### **Uploading Property** Particulars with PC Homes

Nu:Move

**Your Nationwide Online Estate Agents** 















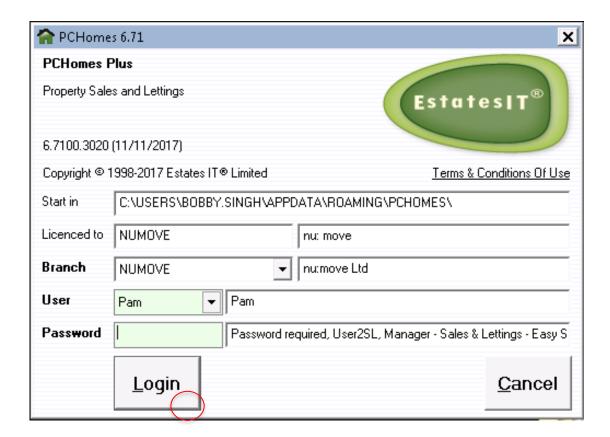


### Training Objectives

- 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



### **PC Homes**

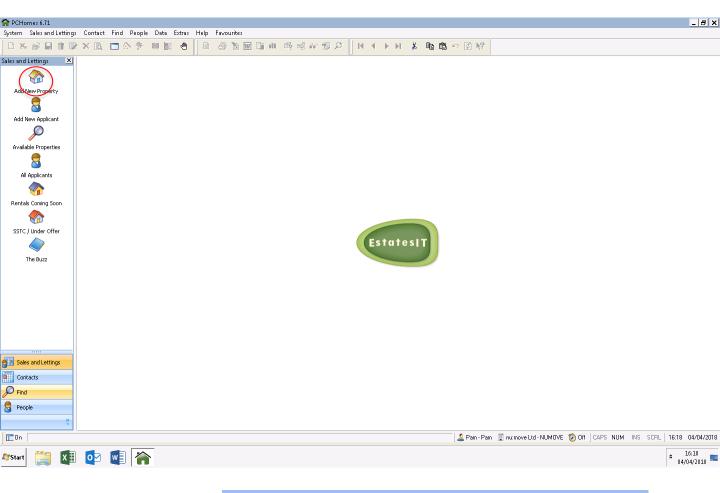


PC Homes can be accessed via an online portal.

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



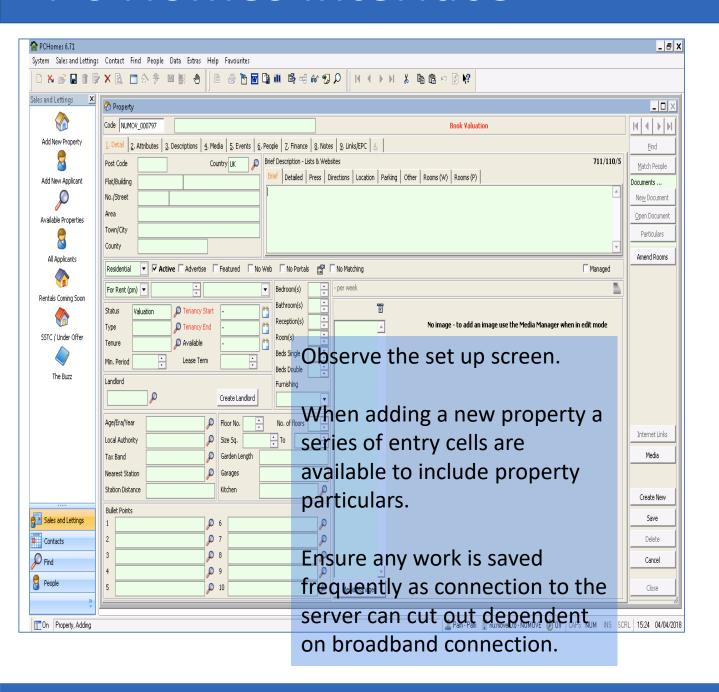
### Home Page



1. Add New Property



#### PC Homes Interface





### **Property Details**



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



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

#### Availability:

- 1 Bedroom Apartment from £220,000
- 2 Bedroom Apartment from £275,000
- 3. Include key information such as availability of units, payment plan and service charges.



