



PHASE 2: ACCESSING YOUR NEW DASHBOARD AND NEW PROFILE TOOLS

In this guide we will be reviewing your new dashboard and your new profile tools

ACCESSING CATYLIST

To get into the Catylist dashboard you will want to begin by making sure you are logged in.

Once you're logged in, you can either select "My Listings" from the dropdown menu that appears under "Welcome, Name" or from the "My Listings" button on the homepage. To get into Catylist.

The screenshot displays the Catylist dashboard interface. At the top left, a user is logged in as "Welcome, Kaylynn". A dropdown menu is open, showing options: "My Listings" (highlighted with an orange arrow), "My Bus Ops", "My Sent Emails", "My Purchases", "Edit My Profile", "Manage Account", "API", and "Logout". The top navigation bar includes "Admin", "CMS", "About Us", and "Contact Us". The main navigation bar lists: "My Listings", "Legal Forms Library", "Education & Events", "Member Network", "Membership", "Covid-19 Resources", and a "Live Support Online" button. A central promotional banner features the text "HELPING MEMBERS INCREASE ACCESS AND RAISE THE STANDARD OF PRACTICE" and three buttons: "Search Commercial Listings", "Search Business Opportunities", and "My Listings" (highlighted with an orange arrow). The banner also includes several small images of buildings and landscapes.



CATYLIST POWERED DASHBOARD

Understanding your new Catylist powered dashboard

Quick jump into searches for active listings, closed transactions and your saved searches.



Quick jump into adding a listing, managing your listings and viewing the traffic of your listings



Quick jump to send e-mails and adjust your e-mail preferences.



CBA COMMERCIAL BROKERS ASSOCIATION Powered by **Catylist** Search Lists Reports Email My Listings Help

Hello, CBA Instructor

Q Search
Search by keyword...

Search Properties	Search Transactions	Saved Searches
For Lease	Sold	Webinar 10/22
For Sale	Leased	Webinar 4.30
For Sale/Lease		Webinar 5/27
New Listings (7 days)		Training 7/29
New Listings (30 days)		More options...
All Properties		

My Listings
Add a Listing
Manage my Listings
View Traffic

Broadcast Email
Send a Listing Broadcast
Post a Need/Want
Adjust my Email Preferences

Reports
Generate a Report
Download Quarterly Reports

Help
Tutorials & Guides
View my Profile
Change Email/Password

COMMERCIAL EXCHANGE
Keep an eye out for leads from Commercial Exchange
Your listings are getting free exposure on Catylist's national listing marketplace.
[Learn More](#) [Share Profile](#)

