

# How to Edit a Property Listing

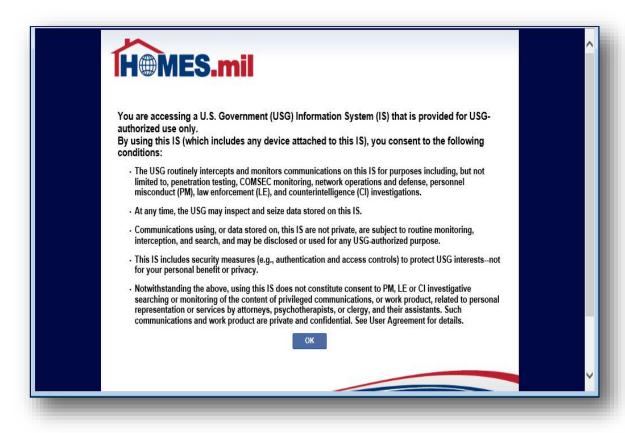


# The following are guidelines to edit a property listing in HOMES.mil.



When you first access www.HOMES.mil, you will see this disclosure page.

Read this information and then select **OK** if you agree to the disclosure and consent statements.





Enter your account Email and Password. When ready, click the **LOG** 

**IN** button.





When you log in, you will be directed to the **LANDING PAGE**.

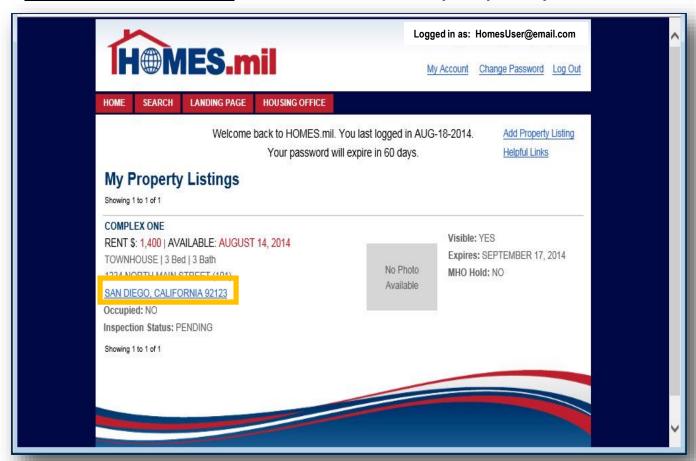
Your property listings are shown here.

This section informs you if the listing is visible to the public, when it expires, and if there is a hold on this listing.



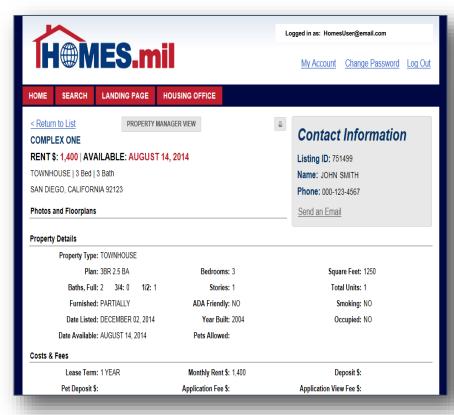


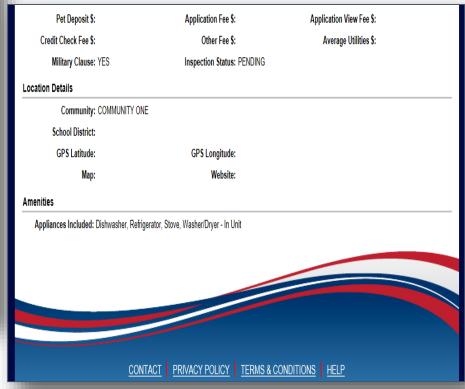
Click the **CITY, STATE, ZIP** link to view the property details.





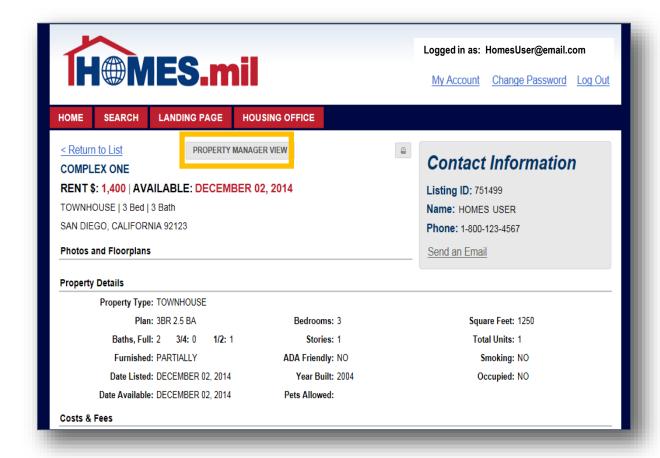
This is how your listing will appear.







