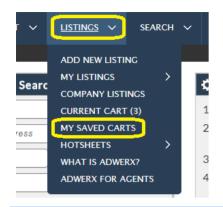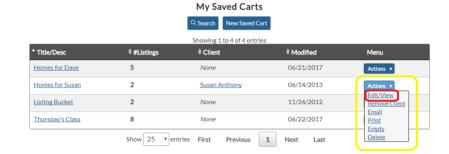![east end li logo]

Modifying
Listing Carts

Step 1:
Saved Listing Carts can be found under the 'My Saved Carts' option under the 'Listing' Drop down.

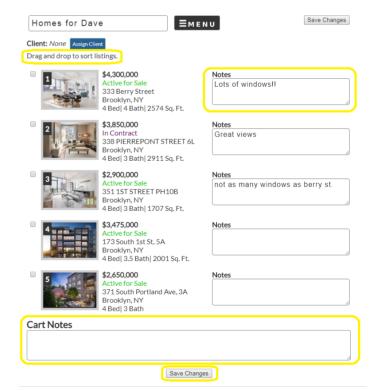***For additional help on using Carts, please follow along with the Add Listings to Carts Tutorial.***

Step 2: Select the cart you wish to modify by clicking 'Edit / View' from the Actions dropdown, found to the right of the cart.

My Saved Carts

▲ Title/Desc	⇕ #Listings	⇕ Client	⇕ Modified	Menu
Homes for Dave	5	None	06/21/2017	Actions ▼
Homes for Susan	2	Susan Anthony	06/14/2013	Actions ▼
Listing Bucket	2	None	11/26/2012	
Thursday's Class	8	None	06/22/2017	

Actions menu: Edit/View, Remove Client, Email, Print, Empty, Delete

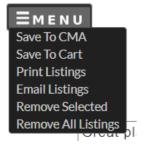Show 25 entries   First   Previous   1   Next   Last

Step 3: To change the order in which the listings appear, click and drag the listings into an order of your liking.

To reorder: click on a listing's photo, then drag it to a new position on the list. Once you've made your changes, be sure to click the 'Save Changes' button.

Homes for Dave   ☰MENU   Save Changes

Client: *None* Assign Client

Drag and drop to sort listings.

1 — $4,300,000 Active for Sale 333 Berry Street Brooklyn, NY 4 Bed| 4 Bath| 2574 Sq. Ft. — Notes: Lots of windows!!

2 — $3,850,000 In Contract 338 PIERREPONT STREET 6L Brooklyn, NY 4 Bed| 3 Bath| 2911 Sq. Ft. — Notes: Great views

3 — $2,900,000 Active for Sale 351 1ST STREET PH10B Brooklyn, NY 4 Bed| 3 Bath| 1707 Sq. Ft. — Notes: not as many windows as berry st.

4 — $3,475,000 Active for Sale 173 South 1st St, 5A Brooklyn, NY 4 Bed| 3.5 Bath| 2001 Sq. Ft. — Notes:

5 — $2,650,000 Active for Sale 371 South Portland Ave, 3A Brooklyn, NY 4 Bed| 3 Bath — Notes:

Cart Notes

Save Changes

Step 4: You can add your own custom notes to each listing in the notes section, as well as leave a general note for each cart. Simply type what you'd like in each text box and hit the 'Save Changes' button. Your saved notes will appear with the listings if you share the cart with a client.

☰MENU
Save To CMA
Save To Cart
Print Listings
Email Listings
Remove Selected
Remove All Listings

Step 5: The Menu at the top of your Cart will allow you to convert your Cart into a CMA, Print it, or Email it to your customer (with your notes included). Don't want to share a specific property? You can remove selected listings by using the check boxes found next to each listing photo. You can also empty the cart entirely, using the 'Remove All Listings' option.

Need help creating a Listing Cart? Follow along with the Creating a Cart tutorial for more help.