

The logo consists of the letters 'EG' in a bold, white, sans-serif font. The letter 'G' has a small cluster of four white dots to its upper right, resembling a stylized globe or a digital icon. A vertical white line is positioned to the right of the 'EG' text.

EG

**propertylink**

Managing Adverts on Propertylink

## Managing Adverts

### Contents:

- ✓ Finding an advert within your portfolio
- ✓ Editing an advert's details
- ✓ Unpublishing, deleting or archiving adverts, including:
  - Republishing an archived advert
  - Deleting an advert permanently
- ✓ Duplicating an advert
- ✓ How to get the most out of your 'Favourites'
- ✓ Saved searches and email alerts

To access your Dashboard, you need to be logged in on the main site (<http://propertylink.estatesgazette.com>). Click on 'Dashboard' and you will be redirected.

The UK's commercial property listings site, brought to you by Estates Gazette

[Find an agent](#) [Tenant advice](#) [About us](#) [Privacy & cookies](#) [Marketing options](#) [Dashboard](#)

Search for a property

Search by location e.g. county, town or postcode

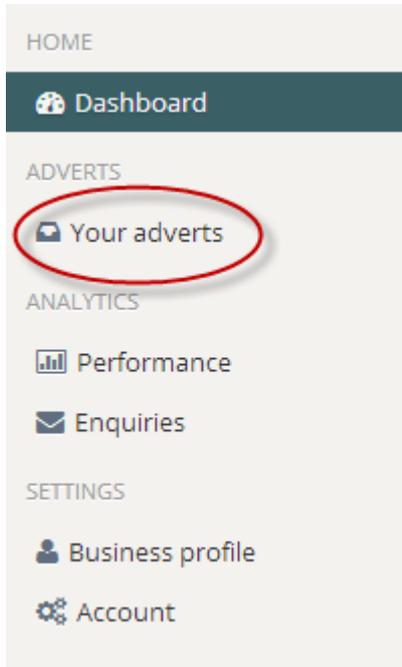
For rent  
 For sale

Once you have been redirected to the Dashboard login page, select 'I am a business user' and re-enter your Propertylink username and password.

Choose a system to log into

 I am a business user

 I am an administrator



When on your Dashboard, select 'Your adverts' in the left-hand navigation.

Alternatively, click on the 'Live', 'Draft' or 'Archived' shortcuts.



### Finding an advert within your portfolio

Once you are on the 'Your adverts' page, use the search box to find the advert you are looking for. We recommend searching by advert title, address or postcode.



You can also use the filters on the left side of the page to locate your advert:

**FILTER YOUR RESULTS**

**STATE**

Live	94
Drafts	48
	1

show all 4 ▼

**DATE CREATED**

Today	0
Less than 24 hours	0
Less than 3 days	2

show all 7 ▼

**PROPERTY TYPES**

General industrial	52
Office	44
Industrial	40

show all 10 ▼

This is only a snapshot of the filtering options you'll see on the left-hand side of the 'Your adverts' page. You'll be able to filter your adverts by:

- ✓ advert status (i.e. live, draft, archive)
- ✓ date created
- ✓ property type
- ✓ price/rental price
- ✓ size
- ✓ tenure
- ✓ contact agent

Each filter can be expanded to show the full list of options, by clicking on the "show all ▼" links at the bottom of each.

### Editing an advert

Once you have found the advert you wish to edit (whether it is live, archived, or a draft), click on the advert title or the property image.

Then, select 'Edit' on the following page.

Click 'Edit' for the section you wish to make changes to:

Tenure type

Edit

Price and size

Edit

Click 'Save changes' each time you make a change on an individual section. If the advert is already live, each time you click 'Save changes', your amendments will be updated on the live advert.

Cancel editing

Save changes

**TIP**

Please refer to the 'Creating an advert' tipsheet for help and tips on inputting property details and images.

**Unpublishing, deleting and archiving adverts**

**IMPORTANT, please note:** You have the option to either 'unpublish' or 'delete' your advert. See below definitions.

**Unpublishing an advert:** This will remove your property from the live website, but keep it as a draft in your account. You will also have the option to archive the advert.

