

- 1) Click the **Revise Listing Pencil** within the listing you want to bring from **Expired** back to **Active** status.

The screenshot shows a navigation bar with three buttons: "Back to List" (with a left arrow icon), "Revise Listing" (with a pencil icon), and "Property History" (with a clock icon). Below the navigation bar is a listing card. The card contains the text "Listing # [redacted] (Association: BMLS)" and "\$259,000 (LP)". A red arrow points from the "Revise Listing" button to the listing card. Below the listing card, there is a section titled "Click on Revise Listing" and another section with the text "In a neighborhood where pride of ownership is evidenced in the".

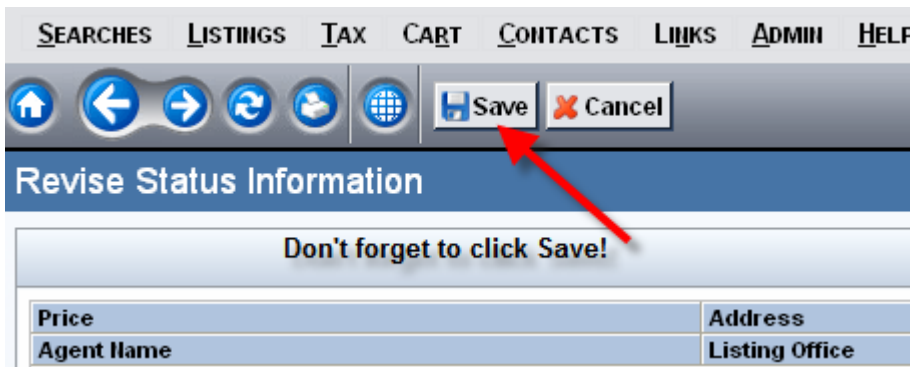
- 2) Change the **STATUS** of the listing by clicking on **Status Information**

The screenshot shows a section titled "Listing Information" with several links: "Listing Information", "Status Information", "Map Pin Placement", "Open House Dates", "Broker Tour Dates", and "Virtual Media (0)". A red arrow points to the "Status Information" link. Below the "Listing Information" section, there is a section titled "Pictures" with a downward arrow.

- 3) Change the **Status** from **EXPIRED** back to **ACTIVE** and remember to change your **Expiration Date**

The screenshot shows a form with three rows. The first row is labeled "Status" and has a "Change to ACTIVE" label with a red arrow pointing to a dropdown menu currently set to "Expired". The second row is labeled "Expiration Date" and has a "Change Expiration Date" label with a red arrow pointing to a date input field containing "05/01/07" and a calendar icon. The third row is labeled "Inactive Date" and has an empty date input field and a calendar icon.

4) **Most Import Step: Don't forget to Click SAVE.**



The screenshot shows a web application interface with a navigation menu at the top containing links for SEARCHES, LISTINGS, TAX, CART, CONTACTS, LINKS, ADMIN, and HELP. Below the menu is a toolbar with several icons: a home icon, a back arrow, a forward arrow, a refresh icon, a print icon, and a globe icon. To the right of these icons are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red 'X' icon). A red arrow points to the 'Save' button. Below the toolbar is a blue header bar with the text 'Revise Status Information'. Underneath this is a light blue box containing the text 'Don't forget to click Save!'. At the bottom of the screenshot is a table with two columns and two rows.

Price	Address
Agent Name	Listing Office