



Real Estate Agent User Manual

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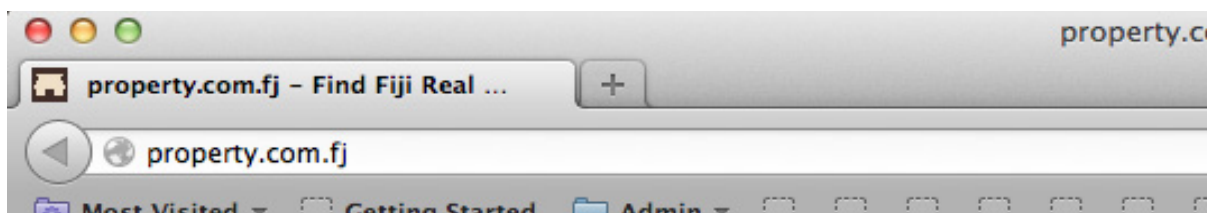
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Setting Up Your Agency Profile

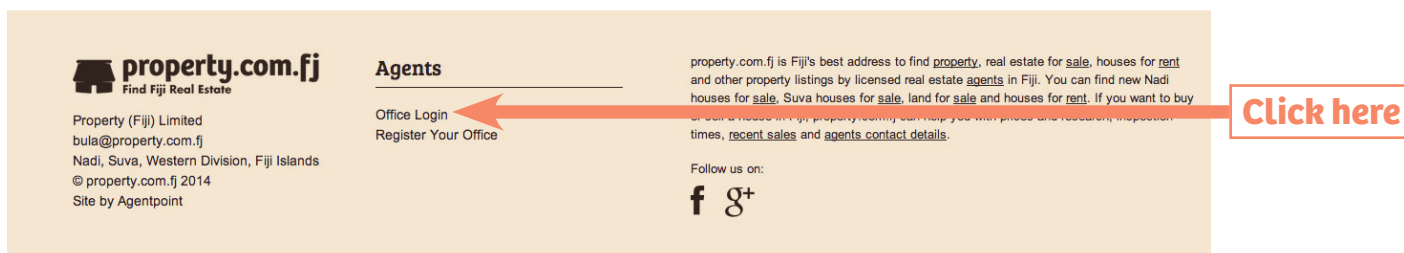
A Step by Step Guide to Setting Up Your Agency's Profile.

You need to create an **Agency Profile** before you can post property listings.

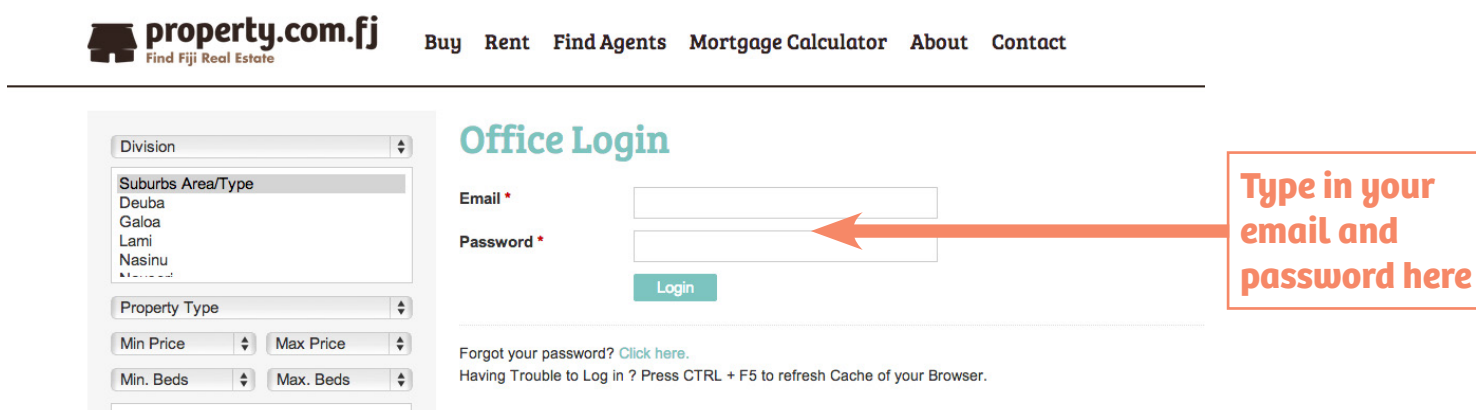
1. Open your Internet browser (Internet Explorer, Google Chrome, Safari or Firefox).
2. Navigate to the property.com.fj website by typing 'www.property.com.fj' into your address bar and pressing 'Enter'.



3. Scroll to the bottom of the page and click '**Office Login**'.



4. Enter your email and unique password created when you registered.

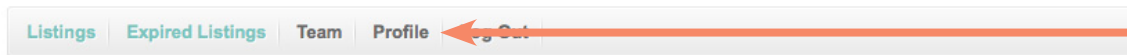


Setting Up Your Agency Profile

5. You will be taken to your '**Agency Dashboard**'. In the grey box near the top of the page, click on the tab called '**Profile**'.



