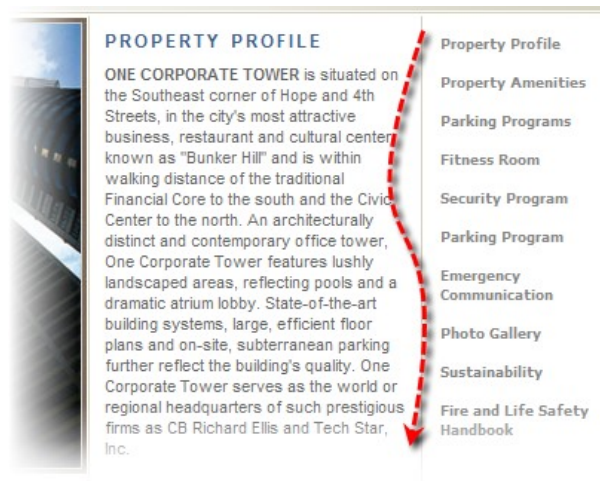




Reorder Property Info

1. Click on [Control Panel > Content Manager > Property Information](#)
2. At the bottom of the page you will see a box that lists the Property Info Sections in sequential order.

A screenshot of a web interface for reordering property information sections. At the top, there is a list of sections with checkboxes: Property Profile, Property Amenities, Parking Programs, Fitness Room, Security Program, and Parking Program. Below this list, a text prompt says "Set the order you would like the property information in:". Underneath the prompt is a list box containing the same sections in the same order. To the right of the list box are two buttons: an up arrow and a down arrow. A red dashed arrow points from the top of the list box to the bottom, indicating a reordering action. At the bottom left of the interface is a "Save" button.

3. The order that these sections are listed correlates with the order that they are displayed on your Portal.



4. **Select** the Property Info Section you wish to move.
5. Click  or  to reorder the sections according to importance or to your preferences.
6. Click **Save**.