

FAQ

Short answers to the questions the team asks most.

Where do I start each day?

The [Admin Dashboard](#). It shows what needs your attention — unread messages, contact requests, and owner changes waiting for review.

How do I review an owner's scoring change?

Open [Scoring Review](#). Approve the change to make it live, or reject it with feedback.

How do I review an owner's listing content?

Open the property's [Listing Page Content Review](#). Approve or reject each section. A rejected section returns to the owner with your feedback.

Why can't a property publish?

It has not met every publish requirement. Check [Publish Requirements](#) to see which gate is unmet.

Where do I manage housing laws or the master scoring?

Under [Settings](#) — see [Housing Laws](#) and [Master Questionnaire](#).

How do I add an owner or a user?

Use [Owners](#) and [Users](#) under People.

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