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Click the
'Profile' tab

Create New Listing

- Residential Sale
- Residential Lease

ID	Type	Listing	Address	Town/Area	Status
----	------	---------	---------	-----------	--------

6. This will take you to your '**Agency Profile**' page where you can add your company logo, change your password and set up a map for your company's location.



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Your Profile

Account ID	100031
Name *	Test Agent
Division	Please Select
Town/Area	Please Select
Unit Number	
Street Number	1
Street Name/Type	Example Street
Email *	zoe@naisosolsland.com
Phone	(679) 999 9999

Mapping Coordinates

[Click Here to Set Map Location](#)

Longitude: | Latitude:

Change Password

New Password	
Retype New Password	

Save Changes

[Save](#)

Logo

No file selected.

Setting Up Your Agency Profile

7. Insert your company details in the 'Your Profile' section.

Your Profile

Account ID	100031
Name *	Test Agent
Division	Western
Town/Area	Nadi
Unit Number	
Street Number	1
Street Name/Type	Example Street
Email *	test@testagency.comm.fj
Phone	(679) 999 9999

Type in the name of your agency here

Type in your main agency email and phone number here

8. Find the 'Mapping Coordinates' box to the right of the 'Your Profile' section. Click the green box called 'Click Here to Set Map Location'. A map should appear with your office address pinned in red.

If the map does not recognise the exact address, you can click on the red pin and drag and drop it onto the correct location.

Mapping Coordinates

Click Here to Set Map Location

Longitude:177.4166669999995 | Latitude:-17.8

Click here

If the pin is not in the right location, click on it then drag and drop it onto the correct area

Setting Up Your Agency Profile

9. Further down the page is the '**Change Password**' section. If you want to reset your password type in a new password then retype the new password again below to confirm.

Change Password

New Password

Retype New Password

Type in your new password here

Retype your new password to confirm

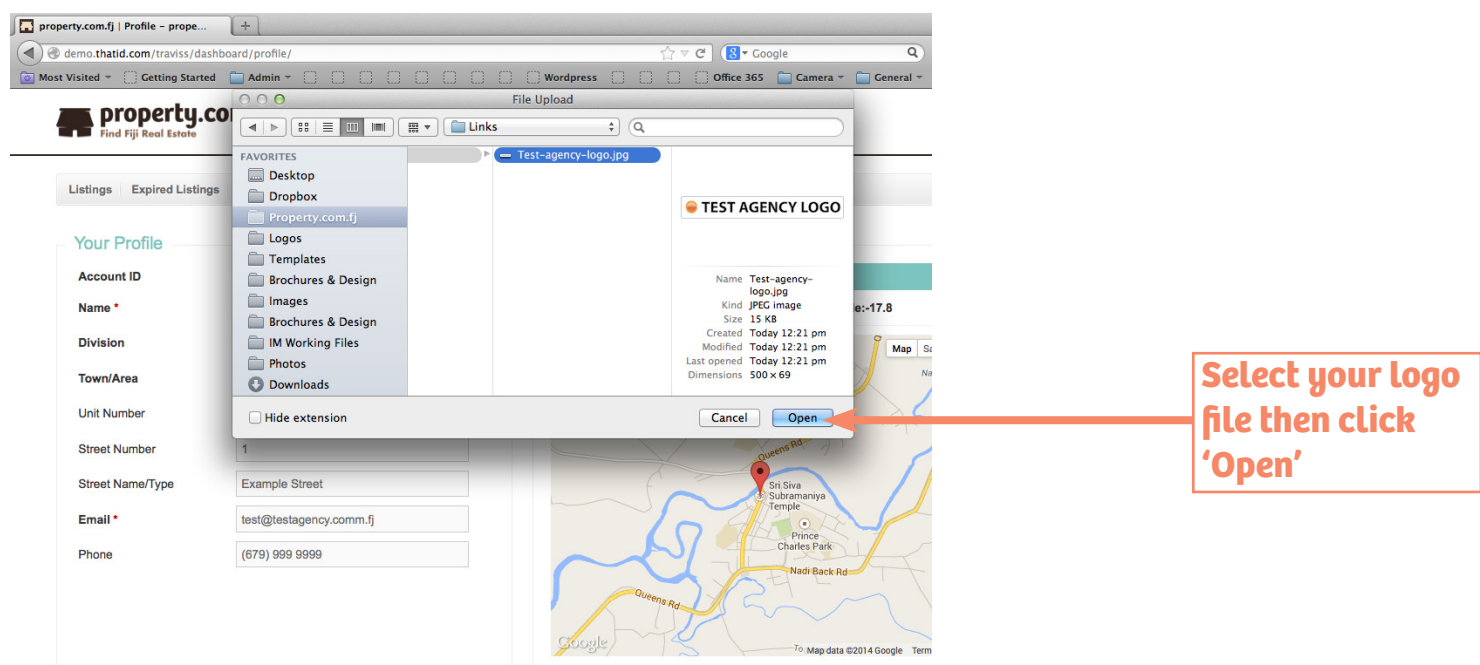
10. To upload your agency's logo, find the '**Logo**' section and click the '*Browse*' button. Note: best to use a horizontal logo.

Logo

No file selected.

