

Instructions

- Step 1: log into the system using your admin ID/name and password (Example: nameID, 1234).
- Step 2: a list of instructions or prompts will appear on screen.
- Step 3: choose a prompt you would like to execute, for example, if you would like to add a property to the system, type “add property”.
- Step 4: instructions will appear on how a property is added and in what format;
“Enter Address, Postcode, Estimated Market Value, Location, Private Residence(yes/no) and owner(s)”
- Step 5: once typed in and executed, a message “done” will appear to confirm the completion of the selected prompt.
- Step 6: repeat for any other prompts you would like to execute, using the relative format that appears on screen.
- Step 7: once you have completed any changes or checks in the system, simply type in the executable “logout”, which appears at the bottom of the menu.
- Step 8: this will close the program and log you out of the system.