



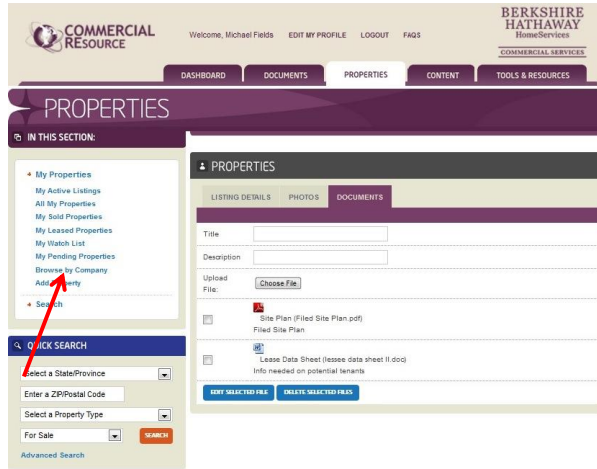
Edit Listing For Another Person

- **Company Administrator:** You can "Enter" or "Edit" a listing for anyone in your company.
- **Branch Administrator:** You can "Enter" or "Edit" a listing for anyone in your branch.
- From any screen, click on the "Properties" Tab



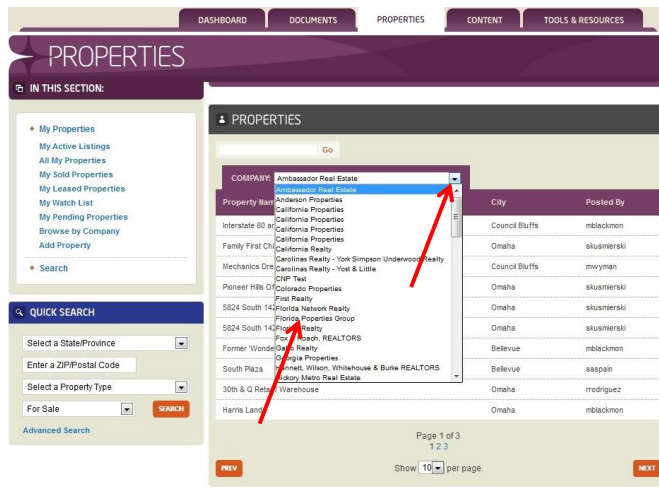
Find the Listing To Be Edited

- There are many different ways to locate a particular listing that isn't yours.
- **Browse By Company**
 - Use this method if your Company does not have very many listings.
 - Click on "Browse By Company"



Browse By Company

- Use the dropdown menu to find your Company and click on it.
- You can only edit your own Company's listings.



Your Company Listings

- Scroll through the list of properties until you find the one you need to edit.
 - Click on it to open the Property Details
 - Edit the listing as necessary.
- Be sure to save your work.

The screenshot shows the 'PROPERTIES' section of the ORION Commercial Services, LLC dashboard. At the top, there are navigation tabs for DASHBOARD, DOCUMENTS, PROPERTIES, CONTENT, and TOOLS & RESOURCES. Below these is a search bar and a dropdown menu for 'COMPANY: Prudential Commercial Real Estate - FL'. The main area displays a table of properties with columns for Property Name, City, and Posted By. A red arrow points to the 'Class' column of the 'Trinity Office Space - Site 102' listing.

Property Name	City	Posted By
Ulta Drive & New York Avenue	Hudson	jarbonelli
SR 52 Office Lots	Hudson	rdyer
New Port Richey Financial Center	New Port Richey	mshaw
Plathe Rd.	New Port Richey	jarbonelli
Northridge Estates	Spring Hill	jarbonelli
Class Trinity Office Space - Site 102	Trinity	mshaw
6.55 Acres State Road 54	Odessa	rdyer
SR 54 Mixed Use Development Site	Odessa	rdyer
Ark Village East	Largo	srupp
New Port Richey Retail Shopping Center	New Port Richey	mshaw
Suncoast Parkway Development Site	Spring Hill	rdyer
6.98+- Acres, C2/NF2, US Hwy 19, Hudson, FL	Hudson	jarbonelli
Two Rivers Business Park Bradenton	Bradenton	rsercu
Summer Lakes Professional Centre - Lease	New Port Richey	mwflelds
Trinity Corporate Center	Trinity	dmitchel
Trinity Corporate Center	Trinity	dmitchel



Too Many Listings!

