

# Nu:Move Group

PC Homes Manual



nu:move

# Uploading Property Particulars with PC Homes



nu:move

# Training Objectives

1. Familiarize with PC Homes Interface
2. Know the Required Information
3. Input Information without mistakes
4. Uploading Images/ Floorplans
5. Uploading Property Particulars
6. Going Live
7. Checklist



nu:move

PC Homes 6.71

**PC Homes Plus**

Property Sales and Lettings

6.7100.3020 (11/11/2017)

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Start in C:\USERS\BOBBY.SINGH\APPDATA\ROAMING\PCHOMES\

Licenced to NUMOVE nu: move

Branch NUMOVE nu:move Ltd

User Pam Pam

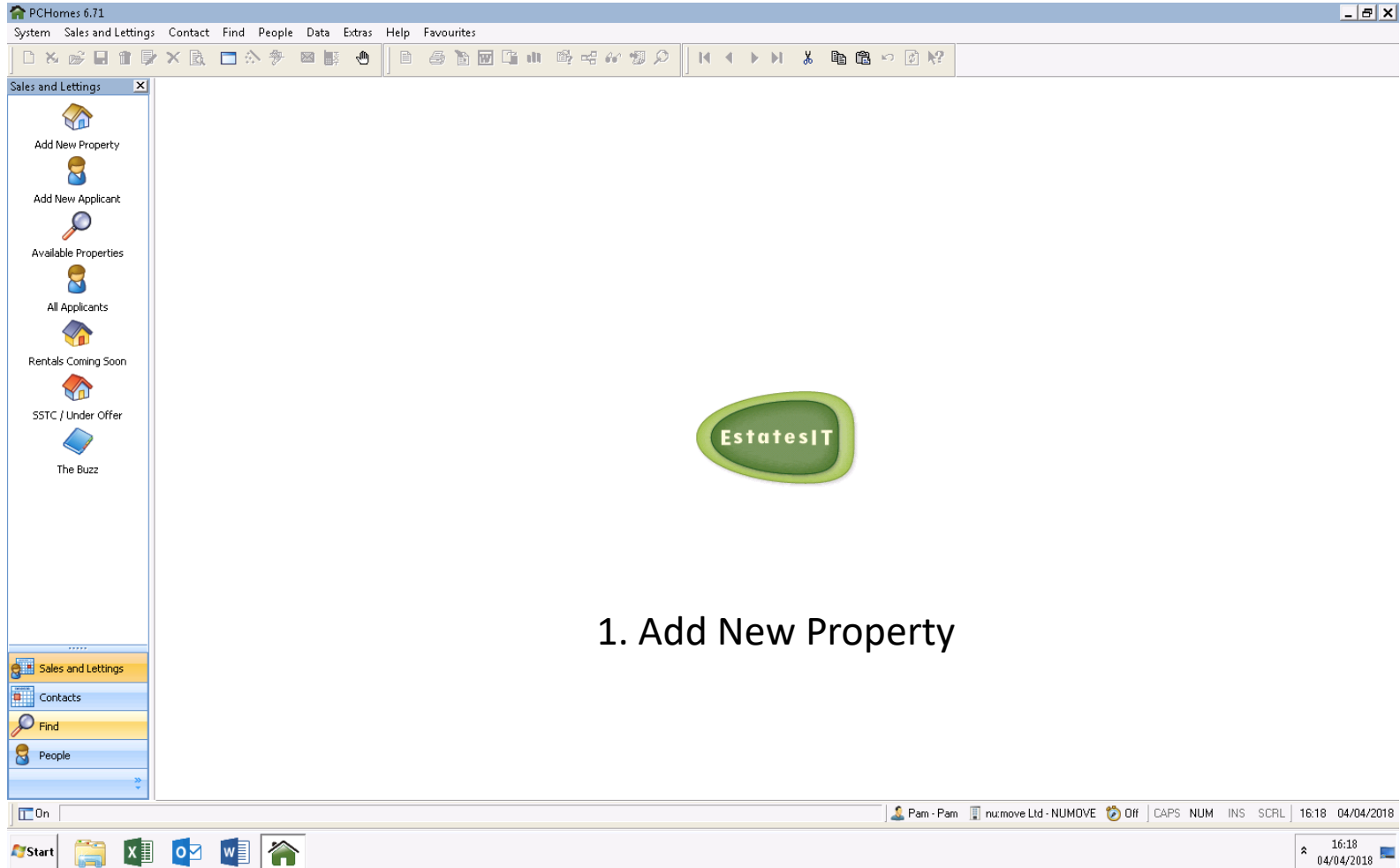
Password Password required, User2SL, Manager - Sales & Lettings - Easy S

Login Cancel

PC Homes can be accessed via an online portal.

- Load the program from the
- desktop Enter login credentials.

