INSTRUCTIONS

Adding new properties

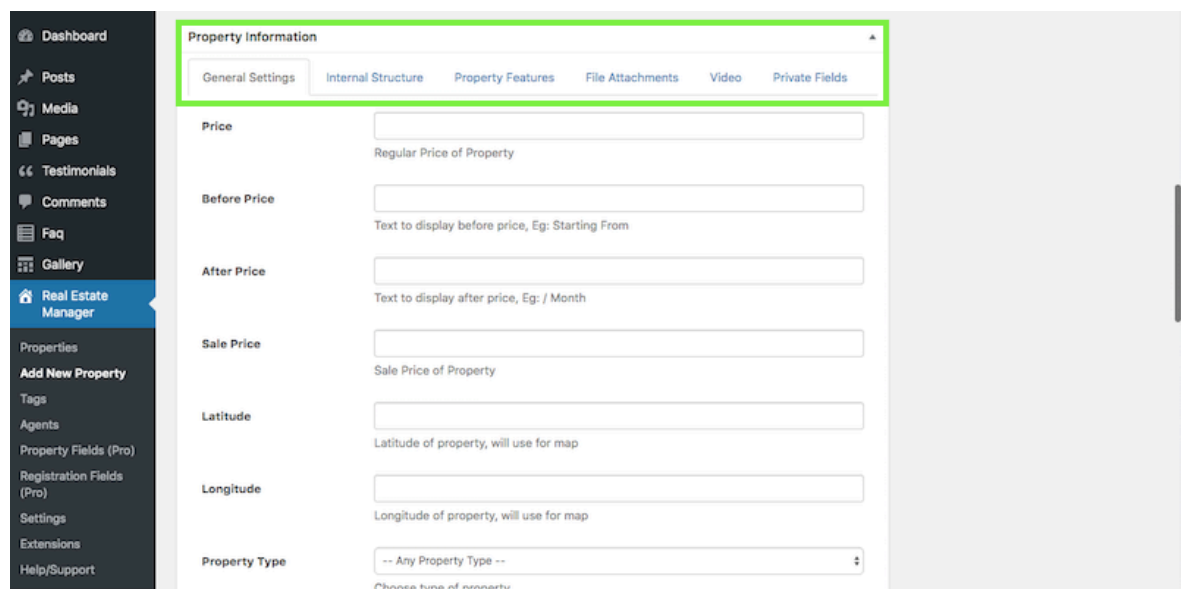## 1. Click Add New Property from the Real Estate Manager tab

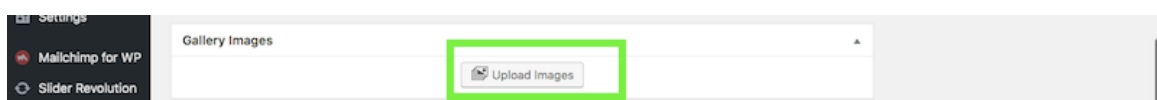## 2. Add details about the new property
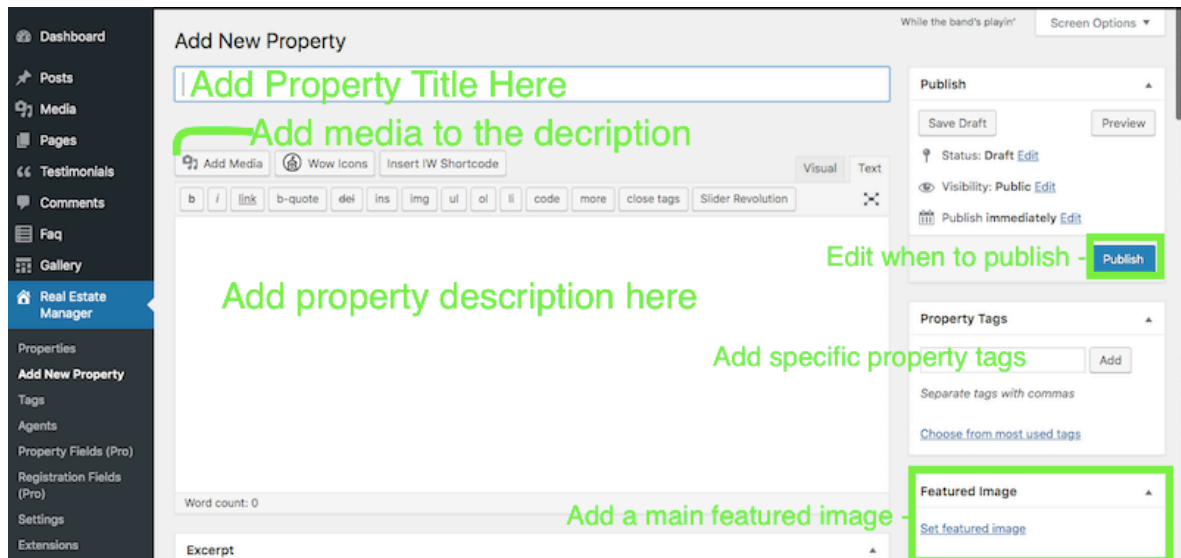
3 - Use dropdown menu to select an author

