

# Administration Screens

## Adding properties

1. To add new property, go to Estatik plugin >> Add new property.

The screenshot shows the 'Add new property' form in the Estatik plugin. The left sidebar contains a menu with 'Add new property' highlighted. The main form area has a title field 'Enter title here', a rich text editor for the description, and an 'Excerpt' field. On the right, there are sections for 'Publish' (Save Draft, Preview, Status: Draft, Edit, Visibility: Public, Edit, Publish immediately, Edit, Publish), 'Status' (Add), 'Types' (Add), and 'Categories' (Add).

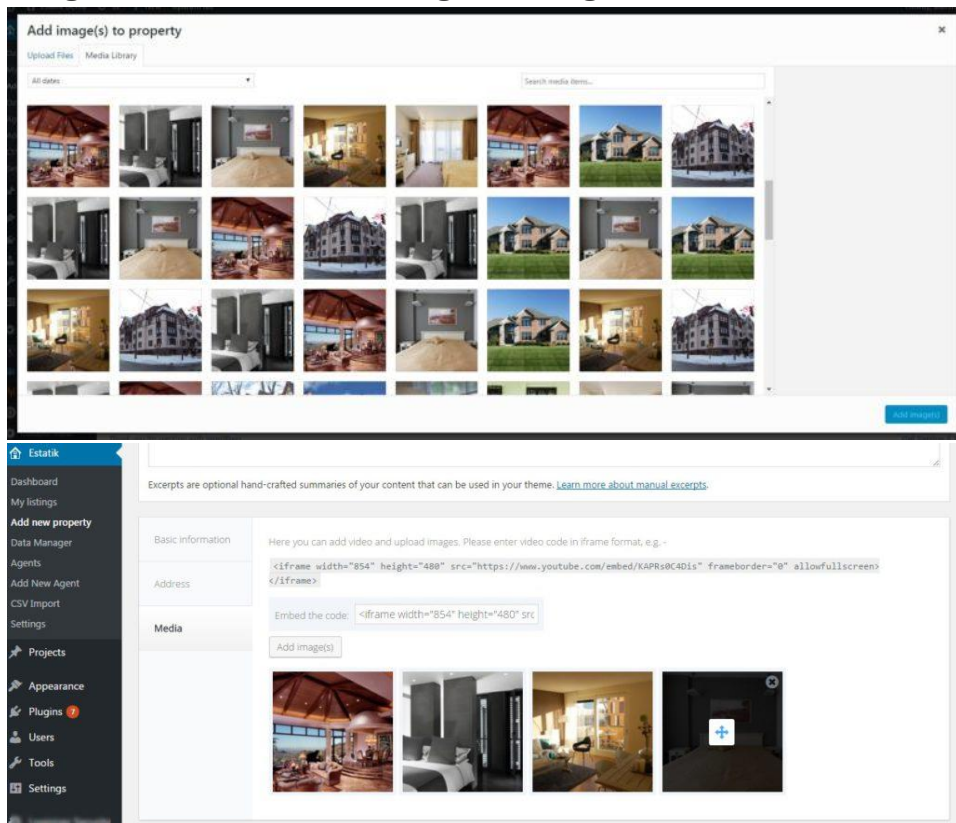
2. Enter title of the listing and description. Then go to the bottom and check Basic info, Media and Address tabs:

The screenshot shows the 'Basic information' tab selected in the 'Add new property' form. The left sidebar has 'Basic information' highlighted. The main form area shows fields for Price, Call for price, Open-house, Hot, Foreclosure, Featured, Bedrooms, Bathrooms, Floors, Area, Lot size, and Year built. On the right, there are sections for 'Features' (Add), 'Rent period' (Add), and 'Amenities' (Add).

3. Address tab will show the listing location in the frontend.

The screenshot shows the 'Address' tab selected in the 'Add new property' form. The left sidebar has 'Address' highlighted. The main form area shows fields for Address, Latitude, and Longitude. Below these fields is a map showing the location. The map is a Google Map of Edinburgh, Scotland, with a red pin indicating the location. The map shows streets like Queen St, George St, and Market St, and landmarks like The Balmoral and The Edinburgh Dungeon.