# Home Page



1. Add New Property

# PC Homes Interface



The screenshot displays the 'PC Homes 6.71' software interface. The main window is titled 'Property' and contains a form for adding a new property. The form is divided into several sections:

- Header:** Code (NUMOV\_000797), Book Valuation, and navigation buttons.
- Tabs:** 1. Detail, 2. Attributes, 3. Descriptions, 4. Media, 5. Events, 6. People, 7. Finance, 8. Notes, 9. Links/EPC.
- Form Fields:** Post Code, Country (UK), Flat/Building, No./Street, Area, Town/City, Country, Brief Description - Lists & Websites (711/110/5), Brief, Detailed, Press, Directions, Location, Parking, Other, Rooms (W), Rooms (P).
- Property Type:** Residential, Active, Advertise, Featured, No Web, No Portals, No Matching, Managed.
- Rentals:** For Rent (pm), Status, Valuation, Tenancy Start, Tenancy End, Type, Tenure, Available, Min. Period, Lease Term, Landlord, Create Landlord.
- Specifications:** Bedroom(s), Bathroom(s), Reception(s), Room(s), Beds Single, Beds Double, Furnishing.
- Location:** Age/Era/Year, Local Authority, Tax Band, Nearest Station, Station Distance, Floor No., No. of floors, Size Sq., To, Garden Length, Garages, Kitchen.
- Bullet Points:** A list of 10 bullet points for additional details.
- Media Manager:** A section for adding images, with a note: "No image - to add an image use the Media Manager when in edit mode".

The interface includes a sidebar on the left with icons for 'Add New Property', 'Add New Applicant', 'Available Properties', 'All Applicants', 'Rentals Coming Soon', 'SSTC / Under Offer', and 'The Buzz'. The bottom status bar shows the user 'Pam - Pam', the company 'numove Ltd - NUMOVE', and the date '15/24 04/04/2018'.

Observe the setup screen.

When adding a new property a series of entry cells are available to include property particulars.

Ensure any work is saved frequently as connection to the server can cut out dependent on broadband connection.

# Property Details

Brief Description - Lists & Websites								711/110/5
Brief	Detailed	Press	Directions	Location	Parking	Other	Rooms (W)	Rooms (P)
Luton   Apartments								
<p>This is a fantastic opportunity to purchase a luxury apartment within this new residential development. Development comprises of one and two bedroom apartments. The development is conveniently placed for shops, bars, restaurants and Luton mainline station that is situated just 22 minutes to London by train and is also well placed for good access to Luton airport. Luton is one of the most affordable commuter towns in the country with the added benefit of significant regeneration and investment programmes already underway.</p>								

Enter Property Information in 'Brief' dialogue box. Please follow the sequence of script as example (next page).



# Property Details

Full Description for Website (Details page/Page 2) & Other

Brief	<b>Detailed</b>	Press	Directions	Location	Parking	Other	Rooms (W)	Rooms (P)
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Luton | Apartments

This is a fantastic opportunity to purchase a luxury apartment within this new residential development. Development comprises of one and two bedroom apartments. The development is conveniently placed for shops, bars, restaurants and Luton mainline station that is situated just 22 minutes to London by train and is also well placed for good access to Luton airport. Luton is one of the most affordable commuter towns in the country with the added benefit of significant regeneration and investment programmes already underway.

Copy and Paste the same text in 'Detailed' dialogue box.

## Availability:

- 1 Bedroom Apartment- From £220,000
- 2 Bedroom Apartment- From 3275,000

Include key information such as availability of units, payment plan and service charges.



# Property Details

Brief Description - Lists & Websites								711/110/5
Brief	Detailed	Press	Directions	Location	Parking	Other	Rooms (W)	Rooms (P)
Luton   Apartments								
<p>This is a fantastic opportunity to purchase a luxury apartment within this new residential development. Development comprises of one and two bedroom apartments. The development is conveniently placed for shops, bars, restaurants and Luton mainline station that is situated just 22 minutes to London by train and is also well placed for good access to Luton airport. Luton is one of the most affordable commuter towns in the country with the added benefit of significant regeneration and investment programmes already underway.</p>								

## Template for Entering Property Information


1. Development Name | Development Type
2. 'Nu:Move are proud to present...'  
Include detailed about development size, location, expected ROI and breadth of units
3. Include further information about the area of the development and key sales features
4. Complete a bulletised list of 'Availability' followed by 'Payment Plan'

Lists should be written in syntax as the following example:

Availability:

- \* 1 Bedroom Apartment – from £100,00      \* 2 Bedroom Apartment – from £150,000

