

Property Manager - Posting and Editing Listings

The Listings Management System is a simple and effective way to post and edit your real estate listings any time you like from any computer with Internet Explorer and an Internet connection. Instructions on how to do both are below. It's as easy as 1, 2, 3.

Posting Listings

(Estimated time to post one listing with 4 photos once the steps are learned: 10 minutes)

Step 1: Logging in. Go to the admin section of your Listing Manager site. This is at your website address, but in the admin directory. For example, if your website address is www.YourWebAddress.com, then your admin section will be at www.YourWebAddress.com/openrealty/admin. You can click the link at the bottom of your listing manager page that says **Agent Log-in**. [Agent Log-In](#)

Your admin section will look like Example A below. To login, enter your Login Name (**Your first and last name "Robert Spinner"**) and Password (**1234567**) and click "[Log In](#)". If you've forgotten your password, put your email address in the bottom field and click on "[Submit Query](#)" to have a new one e-mailed to you (the site will change your password. You can change it back once you log-in).

Example A

Home Search Listings Browse Listings	<h2>Property Manager</h2> <hr/> <p style="text-align: right;">Add a Listing Edit My Account Edit My Listings Log Out Home</p> <p>Please enter your user name and password:</p> <p>Login Name: <input type="text" value="Robert Spinner"/></p> <p>Password: <input type="password" value="....."/></p> <p><input type="button" value="Log In"/></p> <p>Enter your address to get your password emailed to you:</p> <input type="text"/> <input type="button" value="Submit Query"/> <hr/> <p>Test Site - At The Tip Webs Agent Log-In</p>
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Step 2: The Administrative Area. Once you are logged in, you will be taken to a page that looks like Example B. It is pretty self explanatory. (One note, the links to the far left will take you to listing manager pages that visitors see while visiting your site).

Example B

Home
Search Listings
Browse Listings

Property Manager

Regular Options | [Add a Listing](#) | [Edit My Account](#) | [Edit My Listings](#) | [Log Out](#) | [Home](#)
Form Editor Options | [Edit User Form](#) | [Edit Listings Template](#)
Admin Options | [Edit Users](#) | [Edit Listings](#) | [New User](#) | [View Activity Logs](#)

This is the administrative area of the site!

Test Site - At The Tip Webs [Agent Log-In](#)

(Agent users on an office site will have less links at the top)

NOTICE

IF YOU CLICK A LINK AND GET LOGGED OUT AND HAVE TO LOG BACK IN YOU NEED TO DO THE FOLLOWING.

You got logged out because you are using an updated computer with advanced security settings. You need to add this site/your site as a trusted site in your web browser settings. Please [click here](#) for the instructions or view the last page of these instructions.

Step 3: To Add a Listing.


1. Click on [Add a Listing](#).
2. On the next page, fill in the boxes that apply. For rental property, you need to enter the rental monthly payment amount in the "Price" field. If the property does not have a MLS number enter "None" in that box.
3. Click the button to add the property.
4. Click [You may now edit your listing](#) if you want to **add photo's**, select the property as a **featured listing** or change the **expiration date**.
5. To select the property as a Featured Listing click the drop down menu and select yes . (Note: This function may not be available if your site administrator has chosen to control this feature. If that is the case, contact your site /


office administrator to have them set the listing as a featured listing). Only 5 listings at a time may be showcased as a featured listing.

6. Change the **Expiration** date. The default is 180 days and click the button at the bottom of the page.
7. On the next page click the link to **add photos**. (If you do not want to add photos skip to number 16).
8. On the next page click the button.
9. Find the file on your disk or hard drive and click it so that it's blue and click or OK, then click . (Note: **The site will not allow you to upload oversized pictures. Oversized pictures will cause the site to operate slow and drive traffic away from the site. If the picture is larger than needed, the site will resize it. If the picture is too large, the site will reject the picture and let you know what the problem is on the top of the page just above the **Edit Images** box**).
10. On the next screen select yes for main image, if the image you uploaded will be the main large photo for the property .
11. Rank the image 1-5 according to the order you want the image to show in the list of images. Image 1 will be at the top of the list and image 5 will be at the bottom of the list . (If it's the main / large image, it needs to be ranked 1).
12. Enter the Caption text. These are the words that will be on top of the image if a site visitor clicks on the image to view it.
13. Enter the image Description. These comments will show under the image if a site visitor clicks on the image to view it.
14. The uploaded image will look like photo below. Click the button to save that photo and upload the other photos if you have more.

Edit Images -- [Return to Editing Listing](#)

2_s_0208230-2.jpg
 Width=268
 Height=201
 Size=20.944k

Thumbnail:

 Width=90
 Height=67
 Size=1.826k








[Delete](#)

Main Image:
 Make sure main image is ranked #1.

Rank:
 The lower the rank, the higher the picture will appear on the page.

Caption:

Description:

15. You will have to scroll down the page to find the button again to find and upload another photo. Repeat steps 8 - 14 to upload other photos.
16. Once you have all photos uploaded you can **Preview** the listing. Click the **Preview** button. A new window will pop-up and all the buttons should work except the mortgage calculator, we are working on that     .
17. Close that window (preview window) and you can now **Log Out** or perform other functions in your control panel.

Notes & Warnings:

- **Note:** You can always make changes to a listing, edit the status (Active, Pending or Sold), and delete a listing.
- **Note:** When deleting a listing, it will automatically delete all photos that were uploaded for the listing.
- **Warning:** If you are a site administrator, and you decide to delete a user, the site will automatically delete all property listings assigned to that user. If you do not want the listings to be deleted you need to "Edit the listings" that you want to keep in the site. Go [Edit Listings](#), choose the listing that you don't want deleted then change the user

User #:

- **Note:** If you are a site administrator you can edit the site in many ways. You can add and remove users, edit all listings, add and remove property features, and many other options.

End of instructions

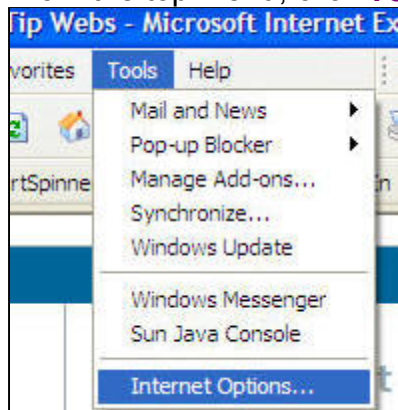
This page was last modified on 04/11/2005

If you are experiencing problems getting logged out, please view the next page.

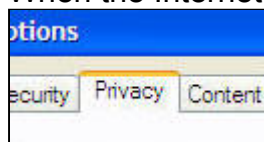
Property Manager - Stopping Your Internet Browser From Logging You Out

These instructions will stop your Internet Explorer browser from logging you out. If you are using an updated or new computer, the privacy/security may log you out each time you click a link or attempt to save anything. To avoid this problem, follow the instructions below.

1. Open your Internet Explorer browser.
2. From the top menu, click **Tools**, then **Internet Options**.



3. When the Internet Options box opens, click the **Privacy** tab.



4. Click the **Sites...** button.

5. When the next box pops up, enter your web address in the empty box "**YourWebAddress.com**", click the **Allow** button, then click the **OK** button.



The box will go away.

6. Click the **OK** button.

Once you add the site in the Internet Options as a trusted site the computer will not log you out.

End of instructions.

These instructions were modified on 04/11/2005.