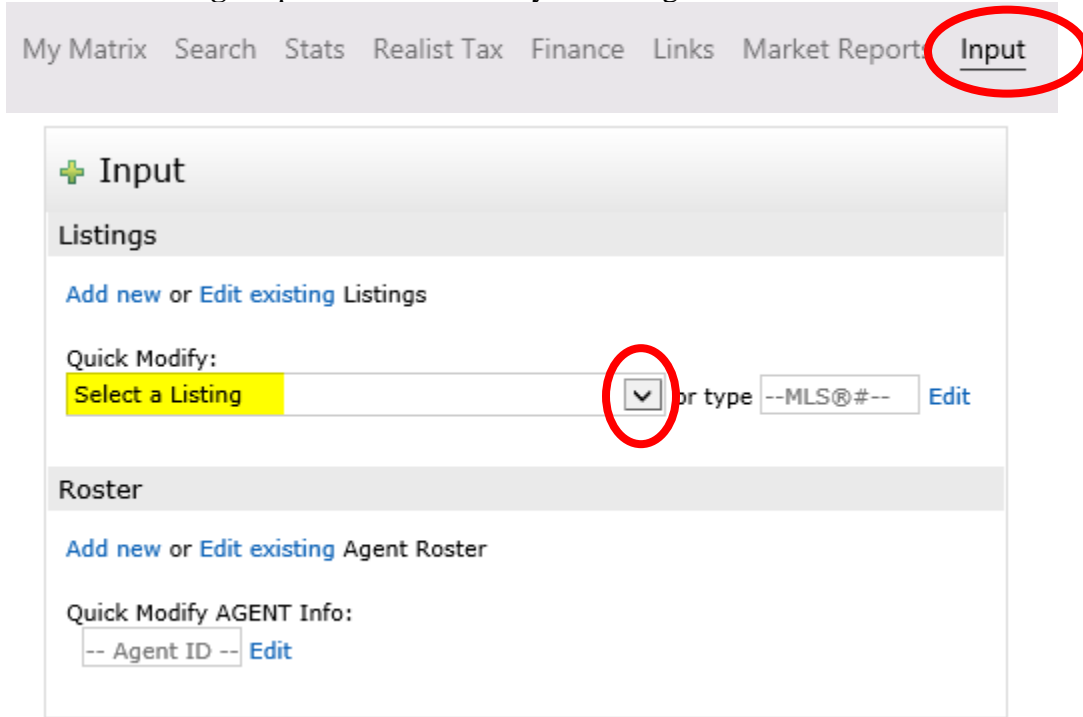


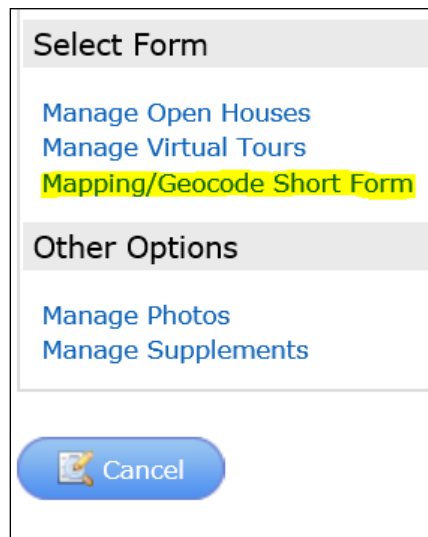
Tip Sheet: Map Pin Placement

To move the map pin on your listing, please follow these steps. This will help other agents find your property when using a map search:

