



Property lists are a great way to showcase your listings, your sales, and many other curated property lists.

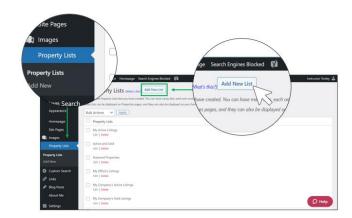
You can display your property lists on your homepage. Or you can present them on a separate Properties Page.

## 1. Create a Property Lists

From Admin Tools, Select Property Lists in the Admin Navigation.

Select Add New List button.

This brings you to the Property List Editor Screen.



| Help Enter Titl              | e Here   |
|------------------------------|--|
| Page Settings (M             |  |
| Appearance                   | My Sold Listings*  |
| Homepage                     | My Most Recently Rented Listings   |
| Site Pages                   | My Office's Active Listings  biclude Pending   |
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|                              | All properties shown below can be hidden. Only properties that are manually-added can be deleted.  |
|                              |  |

Enter a name for your list.

Select from the **Property List Feeds**, which are the types of properties you would like shown on your list.

You can add listings manually by MLS number.

You can also create lists using combinations of Property List Feeds and manual lists.

As you select property feeds, note how the **Visible Properties** section updates.

Under Visible Properties, you can hide or show any listings. You can also drag and drop listings to change their orders.

When you done, select the **Publish** button and it will save the property list you created.

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## 2. Display Property Lists on Homepage



Select on **Homepage** in the Admin Navigation. This brings you to the homepage screen editor.

Scroll down to Featured Properties Module.

Enter a title for your Featured Properties Module.

Select the Property Listings to display.

Choose the number of properties to display.

Click the **Publish** button. The Featured Properties Module will display on your home page in a carousel.

|                  | F         | Reset to Default    |        |           |                     |
|------------------|-----------|---------------------|--------|-----------|---------------------|
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## 3. Display a Properties Page

From the Admin Tools, hover on **Site Pages** and select **Add New**.

The Add New pop-up box shows up.

Select **Properties Page** from the drop-down menu and select **Submit**.

This brings you to Properties Page editor.

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Fill in a title for your properties page.

From the dropdown menu, select the listings you want to display on the page.

Click Publish button.

You have displayed a properties page on your website.