REALM

Tips & Tricks

How to Save Multiple Listings to a List

A great way to organize properties that are of interest is to save them to a list.

To save multiple properties (maximum 200) to a list from the search results window on your mobile device:

- 1. Select the **share button** records results.
- 2. Select + Add to List from the drop down.
- 3. Select a client or team from the add listings too window.



- 4. Select **New List** if no lists have been created for this client.
- 5. Enter the **List Name** and then select **Add**.





OR If you would like to select one or multiple properties to add to a list from the search results page:

- 6. Place a **check** in the box on the listing results page for each desired property.
- 7. Select the **share button** results on the right of the listing results.
- 8. Select + Add to List from the drop down.
- 9. Select a client from the list.
- 10. Select a List Name or New List if needed.





To save multiple properties to a list from the search results window on your computer:

- 1. Select the **share button** records results on the right of the listings results.
- 2. Select + Add to List from the drop down.



3. Select a client from the list.





4. Select **New List** if no lists have been created for this client.

Add 😢 Listings to Jason Buyer's List				
No Lists yet				
Cancel Back New List.				

- 5. Enter the **List Name**.
- 6. Select Add.

Add 121 Listings to	o Jaso	on Buyer's New List	×
Condos in Mimico	5		6
		Cancel Back	Add

OR If you would like to select one or multiple properties to add to a list from the search results page:

- 7. Place a **check** in the box on the listing results page for each desired property.
- 8. Select the **share button** and the right of the listing results.
- 9. Select + Add to List from the drop down.



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- 10. Select a client from the list.
- 11. Enter the **List Name**.
- 12. Select Add.

If you have any questions, please contact us at <u>Help@REALMmlp.ca</u>