**Deleting an advert:** This will permanently remove the advert from your account. Once deleted, you will not be able to retrieve it.

**Unpublishing and archiving adverts**

To unpublish an advert, either click into the advert from the advert title, or use the 'Unpublish' button to the right.



Once you have clicked 'unpublish', a popup will appear asking you why you wish to remove the advert from the site.

Providing basic deal information on completed lettings and sales ensures that you are credited for your successes in EGi's Deals service and that your deals are automatically added to the Estates Gazette individual Deal Maker and the Most Active Agency categories.

### Archiving an unpublished advert

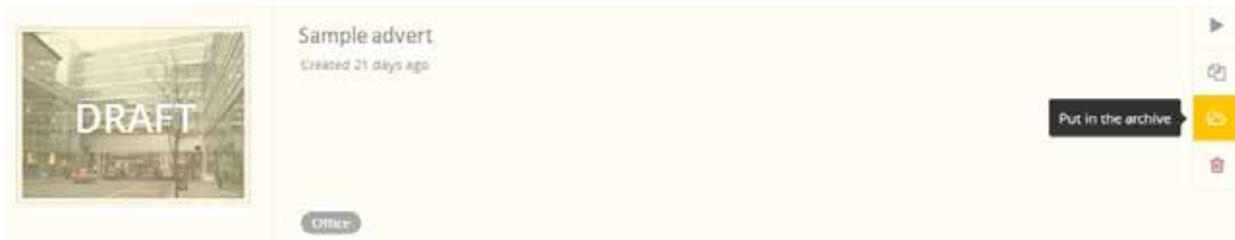
Once you have unpublished your advert, it will automatically be saved as a draft. Archiving it means it will stay in your account, so you can edit and/or r epublish it later. Access your advert via the main 'My adverts' page, where it will be marked as a draft:



Alternatively click on the 'Draft' shortcut on the Dashboard homepage:



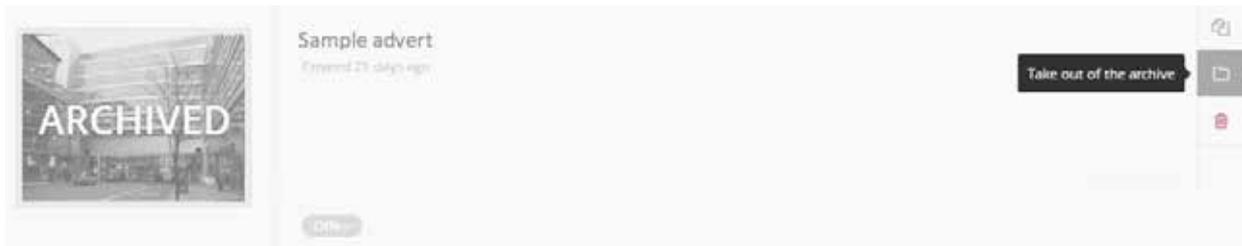
Once you have found the advert you wish to archive select the 'Archive' shortcut to the right.



**TIP** Remember you can use the search box to find the advert by title, address or postcode).

### Republishing an archived advert

If you wish to republish an archived ad, simply locate the advert, and select the 'Take out of the archive' shortcut.



Your advert will revert back to a draft, and from there you can republish or duplicate it using the shortcuts on the right.

### Permanently deleting an advert !

**IMPORTANT:** you will not be able to retrieve your advert once it has been deleted from your account.

If you wish to store an advert in your account, please see instructions above for archiving adverts. To permanently delete an advert, simply select the 'Delete' shortcut



### Duplicating an advert

If you would like to create a copy of an advert, you can do so on any live, draft, or archived advert. Select 'Duplicate' in the shortcuts:



A pop-up will appear asking you to confirm that you wish to duplicate the advert.

Once you click 'Confirm' you will be redirected to the 'Preview' stage of the editing suite, to review your duplicated advert before publishing it.

If you need to make changes to the advert before publishing, either click on the steps along the top of the page:



CREATE AN ADVERT

- > Main details
- > Address lookup
- > Contact info
- > Description / features
- > Media
- > Preview

Or use the left-hand navigation to start editing the advert.

