

Property Administration Suite

Log in to the Admin Suite

There are two ways of getting to TheMoveChannel.com Admin Suite:

1. Type <http://www.themovechannel.com/upload/> into your browser
2. Click the **ADD/EDIT** button on the header of <http://www.themovechannel.com>.

There are two fields on this page for you to fill in, username and password.
This information will have been provided to you on signup. **Both fields are case sensitive.**

Check the box marked "Save these details on this pc?" to make logging in easier from that computer.

If you have lost this information, you can contact:

Natalia Loskoutova

Direct line: +44 (0)20 7952 7202,

Email: natalia@themovechannel.com

Add a New Property

Click **Add Property** on the left hand navigation.

Name: Use the name of the property e.g. *The Sands Development* if it is part of a new development, or a short, snappy headline that summarises the property e.g. *5-bed Detached Villa with Pool*.

Reference: This is your own code and should be unique to the property you are listing e.g. *161208A*.

Country: Select the country in which the property is located from drop down menu.

Location: If a location is stored in our system, you can use the **auto complete location list** to find and select it. Alternatively you can select the location information using the **cascading dropdown menus**. If you want to add a location that isn't listed please contact your account manager and we'll add it for you.

Type: All listings must be either **Residential, Commercial, Land** or **Financial**.

Sub Type: The options here will depend on which **Type** is selected. If you select **Residential** you can use the radio buttons or checkboxes to select the different features that are applicable to the property you are adding, such as Unique Features, Lifestyle Features, Investment Features, Investment Types, Property Features and Purchase Incentives. Try to be as accurate as possible and don't mislead visitors.

Price: For individual properties, enter the **asking price**.

Currency: Select the **currency** you wish to use in relation to the asking price.

Bedrooms: For individual **residential listings**, enter the number of bedrooms.

Units: If you are adding a **new residential development**, you can add the details of the **different types of unit available**. There is no need to use commas, as these will be shown automatically on the site.

	Min Price	Max Price	Min Area	Max Area
Studio	45000	55000	20	25
1 bed Apartment	100000	150000	40	60
2 bed Townhouse	125000	175000	50	65

Short description: Used on the property search results, this should be used to succinctly highlight the **main attractions** of the property in order to encourage the reader to click through for more details:

Pre-launch prices are now available on what promises to be this years hottest Middle East investment property. Built to European standards this zero carbon eco-hotel will be operated by the best in the business and offers guaranteed net returns of up to 8% for the next 10 years. Join the first-come, first-served waiting list now...

Remember that you can edit the short description as often as you want, to keep the messages fresh.

Full description: This is your chance to **sell the development** to web visitors. Put as little or as much information here as you like, up to a maximum of 8,000 characters. Use the bold, italic or underline to highlight key pieces of information. Use paragraphs, sub headings, numbered lists or bullet points to organise information and make it easy to read. **Read our High Quality Listings Guide for more help.**

Key selling points: You can add up to 8 key selling points. Use the green plus sign to add each new one. These should highlight the main features and benefits of the property in a compelling way.

Images: The **small image** accompanies the **short description** and as the first representation of your listing that visitors will see, it needs to be an **attractive image** that will motivate them to click through for more details. This image will be shown at 150 pixels. **Read our High Quality Listings Guide for more help.**

The **large image** is the main image on the property details page and should be 500 pixels in width for maximum impact. Smaller images will be blown up to be this size.

Once you have uploaded the small and large images, you can add up to 10 other images, by clicking the link marked "[Upload an extra image that will be displayed with a width of 500 pixels.](#)"

Preview: Once you have completed all the above you can **click preview** to view your listing.

Be aware though that you need to **hit the insert button** for this work to be saved in the database. If you navigate away from this page and you haven't clicked insert all your work will be lost.

Once you have added the property it will go live when the database cache refreshes, which normally takes place **within 2-3 hours**.

If you have added any of your **company contact details** into the listing or it has been flagged as a possible **duplicate** of a property we already have then it will remain **on hold** for one of our team to check. If there is a problem relating to your listing you will be informed.

Add an Off Market / Wanted Property

There is a special section on the TheMoveChannel.com for commercial property that cannot be overtly advertised, such as hotels, or other large objects that must be kept “off market”. It can also be used to add specific property requirements wanted by a client.

To add one of these listings, click **Add Off Market / Want Property** on the left hand navigation.

Reference: This is your own code and should be unique to the property you are listing e.g. **161208A**.

Type: All listings must be either **Residential, Commercial, Land** or **Financial**.

Sub Type: The options here will depend on which **Type** is selected. If you select **Residential** you can use the radio buttons or checkboxes to select the different features that are applicable to the property you are adding, such as Unique Features, Lifestyle Features, Investment Features, Investment Types, Property Features and Purchase Incentives. Try to be as accurate as possible and don't mislead visitors.

Price: Enter the **asking price**.

Currency: Select the **currency** you wish to use in relation to the asking price.

Short description: This should be a short outline of what the property or investment opportunity entails.

ROI: For some Types you will be able to input the projected Return On Investment.

Yield: For some Types you will be able to input the **current income** of the property.

Capital Requirement: If the **required investment** is not the same as the total price, enter a sum here.

Country: Select the country in which the property is located from drop down menu.

Location: If a location is stored in our system, you can use the **auto complete location list** to find and select it. Alternatively you can select the location information using the **cascading dropdown menus**. If you want to add a location that isn't listed please contact your account manager and we'll add it for you.

View a List of Properties

Click **My Properties** on the left hand navigation.

By default, the page will show a list of your **current live listings**, along with some basic information and a number of icons to represent the status in the database of any enquiries for that property.

You can update the status of the individual listings from this page by selecting from the dropdown menu and clicking the “update status” link.

Use the form at the top of the page to filter the results by country , timeframe or listings status and browse the records using the paging bar if there are more listings than are shown on the first screen.

Edit a Property Listing

Listings should be edited whenever information goes out of date, prices change or new information is made available that will help sell the property.

Partners that add properties via an XML feed can manual edit a listing for further enhancement.

There are 2 ways to find a listing to edit:

1. Click **My Properties** on the left hand navigation and search/browse the results to find the listing.
2. Click **Properties** in the top navigation and use the fields in the search form to find the listing.

Update the information in exactly the same way as if you were adding it, preview then save your listing.

Manage Enquiries

Click the **Enquiries** link at the top of the page.

Change the results that show on the page, by searching for a **specific property**, updating the **timeframe**, locating a **property**, or finding a **specific client**.

Use the **dropdown menu** to update the enquiry status and then **click the update link**.

To make a note of the fact that you have **contacted** the client, **tick the checkbox** and **click the update link**.

You can also update this information from the **Client Details** page, which you can access by clicking the **Details** link on the Enquiries page next to a specific enquiry. This page also allows you to:

- View all of the enquiries that this customer has made with your company
 - Store general notes on that particular client in the square box at the top of the page
 - Input details of the sale price and commission in relation to a specific enquiry
 - Add a contact note in relation to one of the enquiries that the customer has made
 - Request a reminder email for a follow up call or task associated with this client
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Find a Client

Click the **Client Search** link in the left navigation after clicking the **Enquiries** link at the top of the page.

Search for a client by First Name, Surname, Email, Phone Number, Postcode or Address

Show Reporting Statistics

Click the **Reporting** link at the top of the page.

Change the results to show a different timeframe and the table below will update to show **Page Views**, **Enquiries** and other statistics relating to the performance of the website for your listings.