4. Edit property details within the different tabs (Type = Rent or Sale etc)

5. Click upload images to add images to the gallery
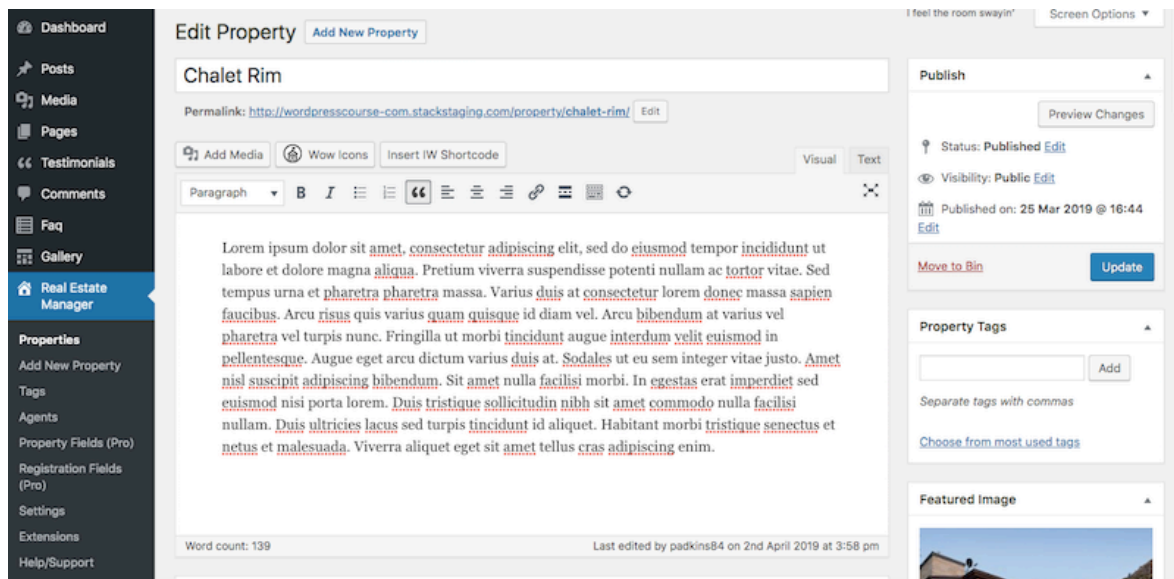
6. Click Publish to make the property live on the website.

Edit existing properties

1. Click the Properties tab under Real Estate Manager followed by clicking on any of the existing properties

2. Edit/update any information needed on your existing properties.

Add users/employers to become an editor

1. Click users on the left menu then Add New at the top of the page.
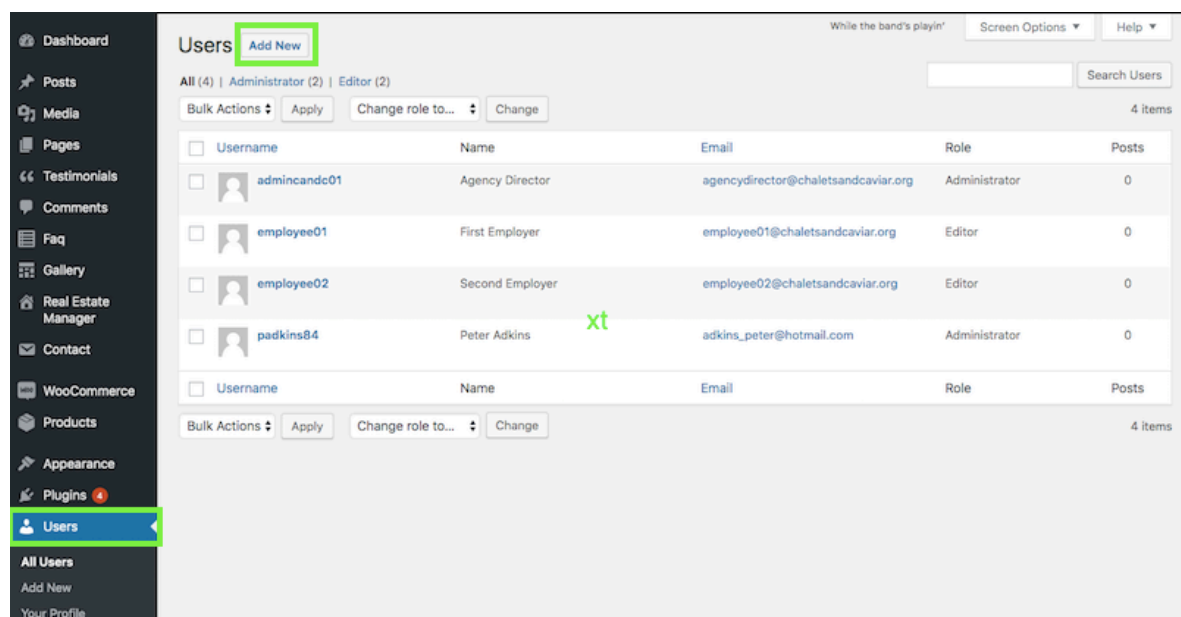
2. Fill the required fields, choose a role from the

dropdown menu and when finished click Add New User at the bottom.