### **Property Details**



#### **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'

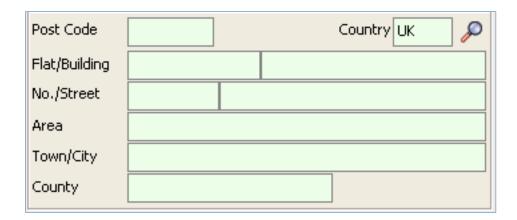
Lists should be written in syntax as the following example:

#### Availability:

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



## Address Entry

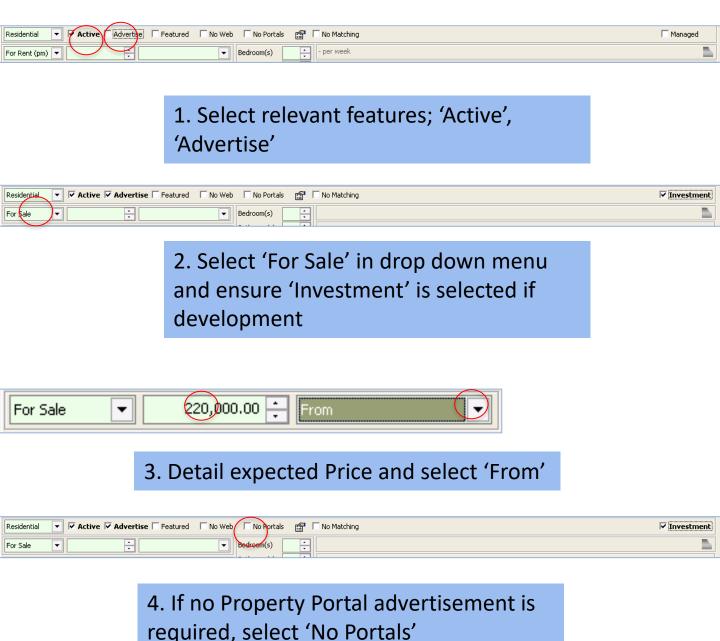


#### 1. Enter Address and Post Code

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

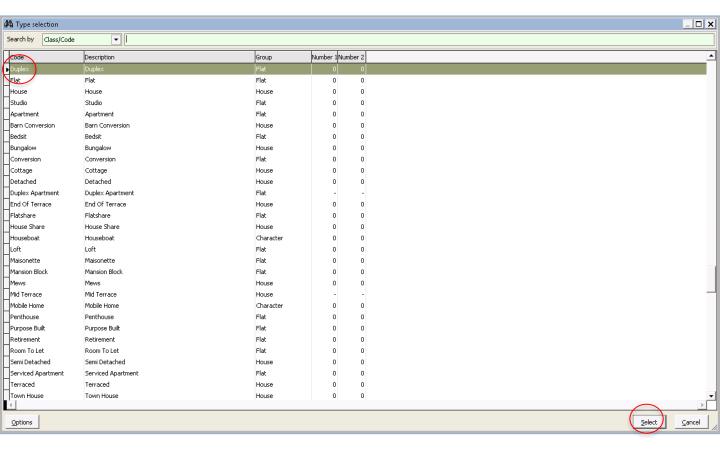


### **Marketing Options**





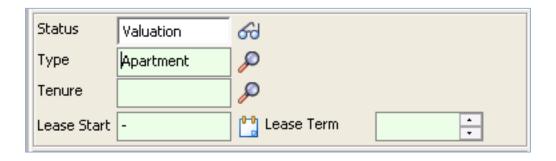
## Property Type

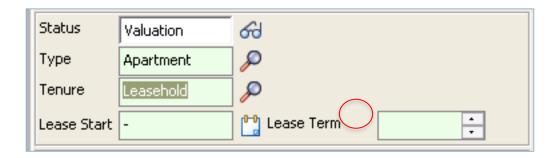


1. Select relevant property type and click Select to close pop-up window.



### **Property Details**



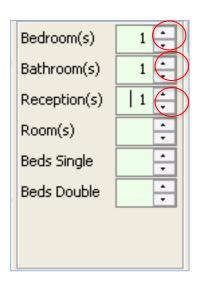


1. Select Tenure type and click Select to close pop-up window.



#### **Room Numbers**

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

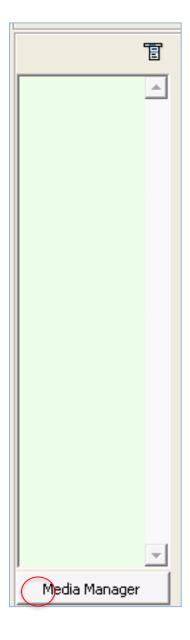




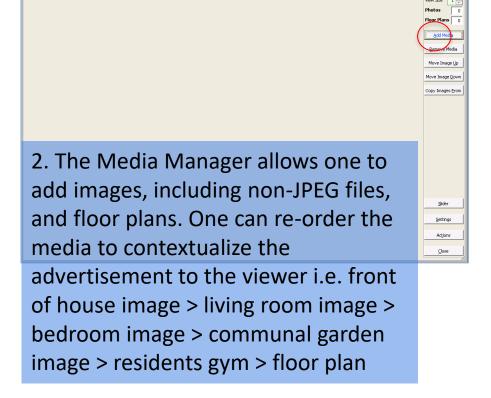
2. Double check that the above bar has been completed and the 'Investment' box is checked.