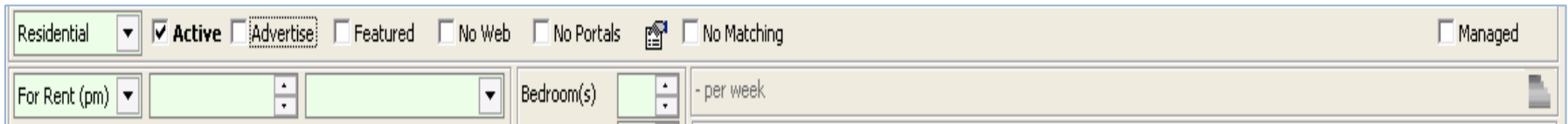
# Address Entry

Post Code	<input type="text"/>	Country	<input type="text" value="UK"/>	
Flat/Building	<input type="text"/>			
No./Street	<input type="text"/>			
Area	<input type="text"/>			
Town/City	<input type="text"/>			
County	<input type="text"/>			

Enter Address and Post Code

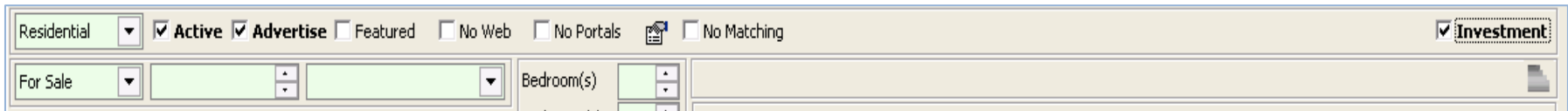
Note: 'Post Code; is at the top, and  
'County' at the bottom of the address  
display.

# Marketing Options



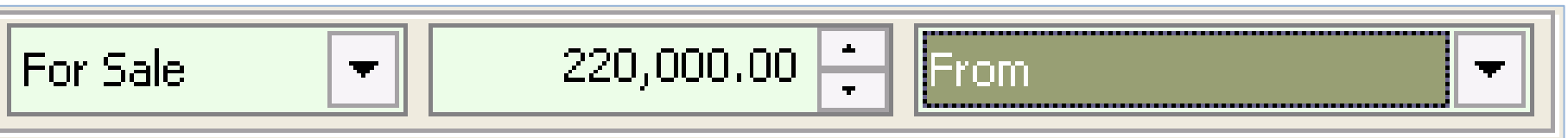
This screenshot shows the first step of the 'Marketing Options' form. The 'Residential' dropdown is selected. The 'Active' checkbox is checked, and the 'Advertise' checkbox is highlighted with a dashed border. Other options like 'Featured', 'No Web', 'No Portals', and 'No Matching' are unchecked. The 'Managed' checkbox is also unchecked. The 'For Rent (pm)' dropdown is selected, and the 'Bedroom(s)' dropdown is set to 1. The unit is '- per week'.

1. Select relevant features; 'Active',  
'Advertise'



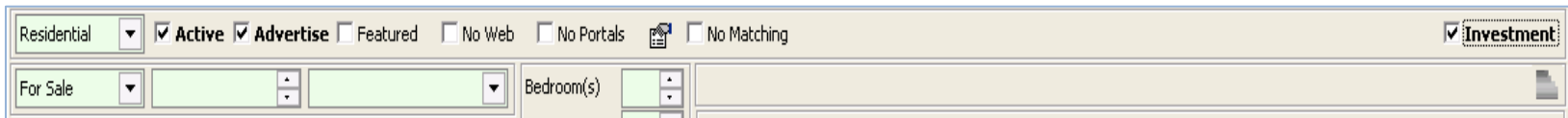
This screenshot shows the second step of the 'Marketing Options' form. The 'Residential' dropdown is selected. The 'Active' and 'Advertise' checkboxes are checked. The 'Investment' checkbox is also checked and highlighted with a dashed border. The 'For Sale' dropdown is selected. The 'Bedroom(s)' dropdown is set to 1. The unit is '- per week'.

2. Select 'For Sale' in drop down menu  
and ensure 'Investment' is selected if  
development



This screenshot shows the third step of the 'Marketing Options' form. The 'For Sale' dropdown is selected. The price is set to 220,000.00. The 'From' dropdown is highlighted with a dashed border. The unit is '- per week'.

3. Detail expected Price and select 'From'



This screenshot shows the fourth step of the 'Marketing Options' form. The 'Residential' dropdown is selected. The 'Active' and 'Advertise' checkboxes are checked. The 'Investment' checkbox is also checked. The 'For Sale' dropdown is selected. The 'Bedroom(s)' dropdown is set to 1. The unit is '- per week'.

