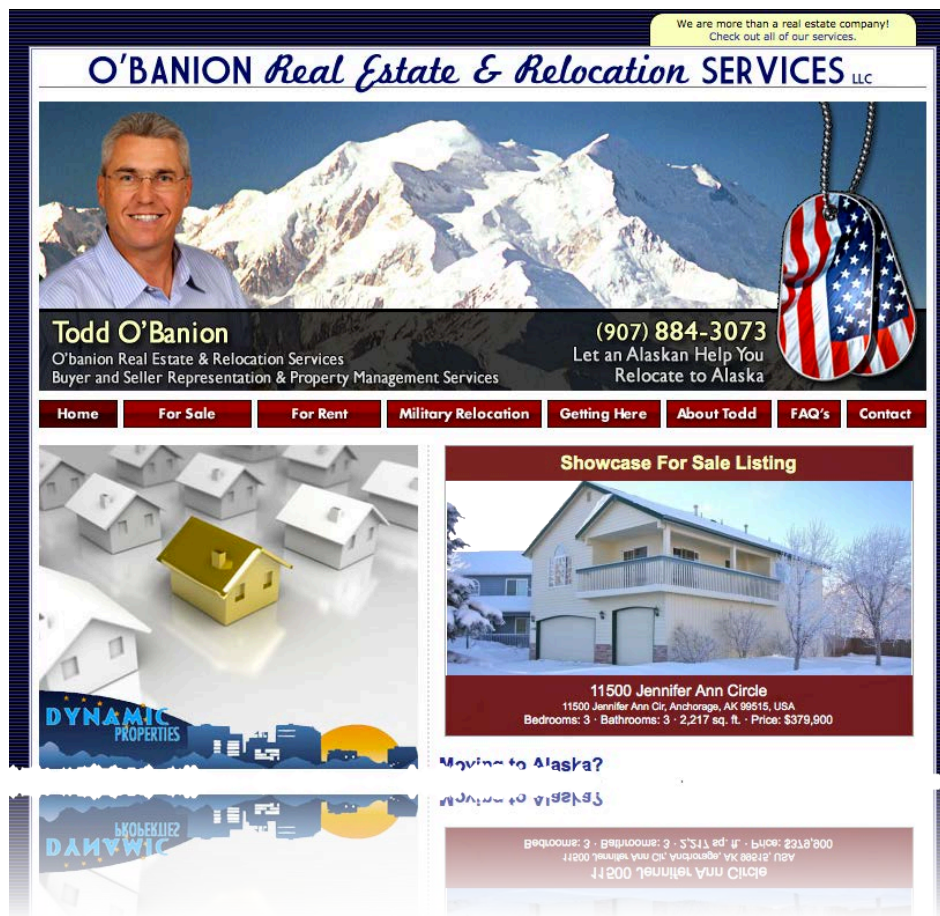


# How To Create and Modify Property Listings for www.obanionrelocation.com



Created by Alaska Web Technologies  
Friday, February 17, 2012  
v1.0

File Name: cm\_prop\_obanionrelocation\_v1.pdf

Administrative Contact:  
Todd O'Banion  
907-884-3073  
obanionrelocation@gmail.com

Technical Contact  
Daniel Brown  
907-854-8330  
requests@akwebtech.com

---

## Table of Contents

Section 1: Logging In	Page 3
Section 2: Creating a New Property Listing	Page 4
Selecting Property Type	Page 4
Add Property to Live Site Diagrams	Page 5 - 6
Uploading Photos	Page 7
Setting the Feature Photo	Page 8
Showcase Listing	Page 9
Publishing Listing	Page 9
Creating Listing Checklist	Page 10

## ***Section One: Logging In***

In order to start a new listing, you will need to be able to log into the administrator area of the web site. You can do this by making sure you have an active internet connection.

Open a web browser such as Internet Explorer, Safari, Firefox, Google Chrome, Opera or any other internet browser you prefer. Clear the address bar of the browser and type:

<http://www.obanionrelocation.com/wp-admin>

This should take you to the administrator's log in page. You can also bookmark this page for quick reference. Alternatively, you can access the administrator's log in page by going to:

<http://www.obanionrelocation.com>

and clicking on the "Log In" link at the bottom right hand corner of the page.

