

# GEE'Z BROKER

---

## Admin Manual

---

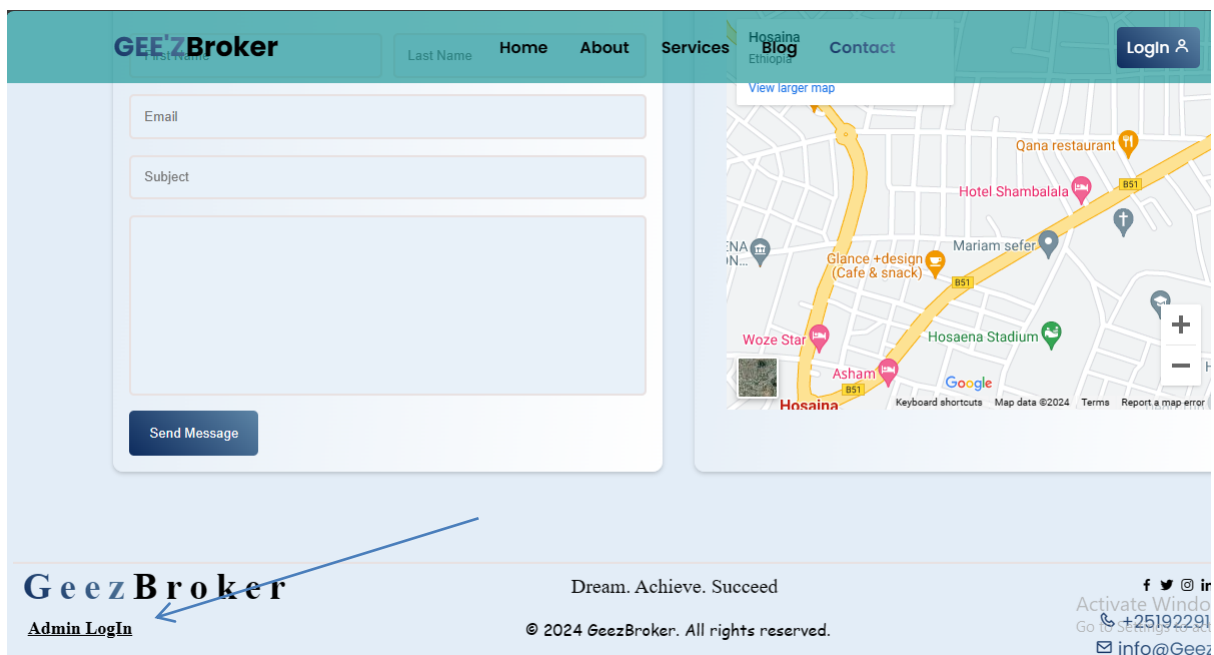
To save users as much time as possible in acclimating to the system, this handbook has been developed with their needs in mind. This document has been produced to help the administrators have a positive first experience. This well-organized paper will provide all the information needed for the new administrator to quickly become familiar with our system. This document contains explicit instructions on how to properly administer the system. You can rely on us to assist you and ensure a seamless transition, so don't worry about adjusting to the system. The Geez Broker retains all rights.

# Table of content

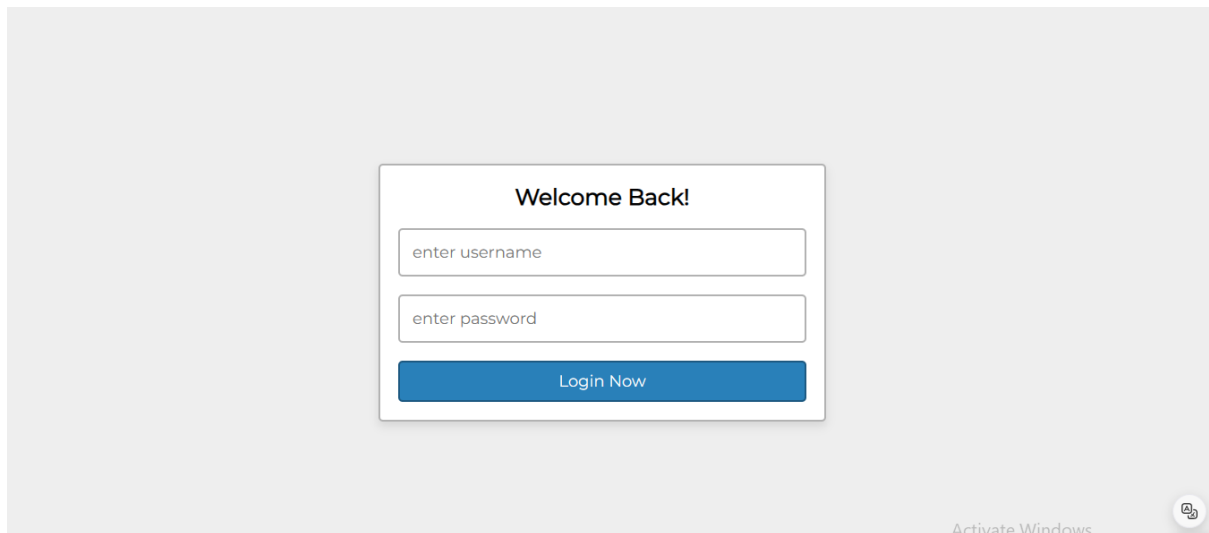
No	Title	page
1	<a href="#">How To login?</a>	2
2	How to add new Admin?	3
3	How to post property?	4
4	How to respond enquiry?	5
5	How to edit property?	6
	GEEZ Broker	