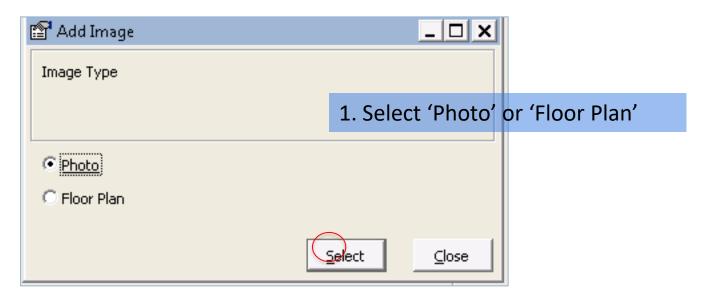
**B** Media Manage



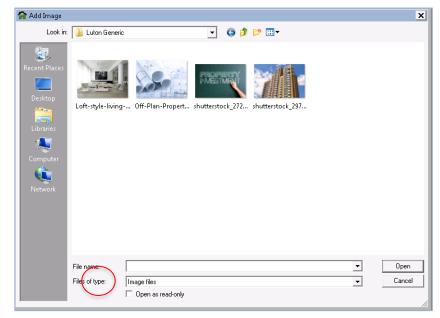
1. To add images and floorplans simply use the media manager. Click Media Manager.



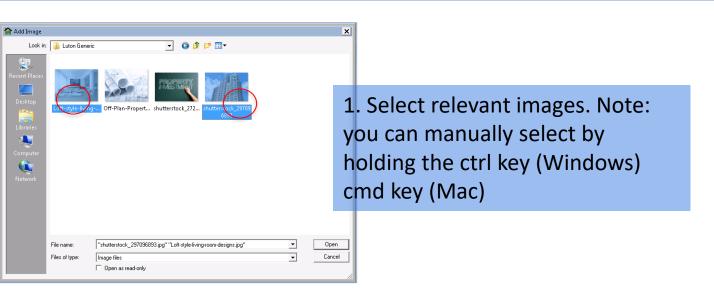


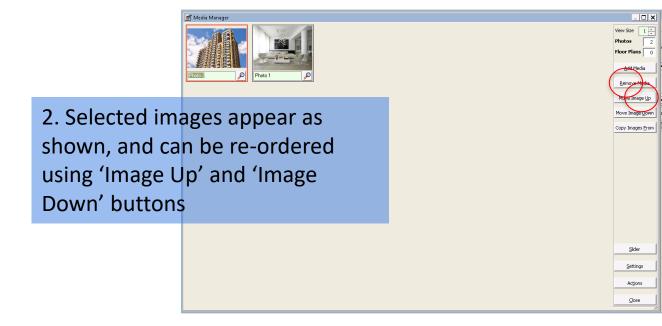


2. Locate files using the browser. Note: some developers give files that are not JPEGs and you can reveal these by changing 'Files of Type' from 'Image files' to 'All files'.













