

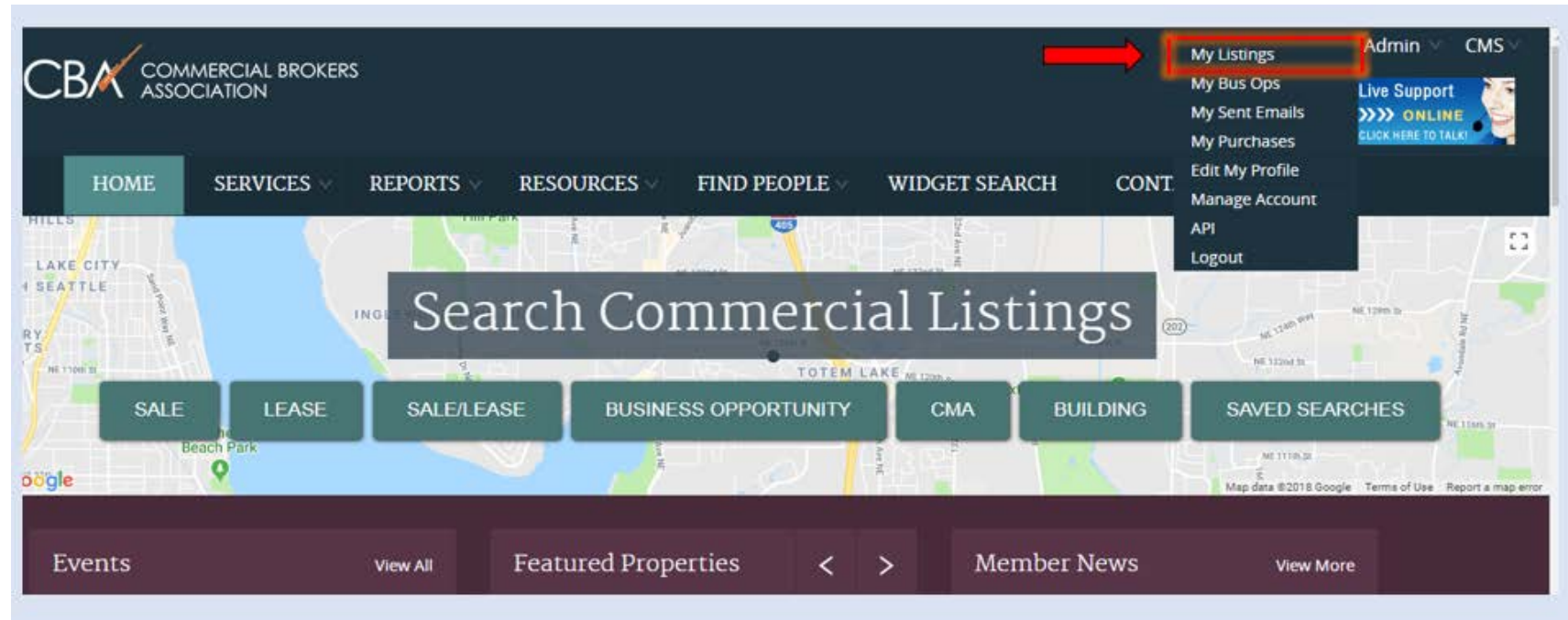
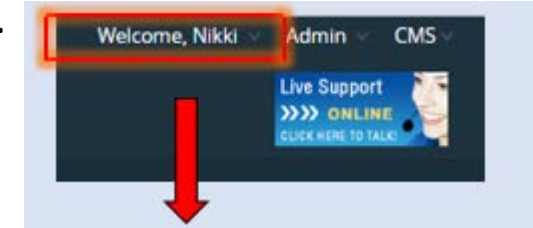
# Manage Media

**In this guide we will review how to add new media, edit media on an existing listing and provide tips to commonly asked questions**

## Adding New Media

- Managing your media content of photos, flyers and URL links is the same process for a **New Listing** and editing media on an **Existing Listing**.
- In both scenarios, you will want to ensure you are in the “My Listings” section.

**Note:** If you have just completed the process of adding a new listing, you will already be in the “My Listings” section. If editing the Listing at a later time, you will need to access your “My Listing” page from the top right section of the home screen.



# My Listings Page Review

Click "Suggest Revision" to request any update to the Property Listing. Please see the How to Guide "Property Record Changes" for more information

Click here to add a new listing to this Property

This is the Property ID, **NOT** your listing ID

This photo is the Main Property Photo, **NOT** your Main Listing Photo.

