EG | Propertylink

# FIND A SERVICE
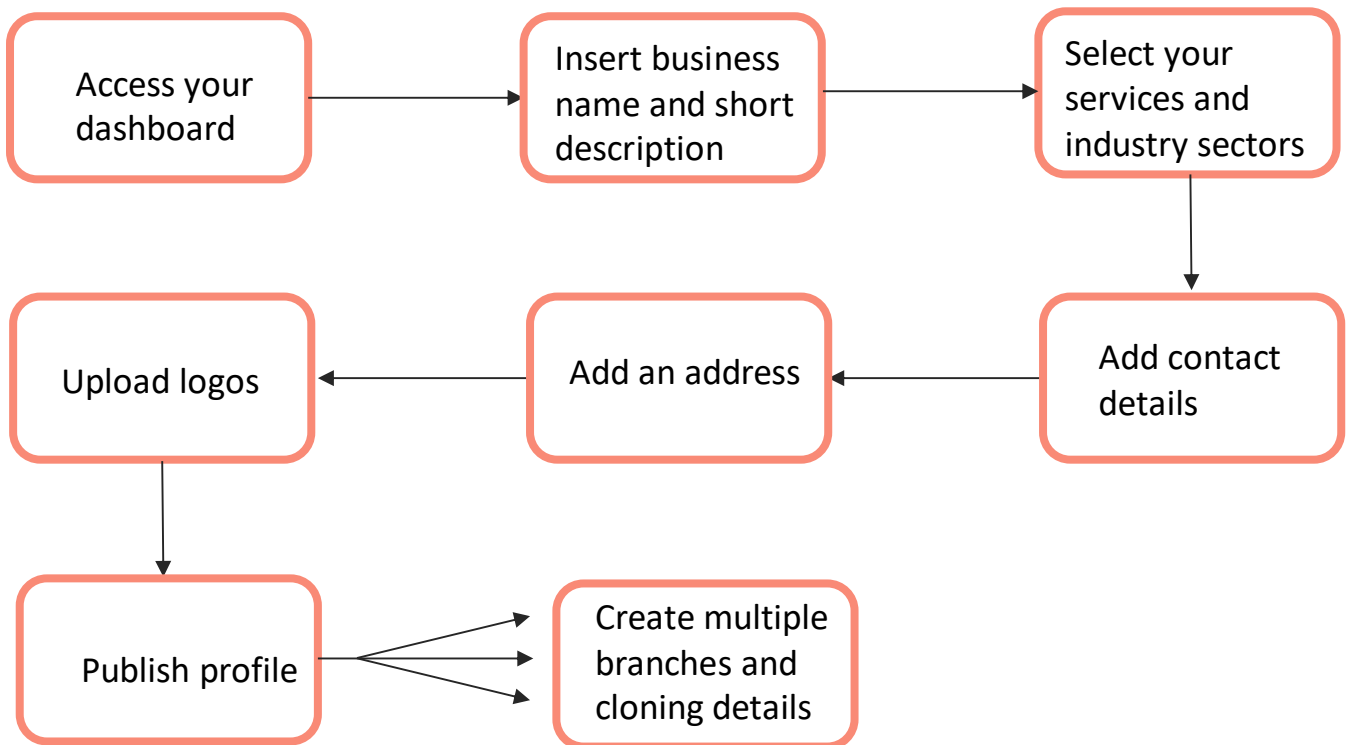
**Building and updating your business profile**

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:

```
┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│ Access your  │ ───▶ │ Insert       │ ───▶ │ Select your  │
│ dashboard    │      │ business     │      │ services and │
│              │      │ name and     │      │ industry     │
│              │      │ short        │      │ sectors      │
│              │      │ description  │      │              │
└──────────────┘      └──────────────┘      └──────────────┘
                                                    │
                                                    ▼
┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│ Upload logos │ ◀─── │ Add an       │ ◀─── │ Add contact  │
│              │      │ address      │      │ details      │
└──────────────┘      └──────────────┘      └──────────────┘
       │
       ▼
┌──────────────┐      ┌──────────────┐
│ Publish      │ ───▶ │ Create       │
│ profile      │      │ multiple     │
│              │      │ branches and │
│              │      │ cloning      │
│              │      │ details      │
└──────────────┘      └──────────────┘
```

