

Editing and Deleting Records

Info:

This covers the procedure to edit a property record on a **PROPERTY**website database.

Settings:

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

A username and password you should have is needed for this section

Procedure:

- 1) Create a shortcut to the above link in your favourites menu, the procedure is described on the previous sheet. This time name the shortcut **“Search Edit and Delete”**
- 2) Go to the newly created shortcut, you will be presented with a “Select Database” option, simply select the required database from the list and click **“Edit”**
- 3) You are now in the search edit and delete pages, the screen is split into 3 sections
 - a) Top: Database
 - b) Middle: Email a link to Full Particulars to a Buyer
 - c) Bottom: DATABASE REPORT FUNCTIONS
- 4) **Database.**
This has all your properties in a list on the left-hand side, sorted numerically then alphabetically. There are 5 buttons, relating to different functions.

VIEW

Select a property reference and click view, in here you can add an additional photo by clicking the **“Add an Additional Image”** button. The steps are then numbered,

- 1) **“Enter Image Text”** – This will be the text displayed below the image reference.
- 2) **“Browse”** – Next to the type of image you are uploading, we recommend JPG.
- 3) **“Add image”** – Clicking this button adds the image to the record.

Note: By default additional images are only displayed on the full particulars. You can have up to 20 images per property record.

EDIT

Select the property from the list, click edit.

This takes you to the same screen as you filled out initially, you can make any changes to the property record from this screen.

Note: As you are changing the details of the property, it may match more peoples criteria when saved, so you are presented with the “send mails” button again, clicking this sends out the emails of notification to the people who are potentially interested in this record.

You may also transfer the record to another database, this is done by selecting the database from the list at the bottom of the screen and clicking “transfer”. This is normally used if people have an offline/archive database as an alternative to deletion.

DELETE

Straight forward, deletes the record from the system

CHANGE REFERENCE

Straight forward, changes the reference key for this record.

LIST PROPERTIES

This gives the option of seeing what is on your site at any one time.

There are 2 lists, **“SORT BY”** and **“SHOW FIELD(s)”**

IF you select sort by price, and show the fields of bed’s postcode and price you will be presented with a list showing the number of bedrooms, the postcode and the price. Sorted by the price field.

5) **Email a link to Full Particulars to a Buyer**

This is a way of sending links to property records to people who enquire, for example Mr Smith phones up and asks for a 4 bed semi. To send Mr Smith a link to this property you do the following.

- 1) Select the property reference from the left hand window
- 2) Find Mr Smiths email address from the pull down list
- 3) Click “**Send Particulars Email**”

Note: The email address in the pull down list are your previously registered applicants, if the user doesn't appear on the list you can type their email address into the box to the right of the window and then click the “**send particulars email**” button. – The user will then be prompted to register on your site before being given access to the full details.

6) **Database Report Functions**

This section has 4 Buttons, the first is marked “**view hits on reference**” – If you select a reference from the left hand window, and then click “**view hits on reference**” You will be shown all the users that have registered interest in that property. Useful for vendor reports etc

The second button is marked “**view user hits**”. Similar to the one above, but this time reversed, you can select a users id from the list and click “**view user hits**” This will then show you all the properties that the user has expressed an interest in.

The third button is marked “**View all Hits**” this is a summary of the above buttons. Will show every hit by every user on every property.

The last button is “**mailing list manager**” I will explain this below.

7) **Mailing List Manager**

Split into 2 sections, “Mailing List Manager” and “Other Mailing List Options”

Mailing List Manager

All your users are on the left hand of the screen, you have 4 options.

Edit User

Enables you to edit the users details, including what they receive on the updates, their minimum and maximum price and any other details they have given you.

Delete User

Removes the user from your database

Mail User

This selects all the records on the site that are of potential interest to the user, and gives you the option to email these records to the user.

Add User

Lets you add a user manually, by putting in a valid email address and filling out the criteria for the property mailout.

Other Mailing List Options

Clean Up Mailing List

This gives you the option of cleaning up your mailing list, also gives you the option to delete the in-active users. In-active users are users that have removed themselves from your list.

List All Active Names and Email addresses

Gives you a list of the names and email addresses of the people who are currently receiving emails from your site.

List all names and email addresses

Gives you a list of the names and email addresses of all the people on the site, regardless of whether they are active or not.

Send an email to all active users

Lets you send an email to all your active users

Send an email to all users

Lets you send an email to all users, active or not.

List all active user details

Lets you see your users details, you can download the file as a text document if you wish.

List all users details

Lets you see all the details of the users who are non active as well as the active ones.

8) Note:

On the bottom of any page there is a blue button marked "search" this takes you back to your index page when clicked.