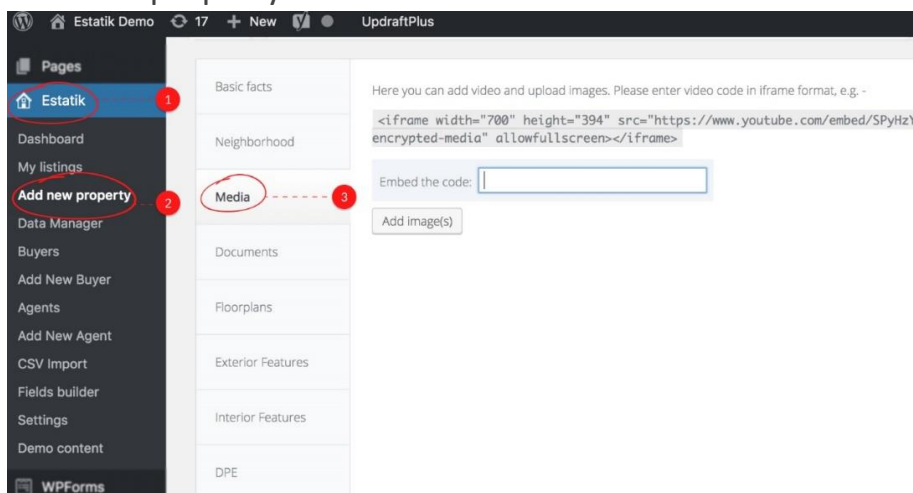
4. To upload images, first upload it to Media > Library and select them. Also, you can drag and drop images to change their order in frontend. The first image will be used as a listing box image.



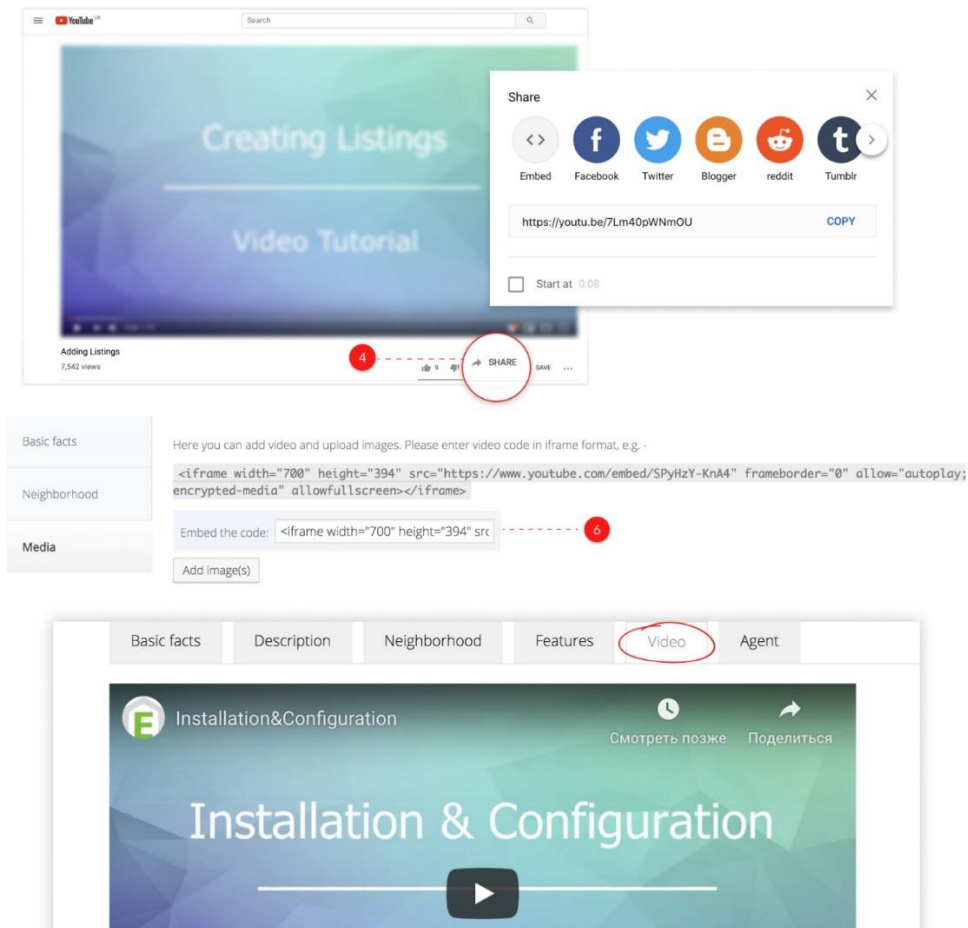
5. Do not forget to Publish or Save draft before closing the page.

