





# Using the Press Room

1. Click [Control Panel > Communication > Press Room](#)
2. To enable the Press Room link, select **Enable Press Room**, and click **Update**.

3. To **REMOVE AN EXISTING PRESS RELEASE**, select the desired listing, and click **Remove** and **Update**.
4. To **ACTIVATE OR DEACTIVATE AN EXISTING LISTING**, select or deselect a desired listing with a check mark in the **Active** column and click **Update**.
5. To **ADD A NEW PRESS RELEASE**, click **Add** under either **Property Press Releases** or **References Press Releases**.
6. To **EDIT AN EXISTING PRESS RELEASE**, locate the desired listing, and click **Edit**.

<input type="checkbox"/>	Title	Date Created	Last Date Modified	Last Modified By	Active	
<input checked="" type="checkbox"/>	Sample Press Release	9/25/2008 5:58:11 PM	10/2/2008 2:20:02	Axis	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/>	BOMA Award Mention	2/5/2009 11:24:15 AM		Daisy Caster	<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	BOMA AWARD	2/12/2009 12:25:47 PM		Daisy Caster	<input checked="" type="checkbox"/>	Edit

  

<input type="checkbox"/>	News Source	Date Of Publication	URL	
<input checked="" type="checkbox"/>	Forbes: Choose a diet works!	10/2/2008 2:20:08 PM	http://www.forbes.com/lifestyle/cx_avd_1001health.html?partr	Edit
<input type="checkbox"/>	Buildings.com	2/12/2009 2:25:59 PM	http://www.buildings.com	Edit

7. If adding/ editing a **Property Press Release**, enter/ change the **Release Date**, **Title**, and **Body** content.

8. Click **Save**.
9. If adding/ editing a **References Press Release**, enter article **Publication Date**, **News Source Name**, and **URL**.

10. Click **Save**.

