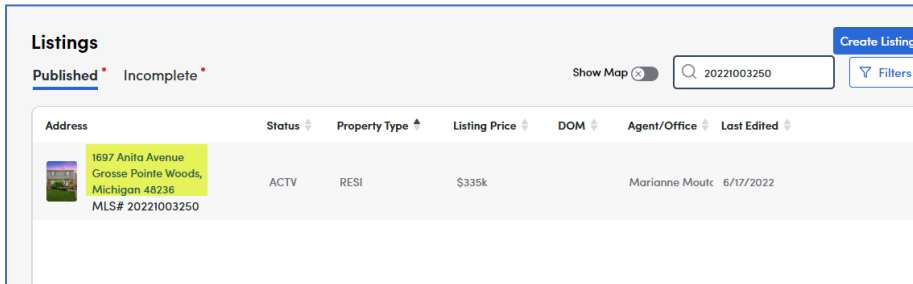


Adding an Open House to Your Listing in Add/Edit

Adding an open house to your listing is very much like making a change to your listing.

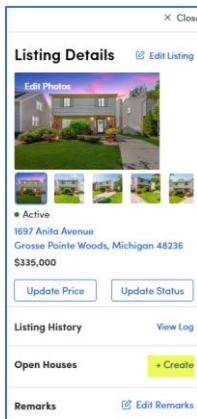
1. Find the listing in Add/Edit using the Search or in the list that displays on your Add/Edit dashboard.
2. Click on the address.



The screenshot shows a 'Listings' dashboard with a table of listings. The table has columns for Address, Status, Property Type, Listing Price, DOM, Agent/Office, and Last Edited. A single listing is visible with the following details:

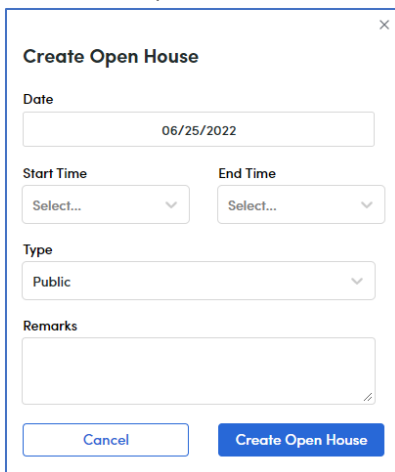
Address	Status	Property Type	Listing Price	DOM	Agent/Office	Last Edited
1697 Anita Avenue Grosse Pointe Woods, Michigan 48236 MLS# 20221003250	ACTV	RESI	\$335k		Marianne Moutc	6/17/2022

3. When the change panel display to the right, click the Create link next to Open Houses.



The screenshot shows the 'Listing Details' panel for the listing. It includes a photo gallery, listing status (Active), address, price (\$335,000), and buttons for 'Update Price' and 'Update Status'. The 'Open Houses' section has a '+ Create' button.

4. Select the date from the calendar and enter the other information about the open house. Click the Create Open House button when finished.



The screenshot shows the 'Create Open House' form with the following fields:

- Date: 06/25/2022
- Start Time: Select...
- End Time: Select...
- Type: Public
- Remarks: (empty text area)
- Buttons: Cancel, Create Open House

If you need to remove an open house, needs to be done while the listing is in active status.

Please contact Realcomp's Customer Care at (866) 553-3430 or support@realcomp.com if you have questions.