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.
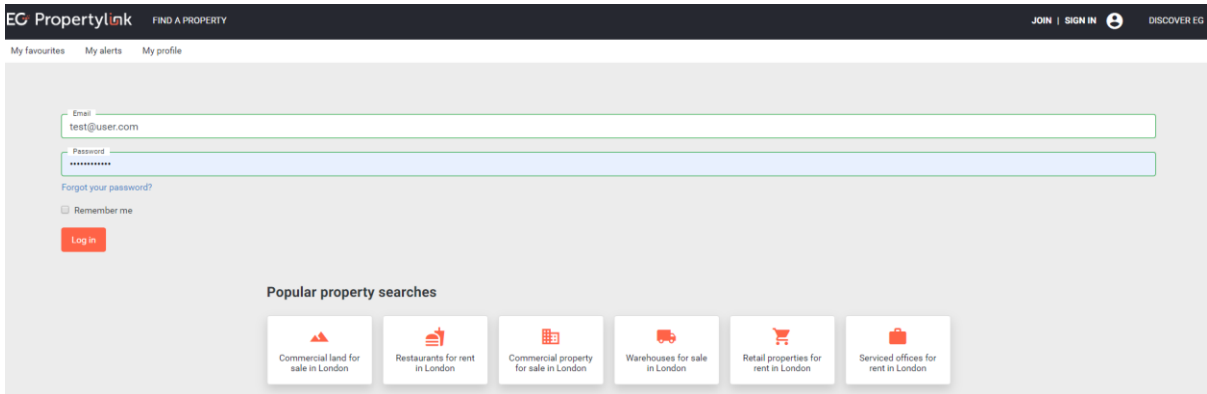
http://pladmin.estatesgazette.com/

The easiest way is from the Propertylink homepage
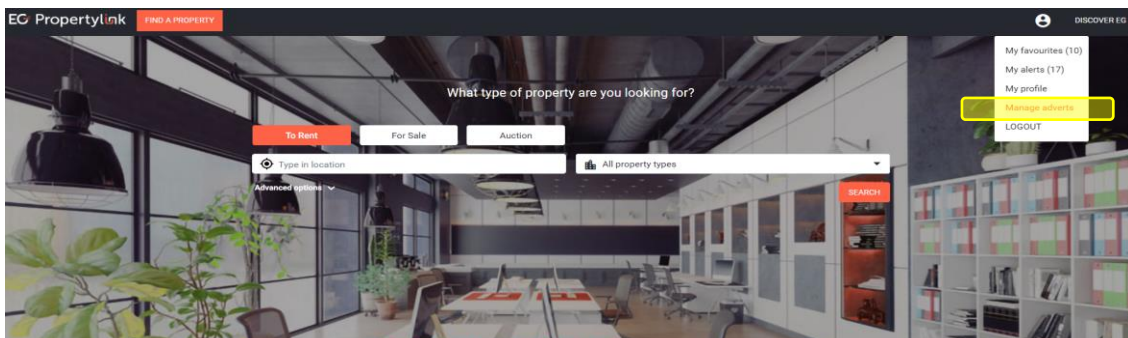
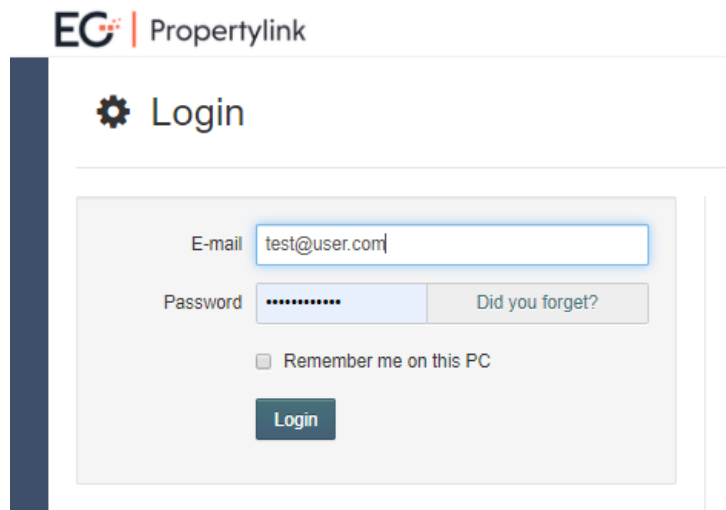https://propertylink.estatesgazette.com/