+ Add Lease Listing
 + Add Sale Listing
 Confirm All Listings
👁 Listing Views Report
My Bus Ops

Key: Expires in 0-7 days Expires in 8-15 days Expires in 16-30 days

**EST 272730**  
1234 S Cherry Lane NE  
Kirkland WA 98034

Building SQFT: 100

Add New Lease Listing  
Add New Sale Listing

View Property  
Suggest Revision  
View Map

Edit	Asset Class	List #	Stat	Stat Chng Date	List Type	SF Max/Min	Suite	Price	Last Confirmed	Confirm	Start a Broadcast	Last Broadcast	Views
[Edit]	Office	597520 [E]	New	05/11/2018	For Lease	1,000 / 1,000		\$1,000.00-\$1,000.00	2 Days Ago	Confirm	Start a Broadcast	NA	1


Click here to Add/Edit the Media in your Listing

This is your Listing ID

## Manage Media

While in the “My Listings” page, find the listing you would like to add/edit media and select “Edit”. You will then be taken to a new screen displaying your listing details. From here, select “Manage Media” from the lower right-hand side to upload and/or change your files

Key: Expires in 0-7 days Expires in 8-15 days E



TEST 272730

1234 S Cherry Lane NE Bu  
Kirkland WA 98034


Edit	Asset Class	List #	Stat	Stat Chng	Date
[Edit]	Office	597520 [E]	New	05/11/2018	

Click “Manage Media” to add/edit your Listing Photo, Flyers or URLs

UPDATE FOR LEASE LISTING

# Test

Update Listing ID #597520.



TEST (272730)				
Address:	1234 S Cherry Lane NE Kirkland WA 98034	Property Type:	Retail	Current Status: New
County:	King	Building SQFT:	100	Change Status to: <input type="text" value="--Select status--"/>
		Lot SQFT:	100	
		Acres:	0	

[UPDATE STATUS](#)

LISTING MANAGEMENT

Verify Map Location	Send Broadcast Email	System Flyer	View Map	<a href="#">Manage Media</a>
Listing Report	Aerial Photo	Suggest Bldg Revision	Bldg History	
Confirm Listing	Change History			

# Media Manager

Add/Update your Main Listing Photo



Add/Delete additional images for your Listing



Add/Delete Flyers and other PDFs to your Listing



Add/Delete URLs to your Listing



## Main Listing Photo



Last Updated: 05/14/2018

Upload JPG Image - Main Photo

Do You Have Permission to Upload this Picture?

- Yes I have the permission
- No I do not have the permission

File Location

No file chosen

## Extra Images

NOTE: Only the first 5 additional photos will be printed on reports.



Test

Upload JPG Images

Image Name

File Location

No file chosen

Image Comments

Image Viewing Permission

- Public
- Private

Do You Have Permission to Upload this Picture?

- Yes I have the permission
- No I do not have the permission

## PDFs/Flyers

Test

Upload PDF

PDF Name\*

File Location\*

No file chosen

PDF Comments

PDF Viewing Permission

- Public
- Private

Do You Have Permission to Upload this PDF?

- Yes I have the permission
- No I do not have the permission

## URLs

CBA

Upload URLs

URL Name\* (eg) CBA

URL\* (eg) http://www.commercialmls.com

URL Comments

URL Viewing Permission

- Public
- Private

## Media Guidelines and Tips

- When uploading a new photo, you must confirm you have copyright or permission to use the photo by selecting “Yes, I have the Permission”. Your photo will not be uploaded without this confirmation.
- You may add as many additional photos as you like, however, only the first 5 photos added will be printed on reports
- Do not use any photos that contain a watermark
- No contact information can be visible in any of the photos added to your listing
- The optimal photo file size for listings on the CBA website is 1920x1080
- URLs listed cannot contain other competitor listing site, such as CoStar
- Documents added to a listing MAY NOT contain any listing or contact information for a **Non** CBA member
- Document file size should be no larger than 5mb
- The following red box will appear at the top of the page if your Media was updated successfully

Success: PDF/Flyer has been uploaded successfully



## Main Property Photo vs. Main Listing Photo

- The “Main Listing Photo” can be changed by a member at any time, however, a change to the “Main Property Photo” will need to be submitted via email to CBA staff
- In the scenario in which you needed to add a Building into CBA’s website prior to being able to add your listing- the “Main Listing Photo” will be submitted to CBA as the “Main Property Photo” for review. The “Main Property Photo” should always be an external view of the entire building, but you may go back and change your “Main Listing Photo” at any time.

When viewing your listings at the “My Listings” page, the photo thumbnail will always show the “Main Property Photo” on record

Edit	Asset Class	List #	Stat	Stat Chng	Date
[Edit]	Office	597520 [E]	Hold	05/14/2018	

The “Main Listing Photo” that will show to other brokers and clients can always be confirmed by selecting and viewing the listing details.

LISTING INFORMATION	
PRICE	
Min Rent per	
Max Rent per sq ft	\$ 1,000.00
Total Monthly Rent	\$ 83,333.33
Lease Type	Full Service
Leasing Ofc Com	1000
Listing Status	Hold
Asset Class	Office

This is the actual “Main Listing Photo”