

NEW DEVELOPMENTS USER MANUAL

PROPERTYPAL.COM

USERNAMES & PASSWORDS

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INTRODUCTION

Adding a New Development to PropertyPal is slightly different from adding a single re-sale property.

Firstly you will need to add the Development Overview which will show on the New Homes Section of the website, then add the Property Types which will show on the Property for Sale section of the website. And finally the individual units or sites, which will show within the property types on the Property For Sale section of the website.

While this seems like a lot of work, it should actually reduce your work, in that the units take approximately 10 seconds to add, instead of the more traditional method of listing each unit as an individual property!

This document will guide you through the process of adding a New Development from scratch, along with how to edit a development.

If you still have queries that are not included here please do not hesitate to contact our Support Team on the details below:

Email: help@propertypal.com Telephone: 028 90 999 999

- After Logging in to PropertyPal.com. Click on Developments tab at the top of the page, this will open the Development List page.
- Click on the "Add a development" button at the top of the page. This will open the Select a Developer page.
- Select your developer from the drop down list. If your chosen developer is not on the list email developments@propertypal.com with the details and we will add it for you. Click Next.

If the developer you are working with is small or doesn't want his name showing on PropertyPal, please use Private Developer or Undisclosed Developer.

4. Sole Agents

If you are a sole agent on this development click the Add New Development button and move to step 6.

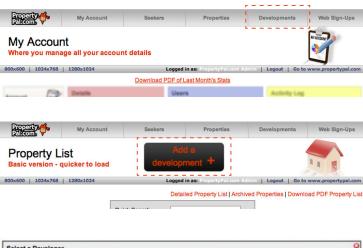
5. Joint Agents

If you are a joint agent on this development, use the drop down to see if the development has been added by the other agent. If this is the case, click on your chosen development and click Next. You have been added as an agent to this Development!

Note: You may want to check the description and photos as the initial agent may be advertising their name and not yours on the development.

 Fill in the details of the Development. Please note that this is the description of the whole development, and not of individual properties. When this page is complete, click Next.

Note: Neither the Tag Line nor the Negotiator are necessary fields, please ignore these.



Select a Developer You must select the developer of the development that you wis	ih to add.	0
Developer	please select	8
If you cannot find the developer on the list above, then please 3344	contact us and we will add them for you.	email helo@propertypal.com or call us on 028 9018
Back	Cancel	Next

Select a Development If this development has already been added to our system	m, then you can select it from the list below:	6
Development	none specified \$	
Back	Cancel	Next
If the development is not listed above, then you can add i	it to our system by clicking below:	
Ad	Id New Development	
(N.B. When you add this development, you are actually adding i be able to edit it directly. All developments must be added to a d		with your account and you wi

N	est Dev Iultiple Dev ate Entered /ebsite Pag	d 6 Ai	ug 2009						•	iew on website
_	Details	Description	Photos	Files	Мар	Age	nt			
	Develop	ment Details						Development Addres	s	
	Develo	opment Name	Test Develo	pment				Address Line 2	New Road	
		Tag Line						Town / City	Belfast	
		Status	Available			ŧ		County	Antrim	•
		Negotiator	none s	pecified		¢		Country	Northern Ireland	\$
	Sho	w On Website								
	Private	Notes (never sho	own to the pub	lic)						

7. The following page is the development overview description. This is a free text box which allows you to type directly into the box or to copy and paste text from another document. When you are happy with the layout etc, click Next.

1 test street

TIP: It may be easier to use CTRL & V instead of right clicking to paste.

8. To upload photos of the property click on the Upload Some Photos button. This will open a pop up for the Fast Image Uploader. Click on + Add more photos, then locate the relevant file where the photos are stored. You can either double click on a photo to upload it or, if you are uploading several photos, hold down the shift key on your keyboard and click on multiple photos. Once you have made your selection (as many photos as you like) click Upload. This will re-size the photos appropriately.



9. Once the images are uploaded you may find that they are not in the order that you would like them in. To re-order them you simply drag and drop them into the correct order. Please note that the Primary image is the first image that will be seen on the website. When you are happy with the order, please click Next.

