



The KW Commercial Listing System (KWCLS) allows you to add your for sale or for lease listings into the KW listing database. After listings are saved in the KWCLS, they are distributed to featured real estate search websites to publish on their sites to help you market your listings.

Dashboard

From the dashboard you have access to the different sections: Getting Started, Your listing data, and Need help?, and the latest news and updates.

The screenshot shows the KW Commercial Listing System (KWCLS) dashboard in a Mozilla Firefox browser. The browser's address bar shows the URL kwcommercial.kw.com/comlistings/Dashboard.action. The dashboard header includes the KW Commercial logo, the text 'KWCLS', and the Keller Williams Realty logo. Below the header, there are navigation links: 'Return to Dashboard', 'Create a Listing', and 'Find a Listing'. The main content area is divided into several sections:

- Getting started:** A sidebar with a document icon containing links for 'Create a Listing' (with sub-links for 'For Sale' and 'For Lease') and 'Find a Listing'.
- Listings at a glance...:** A central section showing the status of listings: 'Incomplete(0)', 'Complete (0)', and 'All(0)'. Below this, a warning icon and text state: 'Listings modified within the last 365 days will only be displayed on the dashboard.'
- Need help?:** A section with a question mark icon containing links for 'Read the manual', 'Get help', and 'Get a quick start'.
- Your listing data:** A section with a pie chart icon, currently empty.
- Latest news and updates:** A section with a warning icon containing a table of updates.

Date	Topic
02-17-09	Learn how to enter your listings here

Getting Started

This section contains 2 links to get you going in the KWCLS or GSO. Just click on the For Sale link or For Lease link to get started creating a listing.

KW Commercial Listings - Mozilla Firefox

File Edit View History Bookmarks Tools Help

KW Commercial Listings

kwcommercial.kw.com/comlistings/Dashboard.action

KW COMMERCIAL KWCLS

KELLER WILLIAMS REALTY

Commercial Listing Greensheet

Current options [Return to Dashboard](#) [Create a Listing](#) [Find a Listing](#) [help](#)

Dashboard Incomplete Complete All

Getting started

- [Create a Listing](#)
 - [For Sale](#)
 - [For Lease](#)
- [Find a Listing](#)

Listings at a glance...

Incomplete(0)
Complete (0)
All(0)

Need help?

- [Read the manual](#)
- [Get help](#)
- [Get a quick start](#)

Your listing data

Latest news and updates

Date	Topic
02-17-09	Learn how to enter your listings here

⚠ Listings modified within the last 365 days will only be displayed on the dashboard.

Getting started

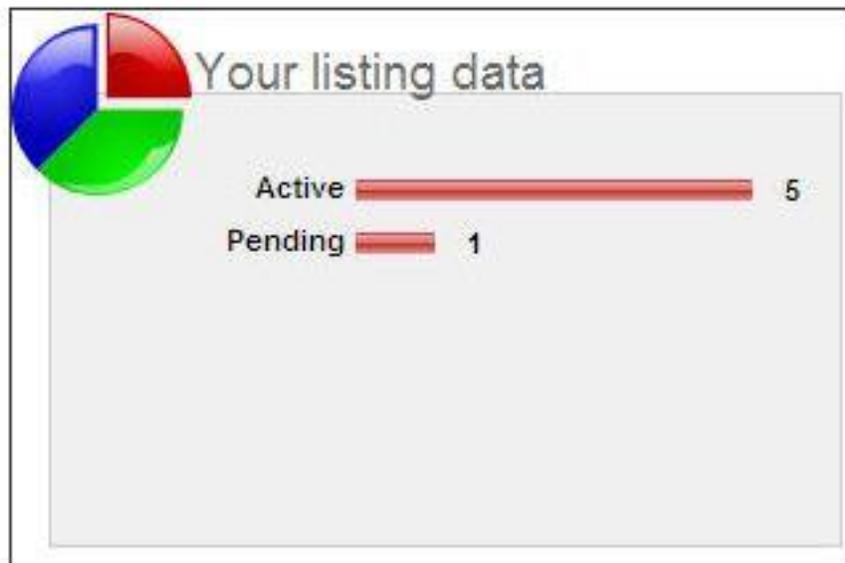
- [Create a Listing](#)
 - [For Sale](#)
 - [For Lease](#)
- [Find a Listing](#)

Your Listing Data

This section provides you with a visual image of the status breakdown of your listings.

The dashboard features the KW Commercial logo and KWCLS branding. Navigation links include 'Return to Dashboard', 'Create a Listing', and 'Find a Listing'. A 'Commercial Listing' tab is active, and a 'Greensheet' link is visible. The main content area is divided into several sections:

- Getting started:** Includes links for 'Create a Listing' (with sub-links for 'For Sale' and 'For Lease') and 'Find a Listing'.
- Listings at a glance...:** Shows a breakdown of listing counts: Incomplete(0), Complete (0), and All(0).
- Need help?:** Provides links for 'Read the manual', 'Get help', and 'Get a quick start'.
- Your listing data:** A yellow box containing a pie chart and a table. A warning message states: 'Listings modified within the last 365 days will only be displayed on the dashboard.'
- Latest news and updates:** A table with one entry: '02-17-09 Learn how to enter your listings here'.



Need Help?

This section gives you more information on the KWCLS tool. The **Read the manual** link will open the complete manual detailing everything you need to know about the KWCLS. The **Get help** link opens a new browser window that provides additional information about how to complete the fields on that specific web page. The **Get a quick start** link will open this page to give you a quick overview of the features.