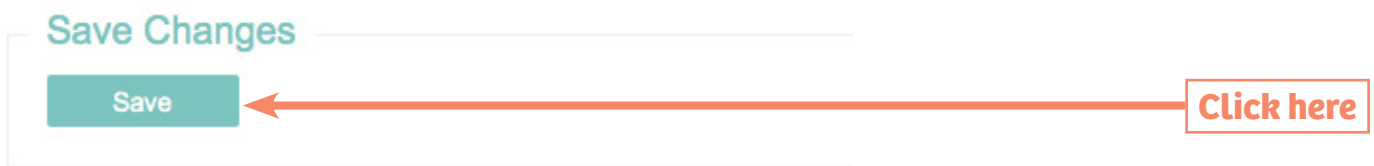
Click here

11. A '*File Upload*' window will appear. Locate where your company logo is saved, select the correct file and press '*Open*'. Note: only .jpg or .jpeg can be uploaded.

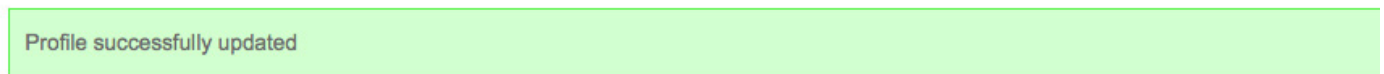


Setting Up Your Agency Profile

12. To confirm all of your profile updates find the '**Save Changes**' box and click the green 'Save' button.



14. A green box with '*Your profile has been successfully updated*' will appear at the top of your agent dashboard.

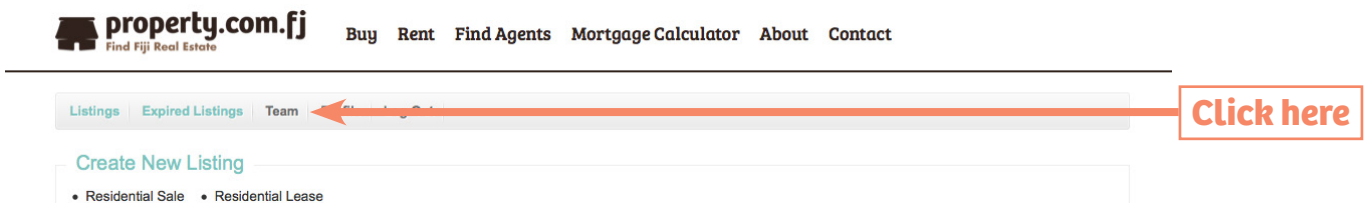


Adding Your Team Members

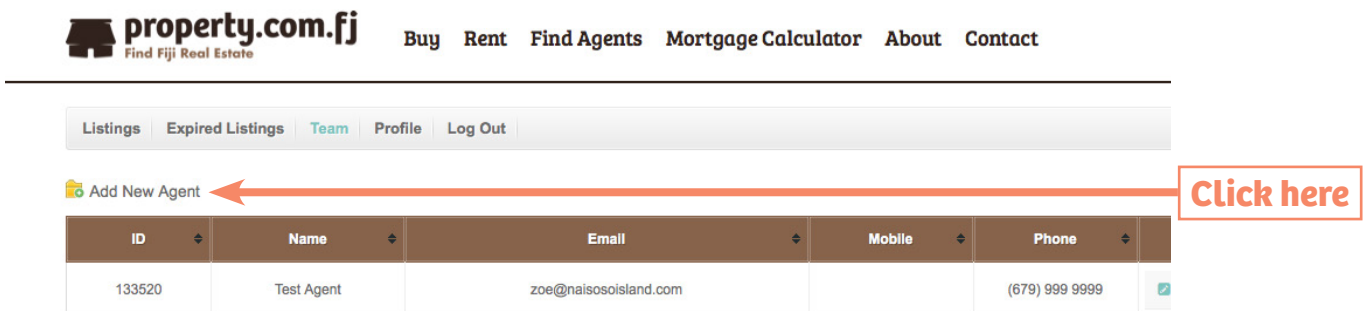
A Step by Step Guide to Adding Your Staff.

Once you've updated your 'Agency Profile', loading in your agents' details ensures the correct staff names appear on your property listings.

1. Login to your property.com.fj agency account. You will be directed to your 'Agency Dashboard'.
2. Click on the 'Team' tab.



3. This will take you to the 'Team' page. Click on the 'Add New Agent' button.



Adding in Your Team Members

4. Enter your agent's details into the relevant fields.

property.com.fj Find Fiji Real Estate Buy Rent Find Agents Mortgage Calculator

Listings Expired Listings **Team** Profile Log Out

Add New Agent

First Name * Test 2

Last Name * Agent

Email * test2@testagency.com.fj

Phone (679) 672 2222

Mobile (679) 999 9999

Role Sales Executive

Description

Save

Enter in all your agent's details here

5. Navigate to the 'Photo' section and add a profile photo to your agent's account. Click the 'Choose File' button next to either 'Portrait' or 'Landscape', depending on what size photo you wish to upload. A file selection window will appear, select the correct photo then click 'Open' or 'OK'.

property.com.fj Find Fiji Real Estate Join

Listings Expired Listings Add New Agent Profile

First Name * Last Name * Email * Phone * Mobile * Role * Description

Agency profile links

Agency Map Location Agency profile page

Enter Profile Details Save profile changes

Screen Shot 2014-0...12.46 pm Screen Shot 2014-0...17.44 pm

Agent Profile Photo.jpg

Change Password

Cancel Open

Photos

Portrait (100px X 125px) Choose File No file chosen

Landscape (250px X 125px) Choose File No file chosen

Second, select the photo

Third, Click Open

First, Click Choose File

6. Press 'Save' at the bottom of the page and repeat the upload process for each agent.

Save

Click here

Uploading Properties

A Step by Step Guide to Uploading Your Listings.