4. If no Property Portal advertisement is  
required, select 'No Portals'

# Property Type

AA Type selection

Search by:





Code	Description	Group	Number 1	Number 2
Duplex	Duplex	Flat	0	0
Flat	Flat	Flat	0	0
House	House	House	0	0
Studio	Studio	Flat	0	0
Apartment	Apartment	Flat	0	0
Barn Conversion	Barn Conversion	House	0	0
Bedsit	Bedsit	Flat	0	0
Bungalow	Bungalow	House	0	0
Conversion	Conversion	Flat	0	0
Cottage	Cottage	House	0	0
Detached	Detached	House	0	0
Duplex Apartment	Duplex Apartment	Flat	-	-
End Of Terrace	End Of Terrace	House	0	0
Flatshare	Flatshare	Flat	0	0
House Share	House Share	House	0	0
Houseboat	Houseboat	Character	0	0
Loft	Loft	Flat	0	0
Maisonette	Maisonette	Flat	0	0
Mansion Block	Mansion Block	Flat	0	0
Mews	Mews	House	0	0
Mid Terrace	Mid Terrace	House	-	-
Mobile Home	Mobile Home	Character	0	0
Penthouse	Penthouse	Flat	0	0
Purpose Built	Purpose Built	Flat	0	0
Retirement	Retirement	Flat	0	0
Room To Let	Room To Let	Flat	0	0
Semi Detached	Semi Detached	House	0	0
Serviced Apartment	Serviced Apartment	Flat	0	0
Terraced	Terraced	House	0	0
Town House	Town House	House	0	0





Options

Select Cancel

1. Select relevant property type and click  
Select to close pop-up window.

# Property details

Status	Valuation	
Type	Apartment	
Tenure		
Lease Start	-	 Lease Term <input type="text"/>

Status	Valuation	
Type	Apartment	
Tenure	Leasehold	
Lease Start	-	 Lease Term <input type="text"/>

1. Select Tenure type and click Select to close pop-up window.

# Number of rooms

Bedroom(s)	<input type="text" value="1"/>	<input type="button" value="↑"/> <input type="button" value="↓"/>
Bathroom(s)	<input type="text" value="1"/>	<input type="button" value="↑"/> <input type="button" value="↓"/>
Reception(s)	<input type="text" value="1"/>	<input type="button" value="↑"/> <input type="button" value="↓"/>
Room(s)	<input type="text"/>	<input type="button" value="↑"/> <input type="button" value="↓"/>
Beds Single	<input type="text"/>	<input type="button" value="↑"/> <input type="button" value="↓"/>
Beds Double	<input type="text"/>	<input type="button" value="↑"/> <input type="button" value="↓"/>

1. Input the numbers of room subtypes as shown in the rooms matrix. Type the number or use up and down keys.

Residential	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Advertise	<input type="checkbox"/> Featured	<input type="checkbox"/> No Web	<input type="checkbox"/> No Portals	<input type="checkbox"/> No Matching	<input type="checkbox"/> Managed
For Rent (pm)	<input type="text"/>	<input type="text"/>	Bedroom(s)	<input type="text"/>	- per week		

Residential	<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Advertise	<input type="checkbox"/> Featured	<input type="checkbox"/> No Web	<input checked="" type="checkbox"/> No Portals	<input type="checkbox"/> No Matching	<input checked="" type="checkbox"/> Investment
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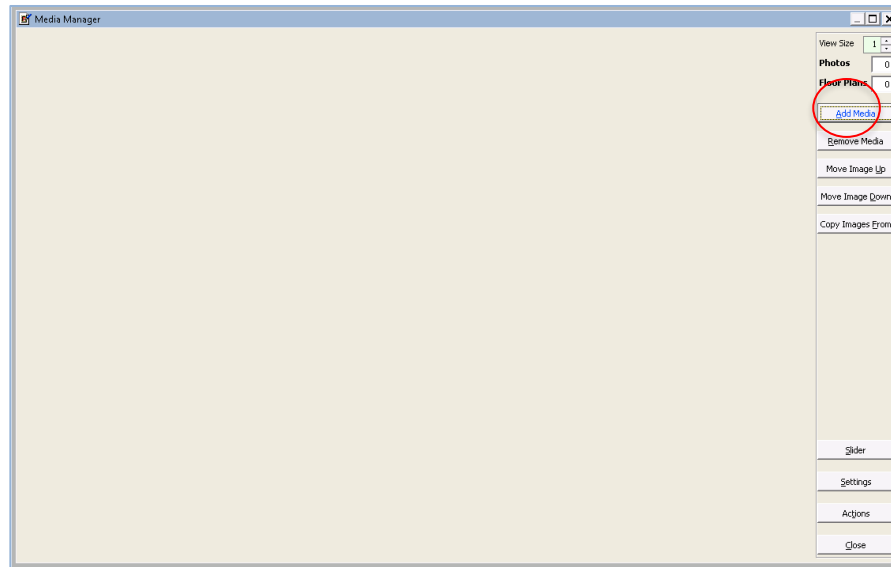
Residential	<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Advertise	<input type="checkbox"/> Featured	<input type="checkbox"/> No Web	<input checked="" type="checkbox"/> No Portals	<input type="checkbox"/> No Matching	<input checked="" type="checkbox"/> Investment
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2. Double check that the above bar has been completed and the 'Investment' box is checked.

