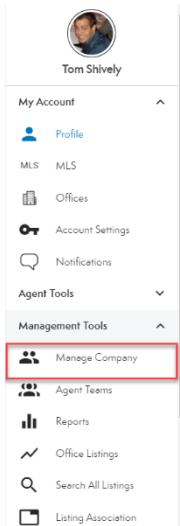


Roster Admin: Adding a Pre-Listing on Behalf of an Agent

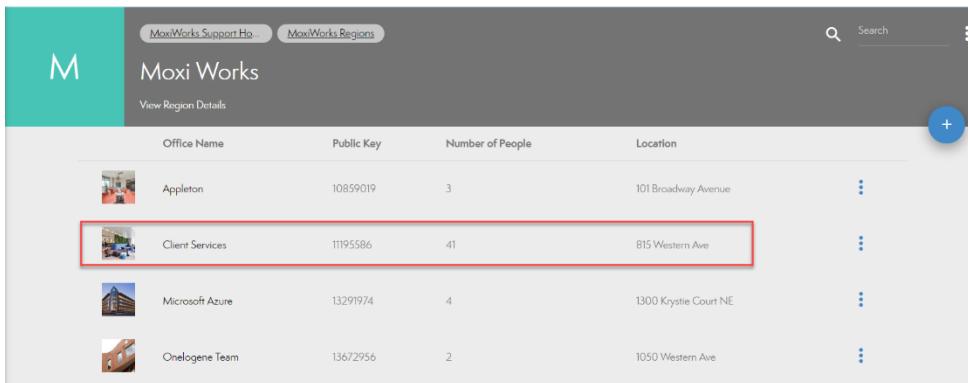
As an admin, you may need to help your agents by adding Pre-listings on their behalf. Follow the steps below to learn how to add listings to your agent's account.

Adding a Pre-Listing on Behalf of Your Agent

1. From your Roster, select **Manager Company**.



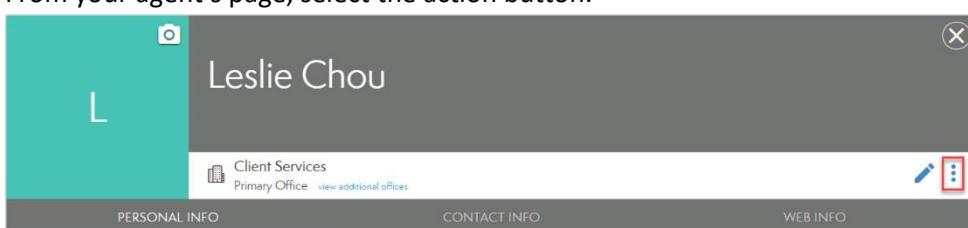
2. Select the Office your agent is associated with.



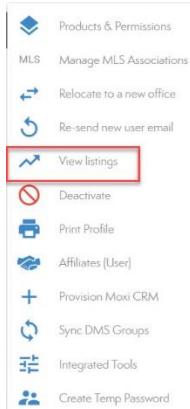
3. Find your agent from the list or use the search box in the top right hand corner of the window.



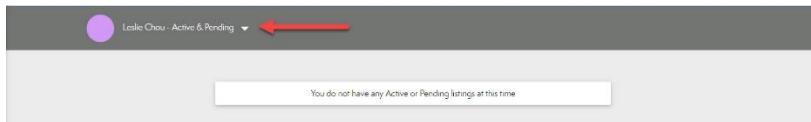
4. From your agent's page, select the action button.



5. Select **View Listings**.



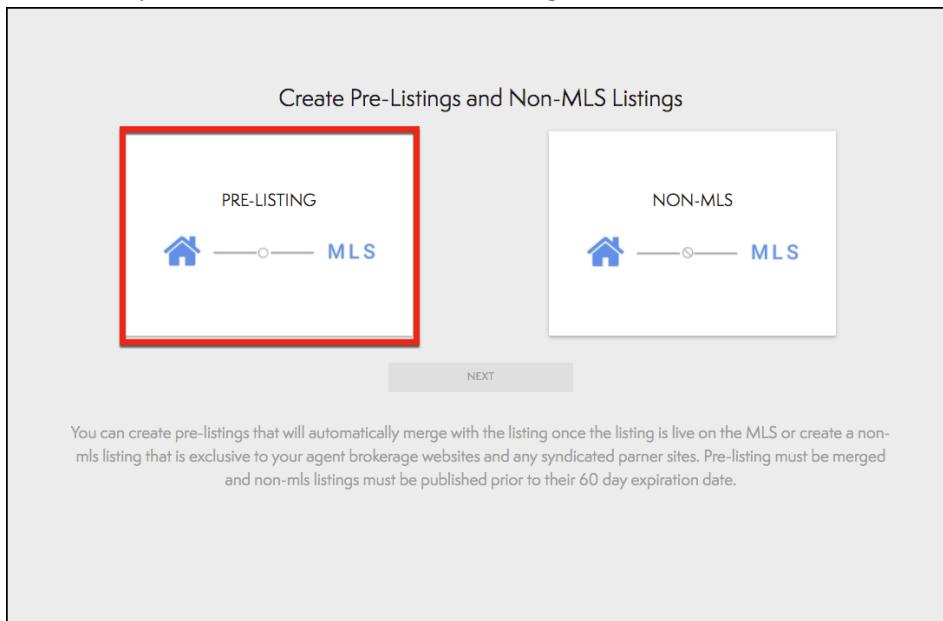
6. Select the agent's name.



7. From the drop-down menu, select Unpublished.



8. From here you will be able to add a Pre-Listing.



If you need help creating the Pre-Listing please see the “Adding a Pre-Listing” help article.