



FIND A SERVICE

Building and updating your business profile

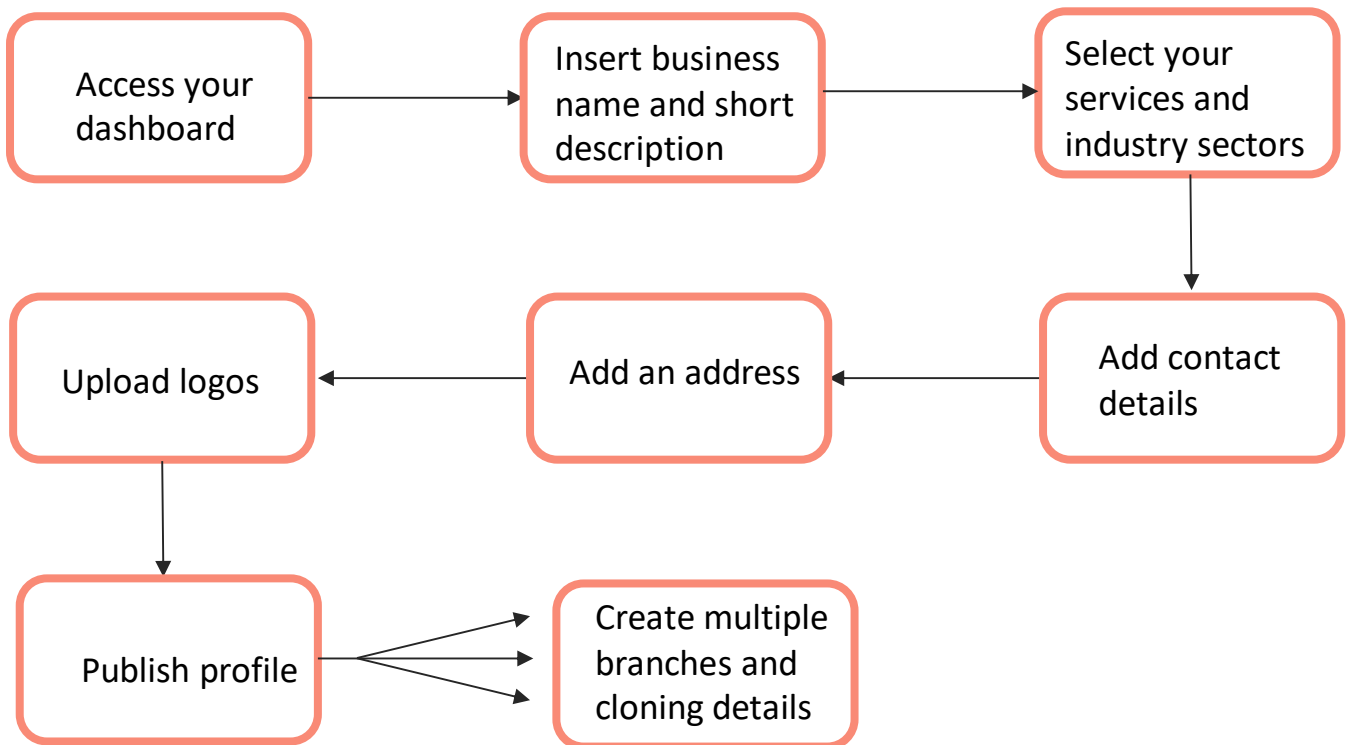


Welcome to EG Propertylink's Find a Service, you now have access to the UK's largest dedicated audience searching for commercial property.

This guide will help you create and improve your business profile so you can get the most of our online directory putting your services in front of users at the exact moment they are searching for commercial space.

We'll guide you through the simple upload process which will improve your profile, allowing you to clone details for branches with a single click.

Simple process:



But first let's get you logged in to the site.

