



HOW TO EDIT MY LISTINGS

1. Go to the Welcome Screen (TEMPO homepage).
2. Look to left side of screen for Inventory Watch (Inventory Watch includes all of your listings as well as your listing office listings).
3. Click on the status category of the listing you want to edit.
4. Locate the listing to edit and place your cursor over the circle with the letter "i" (located to the left of the listing number).
5. Move your cursor over to the paper and pencil icon and click.
6. Click on the edit button (located at the bottom of page).
7. Make the necessary changes.
8. Click the submit button (green check mark) located at the bottom of screen.