# Adding Images



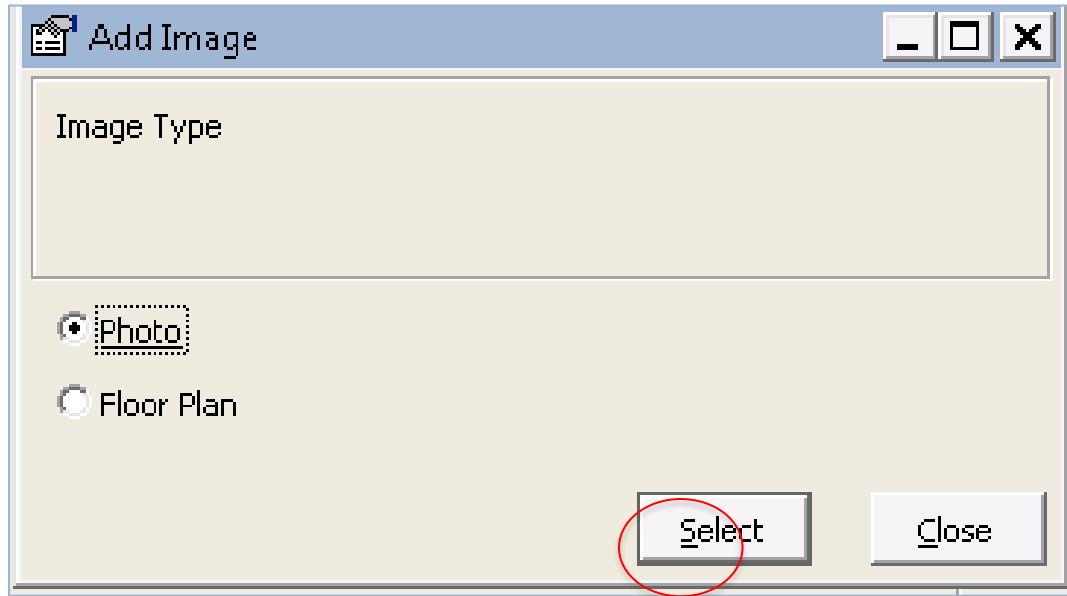
1. To add images and floor plans simply use the media manager. Click Media Manager.



2. The Media Manager allows one to add images, including non-JPEG files, and floor plans. One can re-order the media to contextualize the advertisement to the viewer i.e. front of house image > living room image > bedroom image > communal garden image > residents' gym > floor plan