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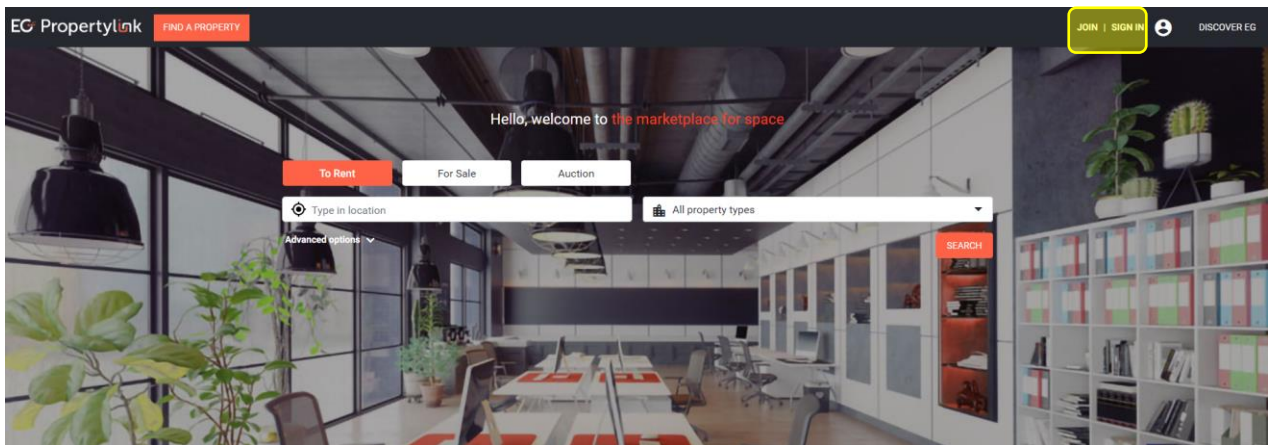


Log in using the credentials provided to you on sign up



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.

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## ⚙ Login

| E-mail | test@user.com |
| --- | --- |
| Password | •••••••••••   Did you forget? |
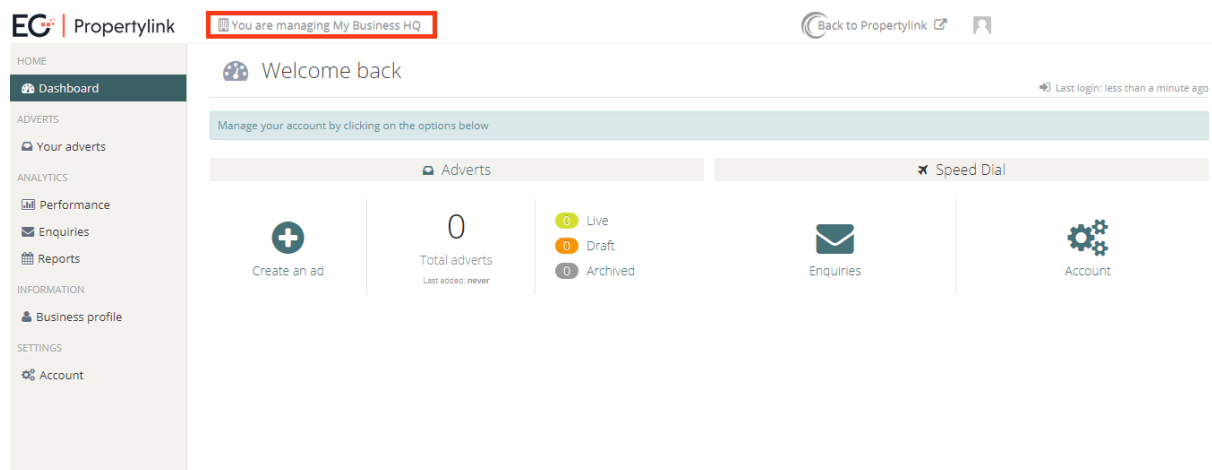
☐ Remember me on this PC

[ 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.

