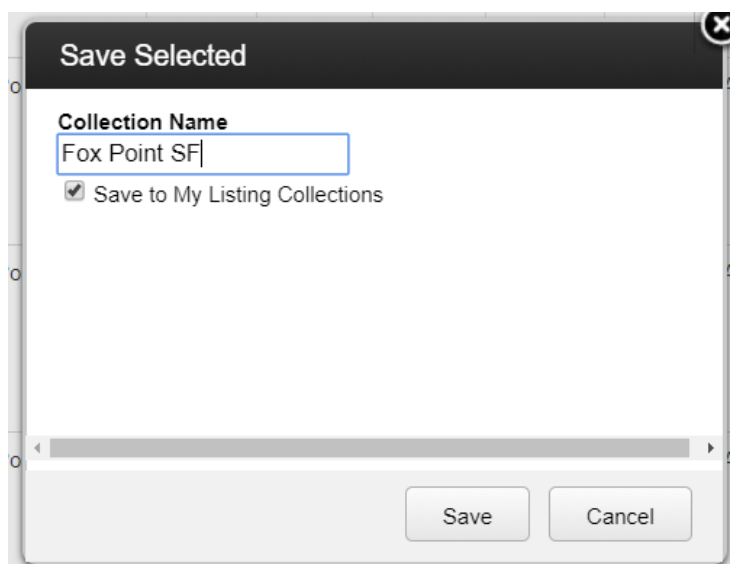
On the Search Results screen, after selecting the listings you would like to save to a collection, click the **Save** button. The Save Menu prompt will appear; click the **Save Selected As** link.



The screenshot shows a real estate search results page with a table of listings. A 'Save Menu' dialog box is open, highlighting the 'Save Selected As' option. The table contains the following data:

	Price	Status	MLS #	Postal Municipality	List Price	Bedrooms	Full Baths	Est. Total Sq. Ft.	Property Type	Est. Acreage
1	\$1,100,000	Active	1530578	Fox Point	1,100,000	5	3	5,304	Single-Family	2.07
2	\$284,900	Active	1550154	Fox Point	284,900	3	1	1,588	Single-Family	0.48
3	\$269,500	Active	1550886	Fox Point	269,500	4	2	2,543	Single-Family	0.33
4	\$469,900	Active	1532081	Fox Point	469,900	3	2	3,162	Single-Family	0.31
5	\$650,000	Active	1545875	Fox Point	650,000	4	3	4,429	Single-Family	1.6

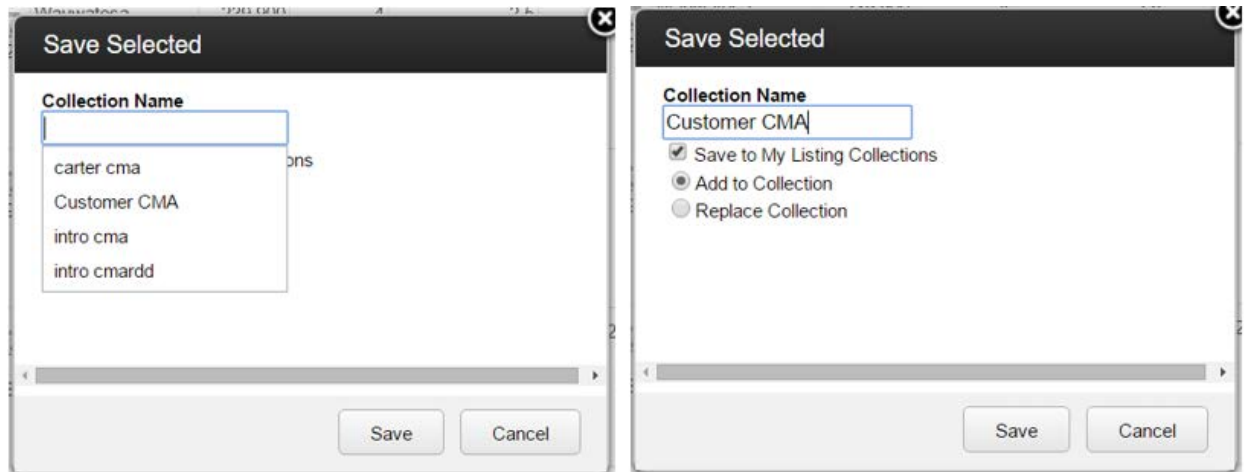
Clicking this option will display a new prompt which will allow you to enter a name for a new collection; after typing the name of your new collection in the Collection Name field, click the **Save** button.



The 'Save Selected' dialog box is shown with the following fields and options:

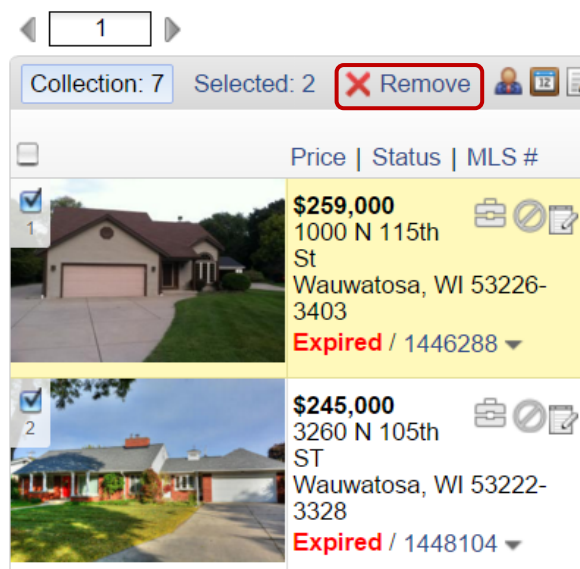
- Collection Name:** Fox Point SF
- Save to My Listing Collections
- Buttons:** Save, Cancel

To update an existing Listing Collection, click inside the Collection Name field to display a list of previously saved Listing Collections. Select the saved collection that you would like to save your new listing(s) to. Two options will appear; the Add to Collection option will add your new listing(s) into the collection along with the other previously saved listings. The Replace Collection option will replace the collection entirely, getting rid of the listings previously saved to that collection and replacing them with the new ones. After making your selection, click the **Save** button.



How to Remove Listings from a Saved Listing Collection

In the Main Menu tree under Search, click Listing Collection. Select the collection in the list you would like to edit and then click the '**View contents of this collection**' link. On the Search Results screen, select the listing(s) you would like to remove, and then click the '**xRemove**' link. You will receive a prompt asking are you sure; click the **OK** button. You will see a confirmation the listing was removed from the collection.



To remove a specific list number from multiple collections, on the Search Results screen, select the listing(s) you would like to remove, and then click the '**xRemove**' link. In the 'Remove From Collection' pop-up, click on the name of the collection you are currently editing – in this example, it's 'Tosa SF'. If that list number is saved in any of your other Listing Collections, it will present you with a list displaying those collections. Select the collections from which you wish to remove that list number and click **OK**.