You've set up your company profile and you've added your agents, now it's time to upload your listings.

1. Login to your property.com.fj agency account. You will be directed to your 'Agency Dashboard'.
2. Underneath 'Create New Listing' you'll see 'Residential Sale' and 'Residential Lease'. Click 'Residential Sale' if your property is listed for sale. Click 'Residential Lease' if your property is listed for rent.



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Create New Listing

- Residential Sale
- Residential Lease

Click here if
your property
is for sale

ID	Type	Listing	Address	Town/Area	Status	Paid
----	------	---------	---------	-----------	--------	------



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[Listings](#) [Expired Listings](#) [Team](#) [Profile](#) [Log Out](#)

Create New Listing

- Residential Sale
- Residential Lease

Click here if
your property
is for rent

ID	Type	Listing	Address	Town/Area	Status	Paid
----	------	---------	---------	-----------	--------	------

Uploading Properties

3. This will take you to the 'New Listing' page.



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Step 1 Details → [Step 2 Media](#) → [Step 3 Opens](#) → [Step 4 Payment](#)

Property Address

Country *

Division *

Area/Town *

Unit Number

Street Number

Street Name/Type

Display Address: ☒ All Address Details ☐ Suburb Only

Property Data

Property Type: *

Property Headline: *

Property Description: *

New Project: ☐

Year built:

Tax Rates:

Water Rates:

Strata Fees:

Estimated Rental Return:

Land/Block Floor Areas (Whole Numbers Only)

Land Area

Floor Area

Number of Floors/Levels:

Features

Internal:	External:	Location:
☐ Air Conditioning	☐ Balcony	☐ Close to Parklands
☐ Balcony/Patio/Terrace	☐ BBQ	☐ Close to Schools
☐ Basement	☐ Courtyard	☐ Close to Shops
☐ Bath	☐ Entertainment Area	☐ Close to Transport
☐ Broadband	☐ Garden	☐ Near Waterfront
☐ Built-ins	☐ Garden Shed	☐ Quiet Location
☐ Dishwasher	☐ Gym	☐ Views
☐ Ensuite	☐ Level Lawn	
☐ Fireplace(s)	☐ Pet Friendly	Lifestyle:
☐ Formal Lounge	☐ Rainwater Tank	☐ Absolute Waterfront
☐ Furnished	☐ Sauna	☐ Beach/Coastal Property
☐ Gas Enabled	☐ Secure Parking	☐ Golf Property
☐ Heating	☐ Shower Facilities	☐ Nature Property
☐ Internal Laundry	☐ Spa Bath/Jacuzzi	☐ Prestige Property
☐ Lift	☐ Storage Area	☐ Resort Property
☐ Modern Bathroom	☐ Swimming/Lap Pool	☐ Retirement Property
☐ Modern Kitchen	☐ Tennis Court	
☐ Pay TV Enabled	☐ Unlevel Lawn	
☐ Polished Timber Floors	☐ Workshop	
☐ Remote Garage		
☐ Renovated	Security:	
☐ Renovated Bathroom	☐ Alarm System	
☐ Renovated Kitchen	☐ Concierge/Manager	
☐ Separate Dining Room	☐ Intercom	

Uploading Properties

- Find the **'Property Address'** field.
- The country will automatically register as Fiji. Click on the drop-down box next to the **'Division'** field and choose division your property is in.

Property Address

Country *

Division *

Area/Town *

Unit Number

Street Number

Street Name/Type

Display Address: ☒ All Address Details ☐ Suburb Only

Click here and select the correct division from the list

- Click on the drop-down box next to the **'Area/Town'** field and choose the area or town your property is in. If your specific area is not listed, email bula@property.com.fj and we will add it to the list for you.

Property Address

Country *

Division *

Area/Town *

Unit Number

Street Number

Street Name/Type

Display Address: ☒ All Address Details ☐ Suburb Only

Click here and select the correct area/town from the list

Uploading Properties

7. Enter in the flat/unit number (if applicable), the street number and street name in the applicable fields.

Property Address

Country *	Fiji
Division *	Central
Area/Town *	Suva
Unit Number	
Street Number	1
Street Name/Type	Example Street
Display Address:	☒ All Address Details ☐ Suburb Only

8. Move down to the '**Property Data**' section. Select the '*Property Type*' from the drop-down box. Insert your '*Property Headline*' in the applicable field. Then enter in your '*Property Description*' or listing copy into the box provided.