1. Access your dashboard

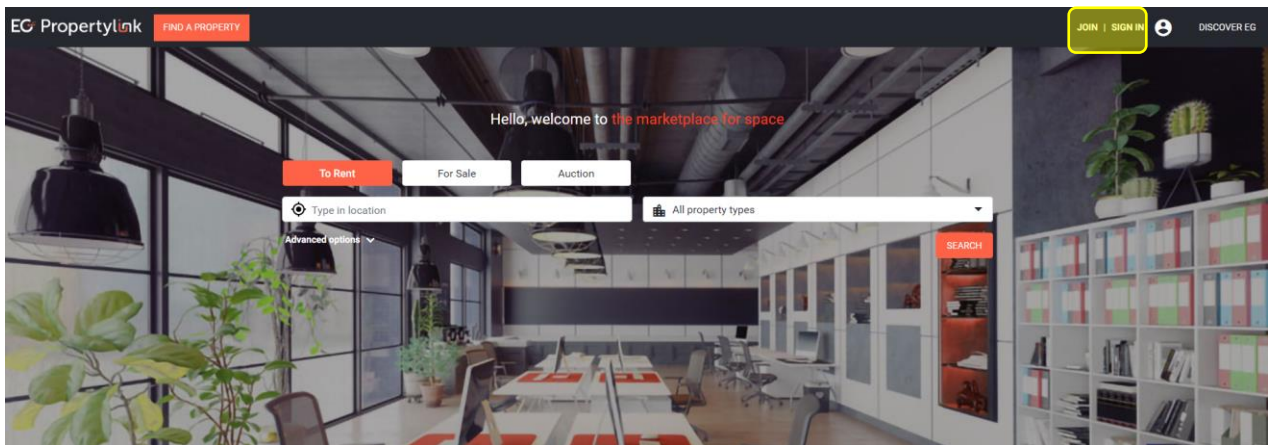
To access your dashboard, you'll need to be logged in. Either from the Propertylink homepage (see below) or directly through the Propertylink Hub.

<http://pladmin.estatesgazette.com/>

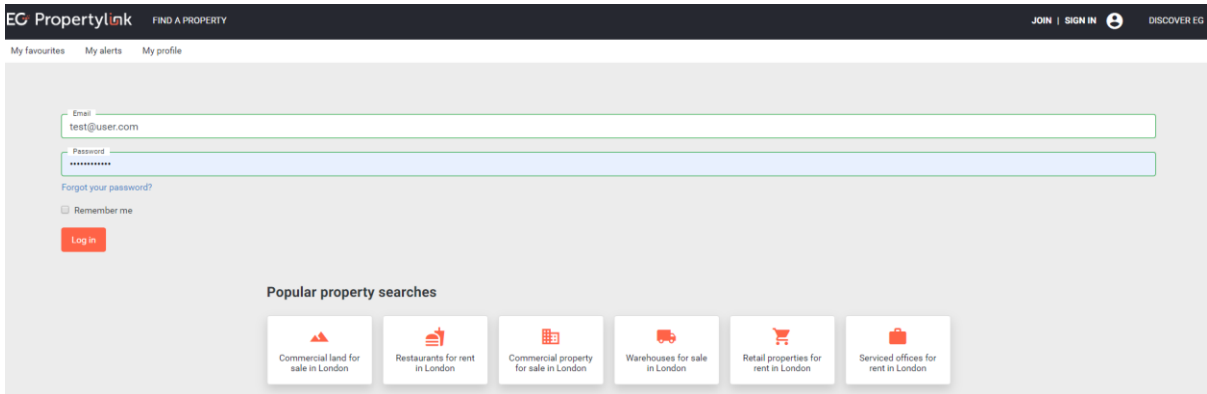
The easiest way is from the Propertylink homepage

<https://propertylink.estatesgazette.com/>

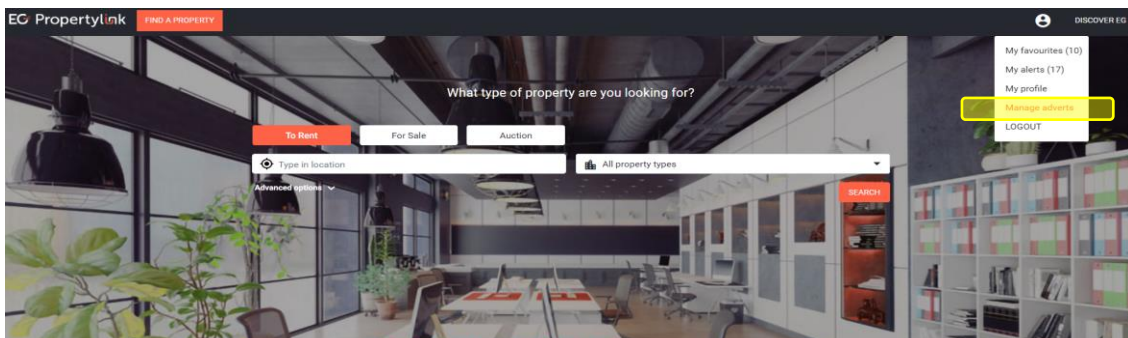
Click **Sign In** in the top right-hand corner of the site