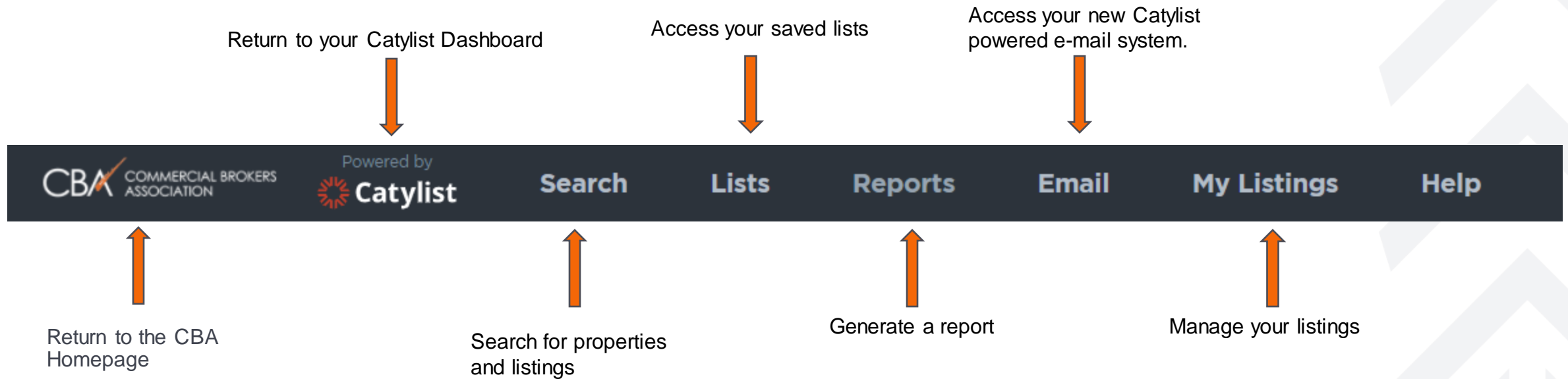


Access your profile information



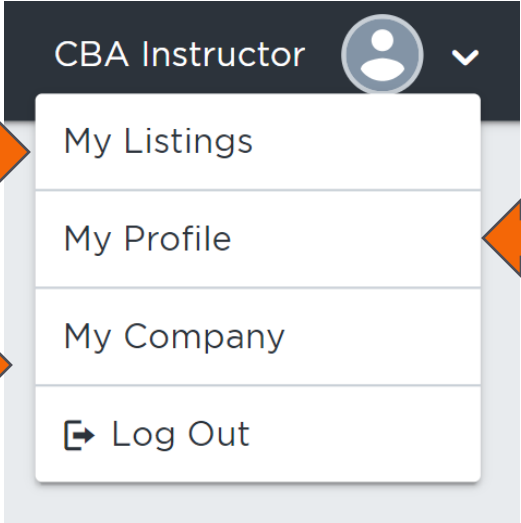
CATYLIST TOOL BAR

Understanding the tool bar



PROFILE TOOLS

How to make changes to and share your profile





The image shows a user profile menu for 'CBA Instructor'. The menu is open, displaying four options: 'My Listings', 'My Profile', 'My Company', and 'Log Out'. Three orange arrows point to these options from external text labels:

- An arrow points from the text 'Go to your my listings page' to the 'My Listings' option.
- An arrow points from the text 'View your company information and roster' to the 'My Company' option.
- An arrow points from the text 'View, share and make changes to your public profile' to the 'My Profile' option.



PROFILE TOOLS

My Listings

CBA Instructor  

- My Listings
- My Profile
- My Company
- Log Out

Apply filters to help search for your listings

Verify your listings

View the traffic for your listings.

Listing tools

Expand the listings at a specific property

Add a listing








Download your inventory report

The properties you have listings at

Location ▾ Type (4) ▾ Price/Size ▾ More (1) ▾ Keyword Clear 7 properties · 13 spaces

Listings for CBA Instructor

[Add a Listing](#) [Download Inventory Report](#) Expand All [Sorting by Modified Date ▾](#)

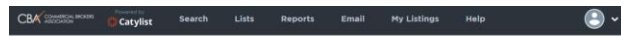
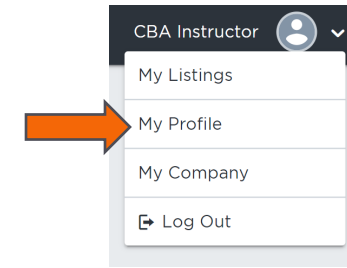
	Touchstone Kirkland, WA 12131 113th Ave NE, Kirkland, WA	Office Existing Bldg status	9,487 SF Total Available 133,004 SF Building 3.44 Acres Land	Hide 3 Spaces ▾
	Suite 2 1,000 SF	Office For Lease CBA TestAgent		Incomplete Edit View Promote See Traffic
		Office For Lease CBA TestAgent		Incomplete Edit View Promote See Traffic
		Office For Sale (Hold) CBA TestAgent	Unreported Price	Edits Submitted Hold Edit View
				Add Space
	12011 113 Ave NE 12011 113 Ave NE, Kirkland, WA	Land Existing Bldg status	0.22 Acres Land TL 10A Zoning	Show 1 Space ▾
	12007 113 Ave NE 12007 113 Ave NE, Kirkland, WA	Land Existing Bldg status	0.28 Acres Land TL 10A Zoning	Show 1 Space ▾
	Troy, MT	Land	9.71 Acres Land	Show 3 Spaces ▾
	12131 113th Ave NE 12131 113th Ave NE, Kirkland, WA	Office General Existing Bldg status	1,110 SF Total Available 99,269 SF Building 3.44 Acres Land	Show 3 Spaces ▾
	297 Overdale Lodge Rd 297 Overdale Lodge, Troy, MT	Land Existing Bldg status	1 Acre Land	Show 1 Space ▾
	Big Tail Rd Big Tail, Cle Elum, WA	Land	26.09 Acres Land	Show 1 Space ▾