Property Data

Property Type: *	House
Property Headline: *	Insert Property Headline Here
Property Description: *	Insert your property copy here. "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."
New Project:	☐
Year built:	
Tax Rates:	Please Select
Water Rates:	Please Select
Strata Fees:	Please Select
Estimated Rental Return:	Please Select

Select 'Property Type'

Insert 'Headline'

Insert 'Property Description'

Select 'New Project' if the property is a new development

Optional fields

Uploading Properties

7. Beneath the 'Property Details' section you'll find the '**Mapping Coordinates**' field. Here you can show the precise location of the property on an aerial map. Click on the green '*Click Here to Set Map Location*' button and your listing's address should appear as a red pin.

If the map does not recognise the exact address, you can click on the red pin and drag and drop it onto the correct location.

Mapping Coordinates

Click Here to Set Map Location

Click here

Longitude:178.44190000000003 Latitude:-18.1416

If the pin is not in the right location click on it then drag and drop it onto the correct area

9. After you have entered all of the property data, find the '**Land/Block Floor Areas**' section.
10. Click on the drop-down box next to land area and select the correct measurement unit. You must include a land size in order for your listing to be accepted by the system. If you do not know the land size, simply enter 1 square metre in field provided

Land/Block Floor Areas (Whole Numbers Only)

Land Area:

Floor Area:

Number of Floors/Levels:

✓ Please Select
Acres
Hectares
Square Feet
Square Metres
Square Yards

Click here and select the correct unit of measurement from the list

Uploading Properties

11. Click on the drop-down box next to '*Floor Area*' and select the correct measurement unit. This section is optional however very useful to potential buyers.

Land/Block Floor Areas (Whole Numbers Only)

Land Area:	1000	Square Metres
Floor Area		✓ Please Select Acres Hectares Square Feet Square Metres Square Yards
Number of Floors/Levels:	1	

Click here and select the correct unit of measurement from the list

13. Click the drop-down box next to '*Number of Floors/Levels*' and select the correct number.

Land/Block Floor Areas (Whole Numbers Only)

Land Area:	1000	Square Metres
Floor Area	300	Square Metres
Number of Floors/Levels:	✓ 1 2 3 4 5	

Click here

Uploading Properties

14. Located the '**Features**' section.
15. Click on only the tick boxes next to the features that your property has. For example, 'Views' or 'Swimming Pool' or 'Modern Kitchen'.

Features

Internal:

- ☐ Air Conditioning
- ☐ Balcony/Patio/Terrace
- ☐ Basement
- ☐ Bath
- ☐ Broadband
- ☐ Built-ins
- ☐ Dishwasher
- ☐ Ensuite
- ☐ Fireplace(s)
- ☐ Formal Lounge
- ☐ Furnished
- ☐ Gas Enabled
- ☐ Heating
- ☐ Internal Laundry
- ☐ Lift
- ☐ Modern Bathroom
- ☐ Modern Kitchen
- ☐ Pay TV Enabled
- ☐ Polished Timber Floors
- ☐ Remote Garage
- ☐ Renovated
- ☐ Renovated Bathroom
- ☐ Renovated Kitchen
- ☐ Separate Dining Room
- ☐ Study
- ☐ Vacuum System

External:

- ☐ Balcony
- ☐ BBQ
- ☐ Courtyard
- ☐ Entertainment Area
- ☐ Garden
- ☐ Garden Shed
- ☐ Gym
- ☐ Level Lawn
- ☐ Pet Friendly
- ☐ Rainwater Tank
- ☐ Sauna
- ☐ Secure Parking
- ☐ Shower Facilities
- ☐ Spa Bath/Jacuzzi
- ☐ Storage Area
- ☐ Swimming/Lap Pool
- ☐ Tennis Court
- ☐ Unlevel Lawn
- ☐ Workshop

Security:

- ☐ Alarm System
- ☐ Concierge/Manager
- ☐ Intercom
- ☐ Safe
- ☐ Security Lights
- ☐ Security Windows
- ☐ Swipe Card

Location:

- ☐ Close to Parklands
- ☐ Close to Schools
- ☐ Close to Shops
- ☐ Close to Transport
- ☐ Near Waterfront
- ☐ Quiet Location
- ☐ Views

Lifestyle:

- ☐ Absolute Waterfront
- ☐ Beach/Coastal Property
- ☐ Golf Property
- ☐ Nature Property
- ☐ Prestige Property
- ☐ Resort Property
- ☐ Retirement Property

Click on the
features your
property has

Uploading Properties

16. If your property is listed for auction, fill out the applicable fields in the '**Auction Date & Time**' section.

Auction Date & Time (Only if for auction)

Forthcoming Auction: ☐

Auction Place:

Auction Date/Time: @

Type in the auction address here

Insert auction date here

Insert auction time here

17. Below you'll find the '**Pricing**' section. You must enter a price into the '*Price/Search Price*' field in order for the system to accept your listing.

However you have 3 pricing display options. Select '*Display Above Price*' if you want the property price to show as a dollar value e.g. \$350,000. Select '*Display Text in Place of Price*' if your property is Price on Application (POA) or Expressions of Interest (EOI). If you do not wish to advertise the price of the property on your listing then select '*Not Display Price*'.

