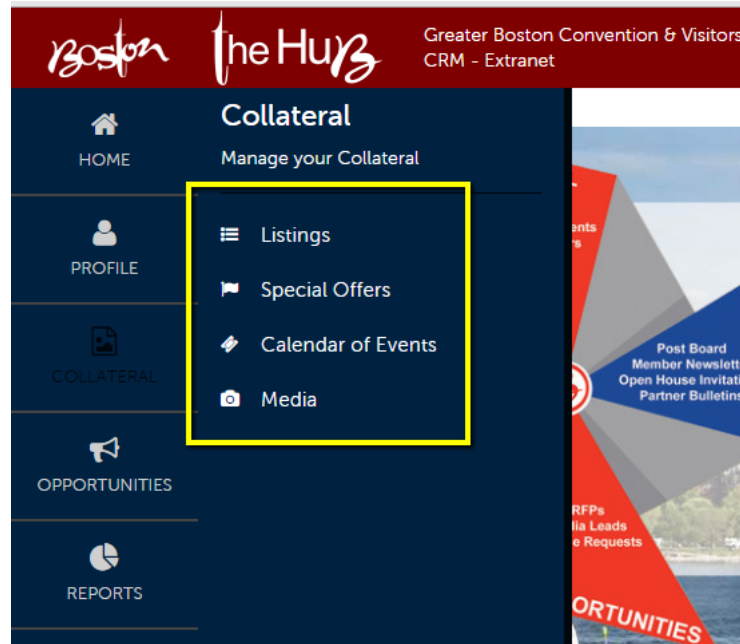


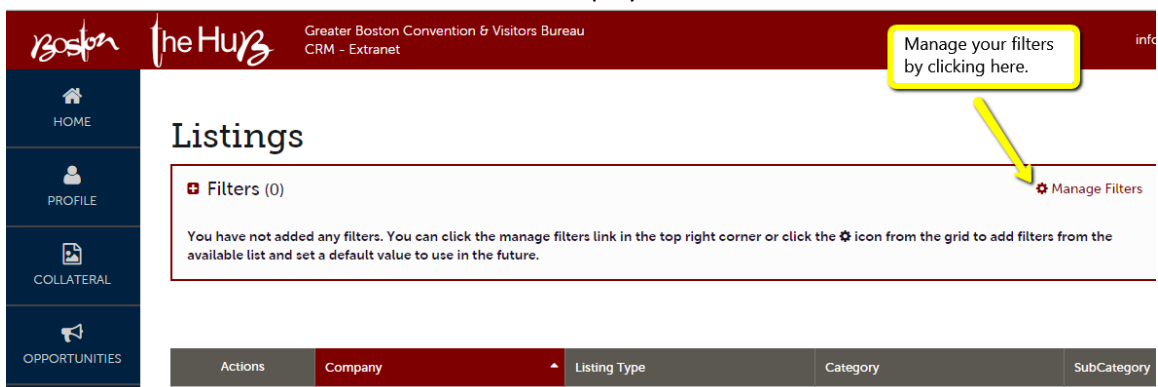


Viewing and Editing Listings on the Extranet

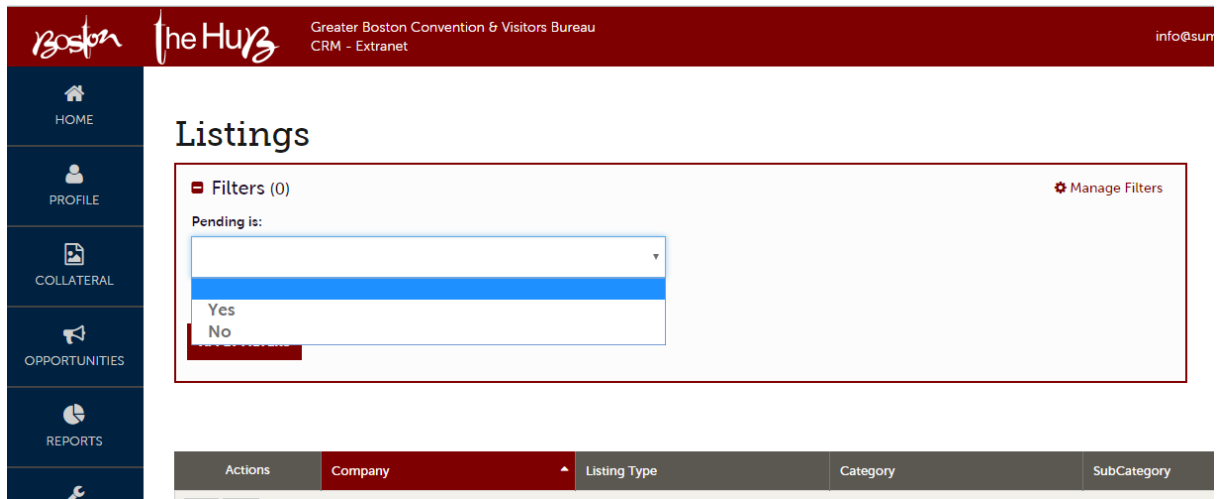
- Log in to the Boston Extranet at <https://boston.extranet.simpleviewcrm.com>
- Go to the Collateral menu and select Listings, Special Offers, Calendar of Events or Media.