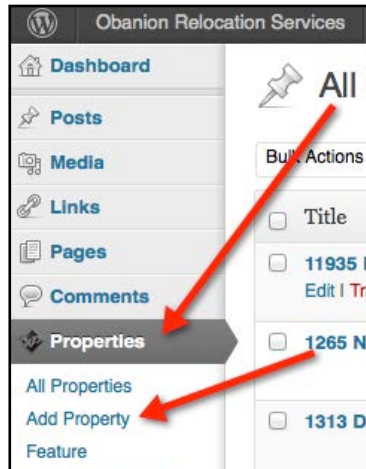


Enter your username and password to log in. If you forgot your username and password, use the "Lost your password?" link located below the log in box. If you don't have a username or password, please contact your site administrator for assistance.

There is a reference to the administrator and technical contacts above the table of contents of this guide.

## Section 2: Creating a New Property Listing

Once you are logged in, you will see what is known as the Dashboard page. On the left hand side of the page you will see a list of menus. In this list, there is an option for “Properties”. This is will be the main area you will work with when uploading and managing your online properties. When you click on it, you will be taking to the “All Properties” page. Here you will see a list of all the current and past properties that are on the site.



To add a new property click on “Add Property” in the submenu to the left under the main menu “Properties”.

Shortcut: From the Dashboard page, if you hover over the “Properties” tab, the shortcut menu will ‘pop’ to the right, and you can select “Add Property” from the submenu.

A screenshot of the 'Add New Property' form. The form is titled 'Add New Property' and has a 'Visual' tab selected. The 'General Information' section is expanded, showing fields for 'Falls Under' (set to '(no parent)'), 'Property Type' (a dropdown menu), 'Address', 'City', 'Purchase Price', 'Bedrooms', 'Bathrooms', 'Square Footage', 'Acreage', 'Showcase' (with an 'Enable' checkbox), 'Home Style' (a dropdown menu), and 'Tagline'.

You should now be looking at the “Add New Property” page. This is where you will be adding as much about the property as you can. Any fields that you leave blank, will not be shown online.

Every listing requires a Title, Description, Property Type and Address. Every other field is optional.

NOTE: Please check with your system administrator for any wording formats and standards they might require in order to keep a coherent aspect of the site. There is a reference to the administrator and technical contacts above the table of contents of this guide.

### Selecting Property Type

The second field under “General Information” allows you to select the property type for your listing. By default, all fields are shown for both for sale and for rent properties. Once

A close-up screenshot of the 'General Information' section of the 'Add New Property' form. It shows the 'Falls Under' field set to '(no parent)' and the 'Property Type' field, which is a dropdown menu. A red arrow points to the 'Property Type' dropdown menu.

you select the "Property Type", fields that are not related to your selection will disappear. For example, if you select "For Sale", all the For Rent fields will disappear such as "Deposit", "Pet Friendly" and "Date Available". Likewise, if you change the property type to For Rent, all fields relating to For Sale will disappear like "MLS Number".

**Add New Property**

**16629 Marcus Street**

Permalink: <http://akwebtech.com/obanionrelocation/listings/16629-marcus-street/> [Edit](#)

Upload/Insert

Visual HTML

Beautiful remodel with modern feel. Bamboo flooring on 1st floor with open wire hand rails. All three bedrooms ~~upstaris~~ with storage. Two up baths have walk- in showers with a 1/2 bath down. This home is in move in condition and sits on a dead end street with little traffic. At the end of the day the 6 person hot tub could come in handy.

**16629 Marcus Street**

*Check out the Northern Lights from your back yard!*

**16629 Marcus St  
Anchorage, Alaska 99577**

Beautiful remodel with modern feel. Bamboo flooring on 1st floor with open wire hand rails. All three bedrooms upstairs with storage. Two up baths have walk- in showers with a 1/2 bath down. This home is in move in condition and sits on a dead end street with little traffic. At the end of the day the 6 person hot tub could come in handy.