## 1. How to login?

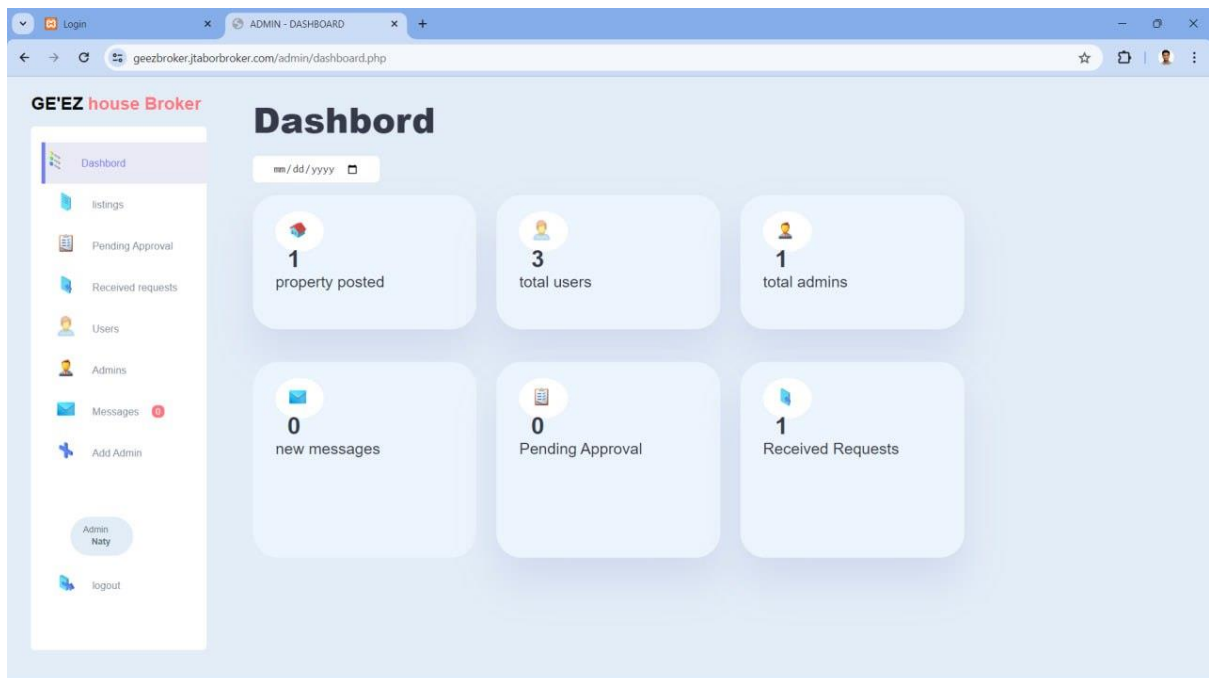
Step1: go to the bottom of the home page then press the link **admin login**.



Step2: fill the form and press login button.



Step3: welcome you have successfully login to the system.