Pricing (Enter 100,000 without comma)

Price/Search Price: * FJD

Displaying Price

Display Above Price: ☒

Display text in place of Price: ☐

Not display price: ☐

Must enter a price here

Price Options

18. If your property is listed for rent, the same process applies as above. The only difference is your price will be the rental price per month.

Pricing (Enter 100,000 without comma)

Price: * FJD Monthly

Uploading Properties

16. Move down the page to the '**Property Contacts**' section and select the names of your Primary and Secondary agent contacts for the listing from the drop-down box provided.

Property Contacts

Primary Contact: *
Secondary Contact:

✓ Please Select
Test Agent
Test 2 Agent

Select your primary agent

18. To save your listing and move onto uploading your property photos, click the '*I agree to the terms and conditions*' box then the '*Save and Upload for Approval*' button. You can view the full list of terms and by clicking on the '*Terms and Conditions*' text in green.

☒ I agree to the terms and conditions.

Check the box next to 'I agree...'

Save and Upload for Approval

Then click here

Uploading Photos

A Step by Step Guide to Adding Photos to your Property Listing.

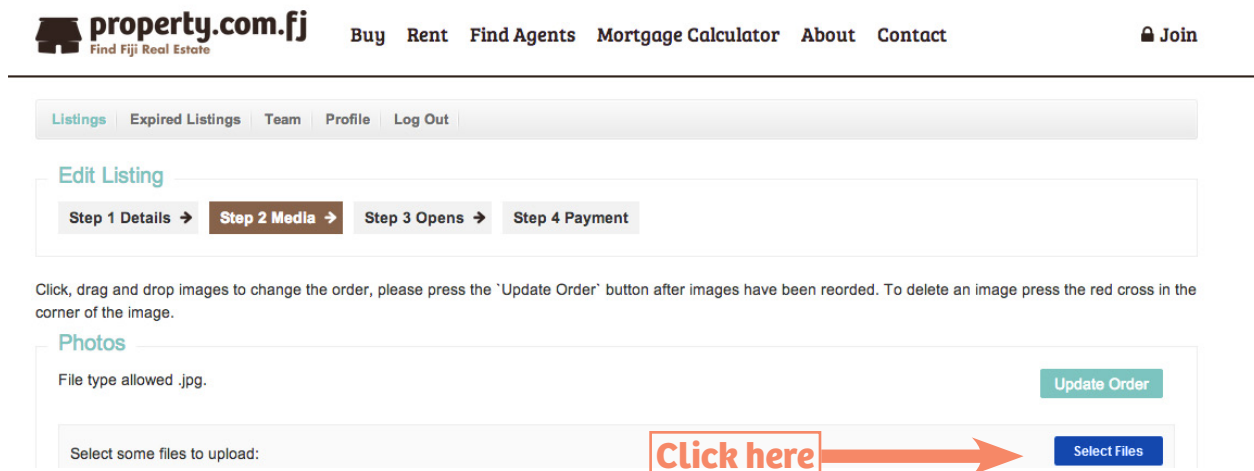
Once you've entered all the necessary details about your property into the listing, it's time to add some great photos. You can upload a maximum of 6 photos per listing. To ensure the photos do not appear stretched or blurry, make sure the file size is between 450Kb and 1MB and the picture ratio is 4:3. Below is an example of a 4:3 photo.

Download our free 'property.com.fj Guide to Taking Great Property Photos' for practical tips and tricks to help you take better real estate photos. Remember, your photos are a buyers first impression of the property. Good photos will make your listing stand out against the rest, meaning more enquiries and happy vendors!