**Add New Property**

**16629 Marcus Street**

Permalink: <http://akwebtech.com/obanionrelocation/listings/16629-marcus-street/> [Edit](#)

Upload/Insert

Visual HTML

Beautiful remodel with modern feel. Bamboo flooring on 1st floor with open wire hand rails. All three bedrooms ~~upstaris~~ with storage. Two up baths have walk- in showers with a 1/2 bath down. This home is in move in condition and sits on a dead end street with little traffic. At the end of the day the 6 person hot tub could come in handy.

Path: p

Word count: 62

Draft saved at 10:02:43 pm.

**General Information**

Property Type	For Sale
Address	16629 Marcus Street, Eagle River, AK 99577
<input type="checkbox"/> Set Coordinates Manually.	
Purchase Price	225000
Bedrooms	3
Bathrooms	2
Square Footage	2650
Acreage	.20
Numbers only.	
Showcase	<input checked="" type="checkbox"/> Enable.
Home Style	Single Family Home

**16629 Marcus Street**

*Check out the Northern Lights from your back yard!*

**16629 Marcus St  
Anchorage, Alaska 99577**

Beautiful remodel with modern feel. Bamboo flooring on 1st floor with open wire hand rails. All three bedrooms upstairs with storage. Two up baths have walk- in showers with a 1/2 bath down. This home is in move in condition and sits on a dead end street with little traffic. At the end of the day the 6 person hot tub could come in handy.

See this property by appointment, 7 days a week!  
Call us at (907) 884-3073 or fill out the form [here](#).

**Snap Shot**

MLS Number:	12-604
Price:	\$225,000
Bedrooms:	3
Bathrooms:	2
Square Footage:	2,650 sq. ft.
Acreage:	.20 Acres
Home Style:	Single Family Home
County:	Anchorage

**More Information**

Want to see this property up close or just want more information? Fill out the form below and someone from our office will contact you.

First Name \*

Last Name \*





## Add New Property

16629 Marcus Street

Permalink: <http://akwebtech.com/obanionrelocation/listings/16629-marcus-street/> [Edit](#)

Upload/Insert

Visual HTML

**B** **I** **ABC**

Beautiful remodel with modern feel. Bamboo flooring on 1st floor with open wire hand rails. All three bedrooms upstairs with storage. Two up baths have walk-in showers with a 1/2 bath down. This home is in move in condition and sits on a dead end street with little traffic. At the end of the day the 6 person hot tub could come in handy.

Path: p

Word count: 62

Draft saved at 10:02:43 pm.

### General Information

Property Type	For Sale
Address	16629 Marcus Street, Eagle River, AK 99577 <input type="checkbox"/> Set Coordinates Manually.
Purchase Price	225000
Bedrooms	3
Bathrooms	2
Square Footage	2650 <small>Numbers only.</small>
Acreage	.20
Showcase	<input checked="" type="checkbox"/> Enable.
Home Style	Single Family Home
Tagline	Check out the Northern Lights from your back yard!

### For Sale

MLS Number	12-604
Contact Pending	<input type="checkbox"/> Enable.
Sold	<input type="checkbox"/> Enable.

## 16629 Marcus Street

Check out the Northern Lights from your back yard!

### 16629 Marcus St Anchorage, Alaska 99577

Beautiful remodel with modern feel. Bamboo flooring on 1st floor with open wire hand rails. All three bedrooms upstairs with storage. Two up baths have walk-in showers with a 1/2 bath down. This home is in move in condition and sits on a dead end street with little traffic. At the end of the day the 6 person hot tub could come in handy.

See this property by appointment, 7 days a week!  
Call us at (907) 884-3073 or fill out the form here.

### Snap Shot

MLS Number:	12-604
Price:	\$225,000
Bedrooms:	3
Bathrooms:	2
Square Footage:	2,650 sq. ft.
Acreage:	.20 Acres
Home Style:	Single Family Home
County:	Anchorage

### More Information

Want to see this property up close or just want more information? Fill out the form below and someone from our office will contact you.

