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Adding Properties

(Tantum eruditi sunt liberi)

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Add a Property

The screenshot shows the 'Add a Property' form with three main sections:

- LOCATION:** Includes dropdowns for Branch (Training Branch) and Area (Bridgend), a text field for Number (25), and four text fields for Address (Cowbridge Road, Bridgend, Mid Glamorgan, and an empty field), plus a Postcode field (CF31 1CR).
- EXTRA DETAILS:** Includes text fields for Capital Value of Property and Council Tax / Rates Payable.
- PROPERTY TYPE & DESCRIPTION:** Includes a dropdown for Property Type (House) and a large text area containing a detailed description of the property on Cowbridge Road.
- 3RD PARTY SOFTWARE:** Includes a text field for Dezrez Property ID.

The first screen in Add a Property will require Location details:

- Area
- Branch
- Full Address
- Capital Value (Optional)
- Council Tax (Optional)
- Property Type:

Description:

A full and comprehensive description, as this will be used on all the marketing features and uploads to property portals.

Directions: Add directions to the property

Add Dezrez ID if using this software

When complete Click the **Next action button**.

Adding Rooms to a Property

The screenshot shows the 'PROPERTY ROOMS' screen with a 'New Room Name' field and an 'add' button. Below is a list of rooms:

- Bedroom 1** Dimensions: 5.30m (17'5") x 4.87m (16'0") (Height: 2.28m (7'6")); Floor: First Floor. Description: Upvc Georgian style double glazed window to front elevation with traditional working shutters, fitted with a comprehensive range of wardrobes which incorporate shelving.
- Bedroom 2** Dimensions: 2.74m (9'0") x 3.65m (12'0") (Height: 2.28m (7'6")); Floor: First Floor. Description: Upvc Georgian style double glazed window to rear elevation enjoying lovely views over the rear garden, good sized built-in airing cupboard, housing lagged hot water cylinder.
- Bedroom 3** Dimensions: 3.04m (10'0") x 3.04m (10'0") (Height: 2.28m (7'6")); Floor: First Floor. Description: Upvc Georgian style double glazed window, with original window seat to side elevation, radiator.
- Cloakroom** Dimensions: No dimensions set; Floor: Ground Floor. Description: Fitted with a modern suite comprising pedestal wash hand basin, low level W/C and heated ladder style towel rail, shaver point and light, extractor, tiling to splash backs.

In the Rooms screen enter the name of the room and click **Add**. You will now need to select the edit button to enter the details of the room.

Enter a description taking in any special features that the room may have, from the drop down menu select the floor that the room is located on and finally add the room dimensions. The dimensions can be added entered in both imperial and metric, this should be denoted by using the drop down menu. When you have all dimensions added click on the Assign button and whichever way you have entered the dimensions they will be converted to show both imperial and metric, click ok to finish. Continue with this process until you have edited all rooms.

The screenshot shows two sub-screens:

- ROOM DETAILS:** Includes fields for Name (Bedroom 1), Property (25 Cowbridge Road, CF31 1CR), Description (Upvc Georgian style double glazed window to front elevation with traditional working shutters, fitted with a comprehensive range of wardrobes which incorporate shelving), and Floor (First Floor).
- ROOM DIMENSIONS:** Includes input fields for Width (5, 30), Length (4, 87), and Height (2, 28), each with a unit dropdown (Meter, Centimeters) and a 'remove' button. An 'assign' button is at the bottom. Below the inputs, it displays: Display Dimensions: 5.30m (17'5") x 4.87m (16'0") (Height: 2.28m (7'6"))

When saved, the rooms will list in alphabetical order.

Uploading Photos

Select the **Upload Your Photos** tab. Enter a name for the photo (mandatory), select Photo type and from the room drop down menu then finally select the room. This will link all details together.

Click on the Browse button to search for your photos on your pc. When you have loaded them into the system (you should see the location in the File text box) click upload. Continue until you have all the photos you want uploaded. You will notice that photo 1 is designated the Main photo if you require another photo to be the main picture; from the other photos select which one is to be the main photo and move it to the number 1 position by using the arrows (this will be the main photo for Window display, property list and brochure.

Photos must be in the format of; .jpg, .bmp, or .png. When finished uploading photos click **Next**.

Add Utilities to a Property

On the next screen enter all utilities. Enter all electricity meters if it is a multi flat property. This screen does have the capacity for you to enter up to 5 electricity meters. Where possible enter meter and stop tap details. This will be of use especially if needed in an emergency. Click **Next**.

Confidential Notes

Add any confidential notes as required. These notes will only be seen by staff members and not by anyone else. Click **Next**.

Add Facilities

ADD A FACILITY

Facility Type: Garage

Comment: Double Garage

CURRENT FACILITIES

Type	Comment
<input type="checkbox"/> Garage	Double garage

Add what facilities the property has i.e. Garage from the drop down menu and if required add a comment: i.e. Double Garage. If the facility you want to add is not in the list go to Control Panel/ Object Types /Facility types and add the facilities you want. Continue with all

facilities until complete. Click on the **Finish** action button to exit the screen. The property is now added onto the system.

Modify a Property

SEARCH CRITERIA

Street: Road Branch / Area: -- All Branches --

Key Bunch: Reference:

PROPERTY SEARCH RESULTS

Property	Area / Branch
<input type="checkbox"/> Flat 2 2 Kings Road CF23 4AL	Cathays Branch A Branch
<input type="checkbox"/> Flat 3 52 Wakefield Road HX8 2AZ	City Centre Branch A Branch
<input type="checkbox"/> 2 Amesbury Road CF23 8DX	Cathays Branch A Branch
<input type="checkbox"/> 17 Anfield Road cf42 5eg	Adamsdown Branch A Branch
<input type="checkbox"/> 25 Blue Road CF24 3BG	Cathays Branch A Branch
<input type="checkbox"/> 40 Princes Street CF10 1AA	Cathays Branch A Branch

By selecting the Modify a Property option you will need to search for the property to modify. Search criteria is by:

- All Branches
- Single Branch
- Area

If you searched by all branches you will see that on the right hand side of the search screen will be a list of area and branch that the property is listed with. The search results are restricted to 150 properties. If the restriction is

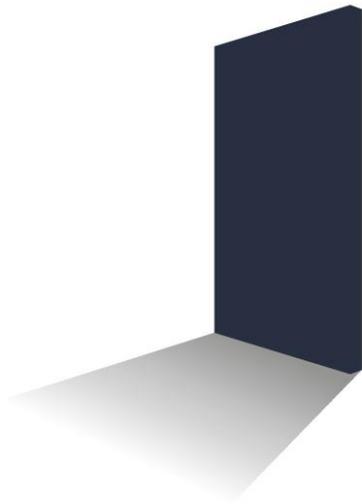
exceeded the title advises the user of the restriction and the total number of matches. When the property is located you will go through the same screens as in adding in a property. From here you will be able to change or add details of the property selected.

View a Property

Search for the property as in Modify when chosen you will be able to view all details of the selected property. Once again you will step through the same screens as in Modify, but this time no amendments can be made to the property details. All you can do is view the details.

Delete a Property

After search and selecting the required property then selecting Delete a Property you will be able to delete the property from system; this is providing it has not been linked to anything within the system. For example; if a property has been linked to a landlord it cannot be deleted.



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