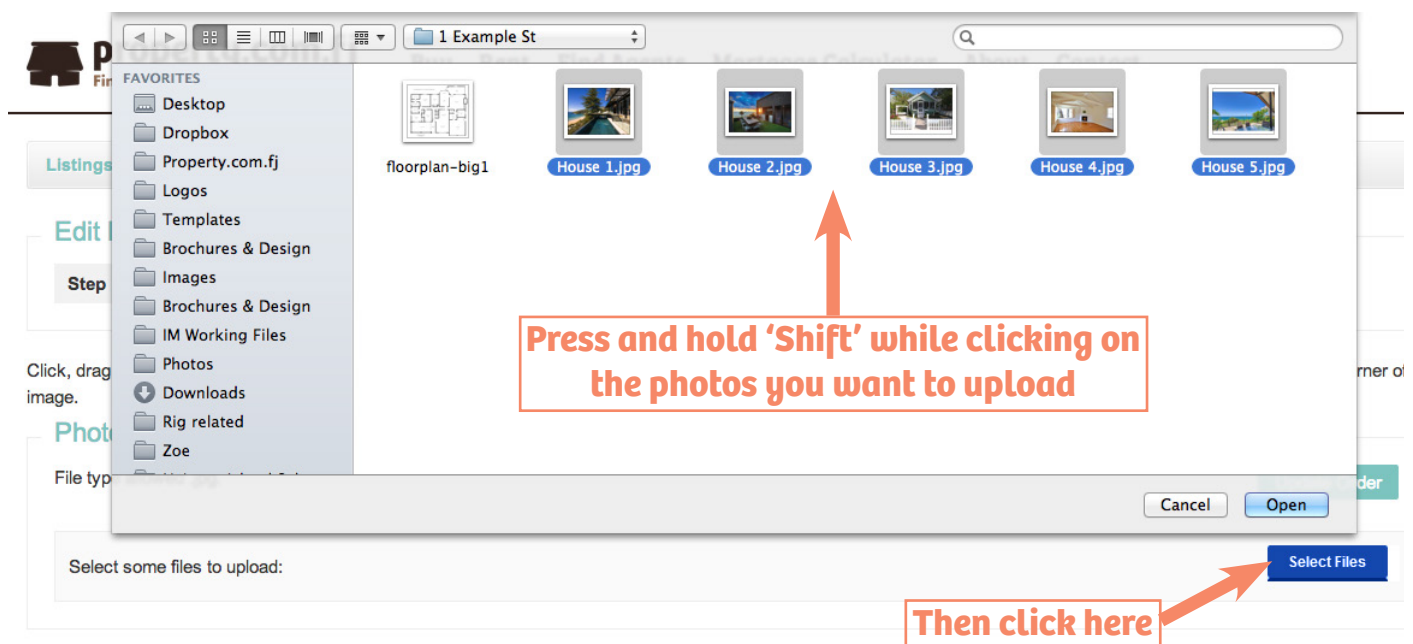


Uploading Photos

1. In the **'Photos'** section, click the blue **'Select Files'** button in the bottom right-hand corner.



2. A file selection window will pop-up on your screen. Navigate to the folder where the photos for your property are saved. Press and hold the **'Shift'** key while clicking on the photos you wish to upload (the file will turn blue when selected). Then click the **'Open'** or **'OK'** button.



Uploading Photos

- Once your photos have finished uploading, you can rearrange the order of your images by clicking on an image then dragging and dropping the photo in the order you would like them to appear in the photo gallery. Once you are happy with the order, click the 'Update Order' button.



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Listings Expired Listings Team Profile Log Out

Edit Listing

Step 1 Details → Step 2 Media → Step 3 Opens → Step 4 Payment

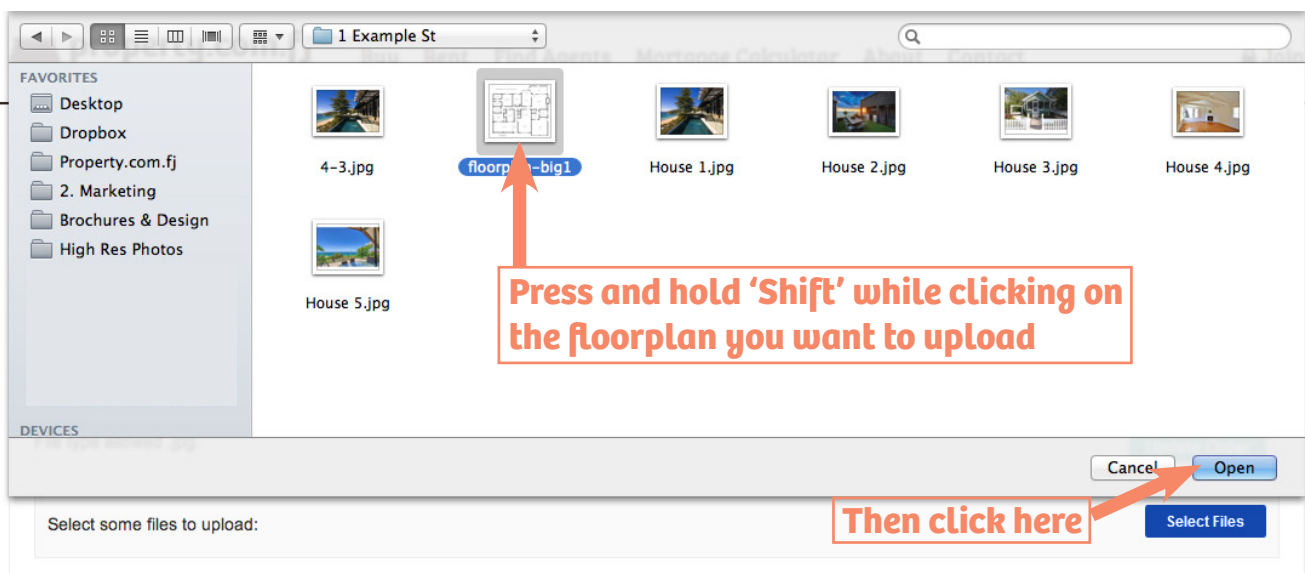
Click, drag and drop images to change the order, please press the 'Update Order' button after images have been reordered. To delete an image press the red cross in the corner of the image.

Photos

File type allowed .jpg.



- Below 'Photos' you'll find the 'Floorplans' section. The same upload process applies. Navigate to the folder where the floorplan for your property is saved. Press and hold the 'Shift' key while clicking on the floorplan you wish to upload (the file will turn blue when selected). Then click the 'Open' or 'OK' button.



- Scroll to the bottom of the page and click the green 'Save and Next' button.