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

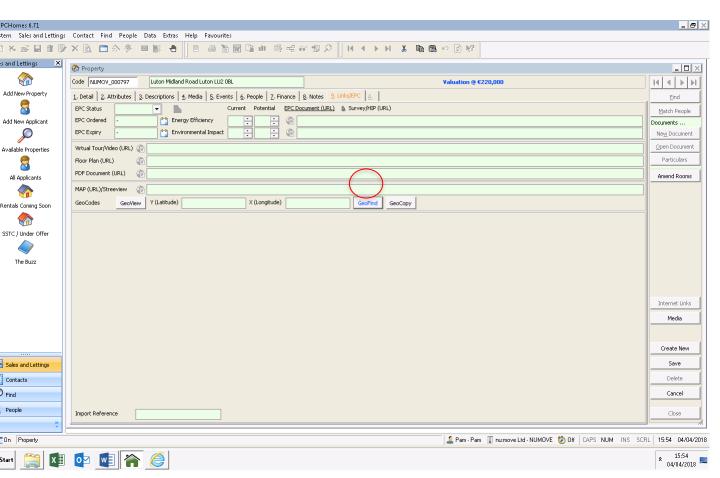


### **Vendor Selection**



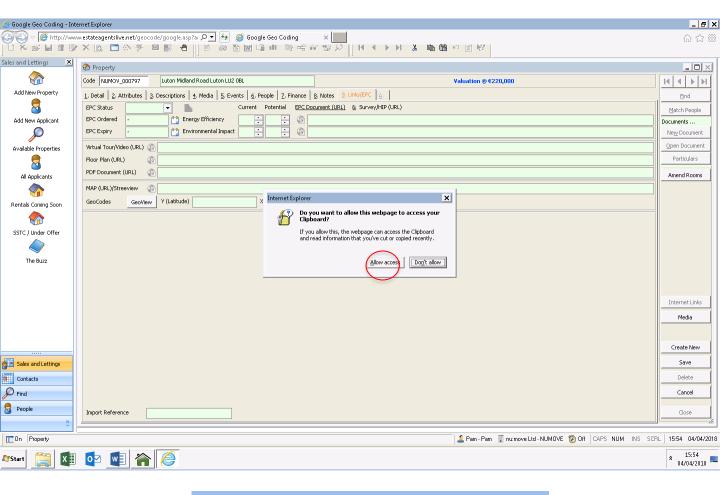
1. If using a previous Vendor, please select the Vendor from the drop down pop-up window. Or create a new Vendor.





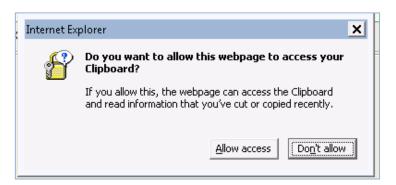
1. To supply a GPS map, click 'GeoFind' button. Ensure the address fields are filled correctly.

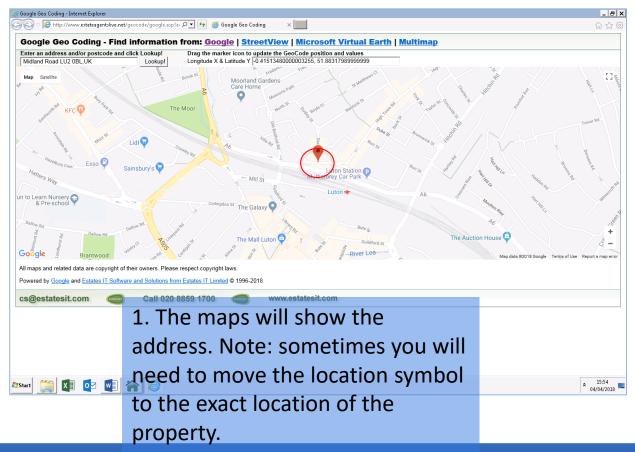




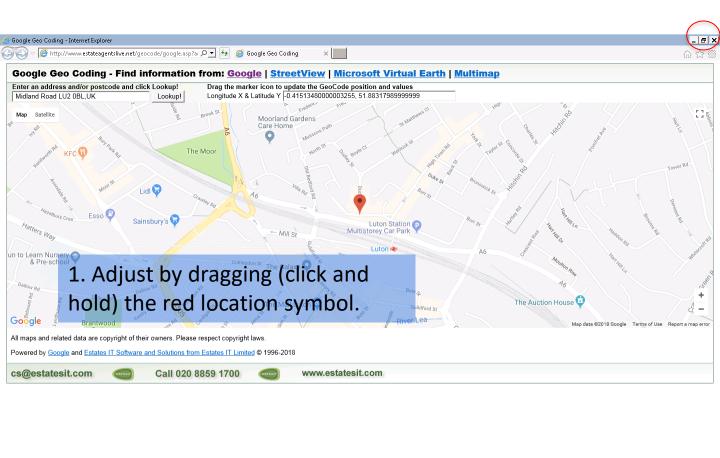
1. Click 'Allow Access'.