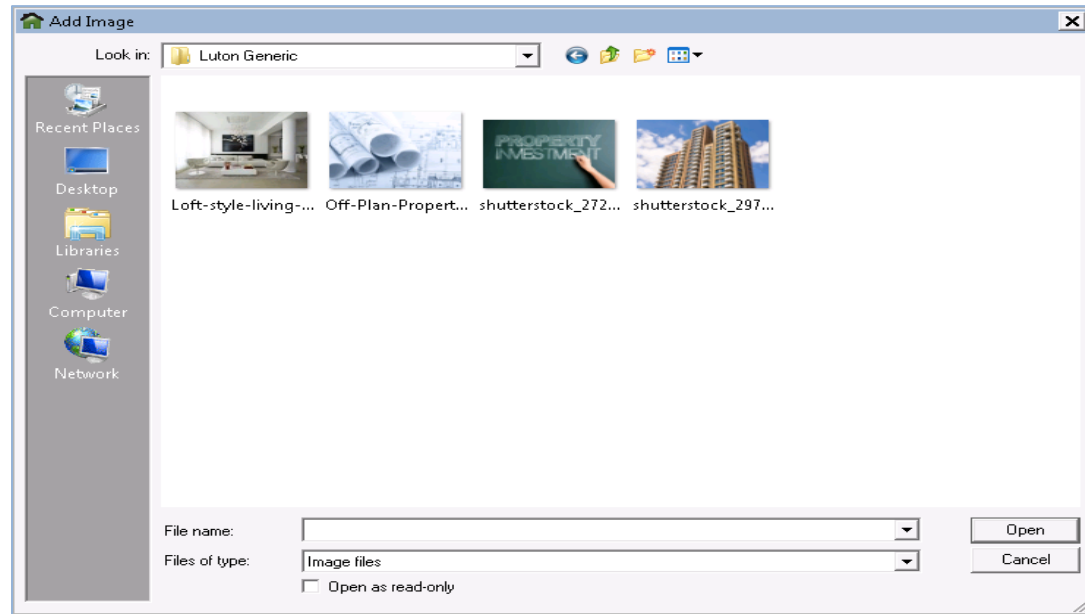


# Adding Images

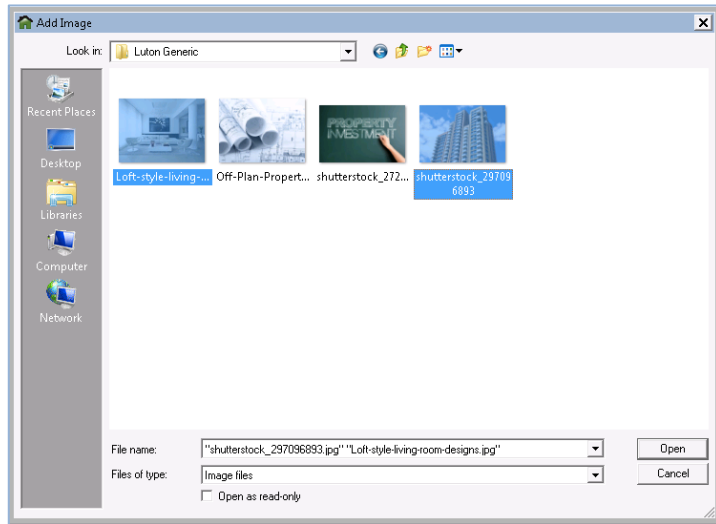


1. Select 'Photo' or 'Floor Plan'

2. Locate files using the browser. Note: some developers give files that are not JPEGs and you can reveal these by changing 'Files of Type' from 'Image files' to 'All files'.

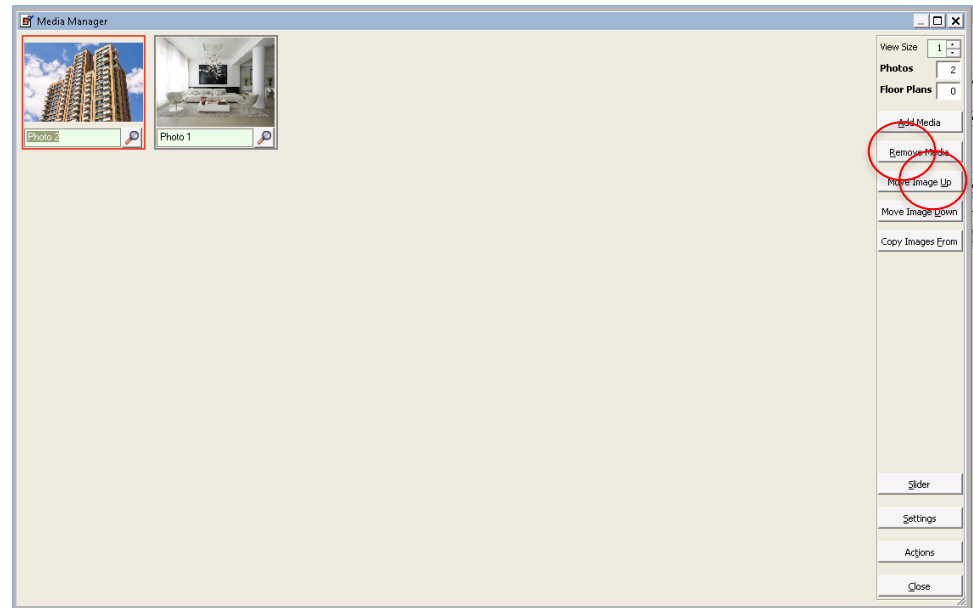


# Adding Images



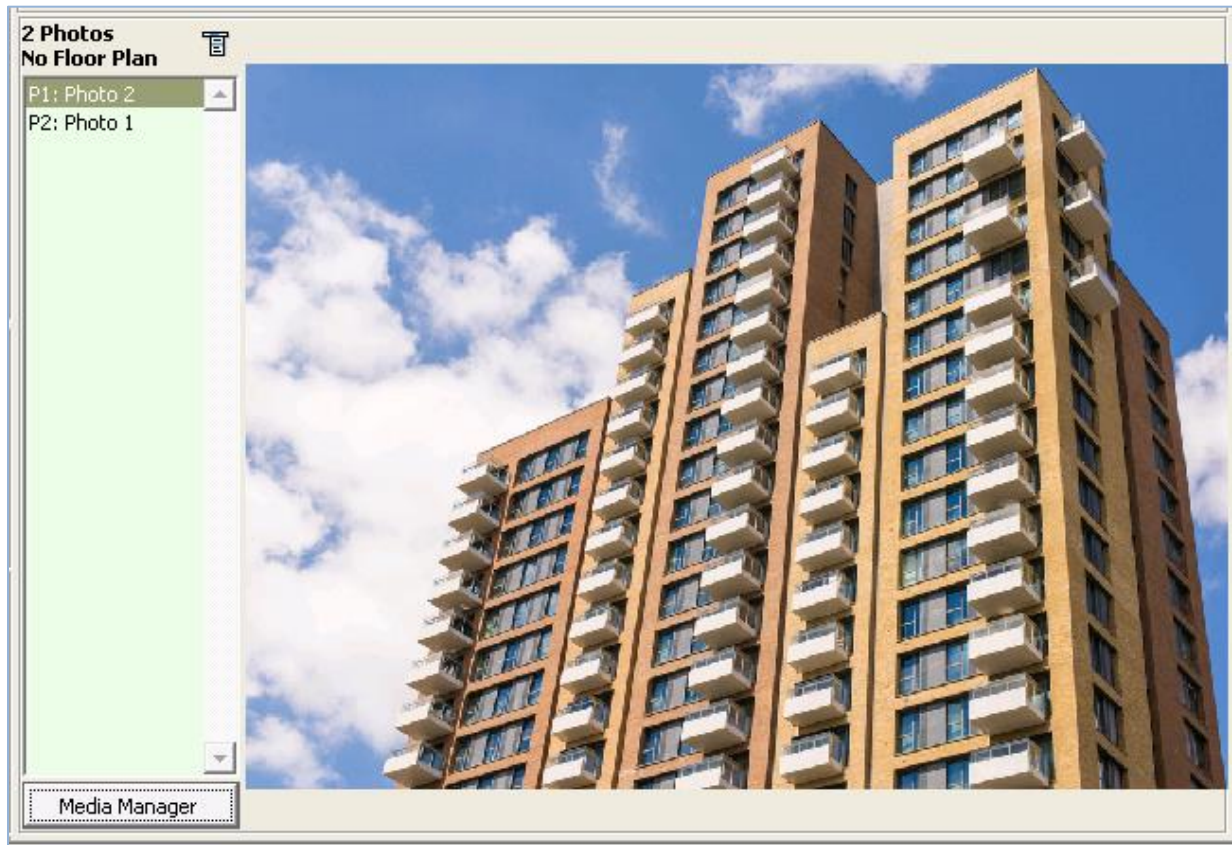
1. Select relevant images. Note: you can manually select by holding the ctrl key (Windows) cmd key (Mac)