## 2. How to add new Admin?

Step1: press the link in the side bar **add admin**

geezebroker.jtaborbroker.com/admin/register.php

## GE'EZ house Broker Admin Registration

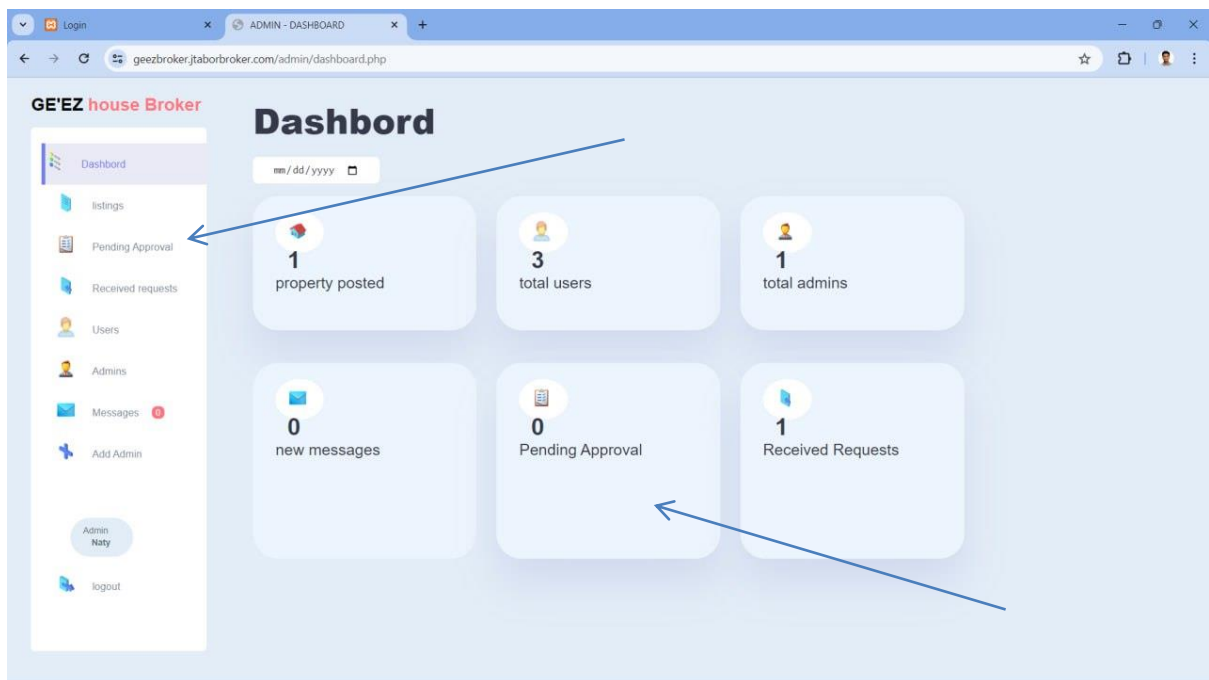
- Dashboard
- listings
- Pending Approval
- Received requests
- Users
- Admins
- Messages
- Add Admin
- logout

**register new**  
  
  
  
register now

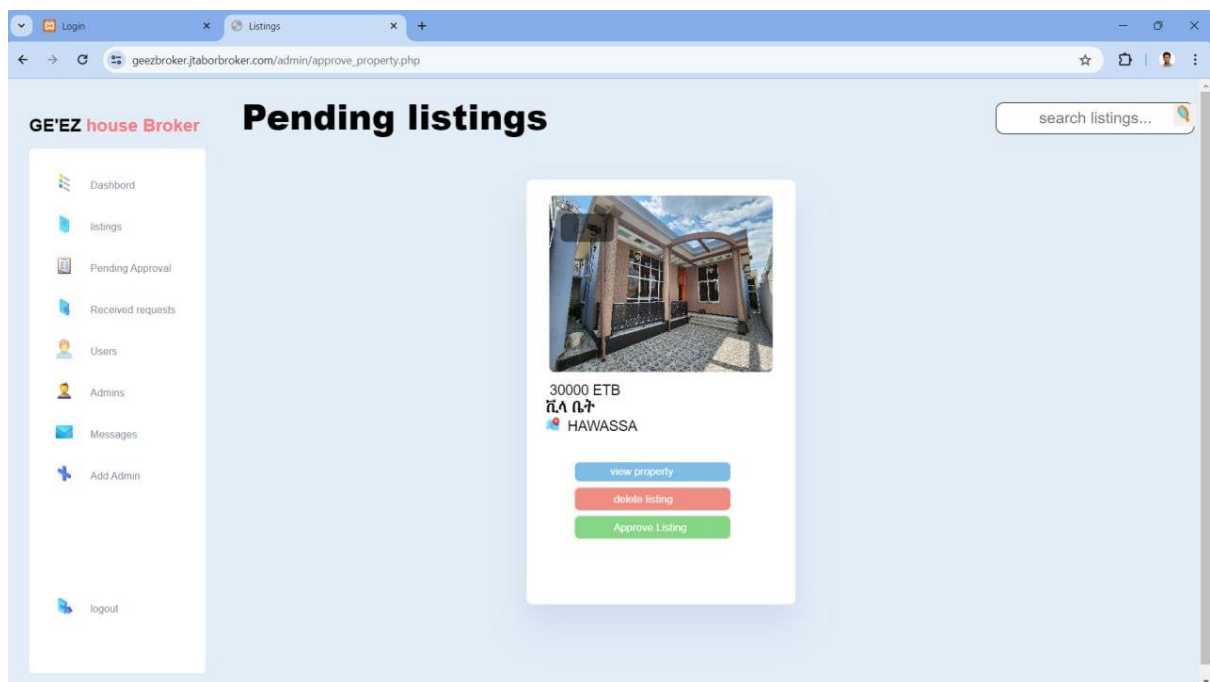
step3: enter email and password and then press register now.