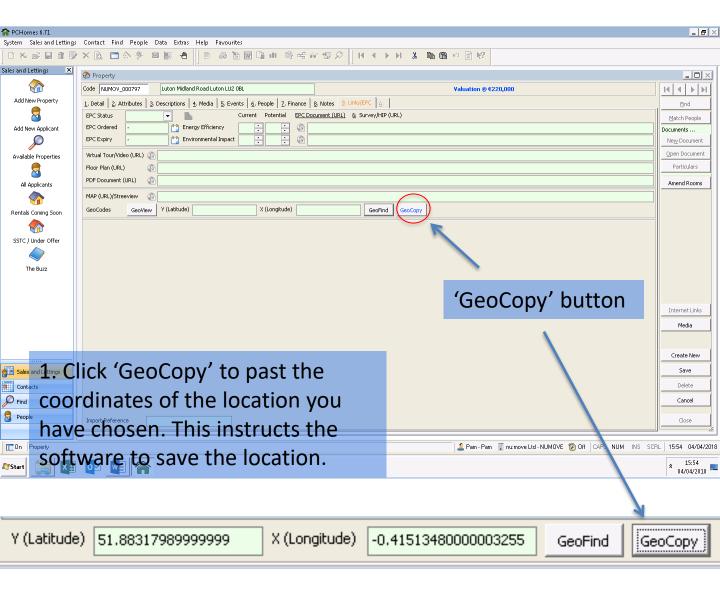




2. Close the pop up window, by clicking the X button.

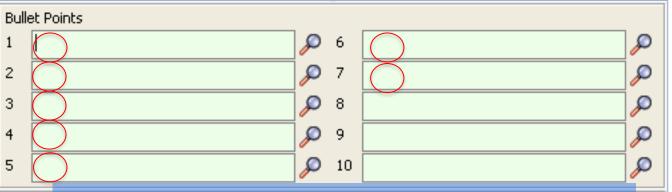


04/04/2018

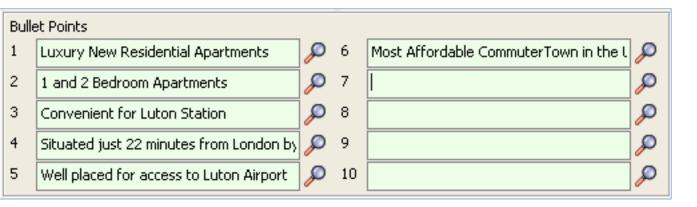




### **Bulletised Property Points**

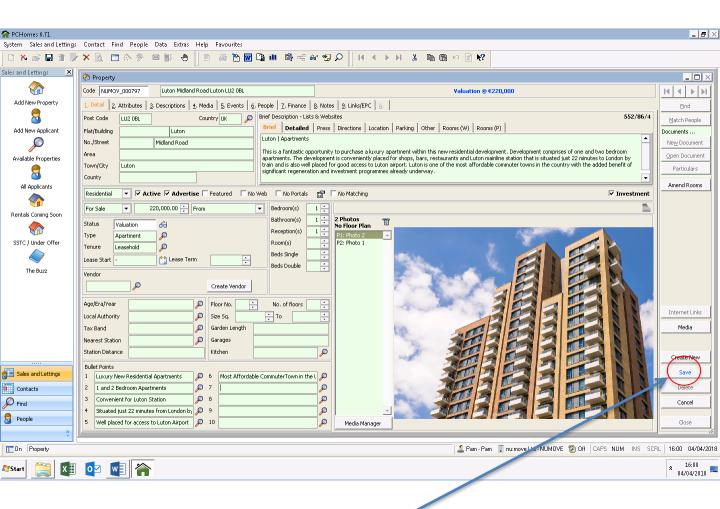


1. Fill in the property features. Please detail at least 4 bullet points.





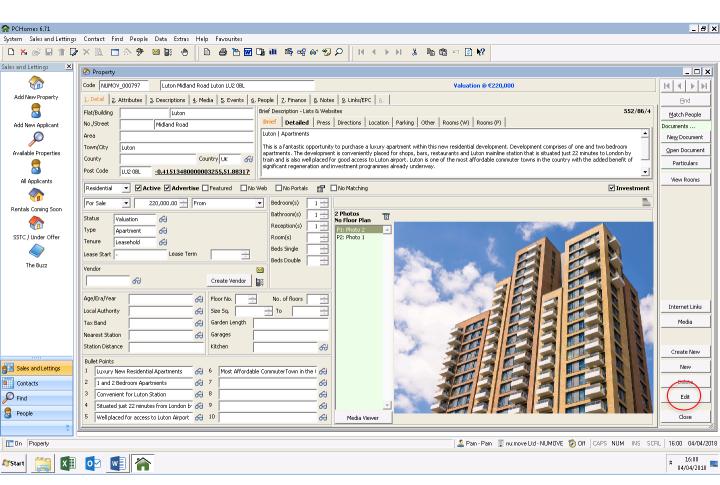
### Saving



1. Save your work!



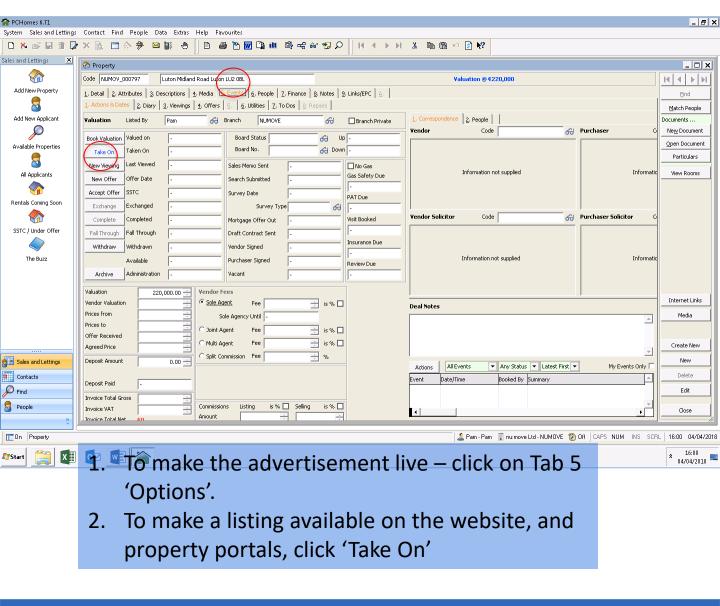