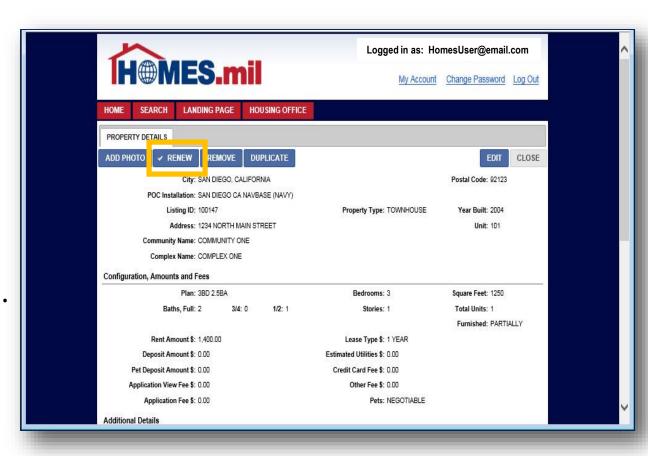
To make any changes to this listing, click PROPERTY MANAGER VIEW.





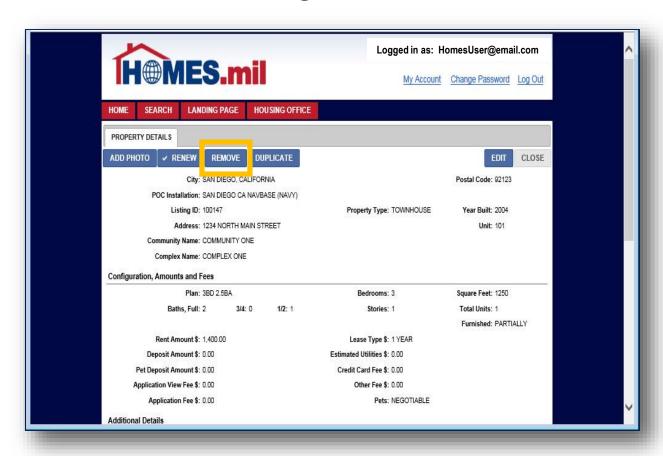
You will receive an email notification when your listing expires.

You can click the **RENEW** button to renew your listing for another 30 days.





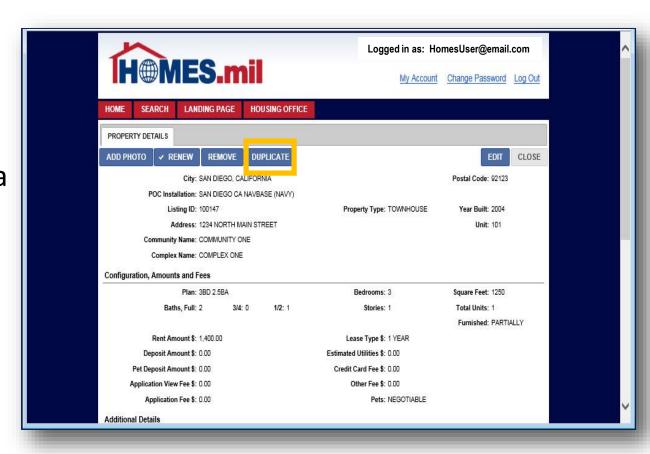
If you wish to remove this listing, click the **REMOVE** button.





To duplicate this listing, click the **DUPLICATE** button.

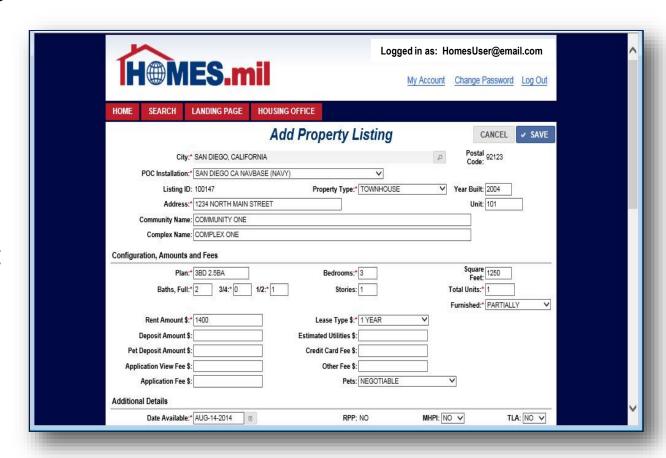
This feature allows you to quickly add a property that is similar to another listing.





