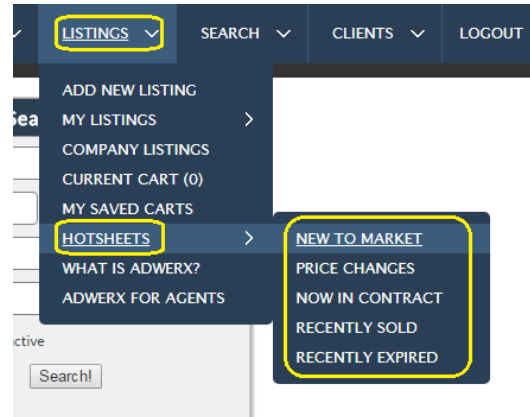# Adding Listings to a Cart

Step 1(a):
Conduct your search for your client or customer. (Please see Searching tutorials for more information)


Step 1(b):
Listings can also be retrieved by viewing the newest listings through the 'Hotsheets' page, found under the 'Listings' tab. (Please review the 'Hotsheets' tutorial for more information)


Adding an Individual Listing: When viewing individual listings, you can add that property to a cart by clicking the "Add to…" button (found under the "Overview' tab at the top of a listing). You can add the listing to your current cart, or to one you've previously saved. If you click "Add to Saved Cart," a pop up window will appear, allowing you to select the correct cart.
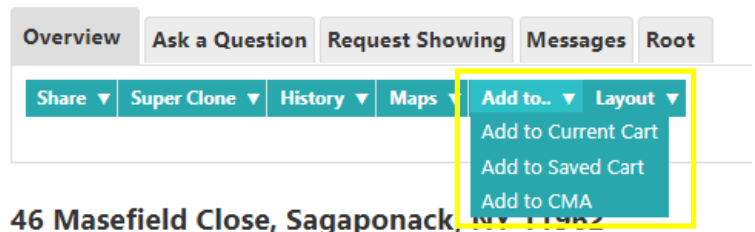
From Search Results Page: When viewing your search results, each listing will have a checkbox or a cart icon next to it. By clicking either the checkbox or the cart, the corresponding property will be added to your default cart, found on your Side Bar menu.
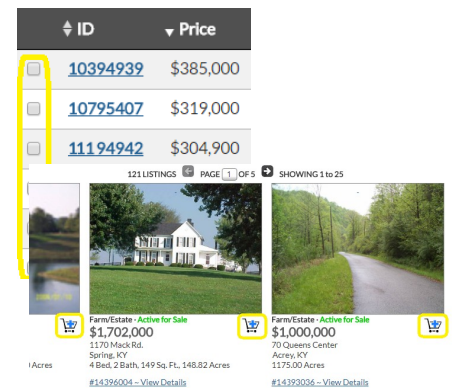
Saving Default Cart: You can save your current default cart, by viewing the cart from your Sidebar Menu and selecting "Save to Cart." A pop-up box will give you the opportunity to save the listings to an existing cart or by assigning them to a new one.
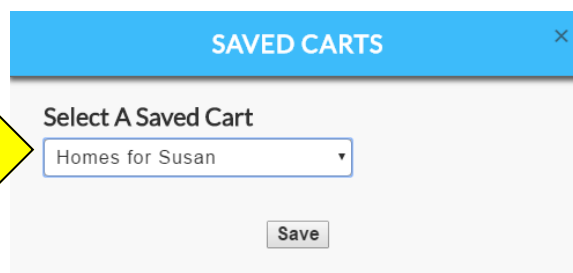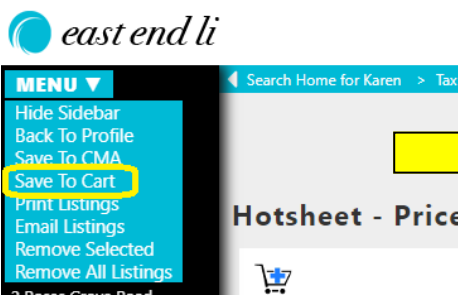
Need help creating a Listing Cart? Follow along with the Creating a Listing Cart tutorial.