- 10. The Files page is where you will upload PDFs of the brochure of the Development or any relevant floor plans. This is not a mandatory item. To upload, simply click on the Upload PDF Files. This will open a window where you can choose your files. You will be required to specify names for these files when uploading. Brochure, or Floor Plan, etc will suffice.
- We move on then to the Map screen. When we entered the Town for the development on the Details screen a marker was placed on the map corresponding with this town.

To adjust the marker, simply zoom into the map using the + button and drag our mascot to the exact spot. You will then need to rate how accurate you are with the marker! To do this simply click on the relevant accuracy rating on the right hand side of the map.

You may find it easier to swap the view on this screen to Hybrid view which shows the roads and a satellite view of the terrain. To switch to Hybrid view simply click the Hybrid button on the top right hand side of the map.

12. You can also choose to turn off Google Street View on PropertyPal.com. This is especially important if the vendor does not wish this to be shown. To turn it off simply un-tick the Show Google Street View on site box. Please note that we are unable to turn Google off, this will simply not show Street View on PropertyPal.com.

Sele	ct Files To Uploa	d		
		Files To Upload		File Titles
File 1		Screen Shott 11.13.13	Screen Shot	Brochure
2012-0 File 2	2-21 at 11.13.	no file selected		
File 3	Choose File	no file selected		
File 4		no file selected		
	clear selected	files		
			Cancel	Upload

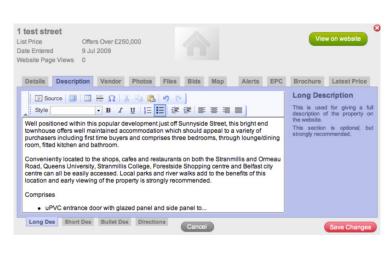


- 13. The next page simply shows you the agent or agents selling the development. Click Finish to move on to the next step. You have now added the development as a whole, you now need to add the property types and individual units.
- **14.** You will find yourself back on the Development List page at this point. To add a property type click on the black Add a Property Type button on the development.
- **15.** Fill in the details of the Property Type. Please note that this is the description of the particular property type, and not of individual properties or the whole development.

Note: Neither the Tag Line nor the Negotiator are necessary fields, please ignore these.

16. The following page is the Property Type description. This is a free text box which allows you to type directly into the box or to copy and paste text from another document. When you are happy with the layout etc, click Next.

TIP: It may be easier to use CTRL & V instead of right clicking to paste.

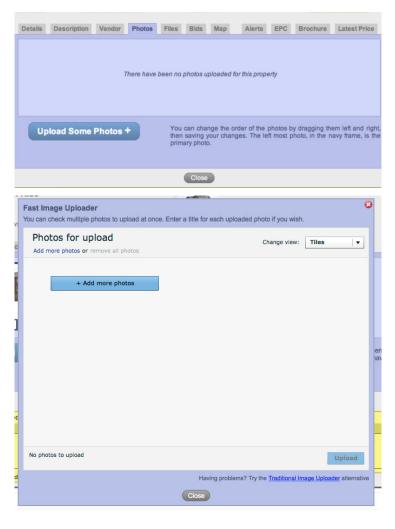




'Test Development' more info

17. To upload photos of the property type click on the Upload Some Photos button. This will open a pop up for the Fast Image Uploader. Click on + Add more photos, then locate the relevant file where the photos are stored. You can either double click on a photo to upload it or, if you are uploading several photos, hold down the shift key on your keyboard and click on multiple photos. Once you have made your selection (as many photos as you like) click Upload. This will re-size the photos appropriately.

- 18. Once the images are uploaded you may find that they are not in the order that you would like them in. To re-order them you simply drag and drop them into the correct order. Please note that the Primary image is the first image that will be seen on the website. When you are happy with the order, please click Next.
- 19. If you have added the Development Brochure on the development, you probably will not need to add it again here. This is where you will upload PDFs of the individual house type brochures or any relevant floor plans. To upload, simply click on the Upload PDF Files. This will open a window where you can choose your files. You will be required to specify names for these files when uploading. Brochure, or Floor Plan, etc will suffice.