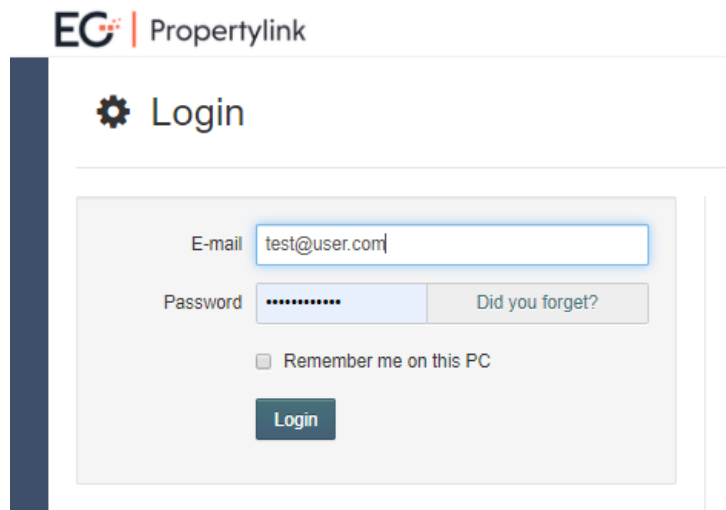
Log in using the credentials provided to you on sign up



Once you are logged in then, as a subscriber, you can click on manage advert from the homepage at any time by clicking on the icon in the top right-hand corner and selecting "Manage Adverts"



Once you've been re directed to the dashboard login page, re-enter your Propertylink username and password. It will be saved here ready for the next time you want to login.



EC | Propertylink

Login

E-mail

Password [Did you forget?](#)

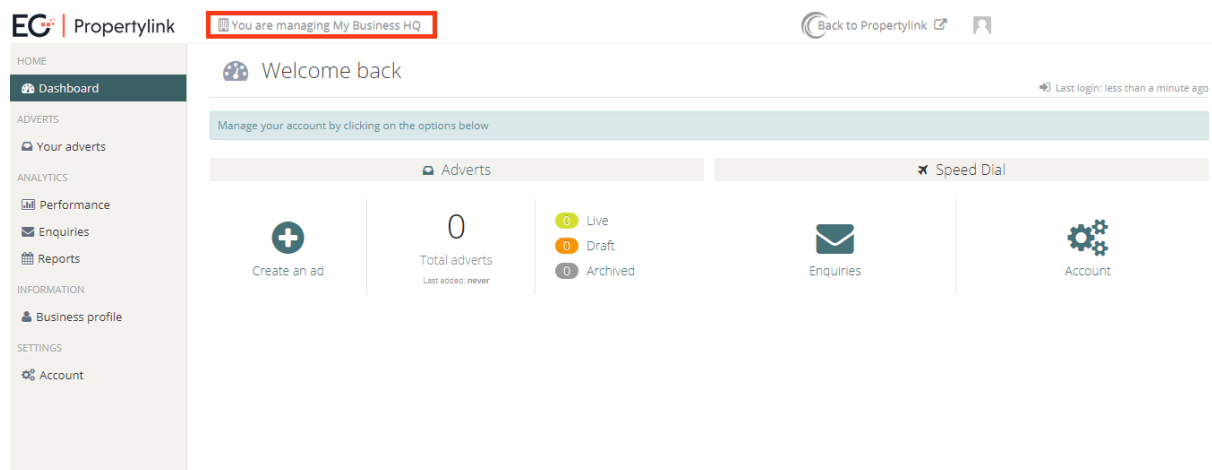
Remember me on this PC

[Login](#)

You will be redirected to the dashboard. Clicking on the **“You are managing”** text at the top of the page will show you all your HQ and branches.

TIP: Branch users can only access the branch they are assigned to.

HQ users can edit both their own HQ and all the branches, simply select the branch or HQ you want to edit (if you are a HQ user) by selecting the drop down in the top navigation and selecting the branch.



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You are managing My Business HQ [Back to Propertylink](#)

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Welcome back Last login: less than a minute ago

