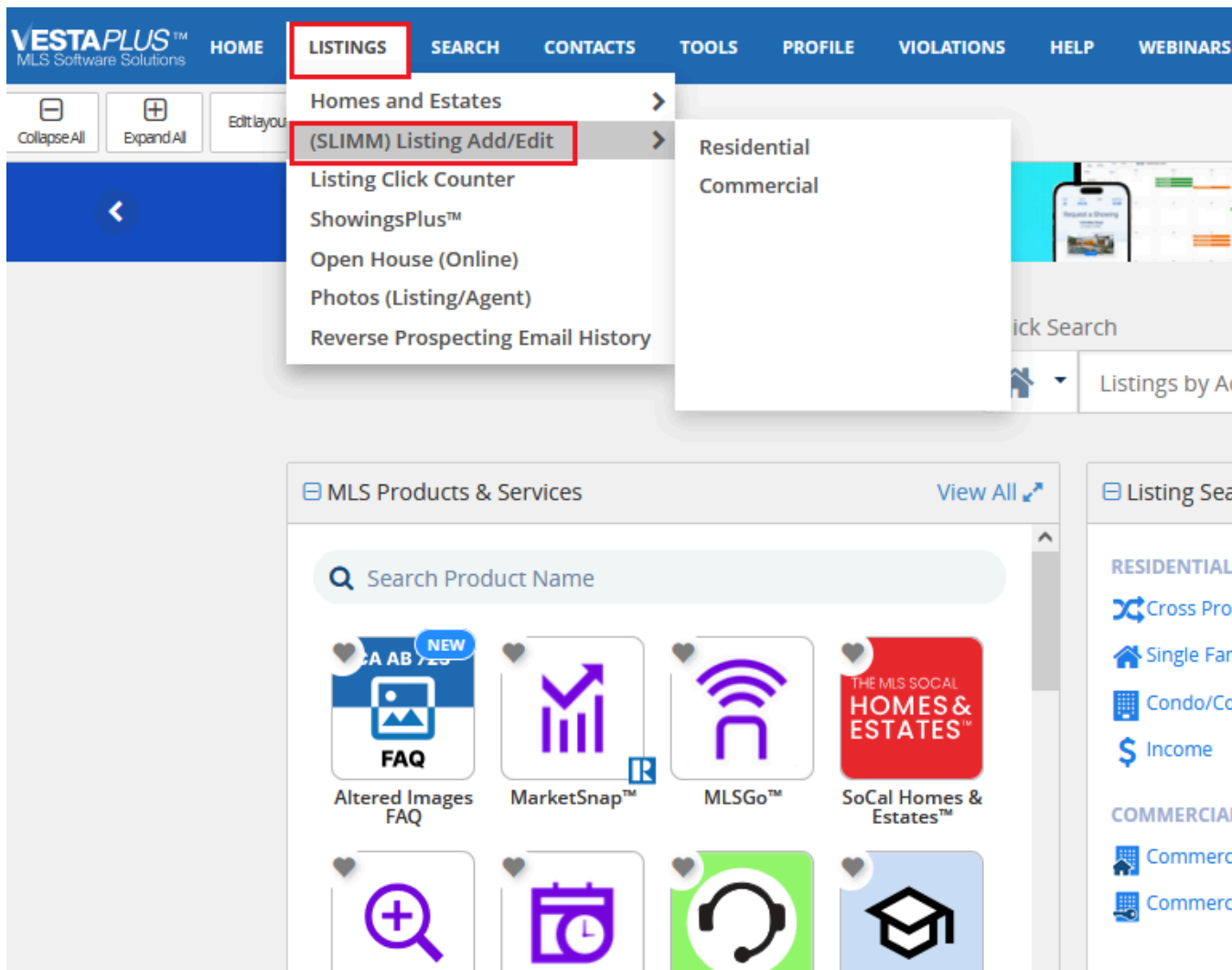



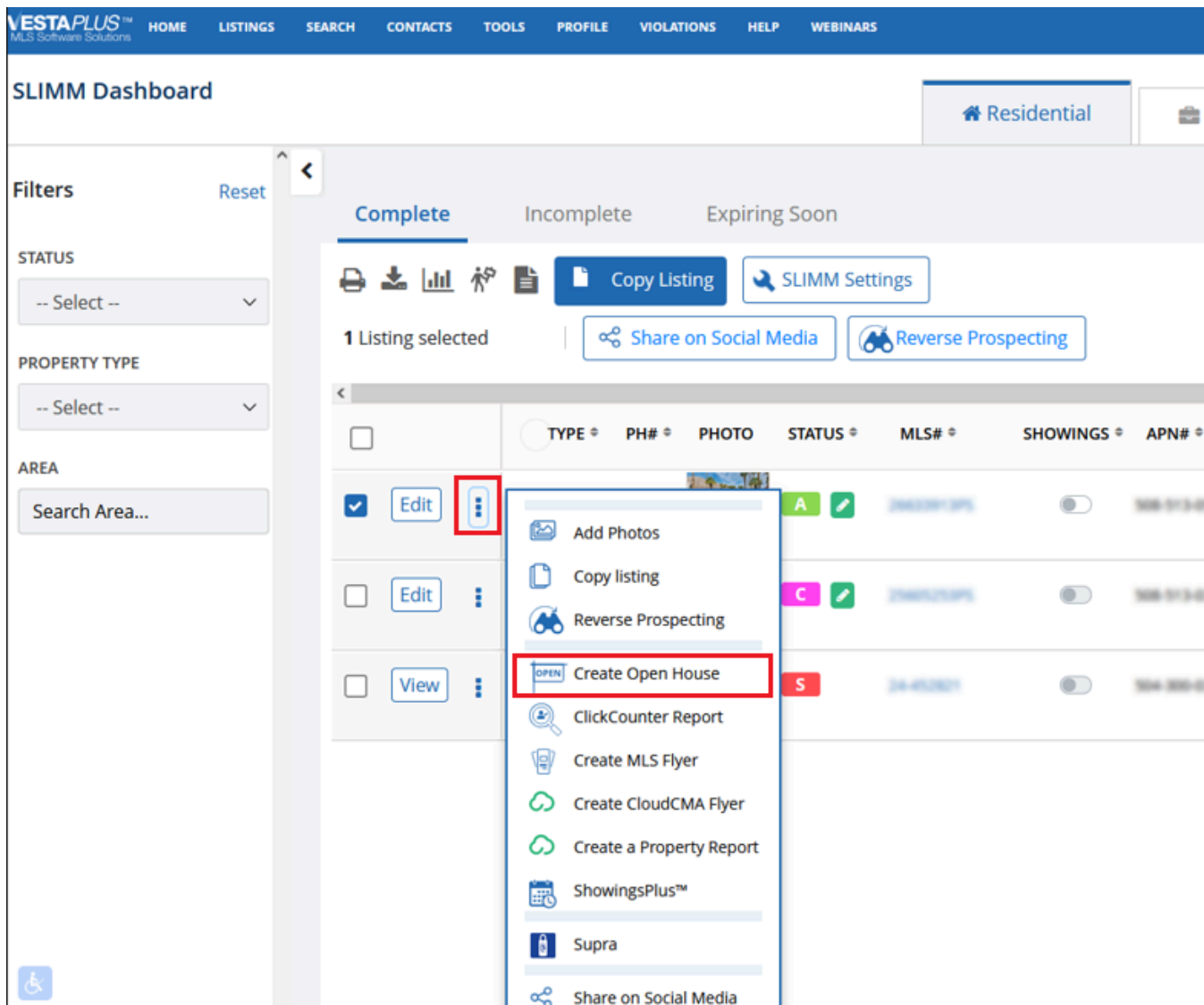


Quick Tutorial: Add a Listing to a Broker Tour / Caravan

1) Navigate to **Listings > SLIMM Listing Add/Edit**.



2) Click **three dots** on left hand side >  **Create Open House**



The screenshot displays the VESTAPLUS SLIMM Dashboard interface. The top navigation bar includes links for HOME, LISTINGS, SEARCH, CONTACTS, TOOLS, PROFILE, VIOLATIONS, HELP, and WEBINARS. The main content area is titled "SLIMM Dashboard" and features a "Residential" filter. On the left, there are filter sections for STATUS, PROPERTY TYPE, and AREA. The main listing table has columns for TYPE, PH#, PHOTO, STATUS, MLS#, SHOWINGS, and APN#. A context menu is open for the first listing, showing options such as "Add Photos", "Copy listing", "Reverse Prospecting", "Create Open House" (highlighted with a red box), "ClickCounter Report", "Create MLS Flyer", "Create CloudCMA Flyer", "Create a Property Report", "ShowingsPlus™", "Supra", and "Share on Social Media".

3) Select Date > Start Time > End Time > Public **NO**

NOTE: Selection of NO ensures the broker caravan displays in the *Broker Caravan List*

Read COVID-19 Open House Guidelines

Create Open House

Open House Number: NEW Required fields are marked *

Created By: 11280 Listing Agent: Stanley, Kevin

Phone: 760-285-6211 Alternate Phone: 760-285-6211

MLS Number: 2662761376 APN: 508-513-050 Property Type: Residential Condo/Corp

Address: 1552 S Camino Real

Area: Palm Springs South End (234) Map Page: Map Page N/Y Coordinates:

Price: \$270,000 Beds: 1 Baths: 1.00 Sq.Ft.: 643 Lot Size: 0 Number of Units: 02

Pets: Yes Laundry: Community

Type	Date*	Start Time*	End Time*	Public*	To be served?*	Food details
1 In-Person	01/12/2026	11:00 AM	02:00 PM	NO	No Refreshments	

Property Information: (500 characters, additional rooms, special features etc.)

Max: (500) Count: 0

[1] A non-public open house is for brokers only.

Reset Save & Continue

4) Click Save & Continue