Select Files To Upload	
Files To Upload	File Titles
File 1 Choose File Screen Shott 11.13.13 Screen Shot	Brochure
2012-02-21 at 11.13.13.png	
File 2 Choose File no file selected	
File 3 Choose File no file selected	
File 4 Choose File no file selected	
clear selected files	
Cancel	Upload

- **20.** The next page is where you add the individual units or properties. Click on the Add a Property Unit button.
- Property Type Details
 Description
 Photos
 Files
 Units

 A list of Units in the Property Type: 'Apartment'
 Area 1 Property components
 Area 1 Property components

 Site
 House No. Street
 Price
 Size
 Status
 Delete

 1
 Test Street
 £129,950
 Circa 800 sq.f
 For Sale
 more infe
 Image: Street
 Image

vensile rage views o

21. Fill in as many details as you have on this page, and click Finish when you are happy with your selections.

Note: It is not necessary to add the postal number, unit number or postcode here, please ignore!

22. To add another property unit click again on the Add a Property Unit button, this time click the Copy Last Unit Added button. This will copy all the details from the last unit except the Site or Postal Number. Repeat this step until you have all your Property Units added.

quick-fill: copy of	Flast Unit added			
Property Unit Address		Property Unit Details		
Site Number	Unit	List Price	Offers Over	POA _
Postal Number		Size	sq. feet	•
Street		Status		•
Postcode		Show On	Website 🖸	
Private Notes (never shown to the	public)			

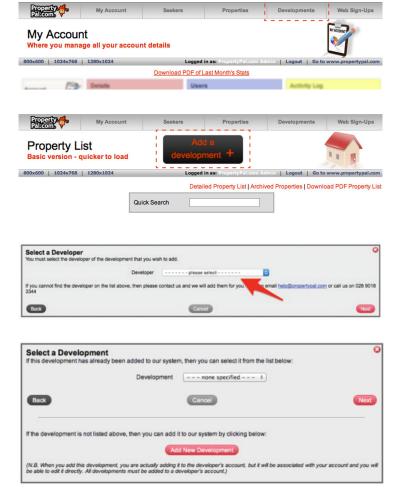
FREQUENTLY ASKED QUESTIONS

NEW DEVELOPMENTS

MY AGENCY IS JOINT ON A DEVELOPMENT -HOW DO I ADD US TO THIS?

To add yourselves to an existing new development, please follow the steps below.

- Login to the PropertyPal.com back office system and click on Developments at the top of the page.
- 2. Click Add New Development button.



- **3.** Use the dropdown to choose the relevant developer and click Next.
- If you know the development has already been added by another agent, use the dropdown to find the development you would like added to. Click Next.
- **5.** You have been added to this New Development as a Joint Agent.

Note: The agent who added the development will now receive an email notifying them that your agency has been added to the new development.

HOW DO I REMOVE A JOINT AGENT FROM A NEW DEVELOPMENT?

To remove another agent from an existing new development, please follow the steps below.

To remove a dis-instructed joint agent from a New Development, please email us at help@propertypal.com letting us know the name of the dis-instructed agent and also the development name.

We will check with the dis-instructed agent that this is the case, and remove them from the development once we receive confirmation.

I AM A JOINT AGENT ON A DEVELOPMENT, HOW DO I REMOVE MYSELF FROM THIS DEVELOPMENT?