Manage your account by clicking on the options below

Adverts Speed Dial

Create an ad

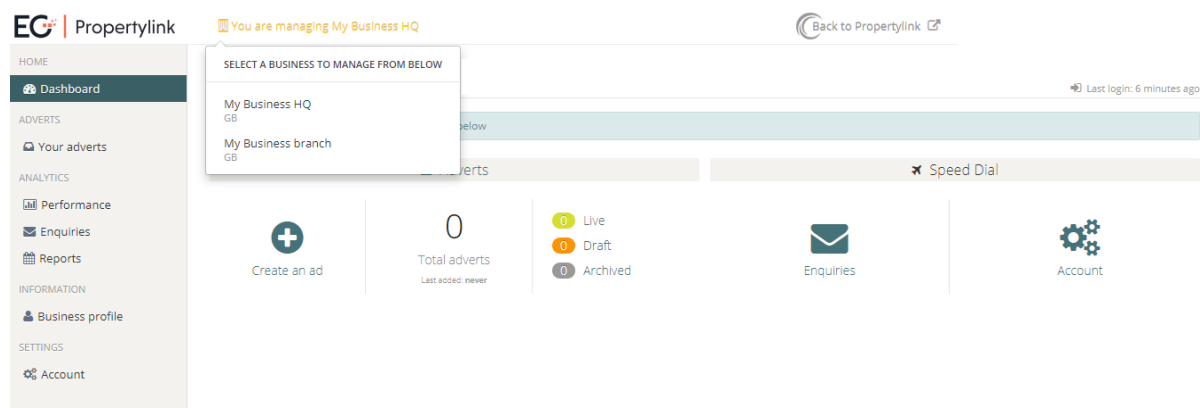
Total adverts
Last added: never

0 Live
0 Draft
0 Archived

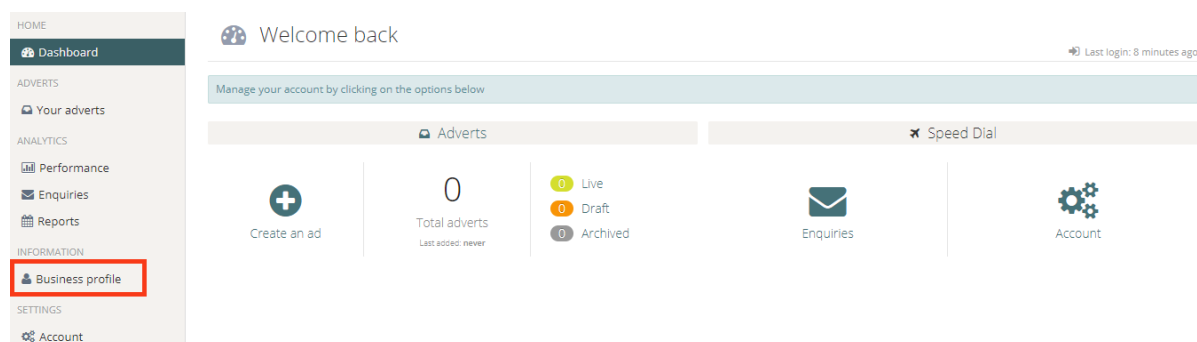
Enquiries

Account

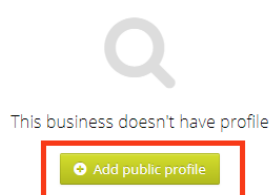
Select the HQ or branch you would like to manage from the dropdown. If you are just starting out then select the HQ



Click on **Business Profile** in the left-hand menu

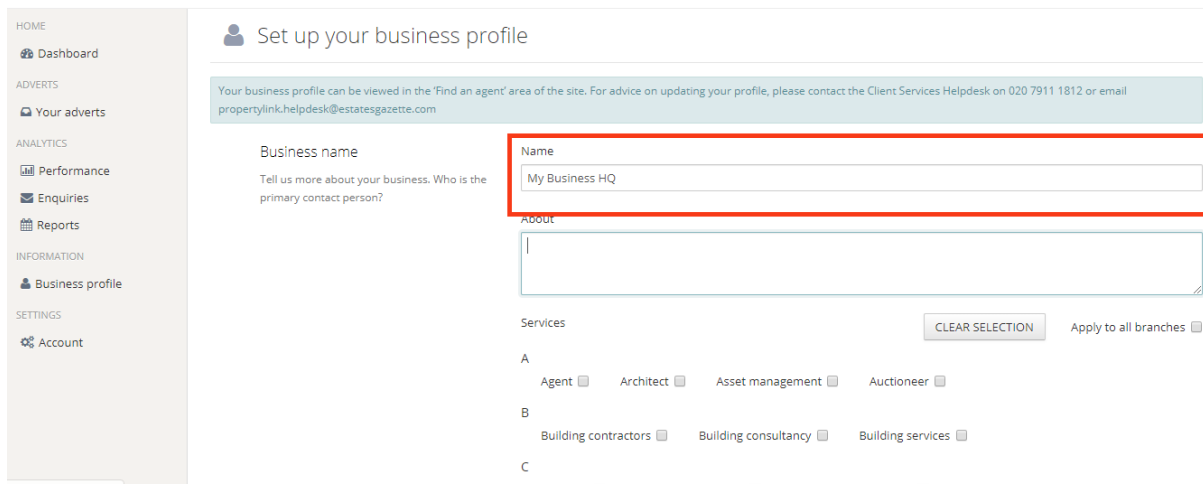


Now you can begin inputting your profile. Simply click the **Add public profile** button.