- Here's an easier way to find a listing you need to edit.
- Clicking on the "Properties" Tab

The screenshot shows the ORION Commercial Services, LLC dashboard with the 'PROPERTIES' tab selected in the top navigation bar. A red arrow points to this tab. The dashboard includes a 'DASHBOARD' header, a 'QUICK SEARCH' section, and several data visualization charts like 'CLOSED & PENDING TRANSACTIONS' and 'ACTIVE ASSIGNMENTS'. On the right side, there are sections for 'WATCH LIST', 'FAVORITE DOCUMENTS', and 'BIRTHDAYS & ANNIVERSARIES'. At the bottom, there are 'REAL ESTATE NEWS' and 'UPCOMING EXPIRATIONS' sections.



Find the Listing To Be Edited

- Click on "More Options" to open new Search Fields
- You can now search by Address or Agent Name to easily find the property you need to edit.
- The easiest way to find the desired property is to enter the address – or even a partial address will do.
- In this case, let's say we're looking for

Summer Lakes Professional Centre
4441 Rowan Rd.
New Port Richey, FL

- All we have to do is enter a partial address
- And then click "Search"

SEARCHES

ADVANCED SEARCH ADD NEW PROPERTY TEST A PROPERTY

Location
 Enter ZIP/Postal Code
 In this ZIP/Postal Code
 Any State/Province

Offering
 All Properties
 For Sale
 For Lease

Property Type
 Select Property Type
 Any Subtype

Company
 Any Company
 Any Office

Group
 BHS

More Options SEARCH

MORE OPTIONS
 Address: 4441
 USA: Any
 Agent Name
 Building Size
 Lot Size
 Year Built
 Key Features
 Expired properties

Saved Searches
 Load or Delete: None LOAD DELETE

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Search Results List

- This type of search will display any and all properties with "4441" in their address.
- In this case, we have found two such properties.
- Simply click on the one you need to edit to display the "property Details" page when you can then make your changes and/or additions.

SEARCHES

Map Satellite Terrain

Zoom Out

POWERED BY Google

Filter SUMMARY DETAILED Sort Results: Property Name Ascending

SUMMER LAKES OFFICES & DEVELOPMENT SITE
 New Port Richey, FL 34653
 Summer Lakes Professional Centre is a Site Plan Approved, 5 acre, fully engineered development site at the NW corner of Rowan...

Asking Price: \$6,600,000.00
 Square Footage (GSF): 20,000.00
 Property Type: Office, Office Condo

SUMMER LAKES PROFESSIONAL CENTRE - LEASE
 New Port Richey, FL 34653
 Class "A" single story, suburban office condominiums for lease. Lease from 1,500 to 10,000 sf with 5/1000 parking, generou...

Price/SF/Year: \$14.50
 Square Footage (GSF): 40,000.00
 Property Type: Office, Office Condo

PREV Show 5 per page. NEXT

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Edit Your Listing

- Now that you've found the property you want to Edit:
- From the "Details" screen, Click on "Edit" and make any additions or corrections you'd like.
- If you haven't watched the "Add A New Listing" Training, please see that module for details about correctly entering information in the property fields.

The screenshot shows the 'PROPERTIES' page for a listing. At the top right, there are buttons for 'EDIT', 'DELETE', and 'SHARE'. A red arrow points to the 'EDIT' button. The listing title is '45 Summer Lakes Professional Centre - # 4411'. Below the title, there are buttons for 'VIEW PUBLIC LISTING' and 'VIEW PRIVATE LISTING'. The 'COMMERCIAL SERVICES' section includes details such as 'GSF: 3,382.00', 'PROPERTY TYPE: Office', 'PROPERTY SUBTYPE: Office Condo', 'COMPANY: ORION Commercial Services, LLC', 'MSA: Tampa-St. Petersburg-Clearwater, FL', and 'YEAR BUILT: 2009'. There are also 'HIGHLIGHTS' and a 'Map' section.

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QUESTIONS?

- Contact your Company Administrator.
- Go to www.orioncre.com/support

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