To remove your agency from a joint agency development, please follow the steps below:

- 1. Log into your PropertyPal.com account.
- **2.** Go to Developments, and find the development you need to remove yourselves from.
- **3.** You will see a bin symbol to the right hand side of the development, as per the screenshot below:

Blue Horizon Developments 'Blaris Fields' monute Lisburn, County Antrim				Add a Property Typ		
Property Type	Beds	Style	List Price 🛔	Num Units (available)	Advert	Archive
The Broadwater Apartments Type mere into	2	Apartment	£119,950 - £122,500	8 (1)	Expired	
The Broadwater Apts Type A more into	2	Apartment	£125,000	2 (0)	Live	*
The Broadwater Apts Type B more info	2	Apartment	£125,000	2 (0)	Live	
The Hilden men into	3	Semi-detached	£157,500 - £162,500	4 (0)	Expired	
The Lambeg more into	3	Semi-detached	£169,950 - £179,950	15 (1)	Live	
The Scott more into	4	Detached	£255,000 - £275,000	6 (0)	Expired	
The Shemin more info	3	Semi-detached	£150,000	2 (0)	Expired	
The Ward more info	3	Detached	£187,500 - £195,000	2 (0)	Live	

 You will open a pop up with 2 choices; Remove Association and Archive Development. Click Remove Association. Blue Norizon Developments 'Blant's Field's' monitor Labour, County Arom Do you want to Remove Your Association or units's Fields', or do you want to Archive it completely? Do you want to Remove Your Association or units's Fields', or do you want to Archive it completely? Remove Association' mans that the development will remain on ProperyPal.com, under the Developer and any Other Agent who may be associated with it. Archive Developement' means that the development will be removed from ProperyPal.com, for You, the Developer AND for any Other Agent, it may be listed with.

Note: The remaining agents on this development will receive an email letting them know that your agency has been removed from this development.

HOW DO I ARCHIVE A NEW DEVELOPMENT?

To archive a new development, please follow the steps below:

- **1.** Log into your PropertyPal.com account.
- **2.** Go to Developments, and find the development you need to archive.
- **3.** You will see a bin symbol to the right hand side of the development, as per the screenshot below:

Blue Horizon Developments 'Blaris Fields' mon.info Liaburn, County Antrim			libert (Add a Property Typ		*
Property Type	Beds	Style	List Price 🛔	Num Units (available)	Advert	Archive
The Broadwater Apartments Type mere into	2	Apartment	£119,950 - £122,500	8 (1)	Expired	
The Broadwater Apts Type A more into	2	Apartment	£125,000	2 (0)	Live	
The Broadwater Apts Type B more info	2	Apartment	£125,000	2 (0)	Live	
The Hilden men infe	3	Semi-detached	£157,500 - £162,500	4 (0)	Expired	
The Lambeg mare info	3	Semi-detached	£169,950 - £179,950	15 (1)	Live	
The Scott more into	4	Detached	£255,000 - £275,000	6 (0)	Expired	
The Sherrin mere info	3	Semi-detached	£150,000	2 (0)	Expired	
The Ward more info	3	Detached	£187,500 - £195,000	2 (0)	Live	

 You will open a pop up with 2 choices; Remove Association and Archive Development. Click Archive Development. Bue Holdeon Developments
Big End Soft Scheduling system
Big End Soft Scheduling Soft Scheduling System
Big End Soft Scheduling Sof

Note: Any remaining joint agents on this development will receive an email letting them know that your agency has archived this development.

HOW DO I ARCHIVE A PROPERTY TYPE WITHIN A NEW DEVELOPMENT?

To archive a property type within a new development, please follow the steps below:

- **1.** Log into your PropertyPal.com account.
- **2.** Go to Developments, and find the development you need to remove the property type from.
- **3.** You will see a bin symbol to the right hand side of the property type, as per the screenshot below:
- **4.** Click the bin and confirm.

Note: Any remaining joint agents on this development will receive an email letting them know that your agency has archived this property type.

Deramore Developments 'Carolan Park' more into Carolan Road, Ormeau, Belfast, County Antrim			<u>9</u> .	Add a Property Type	+ www	đ
Property Type	Beds	Style	List Price	Num Units (available)	Advert	Archive
Site 1 Carolan Park (The Wilson) more into	4	Detached Villa	£550,000	1 (0)	Live	Ť
Site 2 Carolan Park (The Davidson) more into	4	Semi-detached	£495,000	1 (0)	Live	Ť
Site 3 Carolan Park (The Davidson) more into	4	Semi-detached	£495,000	1 (1)	Live	Ť
Site 4 Carolan Park (The Alexander) more info	4	Semi-detached	£485,000	1 (0)	Live	Ť
Site 5 Carolan Park (The Alexander) more info	4	Semi-detached	£485,000	1 (0)	Live	ŵ
Site 6 Carolan Park (The Alexander) more info	4	Semi-detached	£490,000	1 (1)	Live	Ť
Site 7 Carolan Park (The Alexander) more info	4	Semi-detached	£490,000	1 (1)	Live	Ť

I'VE LISTED A NEW DEVELOPMENT BUT IT ISN'T SHOWING ON THE SITE, WHAT DO I DO?