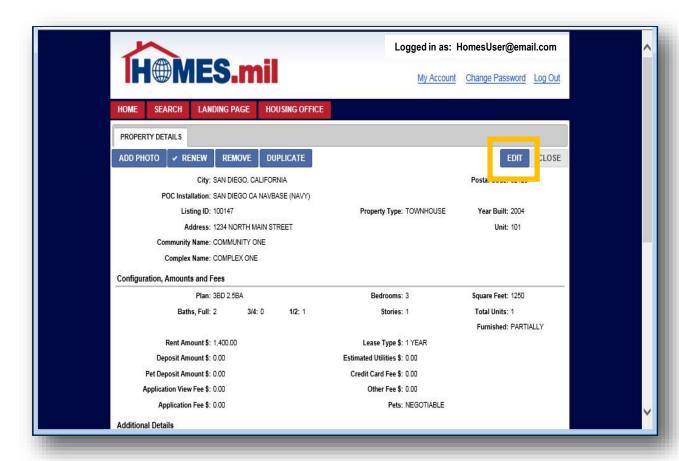
The duplicate listing cannot have the same Address, Unit and Plan.

To save as a new listing, at least one of these fields must be changed.





To make changes to this property record, click **EDIT**.

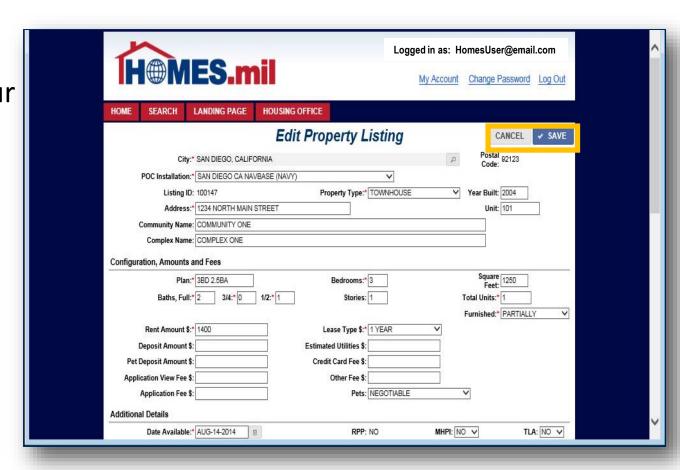




From here, you can either click

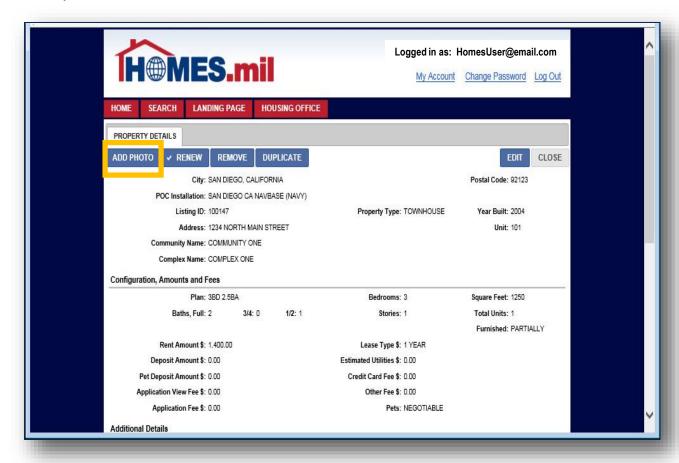
CANCEL to return without saving your changes or click

SAVE to keep the changes and return to the previous screen.



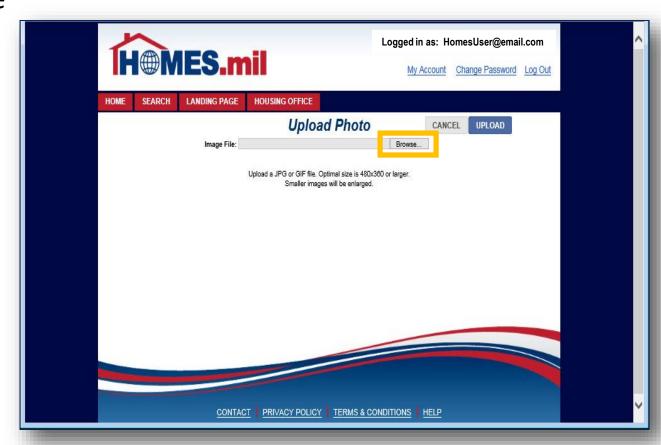


To add photos, click the **ADD PHOTO** button.





