



HOW TO ADD AN OPEN HOUSE TO MY LISTING

1. Go to the Welcome Screen (TEMPO homepage).
2. Look to left side of screen for Inventory Watch.
3. Click on the desired status category and a search result page appears.
4. Locate the listing and place your cursor over the circle with the letter "i" (located to the right of the listing number).
5. Move your cursor over to the paper and pencil icon and click.
6. Select Open Houses from the list of five options on the left side of the page.
7. On the screen that appears, click on the Add an Open House box located on the left side of the screen.
8. Complete all required fields, which are identified by the letter R in a green circle.
9. Click the Submit button (green check mark) located on the bottom left side of the page.