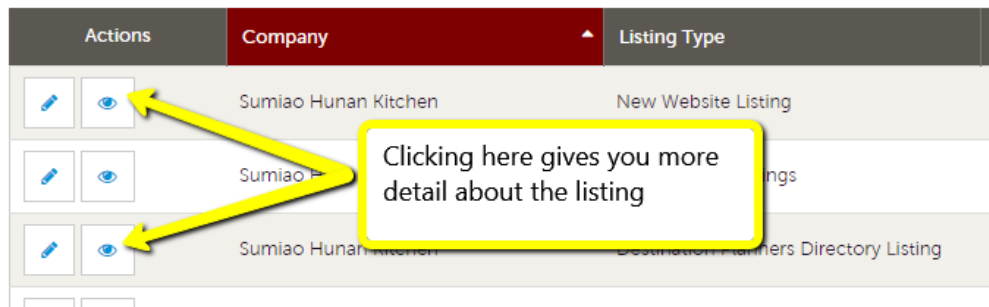
- Your Listings will show up on a page in a grid with filter options above them. You can add or remove filters and change them to find different Listings. For the grid you can sort by any column and you can also add or remove columns from the display.



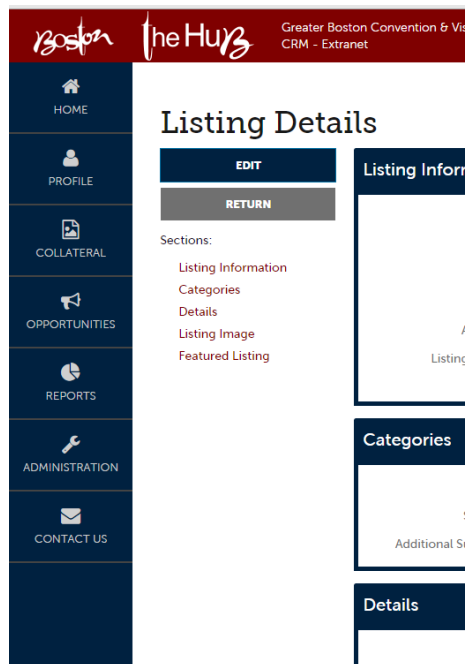
- Also, you will have some defaults set for filters, but you can change these. Remember to click 'Apply Filters' for the changes to take effect.



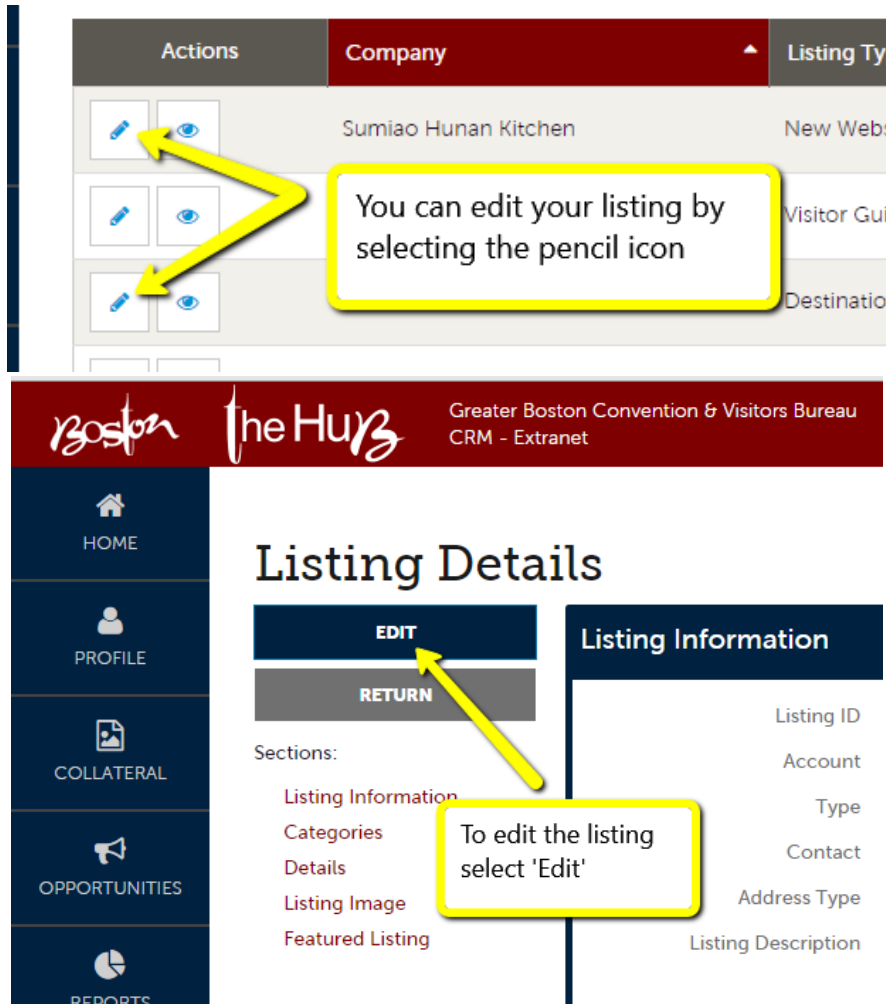
- To view the detail of the listing select the eyeball icon and it will take you to listing detail page.



- The Listing Detail page will show you all of the information about the Listing. On the left side you can toggle quickly to a section about the Listing.



- To edit the listing, you can select the pencil icon on the grid showing all listings or you can select edit from within the listing detail page



- Once you have selected edit, you are able to update listing information such as Contacts, Address, Descriptions and Media.
- You will not be able to change the Account, Listing Type, Category or SubCategory.