### **Editing**



Saving the work means that you can't edit. This is an opportunity to proof-read the writing. If you need to edit the work, simply click 'Edit' button.



### **Making Property Live**



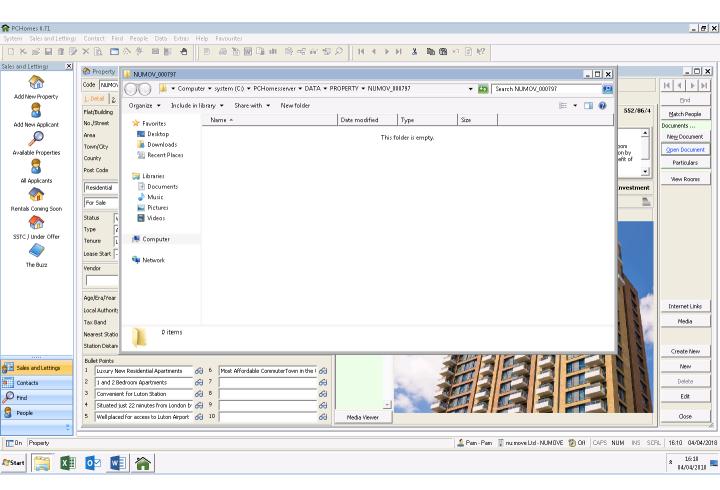




1. To add a Property Brochure, click 'Open Document'.

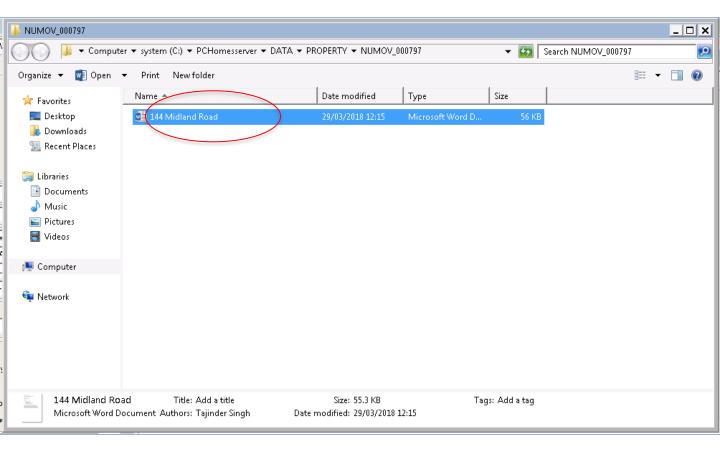
Brochures can be produced using 'Particulars'.





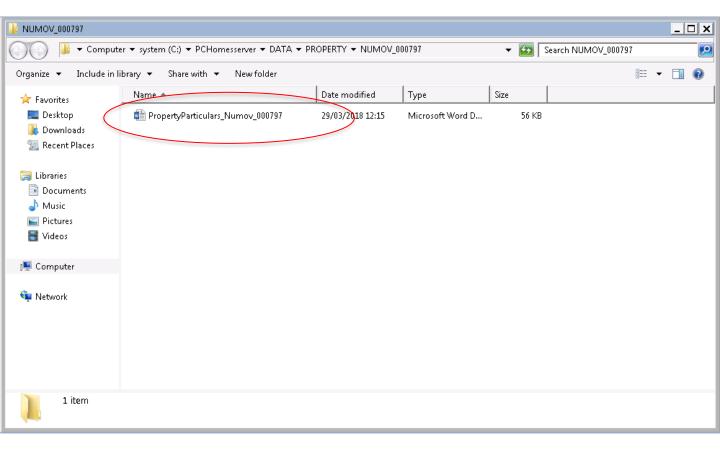
1. Locate the brochure and paste it into the pop-up window