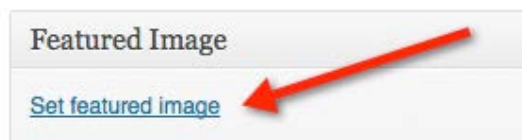
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Phone *	<input type="text"/>
Current State	Select
Perferred Contact	Select
Comments or Questions	<input type="text"/>
	<input type="button" value="Send"/>



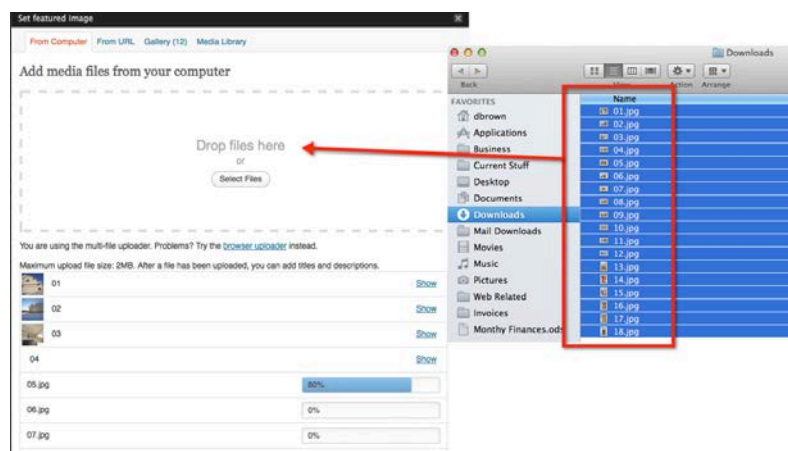
## Uploading Photos

Once you are done filling out all the information you can about the property listing, click on “Save Draft” so you don’t lose your changes.

In the lower right-hand column on the “Add Property” page, you will see a box labeled “Featured Image”. Click on the link “Set featured image” inside the box.



This will bring another window inside the browser. This new window will contain everything you need for uploading and managing media associated with the current listing.



The easiest way to upload photos is to simply drag all the photos from your computer onto the area in the browser labeled “Drop Files Here”. Or you can click on the button labeled “Select Files”. This will bring up a file browser window that will allow you to select multiple files to upload.

**IMPORTANT!** Once all files have been uploaded, click on “Save all changes”. **DO NOT** click on “Insert Gallery”. Doing so will add a gallery into the description area of the listing and mess up the format of the detail page. If you do click on “Insert Gallery”, simply click on “Save all changes” and goto the description area of the post. There you will see the system has added a giant blueish box inside the description. Just click on it to make it active, then press “delete” on your keyboard. This will remove the gallery from the description area of your property.