2. Selected images appear as shown, and can be re-ordered using 'Image Up' and 'Image Down' buttons



# Adding Images

1. Close Media Manager to show larger files than the thumbnails previously re-ordered.



# Vendor Selection

Vendor



Create Vendor

1. If using a previous Vendor, please select the Vendor from the drop down pop-up window. Or create a new Vendor.

# GPS Selection

The screenshot shows the PCHomes 6.71 application window. The main area is the 'Property' form, which includes fields for Code (NUMOV\_000797), Address (Luton Midland Road Luton LU2 0BL), and Valuation (@ €220,000). The form has tabs for Detail, Attributes, Descriptions, Media, Events, People, Finance, Notes, and Links/EPC. The 'Links/EPC' tab is active, showing fields for EPC Status, EPC Ordered, EPC Expiry, Energy Efficiency, Environmental Impact, Virtual Tour/Video (URL), Floor Plan (URL), PDF Document (URL), and MAP (URL)/Streeview. Below these fields are GeoCodes, GeoView, Y (Latitude), X (Longitude), GeoFind, and GeoCopy buttons. A large text overlay in the center of the form reads: '1. To supply a GPS map, click 'GeoFind' button. Ensure the address fields are filled correctly.'

1. To supply a GPS map, click 'GeoFind' button. Ensure the address fields are filled correctly.

# GPS Selection

Google Geo Coding - Internet Explorer

http://www.estateagentslive.net/geocode/google.asp?a= Google Geo Coding

Sales and Lettings

Add New Property

Add New Applicant

Available Properties

All Applicants

Rentals Coming Soon

SSTC / Under Offer

The Buzz

Property

Code: NUMOV\_000797 Luton Midland Road Luton LU2 0BL Valuation @ €220,000

1. Detail 2. Attributes 3. Descriptions 4. Media 5. Events 6. People 7. Finance 8. Notes 9. Links/EPC

EPC Status: [Dropdown] Current Potential EPC Document (URL) & Survey/HIP (URL)

EPC Ordered: - Energy Efficiency

EPC Expiry: - Environmental Impact

Virtual Tour/Video (URL)

Floor Plan (URL)

PDF Document (URL)

MAP (URL)/Streeview

GeoCodes: GeoView Y (Latitude)

Internet Explorer

Do you want to allow this webpage to access your Clipboard?

If you allow this, the webpage can access the Clipboard and read information that you've cut or copied recently.