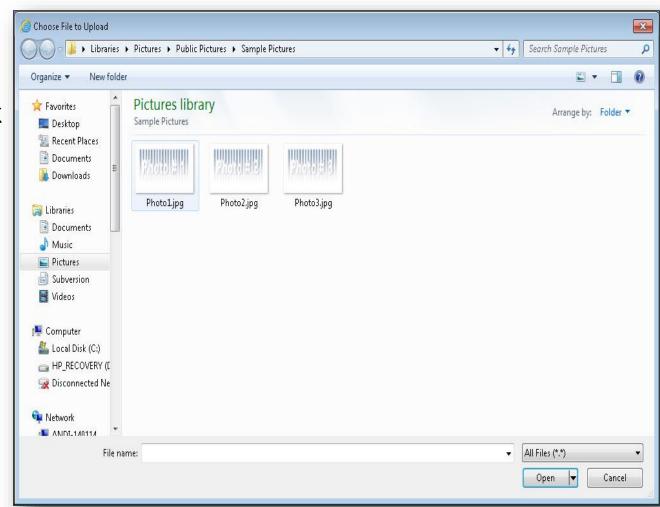
Click the **BROWSE** button to locate the property photos from your computer.





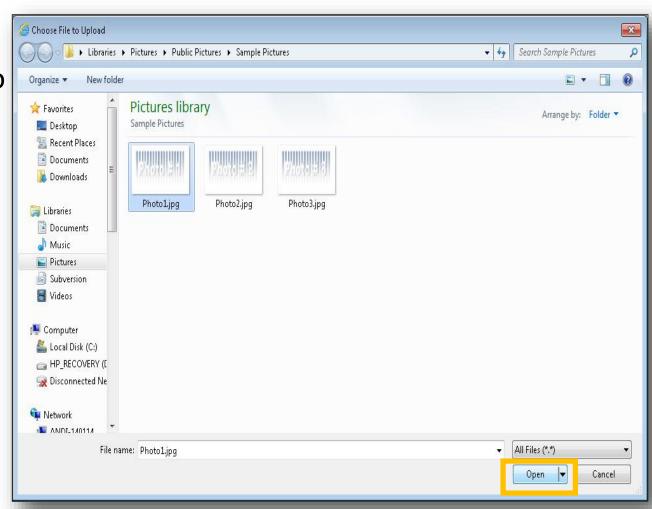
Navigate to the location of your photos, then click on a photo to select it.

Note: Select one photo at a time.





When ready, click the **OPEN** button to select this photo.





The Image File you selected will be displayed. Click the **BROWSE** button again to select a different photo or you can click the **CANCEL** button to return to the previous screen without uploading a photo.





When ready to upload this photo, click the **UPLOAD** button.

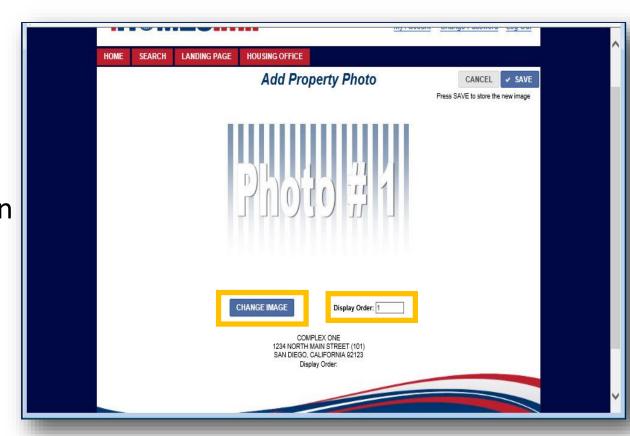




The selected photo now appears.
To select a different photo, click **CHANGE IMAGE**.