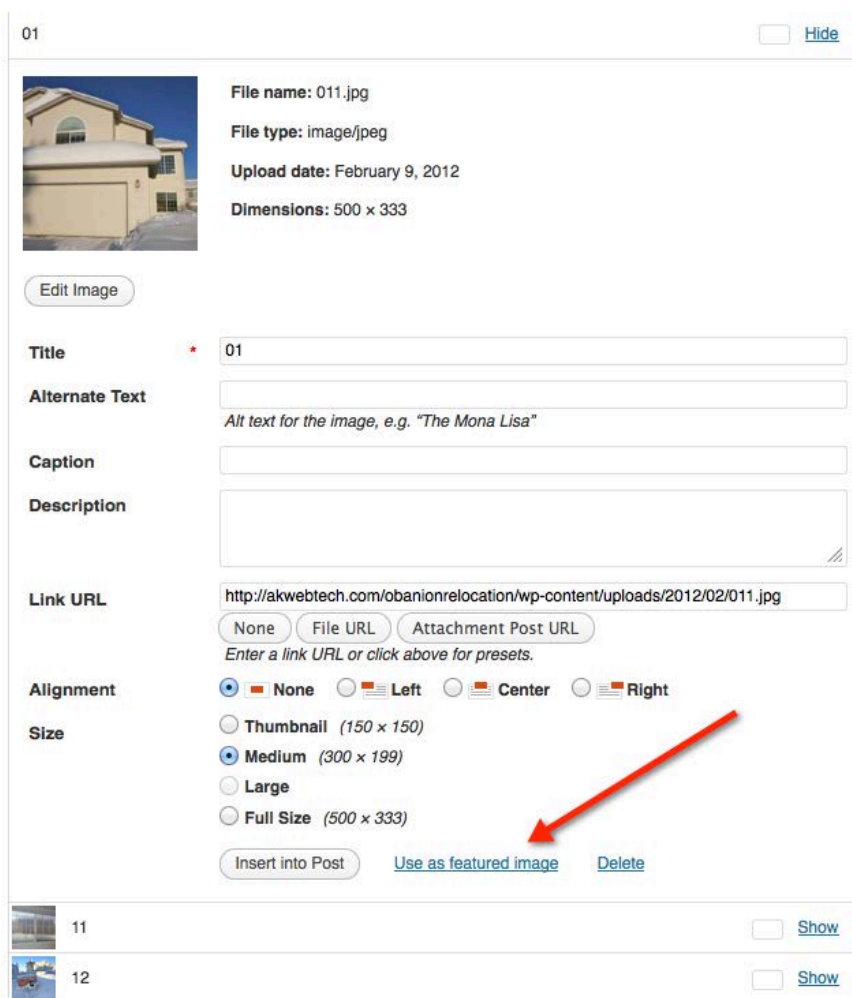


## Setting the Feature Photo

If you still have the media pop up window activated in your browser, click on the “Gallery” tab in the menu bar.

If you closed the window and are now looking at the “Add Property Page”, re-click on “Set feature image” in the lower right hand bar. This should bring up the media pop up window. Click on the “Gallery” tab in the menu bar.

You should see a list of all the photos that are associated with this listing. Find the photo that you want to be shown as the main photo for this property, then click on “Show”.



This will drop down the option panel for that particular photo. At the bottom of that panel, there should be a link labeled “Use as featured image” When you click on the link, it should disappear. You have now set the feature photo.

You can now close this pop up window by clicking on the “X” in the upper right corner or you can click anywhere in the shaded area, or you can scroll down to “Save all changes”.

**IMPORTANT! DO NOT click on “Insert Gallery”. See warning on page 7 for more information.**



## Showcase Listing



On the current home page, there is a spot for a property to be showcased.

On the “Add New Property” page, there is an option under “General Information” section to enable the current listing as a showcase listing. If you check the box, the active listing will rotate with all the other listings that are showcase listings.

Both For Sale and For Rent listings can be showcased on the home page. Information will

Showcase

☐ Enable.

update language for the appropriate listing type. To remove a listing from the showcase spot, simply uncheck this box.

## Publish Listing

Once you have filled out all the information about the listing, you have upload at least one photo and have set the feature photo, you can publish it to the web site. You have the option to publish the listing immediately or set up a future publish date.

To publish the listing immediately, simply click on publish in the upper right bar of the page.

To publish a listing in the future, click on “Edit” after the “Publish Immediately” option. Select the date you wish your listing to go live and click on “OK”. Then click on “Publish” to finish your listing.

The image shows a 'Publish' form with several options. At the top, there are 'Save Draft' and 'Preview' buttons. Below that, the status is 'Draft' with an 'Edit' link. The visibility is set to 'Public' with an 'Edit' link. There is a 'Publish immediately' option with an 'Edit' link. A red arrow points to the 'Publish' button at the bottom right.The image shows a 'Publish immediately' option with an 'Edit' link.The image shows a date selection interface for publishing the listing. It shows a date picker set to 02-Feb 10, 2012, at 14:43. There are 'OK' and 'Cancel' buttons.

### ***Creating a New Listing Checklist***

- ☐ Log into the administrator site
- ☐ Select “Properties” → “Add Property”
- ☐ Enter the Title, Description, Property Type and Address of Property
- ☐ Fill out all other available information about the property
- ☐ Click on “Set feature image” → upload all available images for property
- ☐ Click “Show” on main image → click on “Use as featured image”
- ☐ Click on “Save all changes” (DO NOT CLICK “Insert Gallery”)
- ☐ Publish Listing