

Adding A Property Record – Updated August 2003

Info:

This covers the procedure to add a property record to a **PROPERTYwebsite** database. This is done **AFTER** processing the photo in Paint Shop Pro

The first two screens of this procedure have changed slightly.

Settings:

Add A Property Link - <http://www.YOURSITE.co.uk/dblink.mhtml>

Procedure:

- 1) If you have had a training day, the above shortcut will be in your favourites menu, under a folder named "**Website**". If you have not had a training day, please follow the below procedure to create these shortcuts.
 - a) Type the above link into your browser, replacing YOURSITE with your domain name.
 - b) When loaded click, "**Favourites**" / "**Add To Favourites**"
 - c) Click the "**new folder**" button and create a folder called "**Website**".
 - d) Double click this folder and type a name for this shortcut, I always use "**Add A Property**".
 - e) Click "**Ok**" and the Favourite is saved.
- 2) Go to the "**Add A Property**" screen (or whatever you have called the link in your Favourites).
- 3) On the first screen you need to do the following:
 - 1) **Select the database** - Select the database you wish to ADD a record to
 - 2) **Enter the Reference Key** - The UNIQUE reference number for each property
 - The system checks for any strange characters in the Reference Key e.g. spaces or non-alphanumeric characters. If it finds any of these types of characters, the system replaces them in the Reference Key with an X.
 - You **MUST** enter a Reference Key; if you don't you cannot go any further in the upload process.

You can also add **extra images, floorplans** and/or **pdfs** associated with a property from this first screen.

PLEASE NOTE: the main property image needs to be a jpeg, not a floorplan or pdf.

- Click **browse** to locate the file you want to upload from your PC.
 - If you want to upload more files than you are able to on this screen, you can do so by going into the **view** screen in your system/engine.mhtml (see Editing and Deleting Property Records in the Help Documentation)
 - To view floorplans and/or pdfs in the brief particulars on your site, you will need to contact BUSINESSwebsite so that they can be enabled for you.
- 4) When you have finished, click the **Add Record** button. The system will now upload the image(s) to your site.

- 5) The next screen that you see will show you what you have uploaded so that you can check it's correct.
 - If you are happy click the **Edit** button
 - If you need to make any changes you can press the **back** button in your browser window to go back to the upload screen.
 - Or you can edit the property record later in your system/engine.mhtml (see Editing and Deleting Property Records in the Help Documentation)

- 6) When you have clicked the **Edit** button, you are presented with a form, which you need to fill out according to the property's details. There are a couple of settings worthy of note:
 - a) "**Office**" – This is the email address that will receive any enquiries about this record.
 - b) "**Include on Mailing List**" – This sends out the record to people who are potentially interested.
 - c) "**Postcode**" – Needed for reference and mapping functionality. Please enter the **full postcode**.

- 7) When you have finished filling out the form, please click the "**Write**" button at the bottom of the screen; this saves the changes to the database.

- 8) You are then presented with a list of people whose criteria match the records. If you would like these people to be notified of the addition, click the "**send mails**" button.

When you see the "**Mailing List Sent**" message this procedure has completed and the record is added.

- 9) If you would like to add another property, please go to step 2 above.