Viewing and Managing Lists in PropertyRadar

1. Go to the PropertyRadar website: https://app.propertyradar.com/

2. Enter your:
   - Username
   - Password

3. Once you are logged-in, look for the **MAIN MENU(3 HORIZONTAL LINES)** on the upper left-hand corner of the Main Page.

4. You will see options:
   - Lookup
   - Discover
   - My Lists

5. Select the **MY LISTS** option.

6. Once you are on My Lists Page, you can now view the Listings. Each of your lists are displayed as a **CARD**.
   - ➤ Some List Cards have a **LIGHTING BOLT** on them. The **LIGHTING BOLT** indicates that the list is a **DYNAMIC LIST**. Dynamic Lists are based on criteria and are dynamically always kept up to date for you.
   - ➤ **STATIC LISTS** do not have the lighting bolt. They are manually built and managed by you. They are based on qualitative or task centric information you know.
   - ➤ The **NUMBER** on the **CARD** shows how many properties are in the list.

7. **VIEW and MANAGE** those Properties on the List by **CLICKING** on the **NUMBERS** on the **CARD**.

8. Click **INSIGHTS** to **LEARN** about **ALL the PROPERTIES and OWNERS** contained in your List. (With LIST INSIGHTS we make you smarter, faster, by giving you over 30 charts and graphs about your list). Use INSIGHTS to UNDERSTAND your list, improve your marketing and gain market knowledge.

9. Click **CONNECT** to start getting **CONNECTED AND MARKETING** to your list.

10. **ALERTS** are a powerful way to automate your day and keep on top of what's happening within your list and market. Set **ALERTS and AUTOMATIONS** on **NEW MATCHES** and/or **STATUS CHANGES**. And Choose a **NOTIFICATION** method or action.

11. The **GEAR ICON** at the **TOP** right of the card is the list settings. Easily **RENAME** your list or **DELETE** a list.

12. When viewing a **DYNAMIC LISTS**, you'll see your list criteria and options to manage automatic updates.
    ➢ **UNCHECK** the "**Automatically Add**" checkbox to prevent new properties that match your criteria from being automatically added to your list.
    ➢ **UNCHECK** the "**Automatically Remove**" checkbox to stop removing properties that no longer meet your criteria
    ➢ Do this to manually add properties to your list that don't match your criteria as they will otherwise be removed to make sure your list matches your criteria.
    ➢ Share your list criteria with other property radar subscribers so they can create a list using the same criteria.
    ➢ If you want to **MODIFY** your **DYNAMIC LIST**, click the **COPY** button. This will **OPEN DISCOVER** with your criteria. **ADD, REMOVE or MODIFY** criteria to make a new list