**EG | Propertylink**   📖 You are managing My Business HQ      ⟳ Back to Propertylink ⧉

HOME
🐎 Dashboard

ADVERTS
⌂ Your adverts

ANALYTICS
📊 Performance
✉ Enquiries
📅 Reports

INFORMATION
👤 Business profile

SETTINGS
⚙ Account

🐎 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          🟢 0 Live  🟠 0 Draft  ⚫ 0 Archived          ✉ Enquiries          ⚙ Account

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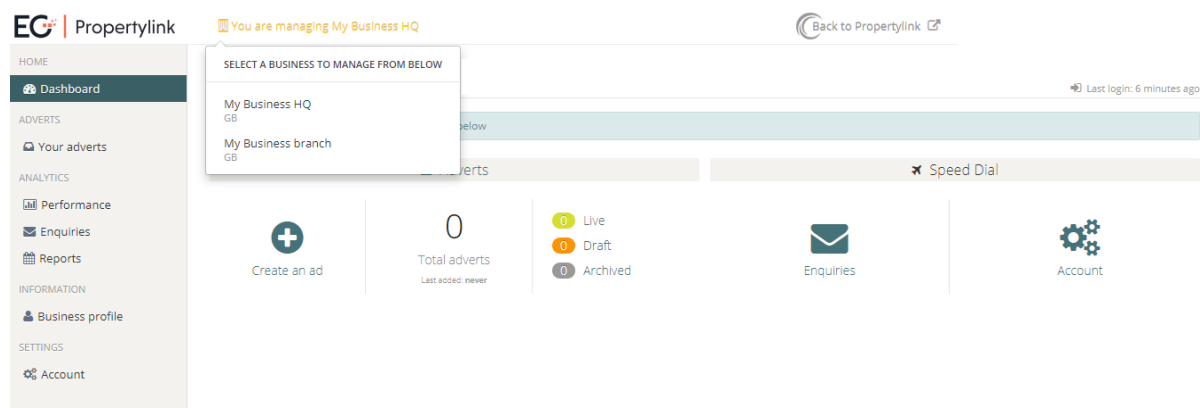