1. To be recognised as a brochure attachment, you must re-name the document. Double click on the document name.

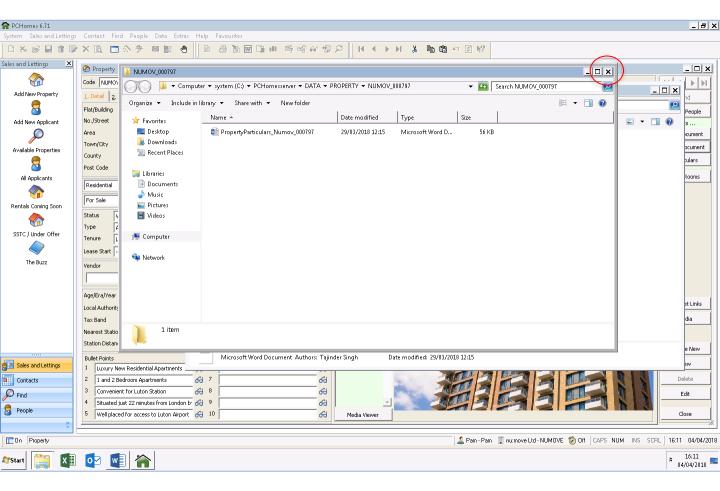




For word document attachments, syntax must be written in title case as follows:

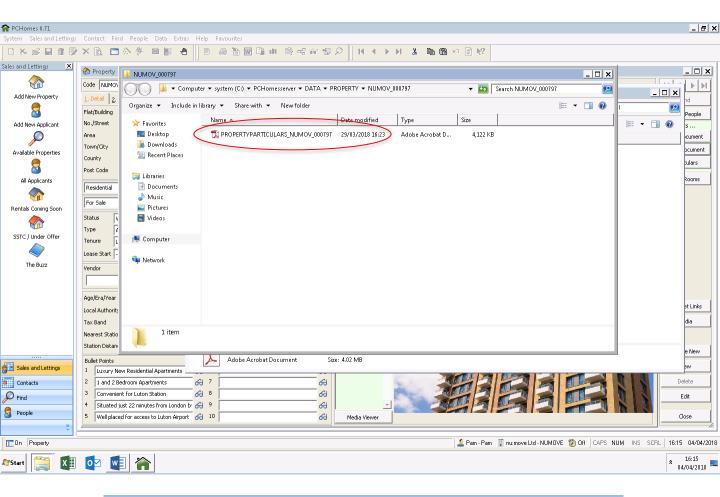
PropertyParticulars\_Numov\_000111





1. Close the pop-up window

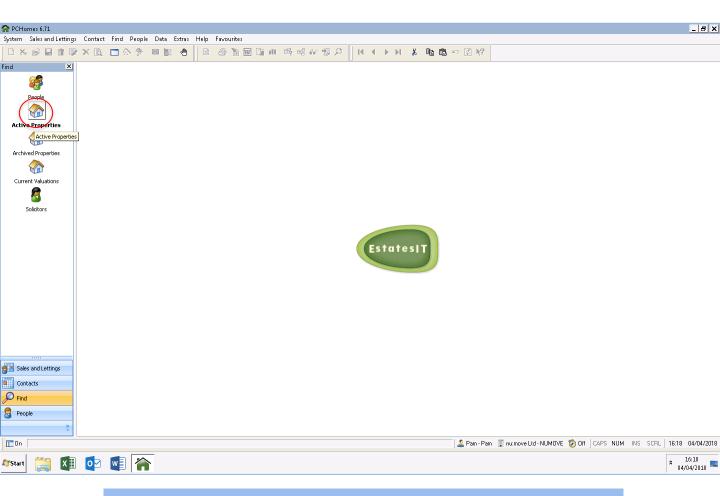




For PDF attachments, syntax must be written in capital case as follows:

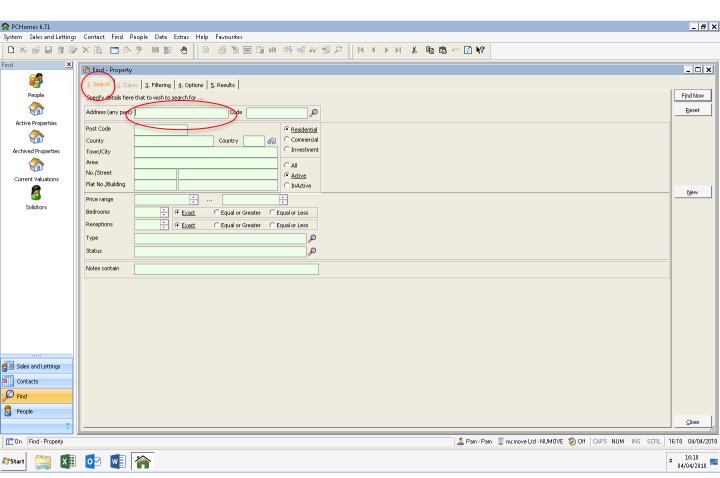
PROPERTYPARTICULARS\_NUMOV\_000111





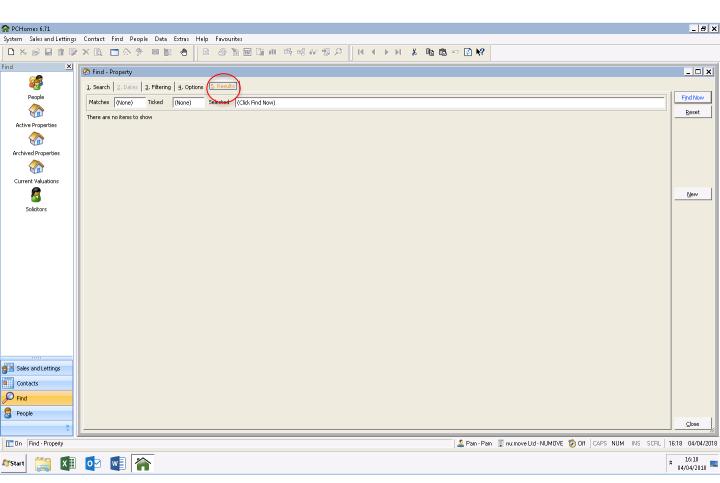
1. To find a previously saved property, click 'Active Properties' in the furthest left-hand column.





1. Click tab 1. Search, and type in keywords.

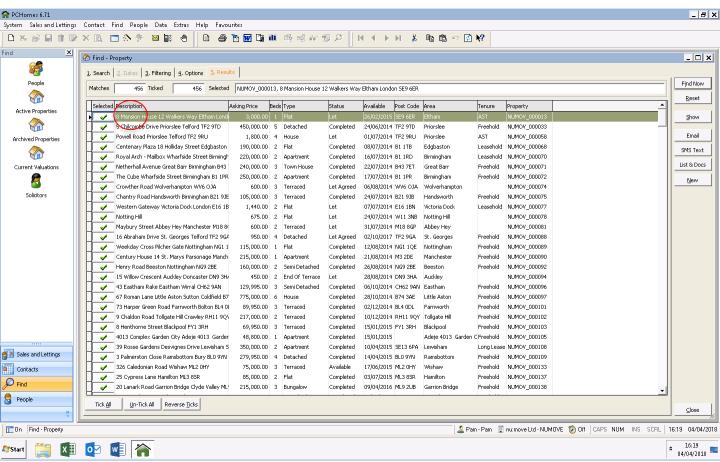






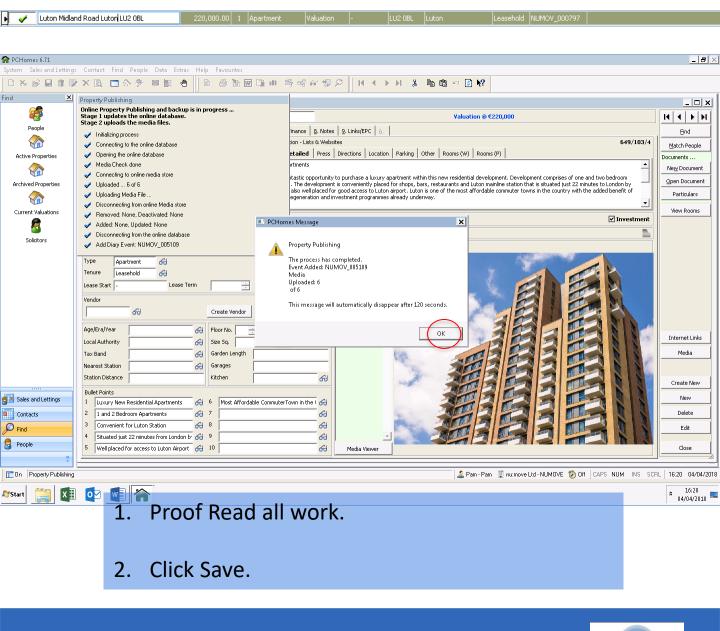


- Click 'Find Now'
- 2. Select the correct property





### Saving a Property



### Support

If you have any questions regarding publishing properties, please email Aran for support.

aran@nu-move.co.uk



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Nu:Move

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NU: 1 CAPITAL