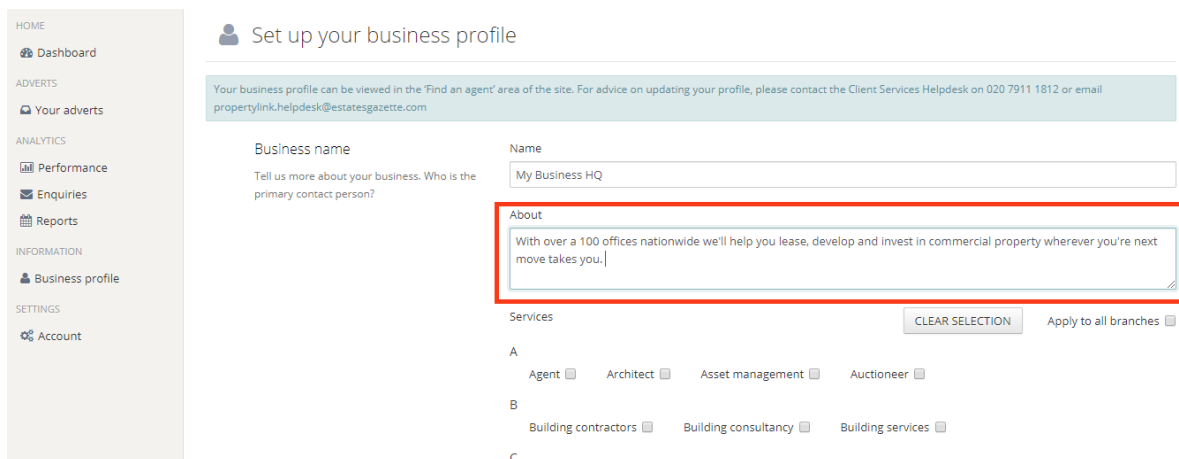
2. Insert business name and short description

Check the name shown on the top of the form, is that how you'd like your name to appear to Propertylink users?



The screenshot shows the 'Set up your business profile' form. The 'Name' field is highlighted with a red box and contains the text 'My Business HQ'. The 'About' field is empty. The 'Services' section is partially visible, showing a 'CLEAR SELECTION' button and 'Apply to all branches' checkbox. The left sidebar contains navigation links for HOME, ADVERTS, ANALYTICS, INFORMATION, and SETTINGS.

Next write your profile in the **About** box. This description will appear in search results and on your individual business pages on Propertylink Find a Service. This is your elevator pitch and is your chance to sell yourself to an occupier and investor in a few sentences.



The screenshot shows the 'Set up your business profile' form. The 'About' field is highlighted with a red box and contains the text 'With over a 100 offices nationwide we'll help you lease, develop and invest in commercial property wherever you're next move takes you.'. The 'Name' field contains 'My Business HQ'. The 'Services' section is partially visible, showing a 'CLEAR SELECTION' button and 'Apply to all branches' checkbox. The left sidebar contains navigation links for HOME, ADVERTS, ANALYTICS, INFORMATION, and SETTINGS.

3. Select your services and industry sectors

Tick the services that apply most to you, you can tick as many as you like. Once you are finished you can tick the **Apply to all branches** to set these for all your branches.

primary contact person?

About

With over a 100 offices nationwide we'll help you lease, develop and invest in commercial property wherever your next move takes you.

Services

CLEAR SELECTION Apply to all branches

A

Agent Architect Asset management Auctioneer

B

Building contractors Building consultancy Building services

C

Cleaners Clearance company Compulsory purchase

D

Developer Development consultancy

E

Energy and utilities Environmental consultancy Engineering Equipment

F

Facilities management Finance Fit-out Furniture

Tick the sectors that you work in, again you can tick as many as you like and you can **Apply to all branches** by ticking the box to the top right of the section.

Z

Sectors

CLEAR SELECTION Apply to all branches

> Industrial > Retail > Licensed & Leisure

> Offices > Commercial Land > Residential

> Others

Expertise Apply to all branches

Contact information

How can your customers get in touch with you?

First name Last name

Mobile phone Telephone Fax

Email Url

You can be more detailed by clicking on the arrow next to any sector name and tick sub-sectors that you specialise in.