Click on **Business Profile** in the left-hand menu
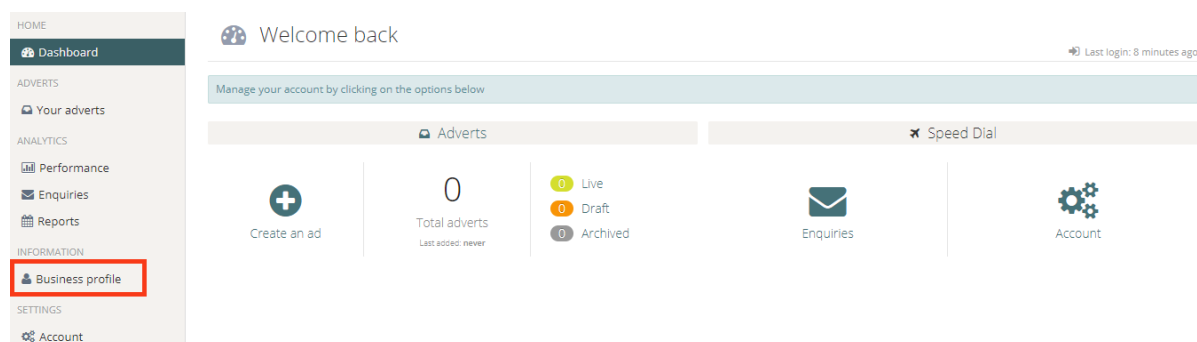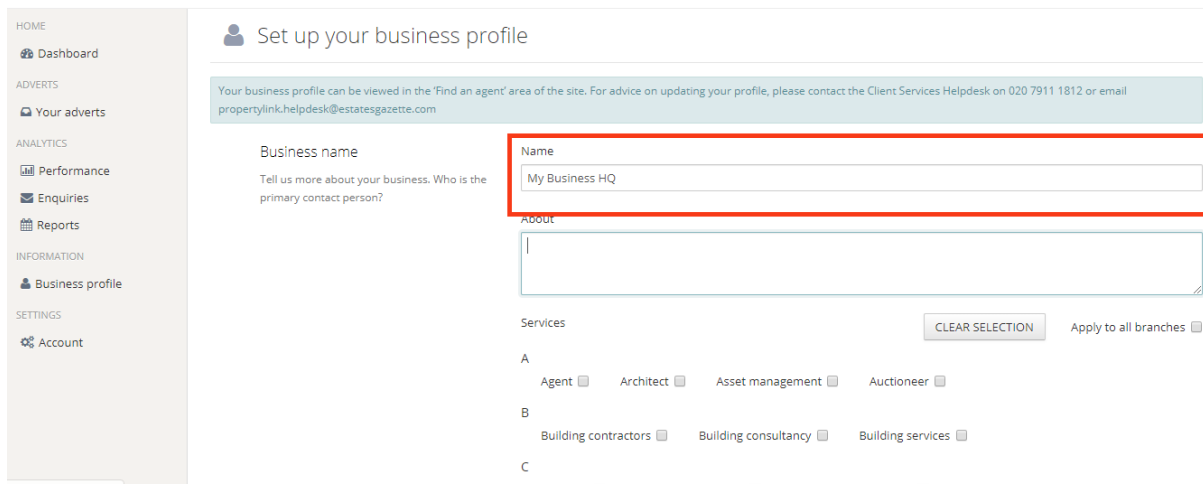


Now you can begin inputting your profile. Simply click the **Add public profile** button.
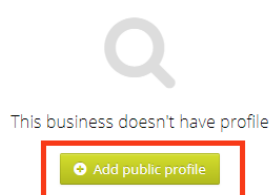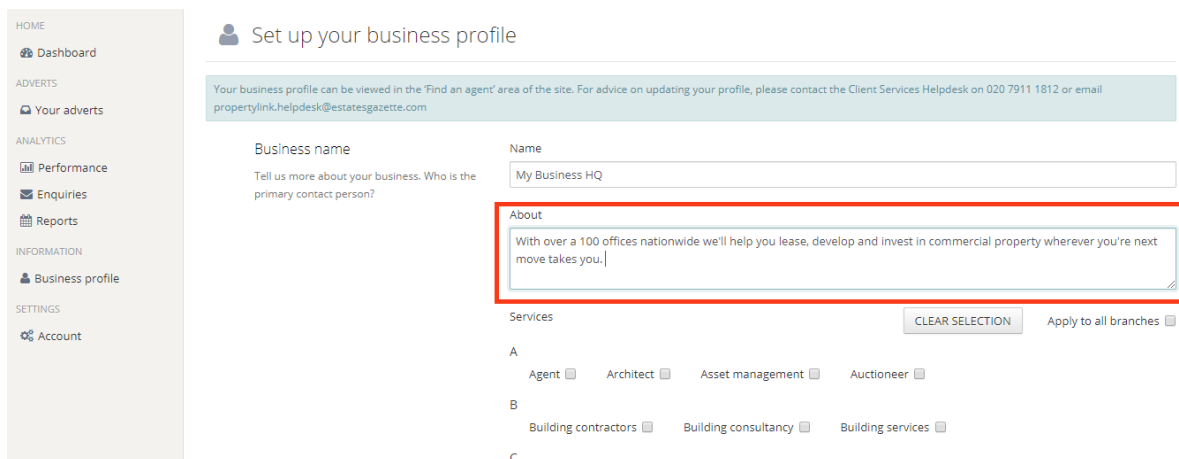
## 2. Insert business name and short description

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



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.