There are a few reasons that your new development may not be showing live on PropertyPal, I have listed these and the solutions below:

1. I have uploaded the New Development to our Property Management Software but its not feeding through to PropertyPal.

This is because all New Developments must be manually added and updated on PropertyPal. New Development properties cannot be fed through in the same way that resale properties are. Please login to your PropertyPal account and upload the development manually. If you are unsure how to do this, please email us on help@propertypal.com.

2. I have uploaded a New Development as "Coming Soon" but it is not showing on PropertyPal.

Please check your upload to ensure you have added at least one property type and individual site to the development. If you do not have any of the property details at this stage, please add a Property Type as Coming Soon and mark the pricing as POA. You will also need to add at least one unit to the property type and ensure you have clicked the Advert Tab and advertised the development on PropertyPal.

3. I have uploaded a New Development, added Property Types and Units but it is still not showing on PropertyPal.

Please ensure that the Development, Property Types and Units are all marked as "Show to the Public". You will be able to see that these are hidden on the property list, if there is a red X though the www!

Also please check that you have advertised the property types on PropertyPal. You can check this by clicking on the Property Type, then going to the Advert Tab. You will see when the advert was placed live here.

 Private Developer
 Minmacrew Road more affe
 11

 Property Type ↓
 Beds
 Style
 List Price ↓
 Num Units
 Advert
 Archive

 Site 1 Kilmacrew Road more affe
 4
 Detached with particle
 010
 No Advert
 12

 Private Developer
 Kilmacrew Road more affe
 4
 Detached with particle
 010
 No Advert
 12

 Private Developer
 Kilmacrew Road more affe
 4
 Detached with particle
 010
 No Advert
 12

 Private Developer
 Kilmacrew Road, Banbridge, County Down
 12
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If you have checked all of the above and still cannot see why the Development is not showing on PropertyPal, please email us on help@propertypal.com

HOW DO I ADD A SHOW HOME OPENING TIME?

 Log in to your account, go to Developments, and find the development you wish to add the show home opening time to.



- **2.** Click 'more info' on this development.
- **3.** Please select the preferred Show Home Opening Time from the 'Opening Times' drop down option.

	je Views 2642							
Details	Description Pr	hotos Video	a Files	Мар	Agent			
Develop	pment Details					Development Address		
1	Development Name	Glenoak Gran	ge Meadows	1		Address Line 2		
	Tag Line					Town / City	Crumin	
	Status	Available				County	Antrim \$	
	Negotiator	none spe	cified			Country	Northern Ireland \$	
	Show On Website	0				Show Home		
Private	Notes (never shown to	the public)				Opening Times	none specified	\$
						(Miscelarieous)		
						Virtual Tour URL		

Note: If the show home opening time you wish is not there, please contact us and we will add this in for you.

IT IS NOT POSSIBLE TO ADD A DATE HERE, JUST A DAY AND TIME.

I HAVE A NEW DEVELOPMENT THAT I REALLY WANT TO PUSH, CAN PROPERTYPAL HELP ME?

There are a variety of features on our website specifically to boost a New Development. Please contact us on help@propertypal.com and we will come back to you with the details.

THE PRICES ON ONE OF MY PROPERTY TYPES ARE SHOWING INCORRECTLY, HOW DO I FIX THIS?

The pricing on a new development or property type within a new development is taken from the units on the development.