Z

Sectors

CLEAR SELECTION Apply to all branches

> Industrial > Retail > Licensed & Leisure

> Offices > Commercial Land > Residential

> Others

Expertise Apply to all branches

Contact information

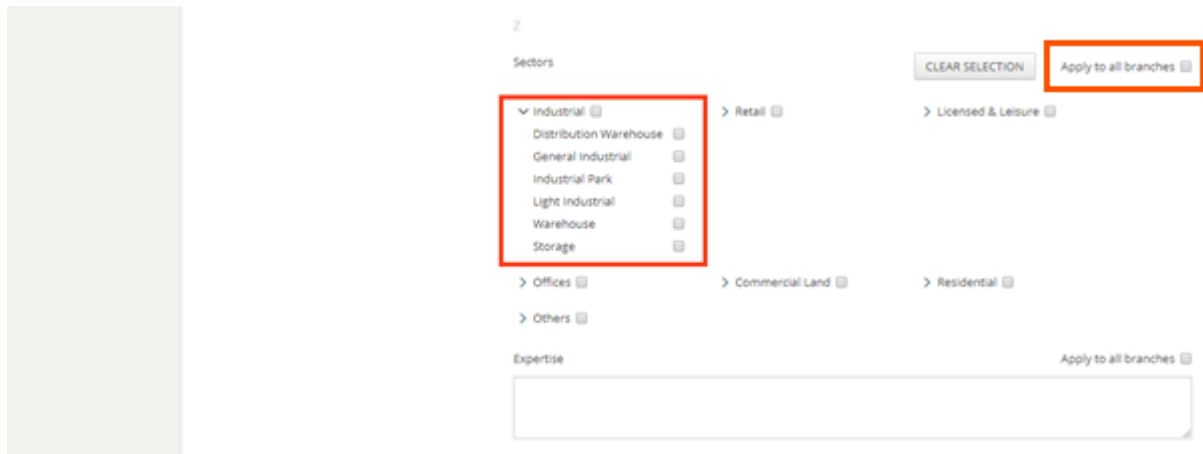
How can your customers get in touch with you?

First name Last name

Mobile phone Telephone Fax

Email Url

Underneath the sectors is a text box allowing you to detail any specific areas of expertise such as 'heavy machinery specialists' or "bridging finance".

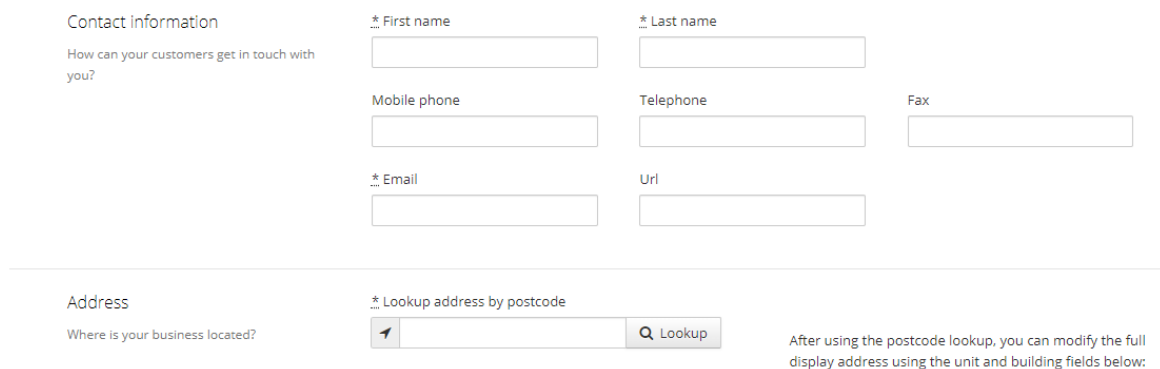


The screenshot shows a web form interface. On the left, there is a vertical grey bar. The main form area is titled 'Z' and contains a 'Sectors' section. Under 'Sectors', there is a dropdown menu for 'Industrial' which is expanded to show a list of options: 'Distribution Warehouse', 'General Industrial', 'Industrial Park', 'Light Industrial', 'Warehouse', and 'Storage'. To the right of this list are other sector options: 'Retail', 'Licensed & Leisure', 'Offices', 'Commercial Land', and 'Residential'. At the top right of the sectors section, there are two buttons: 'CLEAR SELECTION' and 'Apply to all branches'. Below the sectors section is an 'Expertise' section with a text input field and an 'Apply to all branches' button.

4. Add contact details

Now it is time to add in the contact details for this HQ or branch.

The information you put in here will appear on your profile page on Find a Service when an occupier or investor clicks either the "Get in Touch" or "Show phone number".



The screenshot shows a contact information form. The title is 'Contact information' with the subtitle 'How can your customers get in touch with you?'. The form contains several input fields: '* First name', '* Last name', 'Mobile phone', 'Telephone', 'Fax', '* Email', and 'Url'. Below the contact information section is an 'Address' section with the subtitle 'Where is your business located?'. It features a 'Lookup address by postcode' field with a search icon and a 'Lookup' button. To the right of the address section, there is a note: 'After using the postcode lookup, you can modify the full display address using the unit and building fields below:'.

