



Adding a property to XMS Realty

By: Fred Mac Donald
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This is the heart of XMS Realty and the part that will make or break your success in marketing your property.

Everything you do in the different section will come together on this one page.

The screenshot shows a property listing interface with the following elements and callouts:

- 1:** Drill Down Search Facility (Breadcrumbs: All Properties » All Residential Properties » All Residential Properties For Rent)
- 2:** Ad Line (Property Title: Heart of the Left Bank)
- 3:** Listing Type (For Rent)
- 4:** Market Status (Under Contract)
- 5:** Price of Property (€110)
- 6:** Rent Frequency (Per Week)
- 7:** Primary Image (Main property photo)
- 8:** Seller (Fred Mac Donald)
- 9:** Seller Contact Details (Exelwebs, Mobile Phone: 07807261671, Landline: +44 (0)7807261671)
- 10:** Contact seller by Email (Contact Fred button)
- 11:** Send to a Friend by Email (Mail to Friend button)
- 12:** Location of the Property (39 Cathedral Mews, Armagh, Co Armagh, Northern Ireland)
- 13:** Google map allowing for driving directions to property (Map and Driving Directions button)
- 14:** Downloadable PDF document with property summary (PDF icon)
- 15:** Summary of Property (Summary tab)
- 16:** Details of Property (Details tab)
- 17:** Property Features (Features tab)
- 18:** Community Features (Community Features tab)
- 19:** Description of Property (Description tab)
- 20:** Open House (Openhouse tab)

Property Id:	1
Market Status:	Under Contract
Listing Type:	For Rent
Price:	€110.00 Per Week
Category:	Residential
Closest City/Town:	Armagh

1. Drill Down Search Facility
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19. Description of Property
20. Open House

Adding a property consist of a 4 step process.

This makes it easier to manage once you are done as you can go straight to the relevant section and update as needed.

To add or manage a property you need to log in and navigate to the Administration section » Dashboard » Manage Property and click on Manage Property Ads

Properties on File - 1 to 6 of 6

Property Dashboard

Show all records Show filter							
Approved	Agent	List Type	Status	City	Visible	Featured	
2013-09-24	Fred Mac Donald	For Sale	For Sale	Athlone	✓	?	edit
	Property ID: 64						
	Viewed: 52						
	Expired: 2013-10-12						
2013-09-24	Fred Mac Donald	For Lease	For Lease	Athlone	✓	?	edit
	Property ID: 65						
	Viewed: 0						
	Expiry Date: 2020-09-23						
2013-09-24	Fred Mac Donald	For Rent	Available	Athlone	✓	?	edit
	Property ID: 66						
	Viewed: 0						
	Expiry Date: 2020-09-30						
2013-09-19	Fred Mac Donald	For Sale	Subject to Cont...	Athlone	✓	?	edit
	Property ID: 63						
	Viewed: 1						

On this page you will see your list of properties with the following details

1. Date ad was approved
2. Agent / Seller
3. List Type
4. Market Status
5. City Located in
6. If the property is Visible (An expired add will be invisible)
7. If the property is a Featured Property
8. Property ID
9. Number of times the property has been viewed on the site
10. If the ad is expired (An expired add will be invisible)

Click edit or "add new" to go to "Step 1" of managing a property

1. Step 1

- Active Dates
- Featured
- Published
- PDF
- Viewed
- Market Status
- Address
- Google Map

2. Step 2

- List Type
- Category
- Price
- Rent Frequency
- General Info

3. Step 3

- Open Day
- Ad Line
- Short Description
- Long Description
- META Description
- META Keywords

4. Step 4

- Upload Images
- Manage Image Descriptions