

Start by checking your own listings

Before anything else, take a few minutes to look at your listings the way a client would — and make sure your data says exactly what you want it to say.

The #1 thing to do first: double-check your own data looks great.

DO THIS FIRST

Review your data before you do anything else

Your listings and comps were brought over for you. They're mostly ready — but you know your deals best. Open them up, look them over, and make sure the photos, the details, and the comps are the way **you** want them. Everything else (searching, posting, mobile) can wait until your data looks right.

THE 4-POINT CHECK

Open My Listings and look at each one

Click **My Listings** in the top bar, open a listing, and walk through these four things.

1

Look at your photos

Open the listing and look at every photo. Are they all there? Are they the right images for this space, and good enough quality to show a client?

If a photo is missing, blurry, or shouldn't be there, you can add, replace, or remove it in the listing editor.

2

Put the photos in the right order

The first photo is the one people see first. Make sure your **best, most representative shot leads**, and the rest follow in an order that tells the story of the space.

Drag photos to reorder them. The lead image is what shows up in search results and on shared links.

3

Check the data — and how it reads

Go through the details: pricing, size, availability, highlights, description. It's not just "is it correct" — it's **do you like how it's positioned and worded?** Does it say things the way you'd say them to a client?

Ask yourself: if a client opened this right now, would it represent the space the way I want?

4

Check your stored comps

Look at the comparables you have stored. Make sure that data came over correctly, that it's stored the right way, and that it reads the way you want it to.

Your comps are your credibility on a pricing conversation — it's worth a careful look now so they're ready when you need them.

ONCE YOUR DATA LOOKS GREAT

Now go play around

With your listings cleaned up, this is the fun part. Poke around — you can't break anything.



Try a search

Use the **Search** menu to find listings, comps, and properties. Try a plain-English search and see what comes back.



Add a listing

Start a new **draft** listing to get a feel for it. Nothing goes public until you say so, so experiment freely.



Try it on your phone

Open NECPE on your phone and look around. The **mobile experience** is genuinely great — this is the one to get excited about.



Share a list

Build a **Saved List** of properties and see how easy it is to package up and share with a client.

ONE THING TO LEAVE ALONE FOR NOW

Please don't send any broadcasts your first time

A **broadcast** is a real email to the membership, and once it's sent it can't be unsent. Feel free to look, but **don't send one while you're just getting comfortable**. When you're ready to send for real, there's a full guide for it — or an admin can send it for you.

That's your first session

Check your data, then explore. When you want the full tour — every screen, button, and step — it's all in the guide.

[Open the full NECPE guide →](#)

PREFER TO WATCH?

Watch the NECPE walkthrough → loom.com/share/a7ed9e82478c4d5c888adee1f1095c4d

Questions as you look through your listings? Reach out to the NECPE team — we're happy to help.