5. Add an address

Insert your postcode into the **Lookup address by postcode** field. When you click **Lookup** it will display all addresses in this postcode.

TIP: It is really important that you input your address and postcode correctly as this will ensure you appear in the right searches when a user specifies a certain location.

* Email Url

Address
Where is your business located?

* Lookup address by postcode
EC2M 3AL

Reed Business Information, 99 Bishopsgate, London, Greater London, EC2M 3AL

After using the postcode lookup, you can modify the full display address using the unit and building fields below:

Full address:
Unit:

Building:


Street:
Postcode:
Short postcode:
Street postcode:
City:
County:

Click the address you'd like to display, and this will populate the fields on the right. It will also display a map showing you the area you have chosen. You can drag and drop the red pin to refine the position

Address
Where is your business located?

* Lookup address by postcode
EC2M 3AL

Reed Business Information, 99 Bishopsgate, London, Greater London, EC2M 3AL



After using the postcode lookup, you can modify the full display address using the unit and building fields below:

Full address: Reed Business Information, 99 Bishopsgate, London, Greater London, EC2M 3AL

Unit:

Building:

Street: Bishopsgate
Postcode: EC2M 3AL
Short postcode: EC2M
Street postcode: Bishopsgate, EC2M
City: London
County: Greater London

When you are happy with the information you've put in then click **Create my profile**.

Where is your business located?

Reed Business Information, 99 Bishopsgate, London, Greater London, EC2M 3AL

After using the postcode lookup, you can modify the full display address using the unit and building fields below:

Full address:
Unit:
Building:
Street:
Postcode:
Short postcode:
Street postcode:
City:
County:

Create my profile

6. Upload logos

Scroll down the page and you have the opportunity to add a logo to your profile. Underneath the contact details click the **Add profile image** button.

How can your customers get in touch with you?

Mobile phone	Telephone	Fax
Email	URL	

Address

Where is your business located?

Profile images (logos)

Add profile images

You don't have any profile images

Destroy profile

WARNING: Pressing this button will permanently remove your business profile from our system. Proceed with caution.

Delete you profile

Yes, I understand. Now please delete my profile.

Pick a logo by clicking the folder icon underneath the **image** and selecting an image from your files. When you have done this click **Upload image**.

Please note only JPG and PNG are currently supported and you image size should be 200x120 pixels.

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INFORMATION

- Business profile**

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Business profile / Add a profile image

Image upload

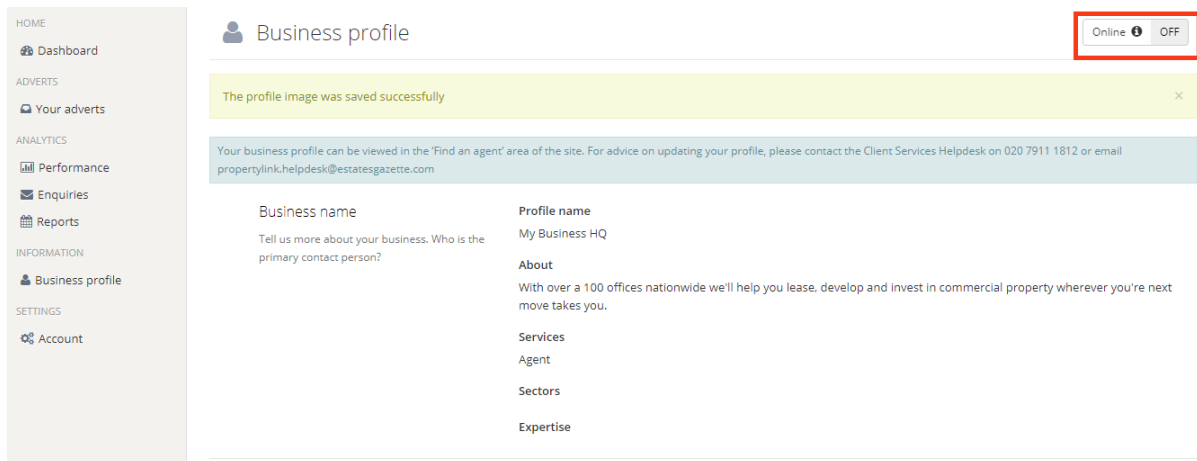
Pick the image type and a picture you want to upload. Different profile photo types will be displayed on different parts of the website

* Image

Image size should be 200x120 pixels.
File type should be JPG or PNG.