To change this pricing, please follow the steps below:

- **1.** Log into your PropertyPal.com account.
- **2.** Go to Developments, and find the development you need to change the pricing on.
- Locate the Property Type with the incorrect pricing on the list as per the screenshot below and click more info on the appropriate Property Type:
- **4.** Go to the Units tab and locate the unit with the incorrect pricing:

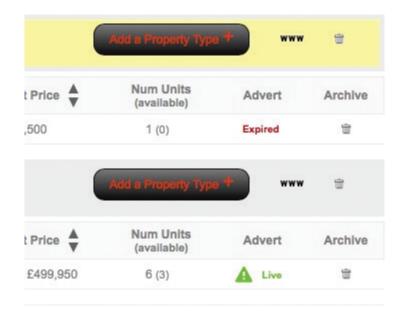
Ballyoran Developments 'Meadow View' mere info Old Mill Grove , Dundonald, County Down			-	Add a Property Type		
Property Type	Beds	Style	List Price 🛔	Num Units (availab)	Advert	Archive
The Baneberry more infe	3	Semi-detached	£169,950 - £174,950 🔞	6 (2)	Live	+
The Bellflower more info	3	Detached	£184,950 - £195,000	2 (0)	Live	*

Vebsite Page Views 902	Apr 2015 26		LALBOW VIEW	-	•	View	on Propert	PN
Property Type Details	Description Photos	Videos Files	EPC Units	Advert				
	A list of Units in the Pr	roperty Type: "The	Baneberry'			Add a Propert	y Unit +	
Site House No.	Street	Р	rice	Size S	itatus		D	olete
9	Meadow View	E	174,950 Cir	ca 1,031 sq.f	Sale Agreed	more infe	-	ŧ
10	Meadow View	£	174,950 Cir	ca 1,031 sq.f	Sale Agreed	mere infe	-	*
11	Meadow View	£	174,950 Cir	ca 1,031 sq.f	Sale Agreed	men.infe	-	ŧ
12	Meadow View	£	174,950 Cir	ca 1,031 sq.f	Sale Agreed	more info	-	*
13	Meadow View	5	174,950 Cir	ca 1,031 sq.f	For Sale	more info	-	*
15	Meadow View	£	169,950 Cir	ca 1,031 sq.f	For Sale	more info	-	*

 You can either click More Info on the unit and change the price so that it reads correctly, or you can delete the unit by clicking the bin on the right hand side of the list to remove it completely.

HOW DO I RE-ACTIVATE AN EXPIRED PROPERTY TYPE OR NEW DEVELOPMENT?

- Log in to your PropertyPal account and click on Developments at the top of the page.
- 2. As you scroll down your list of developments you will see the Expired property types marked in Red and the property types about to expire marked with a green triangle beside Live as per the screenshot below:



3. To reactivate the property, click more info on the property type and click on the Advert tab as per the screenshot below and click the button to relist the property type:



HOW DO I EDIT A NEW DEVELOPMENT?

To edit a New Development you first need to check whether the change you would like to make is on the Development Overview (in the New Homes section of the website) or on the Property Types (these show in the Properties For Sale section of the website). Once you have checked this, please follow the steps below:

 Login to your PropertyPal account and click on Developments at the top of the page.

Property 🔶	My Account	Seekers	Properties	Developments	Web Sign-Ups
My Accou					NY ACCOUNT
Where you man	age all your accour				
Where you man 800x600 1024x768			in as: PropertyPal.com A	dmin Logout Go to	www.propertypal.com
				udmin Logout Go to	www.propertypal.com

2. Locate the Development you would like to edit from the Development list.

To Edit the Development Overview Page

- Click on More Info beside the development name as per the screenshot below:
- **2.** Locate the tab with the information you would like to change. Make your changes and click Save.