Adding an Open for Inspection Time

A Step by Step Guide to Adding and Open for Inspection Time.

Adding an open for inspection time is not a mandatory step as many properties are inspection by appointment only. If your property does not have any open for inspections (OFI) scheduled, simply click **'Next'** at the bottom of the page and skip to the next section of this User Manual.

1. Find the **'Add Open time'** section and click on the field next to **'Add Open Inspection Date'**. A calendar box will appear, select the date of your OFI. Click in the field next to **'Commencement Time'** and select the starting time of your OFI. Repeat this step for **'End Time'**. Then click **'Next'**.

The screenshot shows the 'property.com.fj' website interface. At the top, there's a navigation bar with links: 'Buy', 'Rent', 'Find Agents', 'Mortgage Calculator', and 'About'. Below this is a secondary navigation bar with 'Listings', 'Expired Listings', 'Team', 'Profile', and 'Log Out'. The main content area is titled 'Edit Listing' and contains a progress bar with four steps: 'Step 1 Details', 'Step 2 Media', 'Step 3 Opens' (which is highlighted), and 'Step 4 Payment'. Below the progress bar is the 'Add an Open Time' section. It has three input fields: 'Open Inspection Date:', 'Commecement Time:', and 'End Time:'. Each field has an orange arrow pointing to it from a text box on the right. The text boxes contain the instructions: 'Click here and select OFI date from the calendar', 'Click here to select start time', and 'Click here to select end time'. Below the input fields is a 'Save' button. At the bottom of the form is a 'Next' button, with an orange arrow pointing to it from a text box that says 'Click here to save'. Below the 'Add an Open Time' section is an 'Open Times' section showing a single entry: '20 Mar 14, Thu 12:00 PM - 12:45 PM' with a 'Remove' link next to it.

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Find Fiji Real Estate

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Edit Listing

Step 1 Details → Step 2 Media → Step 3 Opens → Step 4 Payment

Add an Open Time

Open Inspection Date:

Commecement Time:

End Time:

Save

Open Times

20 Mar 14, Thu 12:00 PM - 12:45 PM Remove

Next

Click here and select OFI date from the calendar

Click here to select start time

Click here to select end time

Click here to save

Upgrading Your Listing

A Step by Step Guide to Upgrading Your Listing.

Upgrading your property to either a Feature or Premium listing is as easy as 2 clicks of a button.

1. Select the box next to either **Premium** or **Feature** listing upgrade depending on which level your vendor has signed up for. Then click the green 'Make Payment' button to be taken to the checkout page.



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Edit Listing

[Step 1 Details](#) →

[Step 2 Media](#) →

[Step 3 Opens](#) →

[Step 4 Payment](#)

Listing Payment

This is where you pay for your listing.
The Activation fee for 90 days is \$0

Upgrades

- ☐ You can Upgrade your listing to a Featured Property: \$140
- ☐ You can Upgrade your listing to a Premium Property: \$300

Total Payment : \$ 0

[Make Payment](#)

Click here for
Feature Property
Upgrade

Click here tor
Premium Property
Upgrade

Click here to
pay for upgrade

Payment Options

In order to for listings to appear on property.com.fj we first need to arrange payment details for all agent accounts.

We have 2 options available:

1. Pay as you go (best for small agencies).
2. Setup a monthly account and we will send you an invoice each month. If you prefer this option please contact bula@property.com.fj and we will be in touch to set this up.

Our company account details are:

Account Name - **Property (Fiji) Limited**

Account Number - **9804941517**

BSB - **039 010 (Westpac Namaka).**

Accepted methods of payment:

- ☒ Cheque made out to Property (Fiji) Limited
- ☒ Payment via internet banking (please note transfers from any bank other than Westpac will take 2 to 3 days to complete)
- ☒ Internet Payment Gateway - online payments using credit/debit cards
- ☒ Payment via Fiji Clear (please remember to notify your bank when making the payment that you wish to use Fiji Clear)
- ☒ Direct deposit (deposit cash or cheque at the Bank)

Changing a Property to Sold

A Step by Step Guide to Marking Your Listing as Sold.

Congratulations you've sold the property! Now it's time to change the listing from 'For Sale' to 'Sold'. Sold properties will appear online for one month after the listing status has been changed.

1. Navigate to your '**Agent Dashboard**' and locate the sold property from the list. Click on the green link under the '**Status**' heading.

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Join

Listings Expired Listings Team Profile Log Out

Create New Listing

- Residential Sale
- Residential Lease

ID	Type	Listing	Address	Town/Area	Status	Paid	Actions
10000201	Standard	ResidentialLease	23 Test Street	LEVUKA	Draft	Pay	Edit Delete
10000200	Standard	ResidentialSale	1 Example Street	SUVA	Draft	Pay	Edit Delete

Click here

1. Select '**Sold**' from the available options, then click '**Save**'.

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Edit Listing

Step 1 Details → Step 2 Media → Step 3 Opens → Step 4 Payment

Property Status

☐ Available ☐ Under Offer ☒ Sold ☐ Withdrawn ☐ Draft ☐ Waiting ☐ Expire

Click here

Save

Then click here