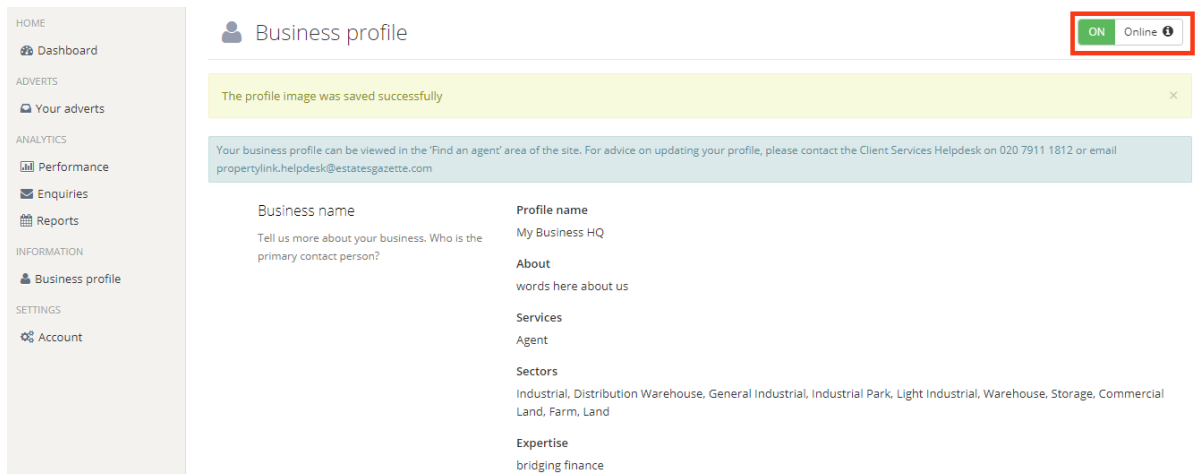
7. Publish your profile

Check the details you have inputted in the confirmation screen and when you are happy change the **Online** button in the top right-hand corner from **OFF** to **ON**.



The screenshot shows the 'Business profile' page. In the top right corner, there is a button labeled 'Online' with a power icon and 'OFF' next to it, which is highlighted with a red box. Below the header, there is a yellow notification bar that says 'The profile image was saved successfully'. A light blue information box contains the text: 'Your business profile can be viewed in the 'Find an agent' area of the site. For advice on updating your profile, please contact the Client Services Helpdesk on 020 7911 1812 or email propertylink.helpdesk@estatesgazette.com'. The main content area is divided into two columns: 'Business name' (with a subtext 'Tell us more about your business. Who is the primary contact person?') and 'Profile name' (with the value 'My Business HQ'). Below these are sections for 'About' (text: 'With over a 100 offices nationwide we'll help you lease, develop and invest in commercial property wherever you're next move takes you.'), 'Services' (Agent), 'Sectors', and 'Expertise'.

The **online** will appear green and say ON when your profile is live.



The screenshot shows the 'Business profile' page with the 'Online' button now highlighted in green and labeled 'ON' with a power icon, also highlighted with a red box. The rest of the page content is identical to the previous screenshot, including the notification bar, information box, and profile details.

Congratulations! You've just completed your first profile! Now you can add branches.

8. Create multiple branches and cloning details

Adding branch profiles can be done by repeating the steps above.

On the profile screen you can opt to set all fields to the same as the headquarters by ticking the **Same as HQ** box against the **Services, sectors, and expertise** fields.

Your business profile can be viewed in the 'Find an agent' area of the site. For advice on updating your profile, please contact the Client Services Helpdesk on 020 7911 1812 or email propertylink.helpdesk@estatesgazette.com

Business name
Tell us more about your business. Who is the primary contact person?

Name
My Business branch

About

Services Same as headquarter

A
Agent Architect Asset management Auctioneer

B
Building contractors Building consultancy Building services

C
Cleaners Clearance company Compulsory purchase

TIP: Branch users can only access the branch they are assigned to.

HQ users can edit both their own HQ and all the branches, simply select the branch or HQ you want to edit (if you are a HQ user) by selecting the drop down in the top navigation and selecting the branch.

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Welcome back Last login: less than a minute ago

Manage your account by clicking on the options below

Adverts Speed Dial

Create an ad 0 Total adverts Last added: never Live Draft Archived Enquiries Account

Select the HQ or branch you would like to manage from the dropdown. If you are just starting out then select the HQ

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SELECT A BUSINESS TO MANAGE FROM BELOW

My Business HQ GB
My Business branch GB

Welcome back Last login: 6 minutes ago

Manage your account by clicking on the options below

Adverts Speed Dial

Create an ad 0 Total adverts Last added: never Live Draft Archived Enquiries Account