Antrim Construction Company Limited 'Millreagh (Antrim Const Carrowreagh Road, Dundonald, County Do		any)' and its	MILIRADH	Add a Property Type		
Property Type 🛔	Beds	Style	List Price 🛔	Num Units (available)	Advert	Archive
Carrowreagh A133.1 mere into	4	Detached	£335,000	1 (1)	Live	
Dunioe A26.3d more into	з	Detached	£229,950	1 (1)	Live	
Grange A6 more into	3	Semi-detached	£164,950	1 (0)	Live	
(empe(B) A89.2s mare into	4	Detached	£285,000	1 (0)	Live	
Gidare A18.1s more info	4	Detached	£250,000	1 (1)	Live	
Olleen A26.9 more info	4	Detached	E263,950	4 (2)	Live	
Rylane A108.1 more infe	-4	Semi-detached	£199,950	4 (2)	Live	
Strangford A43.1(s) more into	4	Detached	£284,500	1 (0)	Live	

Details	Description Pl	notos Videos	Files Ma	p Agent	Development Address		
	Development Name	Milireagh (Antrim	Construction 0			Carrowreagh Road	
	Tag Line				Town / City	Dundonald	
	Status	Available	\$		County	Down	0
	Negotiator	none specifie	d \$		Country	Northern Ireland	+
	Show On Website	٥			Show Home		
Private	Notes (never shown to	the public)			Opening Times	Sundays 2-4 pm and by	appointment \$
					Miscellaneous		
					Virtual Tour URL		

HOW DO I EDIT A NEW DEVELOPMENT?

To Edit one of the Property Types or Prices

 Click on More Info beside the Property Type name as per the screenshot below:

Property Type	Beds	Style	List Price 🛔	Num Units (available)	Advert	Archive
Carrowreagh A133.1 mere infe	4	Detached	£335,000	1 (1)	Live	9
Dunice A26.3d more info	3	Detached	£229,950	1 (1)	Live	*
Grange A6 more into	3	Semi-detached	£164,950	1 (0)	Live	
Kempe(8) A89.2s mere info	4	Detached	£285,000	1 (0)	Live	
Kildare A18.1s more infe	4	Detached	£250,000	1 (1)	Live	
Killeen A25.9 more inte	4	Detached	£263,950	4 (2)	Live	
Rylane A108.1 more into	4	Semi-detached	£199,950	4 (2)	Live	
Strangford A43.1(s) more into	4	Detached	£284,500	1 (0)	Live	

- **2.** Locate the tab with the information you would like to change. Make your changes and click Save.
- Rylane A108.1
 Version Company)

 Units age (Antrim Construction Company)
 Version Property Plat

 Date Entrine
 12 Sep 2014

 Version Rouse Laws
 4451

 Property Type Details
 Description

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- **3.** To change the pricing that shows on the website, you need to go to the units tab and make your changes within each unit.

Propert	y Type Details	Description P	hotos	Videos	Files	EPC	Units	Advert				
		A list of Units I	in the Pro	operty Typ	e: "Ryla	ine A1	08.1'			Add a Proper	y Line 🕈	
Site	House No.	Street			Pr	ice		Size	Status			Delete
31		Millreagh Grove			£1	99,950	Circ	a 1,265 sq	f Sale Agreed	com info	-	
32		Millreagh Grove			£1	99,950	Circ	a 1,265 sq	f Sale Agreed	mens.info	***	8
33		Millreagh Grove			£1	99,950	Circ	a 1,265 sq	f For Sale	mens info	***	
34		Milreagh Grove			£1	99,950	Circ	a 1,265 sq	f For Sale	more info	-	

HOW DO I SALE AGREE AN INDIVIDUAL PROPERTY WITHIN A DEVELOPMENT?

- Login to your PropertyPal account and click on Developments at the top of the page.
- **2.** Locate the Development you would like to edit from the Development list.
- **3.** Click on More Info beside the Property Type name as per the screenshot below:



Artrim Construction Company Limited 'Millreagh (Antrim Const Carrowreagh Road, Dundonaid, Courty Do		any)' and	MUMAN	Add a Property Type		
Property Type	Beds	Style	List Price 🛓	Num Units (available)	Advert	Archive
Carrowreagh A133.1 mereinfa	4	Detached	£335,000	1 (1)	Live	8
Dunice A26.3d more info	3	Detached	£229,950	1 (1)	Live	*
Grange A8 more into	3	Semi-detached	£164,950	1 (0)	Live	
Kempe(8) A89.2s mere info	4	Detached	£285,000	1 (0)	Live	
Kildane A18.1s more infe	4	Detached	£250,000	1 (1)	Live	
Killeen A26.9 mare into	4	Detached	£263,950	4 (2)	Live	*
Rylane A108.1 more into	4	Semi-detached	£199,950	4 (2)	Live	
Strangford A43.1(s) more infe	4	Detached	£284,500	1 (0)	Live	

- Rylanc A108.1
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 12 Sep 2014

 Utbods Rouse
 6435

 Property Type Details
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- **4.** To change the status on 1 of the units, that shows on the website, you need to go to the units tab and click on the unit you would like to change.
- Rylane A108.1 Millreagh (Antrim Construction Comp 600 Date Entered 12 Sep 2014 Website Page Views 4543 Property Type Details Description Photos Videos Files EPC Units Advert A list of Units in the Property Type: "Rylane A108.1" Site Price Street Size Sta Milreagh Grove £199,950 Circa 1,265 sq.f Sale Agree 32 Millreagh Grove £199,950 Circa 1,265 sq.f Sale Agree -33 £199,950 Circa 1,265 sq.f For Sale Milreagh Grove 34 Circa 1,265 sq.f For Sale G
- Site 22 Hollymount Hall
 Property Type
 The Harris
 Development
 Hollymount Hall
 Date Entered
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 Site Hollymount Hall
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- **5.** Use the Dropdown menu on the Status to change to Sale Agreed, then save your changes.

HOW CAN I ADD A VIDEO OR VIRTUAL TOUR TO MY DEVELOPMENT ON YOUR WEBSITE?

We have 2 methods of uploading a video to a New Development, depending on the format of the video.

If you have been sent a URL from your photographer please follow the steps below:

- **1.** Log into your PropertyPal.com account.
- **2.** Go to Developments, find the Development that you need to add the video and click More Info.
- On the Details page you will see a field for Virtual Tours as per the screenshot below. Simply paste the URL for the video into this field and save your changes.

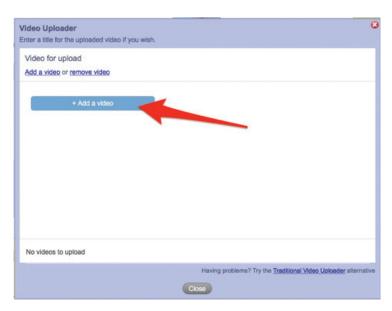
Contact help@propertypal.com if your link is not accepted.

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Templeton Robinson	Ashley Black	1 PDF file(s) uploade	d to Annahilt Gate		11 Jan 2019 17:27
Templeton Robinson	Ashley Black	1 photo(s) uploaded 1			11 Jan 2019 17:25

4. To upload a video file click Upload a Video, then Add a video. You will be taken to the file system on your computer where you can then choose the video to upload.

Note: It may take a few minutes for the video to upload to the server depending on the size and format.

THE SYSTEM WILL NOT ACCEPT VIDEOS OVER 200MB



HOW DO I HIDE A NEW DEVELOPMENT?

- **1.** Log into your PropertyPal.com account.
- **2.** Go to Developments, find the New Development that you need to hide and click More Info.
- **3.** On the Details page you will see a tick box labelled "Show on Website"
- **4.** Untick this box this hides the whole development from Public View.
- **5.** When you are ready, just tick the box again!

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HOW DO I ADD A COMING SOON BANNER TO A NEW DEVELOPMENT?

- **1.** Log into your PropertyPal.com account.
- **2.** Go to Developments, find the New Development you want to mark as Coming Soon.
- **3.** On the Details page you will see a Dropdown labelled "Status"
- **4.** Change this status to Coming Soon and save your changes.
- **5.** When the development is released, you simply need to change this to Available and save the changes.

dit Developm					1. 1
				Logged in as: Contribution Loge	ut Go to www.propertypal
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GET IN TOUCH

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help@propertypal.com

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