1. Click the **Input** Tab.
2. Click the **Select a Listing** drop down and choose your listing.

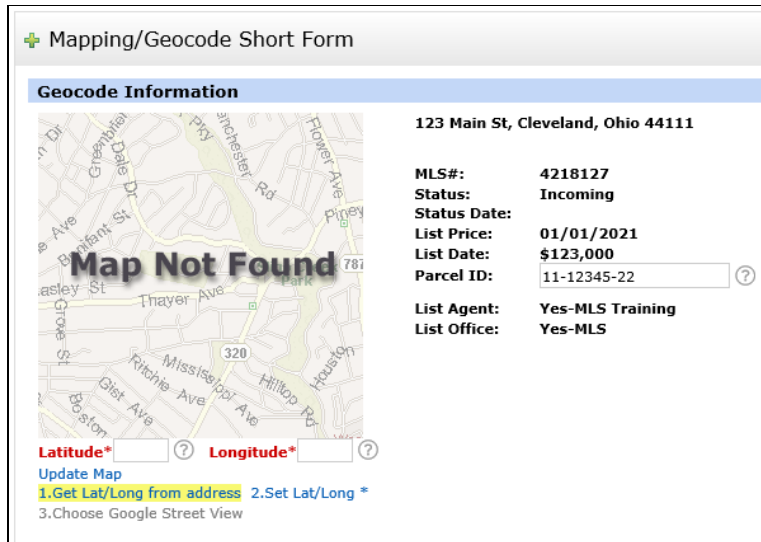


3. Once your listing is displayed, click **Mapping/Geocode Short Form** under Select Form.



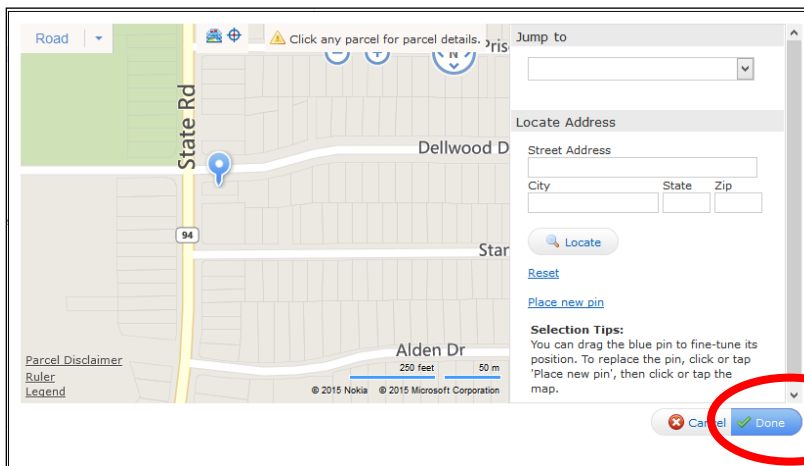
Tip Sheet: Map Pin Placement

- 4. If you know the latitude and longitude you can type them in the boxes below the map, OR click **Get Lat/Long from address** to see if the system can find it, OR click **Set Lat/Long** to manually plot the pin.



If you clicked Set Lat/Long, do the following: (otherwise, skip to step 5)

- Click the pin and drag it to the correct location, OR type a street name or address, then click **Locate** to get closer to your property location.
- You can also click **Place New Pin** to drop a new pin on the appropriate parcel.
- You may need to zoom in or out using the + or – tools at the the top right corner of the map to find the correct listing location.
- When finished, click **Done**.

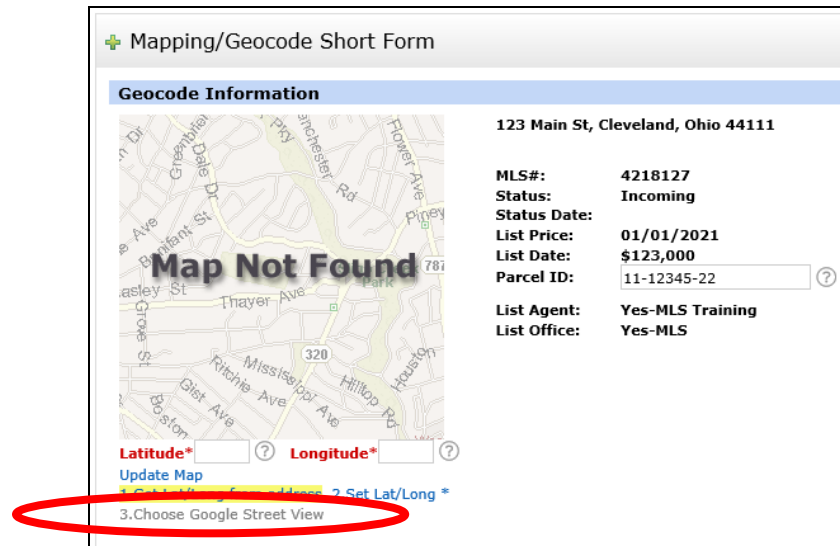


- 5. Click **Submit Listing** to save the changes.



Tip Sheet: Map Pin Placement

6. To adjust the Google Street View, Click **Choose Google Street View**.



- Click the screen and drag left, right, up or down adjust the angle.
- Click the + or – to zoom in closer our out further away from the house.
- Click on another location to reposition the starting viewpoint (mouse turns into a circle with an arrow).
- Click the arrows on the road to move in either direction on the road.

7. Click **OK** then **Save** when done.