

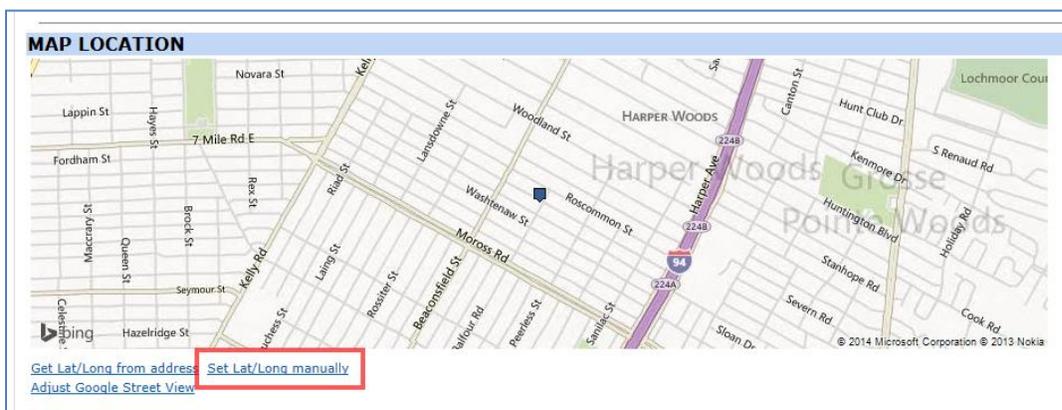


## Correcting the Map Location on your Listing

Sometimes when the system automatically maps your property, it doesn't map it exactly right. This may be because the listing is vacant land and doesn't have an exact house number yet, it may be that the property is new construction and the area isn't fully updated with the mapping systems, or it may be something else. Any listing that you have that doesn't map correctly upon entry can be corrected by you. It can be corrected at the time of entry or as a change later.

### Correcting the map when entering a listing

When you are entering a new listing through RCO3's Input, the map is given to you to verify on the 4<sup>th</sup> page of the listing entry form. If the map is not correct, click the link to "Set Lat/Long manually".



When the new map window comes up, drag the pin to the correct location. If you need to move it farther away that what you see on the map, you may need to zoom out or pan the map sideways to find the correct location. Once you have placed the pin in the correct location, click "Done" in the lower right side of the pop-up window. When you have completed the listing, click "Submit listing" and the listing will be live in the MLS with the correct map location.

### Correcting a map after a listing has been entered into the RCO3®

If you find that a map is incorrect after a listing has been saved, you can still go in and correct it. Go to the Input tab and select the listing or enter the MLS number as though you were going to make any other change. Select "Update Map" from the change options. Click "Set Lat/Long Manually and follow the steps given above to edit and save the changes.

Please contact Realcomp's Customer Care department for any additional assistance at (866) 553-3430.