### 3. How to post property?

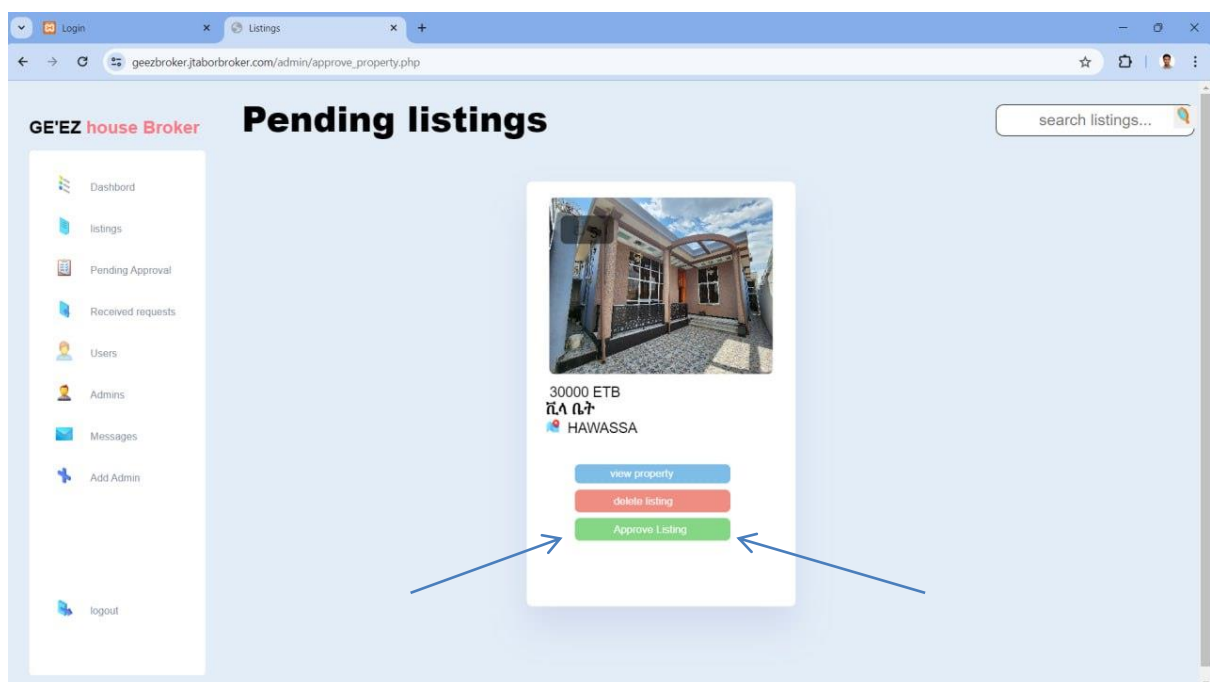
Step1: all post are first placed in pending property.



Step 2: the broker will check the how much the post is realistic?



Step3: after the brokers check reality the admin press **approve listing**.



Step4: the property is posted successfully.