

Property **"Latitude"** and **"Longitude"** **1** are required fields on the **"Location"** tab during listing input

To complete these fields:

- Ensure address information has been entered **2**
- Click **"Set Lat/Long manually"** **3**

A map will appear **4**

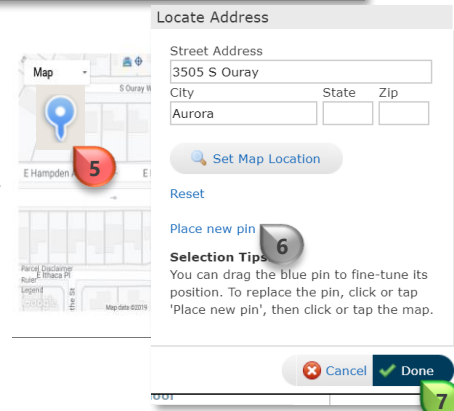
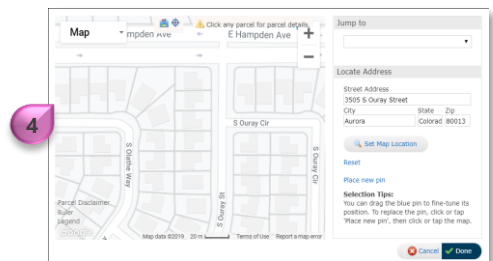
- Click on the parcel of interest
- A Pin will appear **5**

Note: Drag and drop the pin to reposition

Note: If a pin does not appear click **"Place New PIN"** and try again **6**

Click **"Done"** **7**

"Latitude" and **"Longitude"** will populate, and the property will accurately appear in *Map Search* results **8**



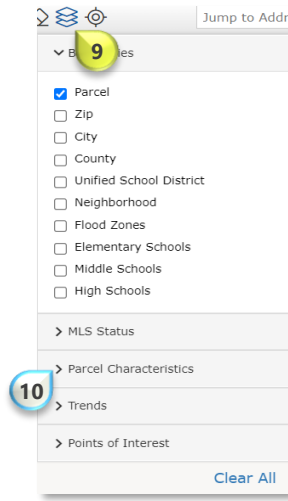
Latitude **39.6119** Longitude **-104.746**

If help is needed to identify the parcel:

Click on the layering tool  above the map 

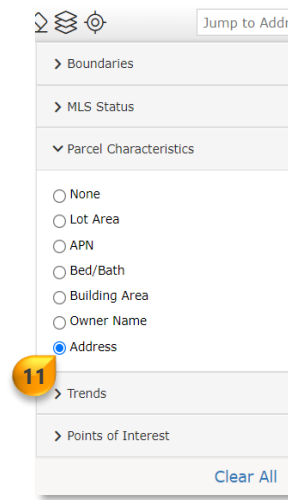
A menu will present

Click "**Parcel Characteristics**" 



The menu will change

Click "**Address**" 



Street numbers will appear on the map 

