SAHomes4Sale

User Manual

Table of Contents

Login

Type in your Agency ID, User Name and Password in the fields and select "Login"

Subscriber Login

Agency ID : 1234678

User Name : Test

Password : ••••••••

[Login] [Cancel]

Forget Your Password? - Click Here

Do you wish to advertise on SAHomes4Sale?
Register Now!Click Here

Agents

Adding Agents

Before you can start adding listings, you are required to add the Agent(s) to the "Agents Profiles" tab by typing in the agents name in the text field provided and select "Add".   Once you have added the agent(s) you are able to "Edit" or "Delete" their profiles.

Manage Agents

No.	Name	Edit	Delete
1	Test Agent	Edit	Delete

Add New Agent : Test Agent 2   [Add]

Editing Agents

Here you are able to enter in a mobile number, email address (mandatory field), a small description and an image. Once you have filled in the text fields and navigated to the image select "Update".
Please take note of the following image management criteria:
Agent Pictures: 120 width x 108 height
Files Sizes: Not exceeding 100 kb

Deleting Agents

Should you want to delete an agent, then select "delete", you will be promoted with a message confirming that you would like to delete this agent.
Please note: Once you have selected "OK" the record will be permanently deleted.

Add New Property

Once you have added the Agent(s) you are ready to start adding new property listings to the portal.
Please Note: There is a **Time Out Period of 15 Minutes** on this page. This means you must start and complete each listing within 15 minutes.

Fill in the relevant information either in the text fields provided, from selecting from the drop down menus or checking the tick boxes, taking note of the * which indicates mandatory fields. And then select "Save"
Please note:

- Do not enter in a letter or spaces in the Price field
- Only Subscribers can add Featured Properties that will appear on the Front Page of SAHomes4Sale. Should you wish to upgrade, please contact us.
- Image management criteria:
  Property Images: 200 width x 150 height
  Files Sizes: Not exceeding 100 kb
  No. of Images: 12
  Captions: You can add captions for your images

Agency, Property Location & Details

* Agent : Test Agent	Erf MSQ : 800
* Internet Reference : test001	Residence MSQ : 450
* Province : Western Cape	Outside Build. MSQ : 50
* Area : Plettenberg Bay	Rates : 800
* Suburb : Beachy Head	Levy : 1200
* Property Type : Estate	Featured Property : ☐
Property Right : Residential	Display Property : ☑
Listing Status : For Sale	
* Price : 1000000	

Property Features

Bedrooms : 3	☐ Study	☐ Carport
Bathrooms : 2	☐ Security	☐ Sprinkler System
En Suite : 1	☑ Pool	☑ Alarm System
Reception Rooms :	☐ Domestic Room	☐ Underfloor Heating
Garage :	☐ Flat Cottage	☐ Auto-Garage Doors
Levels :	☐ Tenniscourt	
Living Rooms :	☐ Intercom	
Roof Structure :	☐ Auto-Gates	
Comments :		

Marketing Information

* Title : Great Family Home

* Description : This beautiful home is great for a medium sized family, it has big rooms and ample garden space for energetic little legs.

Image Gallery

Main Image : C:\Users\Datatrac\Des [Browse...]

Gallery1 File : C:\Users\Datatrac\Des [Browse...]   Gallery1 Name : Image caption

[Save] [Cancel]

Once you have selected "Save" you will be taken through to preview page, should you need to make further changes then select "Edit", this will take you back to the previous page or you can select "Delete" should you want to remove this listing.

Removing Images

Should you want to delete an image from a listing you will need to navigate to the listing by selecting the "List All Properties" tab and select "edit" under the listing.

Once the listing has opened, scroll down to the images section and select "delete" located under the image, you will be promoted to confirm the delete.
Please note: Once you have selected "OK" the record will be permanently deleted.
Select "Save"

List All Properties

This tab allows you to view, edit or delete some or all of the properties you have depending on your search criteria

Agency Profile

This window gives you the ability to add the Agencies information. Fill in the relevant information either in the text fields provided or from selecting from the drop down menus and navigated to the image select "Update", taking note of the * which indicates mandatory fields. And then select "Update"

Please take note of the following image management criteria:

Agent Pictures: 100 width x 66 height
Files Sizes: Not exceeding 100 kb

Agency Profile

ADDING YOUR AGENCY DETAILS (Fields marked with * are mandatory.)

* Agency Name : `Test Properties`

* Principal Agent Name : `Test Agent`

* E-Mail : `test@agent.co.za`

Website : `www.test.co.za`

Mobile : `082 123 4567`

Bus. Tel. No. : `044 533 1234`

Description : `Specialising in the Western Cape area - where better to live!`

Agency Logo : `C:\Users\Datatrac\Des` [Browse...]   **Company Logo**

Username & Password can be Alpha-Numeric but not more than 10 characters.

* User Name : `test`

* Password : `•••••••`

* Secret Question : `Yours Pet Name` ▼

* Answer : `test`

Answer can be Alpha-Numeric but no more than 10 words.

[Update]   [Cancel]