7 Results [Prev](#) [Next](#)



PROFILE TOOLS

My Profile



CBA Instructor

Contact Details
(800) 275-2522 (Direct)
research@commercialmms.com

Commercial Brokers Association
12131 113th Ave NE, Suite 101
Kirkland, WA 98034
commercialmms.com
(425) 820-3348 (Company)

← Your personal information will appear here.

Edit Profile | Manage Listings | Change Email/Password | Share Profile

Land No Image Available Big Tail Rd 1234 SF Negotiable CBA	Office Touchstone Kirkland Buildi... 1000 SF Negotiable 2 spaces CBA	Office 12131 113th Ave NE 10 SF - 1,000 SF Negotiable 3 spaces CBA	Land No Image Available 12011 113 Ave NE 100 SF Negotiable Zoning: TL 10A CBA
Land No Image Available 12007 113 Ave NE 1200 SF Negotiable CBA	Land No Image Available 9.71 Acres \$100 2 spaces CBA		

← →

← Your active listings will appear here.

Make changes to your public profile information and add a profile photo

Make changes to your e-mail or password

Edit Profile | Manage Listings | Change Email/Password | Share Profile

↑ Access your listings via your my listings page

↑ Access your public profile to share




PROFILE TOOLS

My Profile – Continued

Edit Profile

Send a request to the CBA staff that changes be made to your contact information, upload a new profile photo and add your biography.

Edit Public Profile for CBA Instructor ✕
All change requests will be reviewed by research staff.

Profile Photo


Full Name

Email

Mobile Phone

Business Phone

Company

Company Role

Professional Overview / Biography

Change Email/Password

Send a request to the CBA staff to change the password on your CBA account.

Share Profile

Get a link to share your public profile.

Manage Listings

Please view the Listing Management how-to-guide for more information

Change Login Information ✕

Current password

Username (Email)

New password

Confirm new password

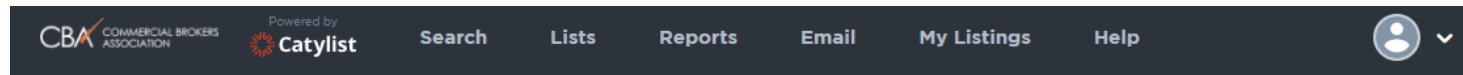
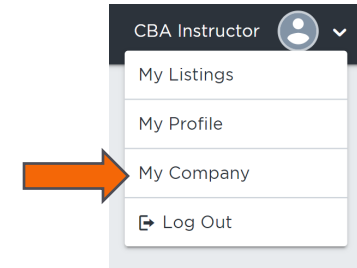
Share Your Public Profile ✕

You have a public profile on Commercial Exchange that showcases your biography and any active property listings. Copy the link below to share that profile in your email signature, on social media, etc.



PROFILE TOOLS

My Company



Your company contact information



Commercial Brokers Association

12131 113th Ave NE, Suite 101
Kirkland, WA 98034
(425) 820-3348
commercialmls.com

CBA Instructor
Commercial Brokers Association
research@commercialmls.com
(800) 275-2522

Your company roster