## Adding video

1. To add video to Estatik Pro, please open your wp-admin and go to Estatik >> Add new property >> Media.

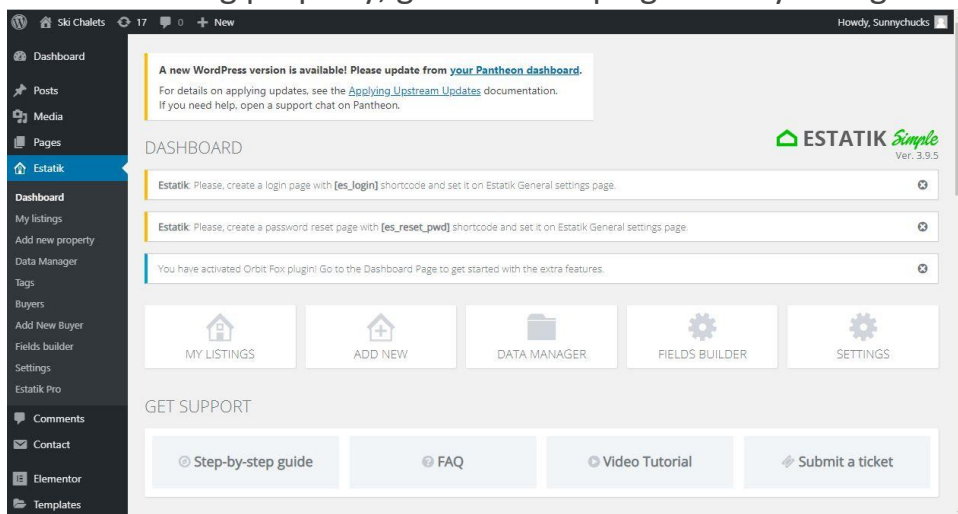


2. There you should enter the embed code of your video which you can get on website from your video provider.



## Edit property

1. To edit existing property, go to Estatik plugin >> My listings.



2. Check mark the selected property and click on the pencil icon to edit.

Filter by: 

Category

Type

Status

Property ID:  Address:  Date added:

Search

Reset

Manage: 

☒ Select / deselect all

Copy

Delete

Publish

Unpublish

6 items

<input type="checkbox"/>	Property ID	Image	Title	Date added	Address	Category	Type	Status
<input type="checkbox"/>	81		120 S Grove Ave	Published 2020/05/25	120 S Grove Ave, Elgin, IL 60120, USA	For sale	Office	Open
<input type="checkbox"/>	77		Prairie Trail, IL, USA	Published 2020/05/25	Prairie Trail, Crystal Lake, IL 60014, USA	For sale	Apartment	Open
<input type="checkbox"/>	74		235 W State St	Published 2020/05/25	235 W State St, Sycamore, IL 60178, USA	For sale	Apartment	Open
<input type="checkbox"/>	71		310 S Federal St, IL 60604, USA	Published 2020/05/25	310 S Federal St, Chicago, IL 60604, USA	For rent	Apartment	Open

## Deleting properties

1. To delete a property, go to Estatik plugin >> My listings.
2. Check mark the selected property and click on the delete icon to delete.

Filter by: 

Category

Type

Status

Property ID:  Address:  Date added:

Search

Reset

Manage: 

☒ Select / deselect all

Copy

Delete

Publish

Unpublish

6 items

<input type="checkbox"/>	Property ID	Image	Title	Date added	Address	Category	Type	Status
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<input type="checkbox"/>	71		310 S Federal St, IL 60604, USA	Published 2020/05/25	310 S Federal St, Chicago, IL 60604, USA	For rent	Apartment	Open