The screenshot shows the KW Commercial Listings dashboard. At the top, there is a navigation bar with the KW Commercial logo, the text 'KWCLS', and the Keller Williams Realty logo. Below the navigation bar, there are tabs for 'Commercial Listing' and 'Greensheet'. The main content area is divided into several sections: 'Getting started' with links for 'Create a Listing' (For Sale, For Lease) and 'Find a Listing'; 'Listings at a glance...' showing counts for 'Incomplete(0)', 'Complete (0)', and 'All(0)'; 'Your listing data' with a pie chart; and 'Latest news and updates' with a table of news items. A yellow callout box titled 'Need help?' is highlighted, containing links for 'Read the manual', 'Get help', and 'Get a quick start'.

Current options: [Return to Dashboard](#) [Create a Listing](#) [Find a Listing](#) [help](#)

Dashboard Incomplete Complete All

Getting started

- [Create a Listing](#)
 - [For Sale](#)
 - [For Lease](#)
- [Find a Listing](#)

Listings at a glance...

Incomplete(0)
Complete (0)
All(0)

Need help?

- [Read the manual](#)
- [Get help](#)
- [Get a quick start](#)

Your listing data

Latest news and updates

Date	Topic
02-17-09	Learn how to enter your listings here

A close-up of the 'Need help?' callout box. It features a large question mark icon in a circle on the left. To the right of the icon, the text 'Need help?' is displayed. Below this, there are three links, each preceded by a small icon: a document icon for 'Read the manual', a question mark icon for 'Get help', and a document icon for 'Get a quick start'.

Need help?

- [Read the manual](#)
- [Get help](#)
- [Get a quick start](#)

Latest News and Updates

This section provides you with links to support pages that will give you additional information on that specific topic.

KW Commercial Listings

kwcommercial.kw.com/comlistings/Dashboard.action

KW COMMERCIAL KWCLS

KELLER WILLIAMS REALTY

Commercial Listing Greensheet

Current options [Return to Dashboard](#) [Create a Listing](#) [Find a Listing](#) [help](#)

Dashboard Incomplete Complete All

Getting started

- [Create a Listing](#)
 - [For Sale](#)
 - [For Lease](#)
- [Find a Listing](#)

Listings at a glance...

Incomplete(0)
Complete (0)
All(0)

⚠ Listings modified within the last 365 days will only be displayed on the dashboard.

Need help?

- [Read the manual](#)
- [Get help](#)
- [Get a quick start](#)

Your listing data

Latest news and updates

Date	Topic
02-17-09	Learn how to enter your listings here

Simply click the issue or questions and that new page will open in a new browser window.

Latest news and updates

Date	Topic
01-13-09	Single Point of Entry- FAQ's
12-18-08	Why do I need to enter my listings into the KWLS?
11-25-08	Why are my listings not showing on our affiliates websites?

Listings at a Glance

This section gives you quick links to go to each status page.

The screenshot shows the KW Commercial Listings dashboard. At the top, there's a navigation bar with the KW logo and 'KWCLS' text. Below that, there are tabs for 'Commercial Listing' and 'Greensheet'. The main content area has a 'Dashboard' tab selected, with sub-tabs for 'Incomplete', 'Complete', and 'All'. A central yellow box titled 'Listings at a glance...' displays the following counts: Incomplete(0), Complete (0), and All(0). To the right, a 'Need help?' section offers links for 'Read the manual', 'Get help', and 'Get a quick start'. Below the main content, there's a 'Your listing data' section with a pie chart and a 'Latest news and updates' section with a table. The table has two columns: 'Date' and 'Topic'. One entry is visible: '02-17-09' with the topic 'Learn how to enter your listings here'.

Date	Topic
02-17-09	Learn how to enter your listings here

Simply click the link to go to that specific status page that contains all the listings in that particular status.

This is a close-up of the 'Listings at a glance...' section. It shows the following counts: Incomplete (2), Complete (4), and All (6). Below these counts, there is a warning icon and the text 'data only represents 180 days'.

Top Navigation Links

The top navigation links are on every page of the tool.

The screenshot shows the KW Commercial Listings dashboard. At the top left is the KW Commercial logo. To the right is the Keller Williams logo. Below the logos is a navigation bar with 'Current options' and three main links: 'Return to Dashboard', 'Create a Listing', and 'Find a Listing'. Under 'Create a Listing' are sub-links for 'For Sale' and 'For Lease'. Below this is a secondary navigation bar with 'Dashboard' (highlighted), 'Incomplete', 'Complete', and 'All'. The main content area is divided into several sections: 'Getting started' with links for 'Create a Listing' (For Sale, For Lease) and 'Find a Listing'; 'Listings at a glance...' showing counts for 'Incomplete(0)', 'Complete (0)', and 'All(0)'; a warning message: 'Listings modified within the last 365 days will only be displayed on the dashboard.'; 'Need help?' with links for 'Read the manual', 'Get help', and 'Get a quick start'; 'Your listing data' with a pie chart; and 'Latest news and updates' with a table.

Date	Topic
02-17-09	Learn how to enter your listings here

Simply click the quick link and you will be directed to that page.

This image is a close-up of the top navigation bar from the dashboard. It features the KW Commercial logo on the left. To the right of the logo is the text 'KWCLS'. Below the logo and text is a dark grey bar containing 'Current options' and three main navigation links: 'Return to Dashboard', 'Create a Listing', and 'Find a Listing'. Under 'Create a Listing' are sub-links for 'For Sale' and 'For Lease'. Below this bar is a secondary navigation bar with 'Dashboard' (highlighted in red), 'Incomplete', 'Complete', and 'All'.

Tabs

The tabs allow you to see all the listings divided by status. Simply click the appropriate tab to go to that status page.



Headers

The headers allow you to sort your listings. Click on the header to sort listings by that header.