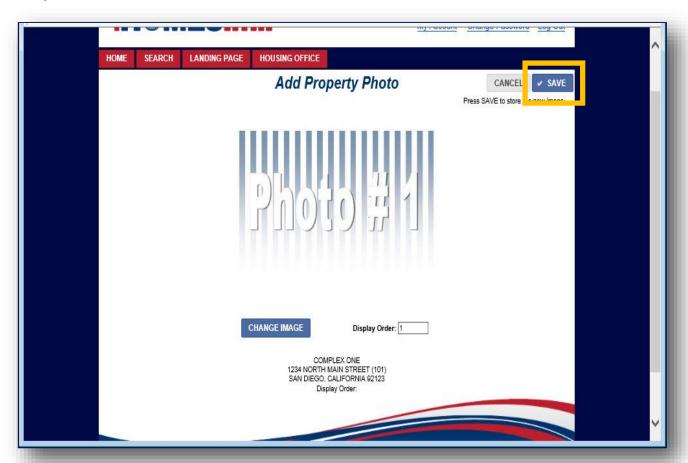
Photos are displayed in a random order.

If adding more than one photo to your property listing, you may wish to use the Display Order field.





When done, click **SAVE**.





The photos are now stored in the **PROPERTY PHOTOS** tab.

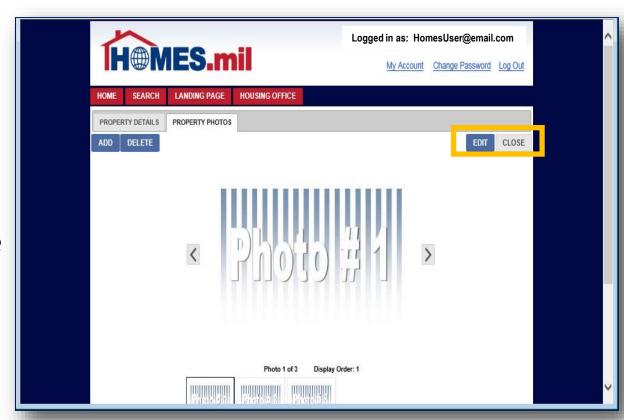
You may add additional photos by clicking the **ADD** button or delete photos by clicking the **DELETE** button.





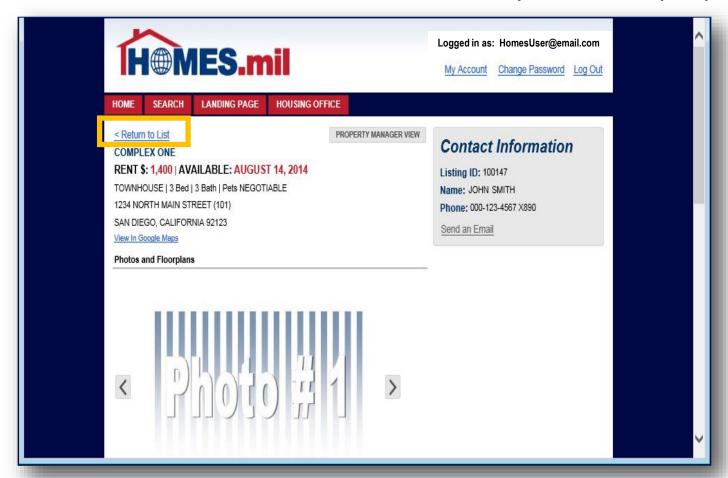
You can click the **EDIT** button to edit the Display Order or select a different photo.

When done, click the **CLOSE** button to close this record and return to your property view page.



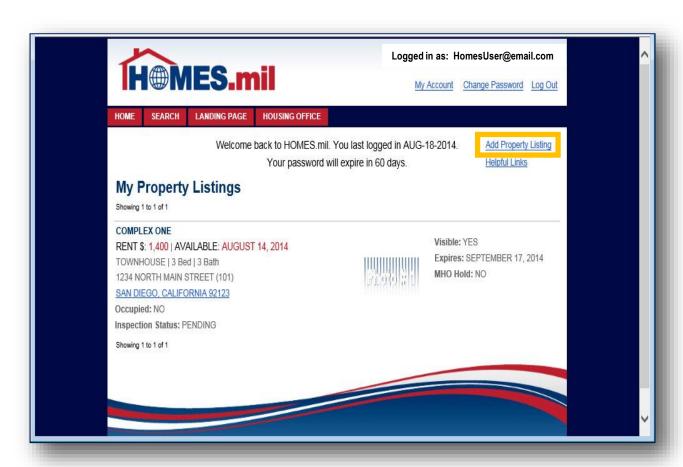


Click the **RETURN TO LIST** button to return to your list of properties.





To add more properties, click the **ADD PROPERTY LISTING** link.





When done, click the **LOG OUT** link to log out.





Close your browser window after logging out.