**TIP**

Please refer to the 'Creating an advert' tipsheet for help and tips on inputting property details and images.

**IMPORTANT:** As you complete each step, you must click 'Next' at the bottom right of the screen to save your changes. Please do not use the left hand or top navigations to move onto the next step, as your changes will be lost.

Once you are happy with your changes, simply click 'Publish my advert' at the bottom of the Preview section.

### Favourites

You may wish to use 'Favourites' to:

- Group adverts from the same development/ business park
- Create lists of adverts managed by different individuals in your team
- Store adverts in a list which you wish to amend, so they are quickly and easily accessible in one place

To add a property to a Favourites list, use the 'Add to favourites' shortcut.

**TIP**

You can only save live adverts to your favourites, not draft or archived.

You can create multiple lists within your Favourites. Once you have selected 'Add to favourites', a popup will appear asking you to add the property to add existing list, or create a new one.



1, Procter Street, London, WC1V 6EU  
Created 21 days ago

Sample advert

Office

Add to favourites



Add to favourite list

Select the list

- Create a new list
- Create a new list
- Favourites list 1
- Favourites list 2

Create a new list

Cancel

Add

Speed Dial



Enquiries



Account

To access your Favourites, select the shortcut from your Dashboard homepage:

TIP

If you unpublish, archive or delete an advert which was saved in a Favourites list, it will be deleted from that list. Republishing the advert will not automatically add it back into your Favourites.

**Saved searches and email alerts**

If you would like to set up email notifications for new properties added to Propertylink, you can do so via the main site (propertylink.estatesgazette.com).

First, ensure you are logged in. You will need to perform a search on Propertylink in order to save it and set up an alert.

Once you have performed a search, click either 'Email me similar properties' or 'Save this search' at the top of the search results page.

**873 Offices properties for rent in Birmingham**

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 Email me similar properties  
 Save this search  
 Print

**TIP**

You will then be prompted to name your search, and choose how often you wish to receive email alerts for your saved search (daily, weekly, monthly, or never).

You will then be prompted to name your search, and choose how often you wish to receive email alerts for your saved search (daily, weekly, monthly, or never).

**Receive email alerts** x

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Name your search

Receive emails about this search?  Yes  No

Daily

Weekly

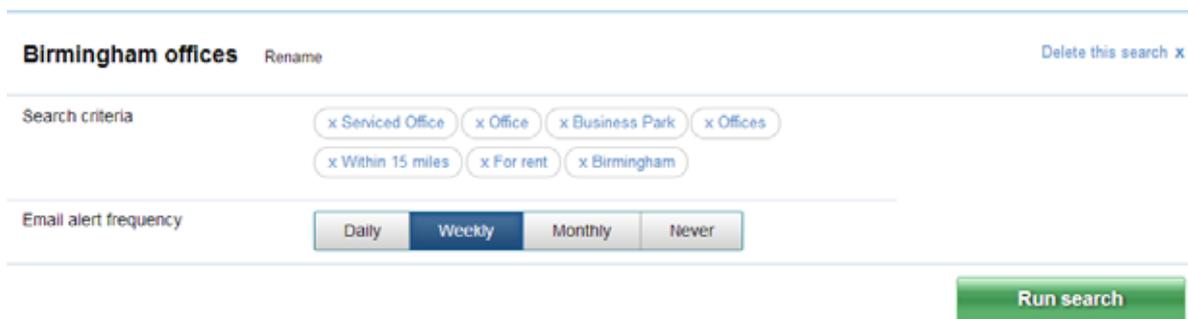
Monthly

Save alert

To manage your saved searches and email alerts, navigate to 'My account' and select 'Saved searches and email alerts'.



From here you can run your search, change the frequency of your alerts, remove criteria from your saved search, or delete it entirely.



### CONTACT US

If you need any help managing your adverts, please contact the Customer Support Helpdesk on

**020 7911 1812**

**Monday to Friday, 9am to 5pm**

Alternatively, email  
**support@egi.co.uk**