Allow access Don't allow

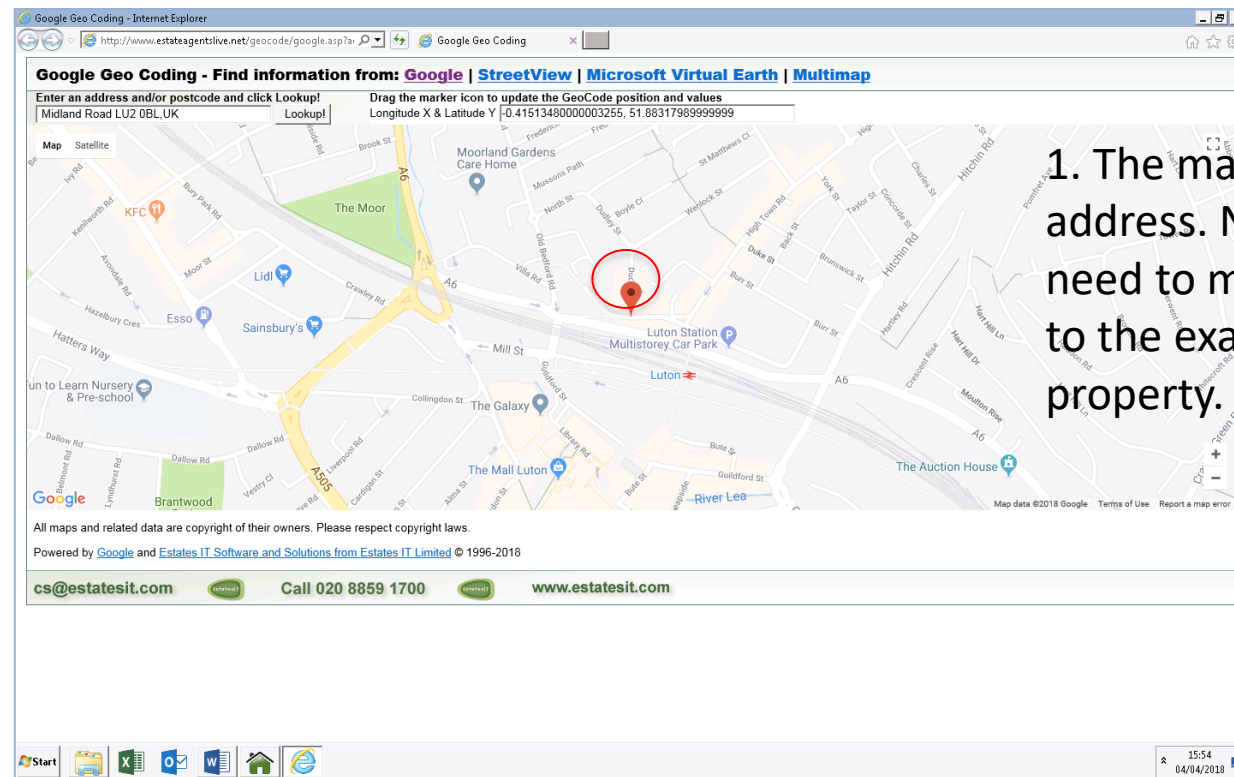
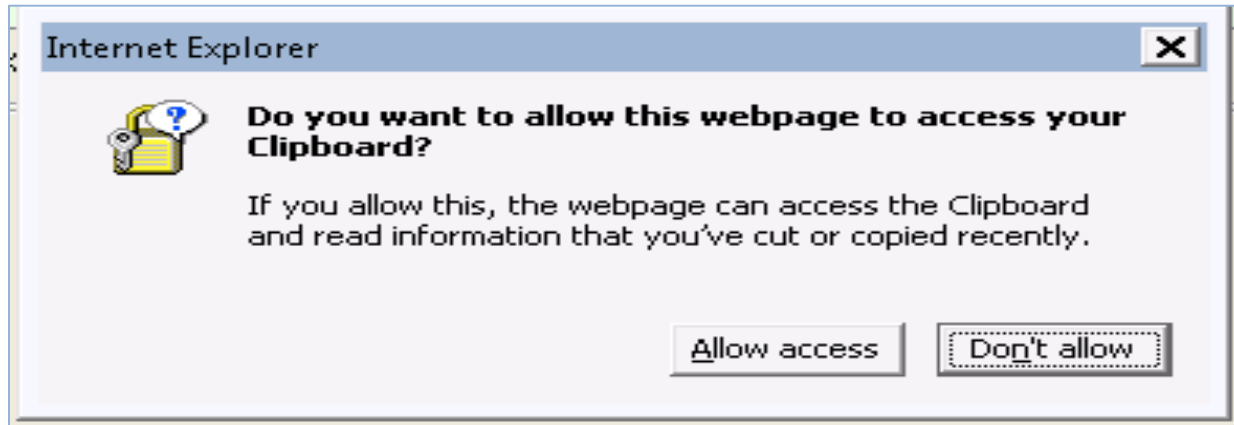
Import Reference

On Property Pam - Pam nu.move Ltd - NUMOVE Off CAPS NUM INS SCRL 15:54 04/04/2018

Start

15:54 04/04/2018

# GPS Selection



1. The maps will show the address. Note: sometimes you will need to move the location symbol to the exact location of the property.













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# COMPETENCE

nu:1 Capital is part of nu:move Group, we are members of TPOS, ICO, Trading Standards.  
We are fully compliant for GDPR, and we are fully registered for Anti Money Laundering.

# Nu:Move Group Team.

With over 50 years combined industry experience.



nu:move



## nu:move Group Operates Globally.

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