### 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.



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.



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



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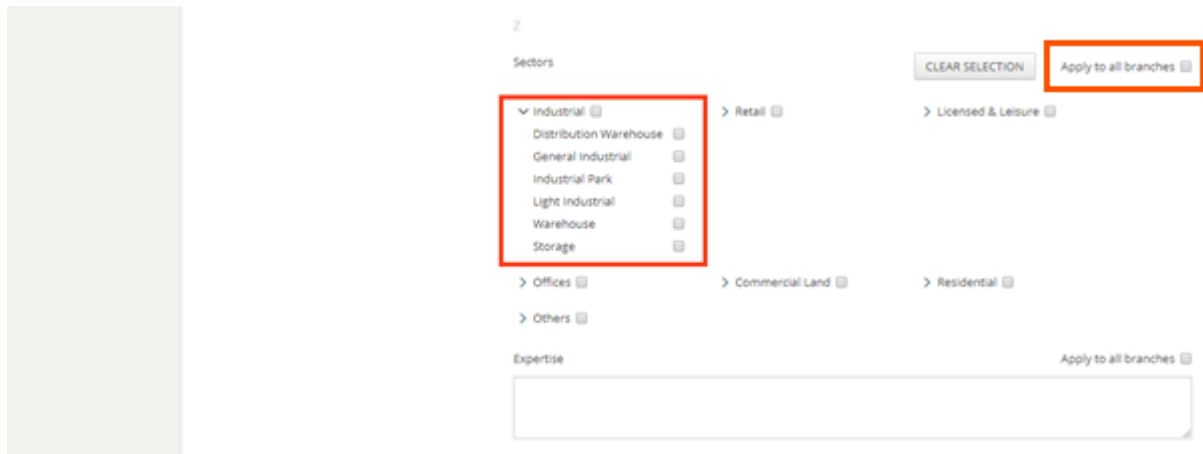
Underneath the sectors is a text box allowing you to detail any specific areas of expertise such as 'heavy machinery specialists' or "bridging finance".



## 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".

## 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.



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

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



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.
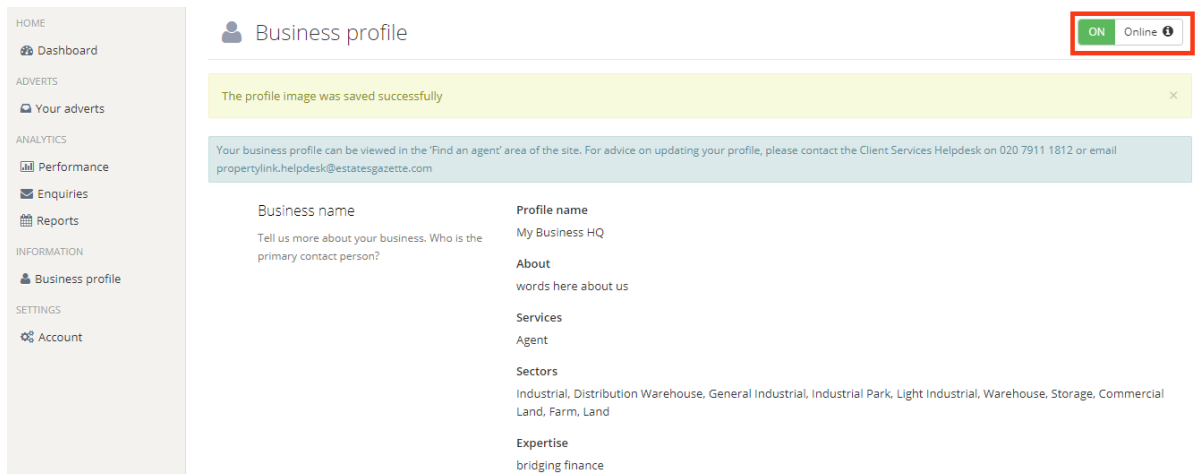
## 7. Publish your profile

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



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.



**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.

Clicking on the "**You are managing**" text at the top of the page will show you all your HQ and branches



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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