EG | propertylink

Creating Adverts on Propertylink

Creating an Advert

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

Click the **'Create an ad'** icon on your Dashboard homepage.

🖵 Adverts

142
Total adverts
Last added: 2 days ago

➕
Create an ad

93 Live
49 Draft
1 Archived

The following instructions will guide you through how to create and publish an advert, in 6 easy steps:

IMPORTANT: please note: 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 navigation to move onto the next step, as your changes will be lost.

Step 1: Property details

Selecting tenure type: Use the tick-boxes to select whether the property is for sale or to let. You can also select whether to advertise the property as an investment or development opportunity, or for sale at auction.

TIP You also have the option to list the property as **'Under offer'** by selecting it in the above options.

Outline price and size:

Enter the price of the property in the relevant **'Sale price'**, **'Rental price'** or **'Auction starting price'** field.

IMPORTANT: please remember to select currency.

If the property has a rental price, please ensure you select the relevant unit from the **'Per'** dropdown

per

Property size:

Input the property size, and select the unit from the dropdown.

If the property has multiple floors or units and you wish to specify the sizes of these individually, select 'Add more sizes.' A new set of fields will appear for you to input the size of floors/units. You can add as many of these as you need to.

TIP Label the floor or building in the 'Size name' field.

Step 2: Address lookup

Type a postcode to lookup the address of your property

IMPORTANT: you must enter a full postcode in order to lookup the property address.

Enter postcode

WC1V 6EU   Q Lookup

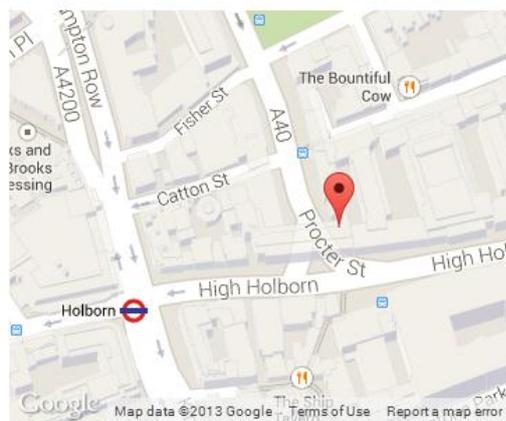Enter postcode

WC1V 6EU   Q Lookup

1 Procter Street, WC1V 6EU

Once you've selected the correct address from the list returned,
you can drag and drop the pin on the map to fine-tune the location.

Enter postcode

WC1V 6EU   Q Lookup

1 Procter Street, WC1V 6EU

Step 2: Contact info

Activity period:

Activity period

Select the time period during which your advert will be searchable on our website

Start and end dates

From: 🗓 _____   To: 🗓 _____

Start (from) date: select a date of your choice when you would like the advert to go live. This must be no more than one month from the date you are creating the advert.

End (to) date – choose the date that you would like the advert to be taken off the site.

IMPORTANT: The maximum time period for an advert to be live on the site is six months, please select an end date within this timescale.

Primary contact person: The details which you input here will appear on the property details page.

Primary contact person

Who is the primary contact person for this advert?

Company name _____   First name _____   Last name _____

E-mail _____   Telephone number _____   URL _____

Once you have clicked **'Add a joint agent',** input the details into the fields which appear. Start typing the company name in the **'Contact office'** field and select it from the auto-complete.

Joint agents:

Joint agents

Click the button below to attach another contact to this advert

➕ Add joint agent

TIP You can add as many joint agents as required. Please always include email addresses and phone numbers to ensure occupiers can respond to your advert directly if they wish.

Step 4: Description & features

Advert title: This is the first description of the property which occupiers will see. The advert title will display within the search results on Propertylink, and on the property details page.

Advert description and Matching property types: Please provide a short description of the property. Propertylink's new 'Smart Feature Extraction' functionality will try to select the property types by recognising words within your description, but you can also manually add these by clicking 'Property types'. Simply tick the relevant property types in the pop-up box that appears:
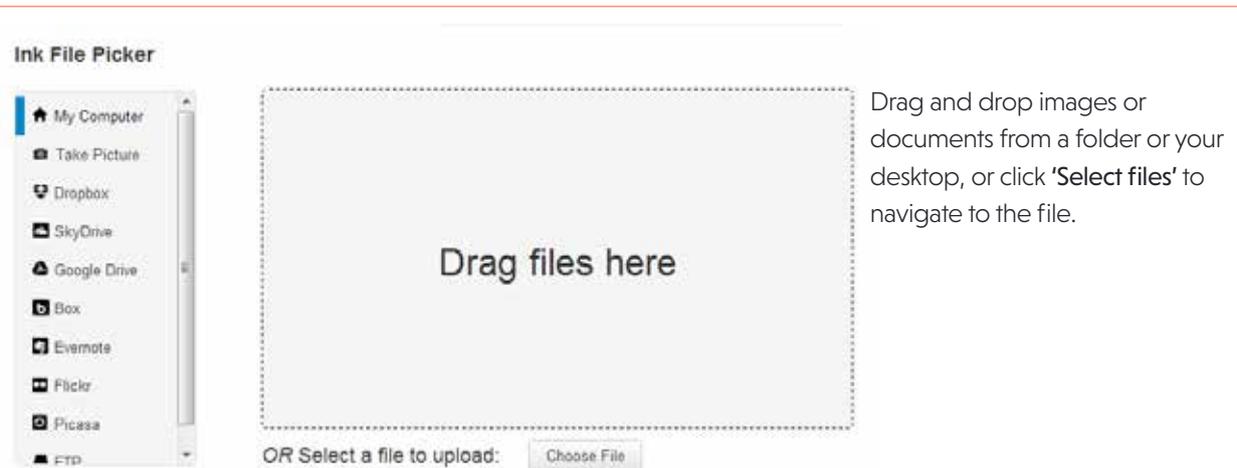
Click **'Add selected'** and your chosen property types will be saved against your advert.

Matching property types

Distribution Warehouse ✖   General Industrial ✖   Warehouse ✖

Step 5: Media

The new Propertylink allows you to add an unlimited amount of images and documents to your adverts. To add these, first select either the **'Images'** or **'Documents'** tab.

Images | Documents

Documents

Click "Select files" to open a file browser and pick the documents you want to upload. You can drag them to reorder.

📂 Select files

DRAG AND DROP FILES HERE TO UPLOAD

Ink File Picker

🏠 My Computer
📷 Take Picture
📦 Dropbox
☁ SkyDrive
🔺 Google Drive
📦 Box
📓 Evernote
📷 Flickr
📷 Picasa
FTP

Drag files here

OR Select a file to upload: Choose File

Drag and drop images or documents from a folder or your desktop, or click **'Select files'** to navigate to the file.

TIP Please note, Propertylink will accept the following files types only: JPEG, GIF, PDF. You can drag and drop your images to reorder them. The first image will be the one which appears in the search results.